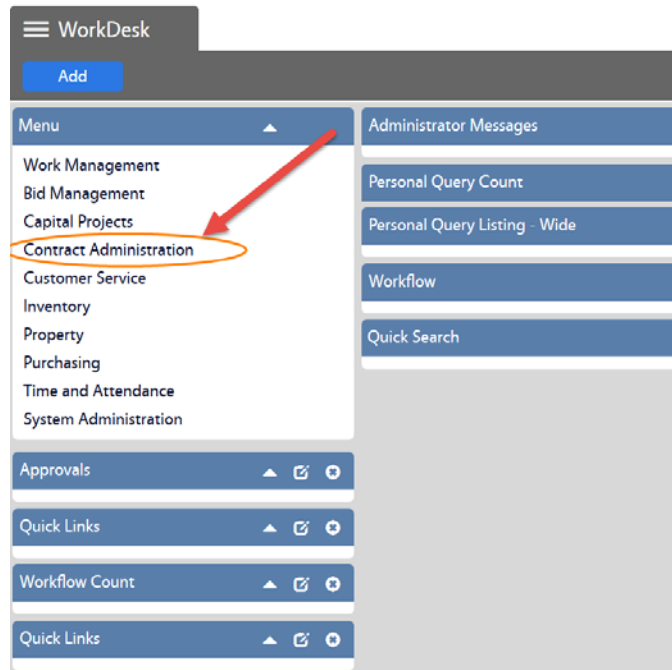


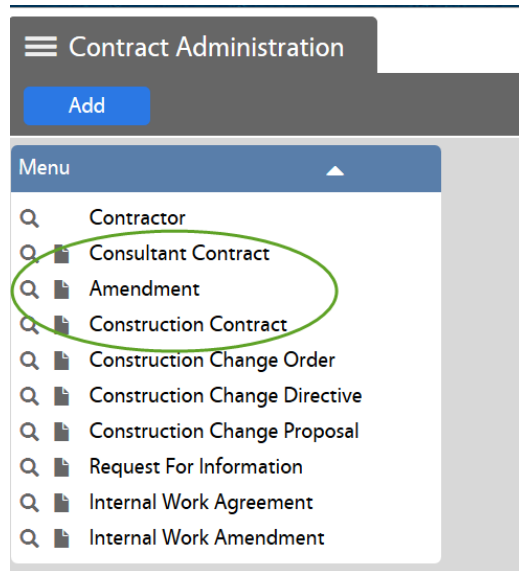
CONTRACT ADMINISTRATION

The Business Process Framework utilized by Auburn University for a CPPM Module based contract is based on the functionality of Consultant Contracts with their associated Consultant Contract Amendments and Construction Contracts.

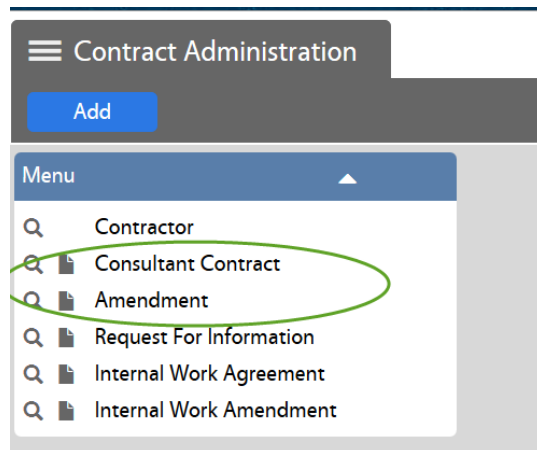
1. In the AiM system, the **Contract Administration** screen can be accessed from the main Menu.



2. On the Contract Administration Menu screen, you will find the options for Consultant Contract, Amendment, and Construction Contract.

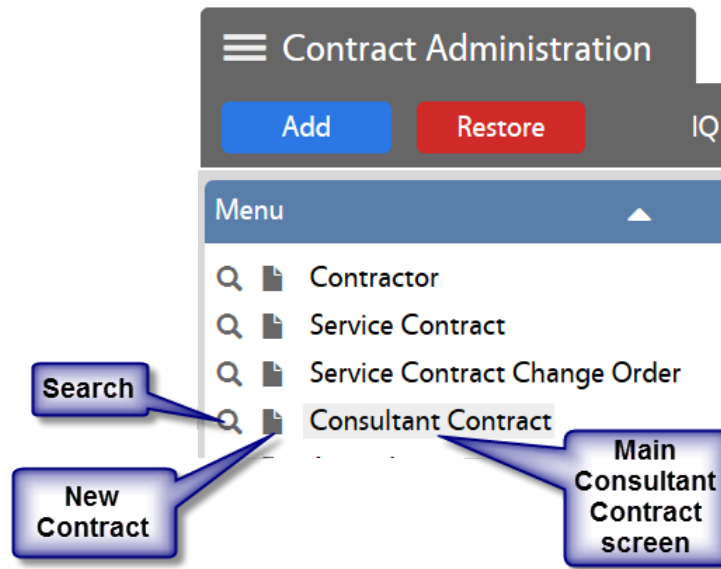


OR



NOTE: From this screen you can Search, create a New Contract or Amendment, or open the Contract/Amendment main screens. See the following illustration:

Illustration:



CONSULTANT CONTRACT

The Consultant Contract is the mechanism that is used to classify, track, cost, and report on the consulting services that are linked to a project. Consultant Contracts are typically further classified by Consultant Contract Types to provide additional granularity for reporting purposes. The Consultant Contract is typically used during the design phase of the project lifecycle (depending upon delivery method), and for all professional services utilized on the project.

A Consultant Contract Line Item detail record that is based on a Project Component is required to create and save a Consultant Contract. Consultant Contract Line Items link to Project Components and contain the award amount to be applied as a committed cost to the Capital Project Component.

A Consultant Contract can be created and saved in a “Requested” status without specifying the contractor (vendor) that is going to perform the consulting services against the Capital Project.

The Consultant Contract uses an Amendment to document changes for monetary amounts and/or date revisions.

The Consultant Contract does not require a notice to proceed validation step; the “Award” step is required to enable processing Consultant Contract Invoices against the Consultant Contract or to create a Consultant Contract Amendment.

Consultant Contract Types

The following Types have been setup in the AiM System:

1. **AU PSC Agreement - Professional Services Contract:** Used to contract for professional services such as study or investigation, programming, design concepts, commissioning, test and balance, surveys, haz mat testing when the deliverables will be a report or renderings.
2. **AU OA Agreement - Agreement between Owner and Architect:** Used when contracting with an architect or engineering firm when the deliverables will be construction documents. (i.e. We are going to build/construct something from the documents.)
3. **AU CM Agreement - Agreement between Owner Construction Manager:** Used to contract with a construction management firm for professional services related to pre-construction and/or construction phase services such as cost estimating, program management, budget and/or schedule management, constructability reviews, bid packaging, etc.
4. **AU PSPO Agreement - Professional Services Purchase Order:** Can be used in place of OA agreement above when an existing IDIQ (Indefinite Delivery Indefinite Quantity) OA is in place with the firm. It can be used as a standalone contract for small designs with limited liability, low impact designs. Also, it can be used in place of a PSC agreement.

Consultant Contract Status Codes

The Consultant Contract Status Codes have been predefined based on business process flows determined during implementation. Status codes are specific to each Consultant Contract Type. Some status codes are very specific to the contract type.

CONSTRUCTION CONTRACT

The Project Construction Contract is the mechanism that is used to classify, track, cost, and report on the construction related activities that are linked to a project. Construction Contracts are classified by Construction Contract Types to provide additional granularity for reporting purposes. Construction Contract Types are typically defined based upon the different delivery methods used by the Capital Project Type. The Construction Contract is typically used for the bulk of the work and the cost related to the project.

A Construction Contract Line Item detail record that is based on a Capital Project Component is required to create and save a Construction Contract. Construction Contract Line Items link to Capital Project Components and contain the award amount to be applied as a committed cost to the Capital Project Component.

The Construction Contract requires both an “AWARD” and a “NOTICE TO PROCEED” step to enable processing Construction Contract Payment Applications against the Construction Contract or to create an Issue, Construction Contract Change Order Proposal, or a Construction Contract Change Order. The Construction Contract will enable tracking of both retainage and sub-contractor activity.

KEY CONCEPTS

- A construction contract requires a change order to change award amounts or dates. Change orders are different from amendments used on consultant contracts in that they could consist of change proposals or change directives.

Construction Contract Change Orders will not be handled in the AiM System until Phase II of the AiM Conversion project.

- Construction contracts require a “Notice to Proceed” step.
- Retainage can optionally be tracked on a construction contract.
- The Construction Contract Screen supports searches against the contract and contract line item totals.

Construction Contract Types

The following Types have been setup in the AiM System:

- 1. AU SPW Agreement - Small Public Works Contract:** Used for construction contracts less than \$50,000, bid through the SPW bid process utilizing the SPW front end documents.
- 2. AU LPW Agreement – Large Public Works Contract:** Used for construction contracts \$50,000 or greater, bid through the LPW bid process utilizing the LPW front end documents.

Construction Contract Status Code

The Construction Contract Status Codes have been predefined based on user business process flows determined during the implementation and are unique to each Construction Contract Type.

CONSULTANT CONTRACT AMENDMENT

The Amendment Screen provides a mechanism to amend consultant contracts by adjusting existing line items or by creating new ones. In addition, the Amendment Screen supports the association of issues to the amendment, and subsequently to the consultant contract.

KEY CONCEPTS

- Users can submit changes to consultant contracts by either adding a line to the contract or adjustment of an existing line item.
- Issues associated to amendments auto populate cost fields on the Amendment Screen line items.
- Saving an amendment in a REQUESTED status increases anticipated cost to the capital project. Saving the amendment in an APPROVED status increases the committed cost for that capital project and reduces the anticipated cost.
- The Amendment Screen supports searches against the Amendment Total field.

The **UPL / COORDINATOR** will initiate new agreements.