

## Contract Modification Approval

### What are Contract Modifications?

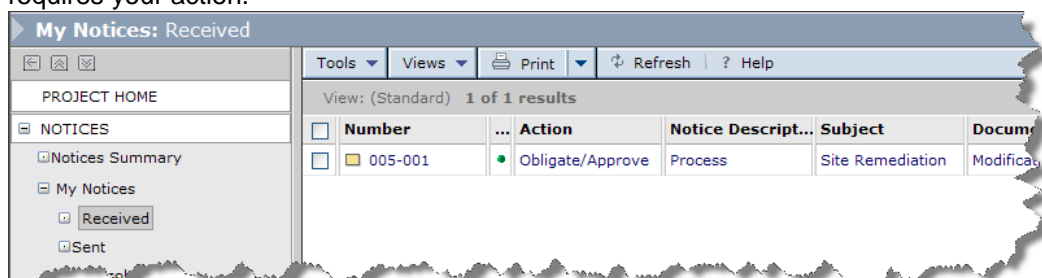
ePM enables contract modifications issued against contracts whenever necessary due to a change in the contract's requirements, a scheduling conflict, a problem of materials availability, or some other factor. An ePM modification contains several date and currency information boxes that enable you to specify and gauge the impact of the modification on the contract in time and monetary terms. These information boxes are 'smart' in that they always reflect the impact of other modifications against the contract. The recording of a modification in ePM is the final step of an overall change management process which may involve other documents in ePM such as a Potential Change Order. Use contract modifications for logging in-progress and actual modifications. Prior to approving a modification in ePM the detailed schedule of values will be incorporated. A scanned copy of the executed contract modification will be attached to the ePM record.

### Who Will Use This?

- √ Construction Manager
- √ Project Manager

## Steps to Approve a Contract Modification Document

1. Log into ePM as a user with the Modification Approver security role, then navigate to the appropriate project.
2. Navigate to your Notices register by clicking on the Notices section, then My Notices, and Received. Your Notices register displays, showing the Contract Modification document that requires your action.



- Click on any of the hyperlinks for the document to open it. To access the document another way, on the Navigation Pane on the left side of the screen, click PM Tools > Contract Management > Contracts Modifications. The Contract Modification document register appears on the right side of the screen. Click the Document Number or Title to open it.
- The Modification document opens showing the Main page. Click on the Schedule of Values page to see individual line items of the contract, along with their respective cost account allocations.

Item Number	Description	*Scheduled Amount	ACR Column in Approved State	Current Invoiced Amt	Current Balance
	Site Remediation	25,000.00	Approved	0.00	25,000.00

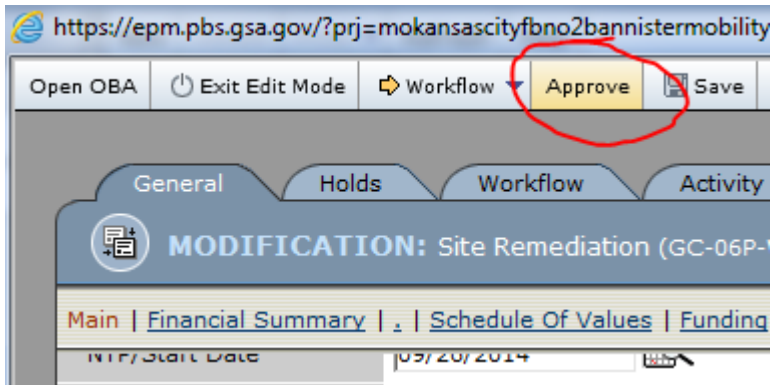
  

*Line Number	Item Description	*Cost Account	Advanced ...	*Amount
1	Site Remediation	Sitework		25,000.00

- Click on the Financial Summary page to view all contract line items as a single sum.

	Contract Currency		Project Currency	
Original Contract	\$	100,000.00	\$	100,000.00
Previously Approved Modification(s)	\$	0	\$	0
Contract Value Before Current Modification	\$	100,000.00	\$	100,000.00
Current Modification	\$	25,000.00	\$	25,000.00
Contract including current modification	\$	125,000.00	\$	125,000.00

- If the data is correct and the document is ready for approval, click the 'Approve' button at the top of the page.



- The Execute Workflow dialog box appears. Click the 'Execute' button to complete the workflow and approve the Modification document. A confirmation dialog appears after successful execution of workflow.

A screenshot of the 'Execute Workflow' dialog box. The title bar reads 'Execute Workflow'. Below the title, there is a section for 'Obligate/Approve' with instructions: 'To complete the workflow action and notify people, select recipients and click "Execute". If you don't wish to notify people, click "Execute" with no recipients selected (Note: "HCC" recipients cannot be removed)'. The form contains several fields: 'To:', 'Cc:', and 'Hcc:' (all empty); 'Recipient Action:' set to 'None'; 'Custom Message:' (empty); 'Priority:' set to 'Normal'; and 'Due Date:' set to '09/15/2009'. At the bottom, there are three buttons: 'Execute', 'Clear Fields', and 'Cancel'.

## Steps for Contract Modification Adjudication Process

1. If a Modification needs to be requested for Adjudication, the PM will enter the details into the following line item “**Cost Account Allocation Grid**” fields before moving the document from **Approved SOV** to **Pending Adjudication** workflow state:

Request Adjudication	Is Adjudicated	Adjudication Notes	Adjudication Changed Days	Adjudication Number
Y : Yes	Y : Yes	Add Adjudication notes here		120 ADJ123456

**NOTE:** The Adjudication Changed Days contains the number of days that extends the Contract Finish Date. Not every work item cost account allocation line will necessarily have a specified Adjudication Changed Days. Additionally, not every cost account allocation line will be adjudicated. Therefore, the total “This Changed Days” documented on the Main page of the Modification document may vary than of the value for the the total cost allocations of **Adjudication Changed Days**.

2. The document will be editable in the **Pending Adjudication** by both the PM and PBA Central Office – “Measures Manager”. However, the user having the Measures Manager role will make the final decision for each work item within each **Cost Account Allocation Grid** should be Adjudicated. The Measures Manager will update and enter the final decision for which work line item **Is Adjudicated** (Yes/No) before transitioning the document from **Pending Adjudication** to **Adjudicated** workflow state.

## Tips

- ✓ Required fields are marked with an asterisk.

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- ✓ Use the 'Forward' button if collaboration required from other users.

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- ✓ Values on the **Financial Summary and Settings** pages are read only.


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- ✓ Click on the **Activity Log** tab to view the audit trail of the document.

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- ✓ Click on the **Attachments** tab to attach the scanned copy of the executed modification.


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- ✓ Clicking the online help button provides generic help related to contract modifications, NOT for the specific uses of GSA's Contract Modification documents.  


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- ✓ Click on the **Financial Summary** page throughout the workflow process to view the assignment of Contract dollars to various ACR columns.

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- ✓ To explode or collapse sections in a document, click on the double headed arrow buttons:  


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- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means you were cc'd.

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- ✓ For additional help and support, contact your GSA Regional Point of Contact: