Managing Contract Administration

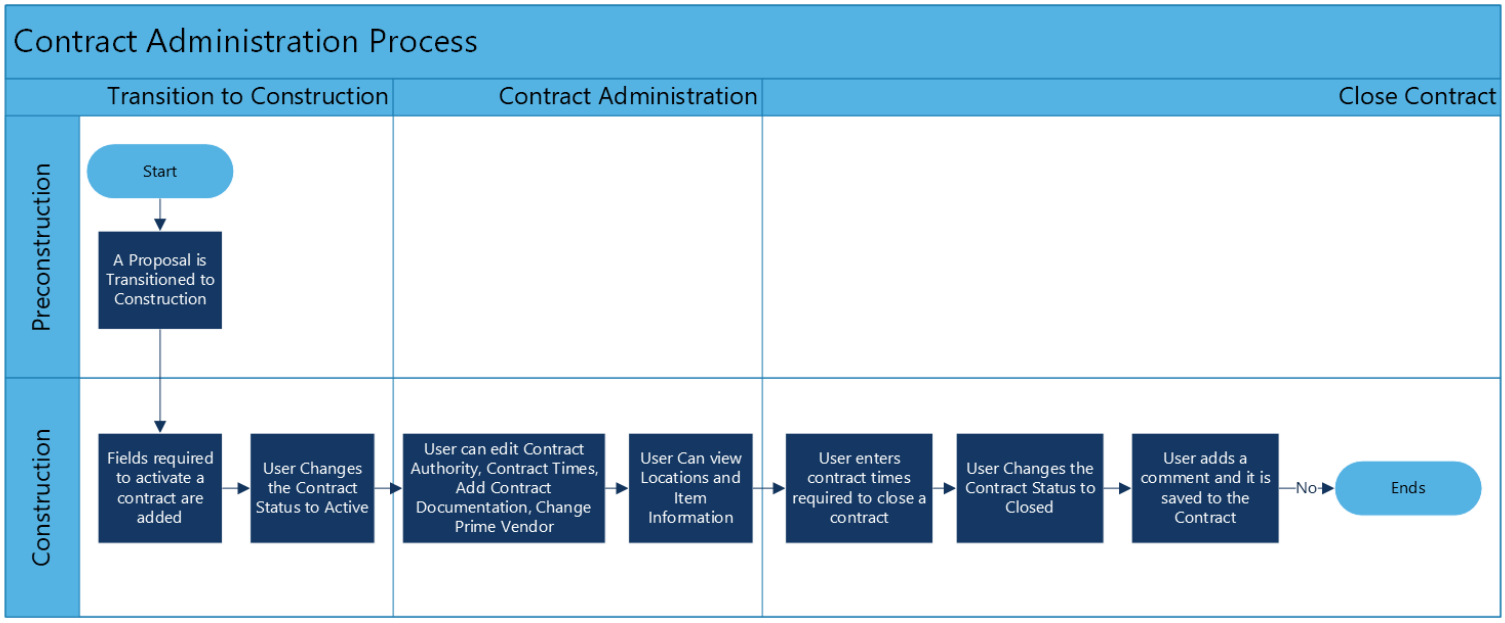
Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Central Office Construction	KYTC_Final Estimate Section
KYTC_Section Office Supervisor	KYTC_Section Office Manager
KYTC_District Construction Office Manager	KYTC_Inspector
KYTC_Subcontract User	KYTC_Construction Read-Only User (View Only)
KYTC_Auditor (View Only)	KYTC_Contract Estimate Section Mars
KYTC_Final Approval Change Order	KYTC_State Highway Engineer
KYTC_Deputy State Highway Engineer	KYTC_Materials Read-Only User (View Only)
KYTC_Materials Central Office User (View Only)	KYTC_Materials Central Office Manager
KYTC_Materials District Office User (View Only)	KYTC_Materials District Office Manager
KYTC_Materials Admin	KYTC_District PD&P TEBM
DBE Users	KYTC_NONAGEDBECOMMIT

Background:

- Below is a high-level overview of the Contract Administration Process:





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Managing Contract Administration

Viewing Contract Information

- **Note:** You can view Contract Information through the Contract Administration Summary, which is where users first set up a contract in Construction and manage critical contract details in the system. Contract details include managing contract times, adding contract documentation, as well as modifying the Prime Vendor and Contract Status.

Navigation: AASHTOWare Project Dashboard

1. From the Construction component, click the **Contract Administration** link.
2. In the **quick find** search box, search for and select the **Contract ID** link for the contract.
   - **Note:** Alternatively, you can click the row **Actions** menu for a contract and select the **Open** action. This will open the Contract Administration Summary for that contract.
   - **Note:** The following quick links (above the Contract Administration Summary) will not be utilized: **Contractor Material Sources**, **SBP Commitments**, and **EOM Trucking**.

Editing Contract Information

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_District Construction Office Manager (Conditional)

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, on the **General** tab, click the drop-down arrow for the **Project Engineer** field and select the appropriate option.
   - **Note:** From this drop-down, you can select **Agency Project** or **Consultant Project**.
2. Depending on your selection for the **Project Engineer** field, you must search for and select the **Agency Project Engineer Name** or the **Consultant Project Engineer Name**.
   - **Note:** Selecting **Agency Project** will make the **Agency Project Engineer Name** a required field. Selecting **Consultant Project** will make the **Consultant Project Engineer Name** a required field.
3. In the **Consultant or Agency Project Engineer Name** field, you can search for and select the Project Engineer's name.
4. The **Document ID** field will be populated from Preconstruction.

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5. The **Deferred Flag** field is a Y/N field. Default value is N on the proposal and remains N through the transition to Construction. Editing is limited to certain roles.
6. The **Defer Until** field is a date field. Format must include separators, either mm.dd.yyyy or mm-dd-yyyy. Numbers alone (e.g., mmddyyyy) will not be accepted.
7. The **Federal Oversight** field indicates whether Federal Oversight is required. If required, the FHWA step will be included in Change Order reviews.

- **Note:** This indicator is used for FHWA RBP (formerly PODI) contracts.

8. The **Local Oversight** field indicates whether Local Oversight is required on the project.

- **Note:** This indicator is used for LPA work being administered by KYTC.

9. In the **Default Office Review Group** field, you can search for and select the review group responsible for Change Order review.

- **Note:** This is the default group and can be changed on an individual Change Order.

10. The **Comments** is an optional freeform text field.
    - **Note:** Another freeform text field is **Long Description**, which can include a detailed description of the contract.
11. Once you are done editing the Contract Information on the **General** tab, click the **Save** button.
12. Click the **Additional Information** tab.
13. In the **Contract Type** field, click the drop-down arrow and select the type.
    - **Note:** Once the contract is in **Active** status, the **Contract Type** cannot be modified.
14. In the **Construction Supervisor** field, you can search for and select the supervisor's name.
    - **Note:** This field is optional.
15. In the **Surety** field, search for and select the vendor's name.
16. In the **Insurance** field, you can search for and select the vendor that handles the surety account for the proposal vendor or contractor.
17. The **Stormwater Events Enabled** check box indicates whether the system will allow stormwater events to be recorded on DWRs for this contract.

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18. The following fields are not required but may be used:
    - **Default Indicator:** This check box can be used to indicate if the Prime Vendor has defaulted on the contract.
    - **Default Date:** If the Default Indicator is used, you can enter the date the Prime Vendor defaulted in this field.
    - **Default Reason:** If the Default Indicator is used, you can click the drop-down arrow and select the reason the Prime Vendor defaulted.
    - **Plan Room Bin #:** This is a freeform text field.
    - **KYTAG Flag:** This open text field has a character limit of 1 character. This field indicates that the contract has been established in eMARS.
    - **Contract Alternate Name 1:** This open text field has a character limit of 20 characters.
    - **Contract Alternate Name 2:** This open text field has a character limit of 20 characters, but Contracts will likely only have up to one alternate name.
19. Once you are done editing the Contract Information on the **Additional Information** tab, click the **Save** button.

Assigning Administrative Offices to a Contract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, and KYTC_District Construction Office Manager

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary click on the **Administrative Offices** tab.
2. Click the **Select Administrative Office** button.

- **Note:** If an Administrative Office is already assigned to the contract with an Active status, you must either change the existing Administrative Office to Inactive or add the new Administrative Office with an Inactive status.

3. Search for the Administrative Office in the **quick find** search box or click the **Show first 10** link to see the list of available Administrative Offices.

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- **Note:** The name will display the District_Section–CountyName.

4. Select the **Administrative Office** from the list.
   - **Note:** This required field can be edited if the Active indicator is No, unless it was expired.
5. Click the **Add to Contract** button.
6. In the **Effective Date** field enter the effective date (past, current, future).
   - **Note:** The date determines the Active field's value. The value will be Yes if the Effective date is current or in the past, and No if it's in the future. Can only be edited later if the Active indicator is No.
7. In the **Status** field, click the drop-down arrow.
8. Select appropriate status (Active, Inactive, Pending, or Research).
   - **Note:** Once the Status field is Active and the Effective Date is in the past, the Active indicator switches to Yes and cannot be changed until an Expiration Date is added. If the Status is Inactive, Pending or Research, the Active indicator remains No as long as the effective date is in the future.
9. In the Expiration Date field, enter the date the Administrative Office's active period should end, if necessary.
   - **Note:** Can only be modified if it is a future date.
10. The **Active Indicator** is a read-only field based on the Effective Date, Status, and Expiration Date.
11. Click the **Save** button.

Editing an Administrative Office on a Contract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, and KYTC_District Construction Office Manager
- **Note:** To edit an Administrative Office on a contract, the Active Indicator field must be No.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary click on the **Administrative Offices** tab.
   - Note: On this tab, you can view all Administrative Offices assigned on the contract.
2. On each row, you can click the **Expand/Collapse** arrow to view more details.

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3. Once a row is expanded, you can scroll down to view and edit any necessary field(s).
4. Once the necessary field(s) are up edited, click the **Save** button.

Deleting an Administrative Office on a Contract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, and KYTC_District Construction Office Manager
- **Note:** To ensure there is proper data, delete any Administrative Offices that were never activated.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary click on the **Administrative Offices** tab.
   - **Note:** On this tab, you can view all Administrative Offices assigned on the contract.
2. On each row, you can click the row **Actions** arrow to view drop-down menu.
3. Select **Delete** from the menu.
4. Click the **Save** button.

Viewing and Editing Contract Authority

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Subcontract User (View Only), KYTC_Auditor (View Only), KYTC_Materials Read-Only User (View Only), KYTC_Materials District Office Manager (View Only), KYTC_Materials Admin, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Authority** tab.
   - **Note:** On this tab, you can view all the users with contract access to this contract. In the **Officewide Contract Authority** section, you can use the **quick find** search box to search and identify whether a user has all contract access.
2. In the **Contract Specific Contract Authority** section, click the **New** button to add access to this specific contract.

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3. In the **Person** field, search for and select the user's name.
4. In the **Role** field, search for and select the user's role.
   - **Note:** If you click into this field and press Enter, you will see a list of all the roles currently assigned to the user entered in the **Person** field.
5. In the **Effective Date** field, enter the effective date for the user's contract access.
   - **Note:** This can be a past or future date.
6. In the **Expiration Date** field, enter the date the user's contract access should end, if necessary.
   - **Note:** This can be a past or future date. This typically will be left blank when adding contract authority for a user.
7. In the **Status** field, click the drop-down arrow and select **ACTIVE – Active**.
8. Click the **Save** button.
   - **Note:** In this section, a user/role can be added even if they already have all contract authority. The all contract authority settings override the individual contract authority settings.
9. To delete a user's Contract Specific Contract Authority, you must first change the **Status** field for that user to **INACTIVE – Inactive** and click the **Save** button.
10. Click the row **Actions** menu for the user and select the **Delete** action.
    - **Note:** The system will display that row in gray and note the number of rows marked for deletion (above the list). You can click the **Undo** arrow in the top-right corner of the row if you did not mean to mark that row for deletion.
11. Click the **Save** button.

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Managing Contract Administration

Editing Contract Times (Critical Times)

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor (Conditional), KYTC_Section Office Supervisor (Conditional), and KYTC District Construction Office Manager
- KYTC_Section Office Supervisor and KYTC_Section Office Supervisor roles can add and update recurring times.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Critical Times** tab.
2. In the **Informational** section, each row has a **Time Descr** field that describes the Contract Time.
   - **Note:** The text in this field should not be modified.
3. In the **Actl Compl** field, enter the date the action was completed for that Contract Time.
4. In the **Proj Compl** field, enter the projected completion date. (Optional)
5. The **Req For** field indicates whether the Contract Time must have an occurrence entered and saved in order for the Contract to be in the Active Contract or Completed Contract workflow phase.
   - **Note:** The selection in this field should not be modified.
6. In the **Comments** field, you can enter additional details regarding that Contract Time (optional).
7. In the **Recurring** section, each row has a Time Descr field that describes the Recurring Time.
   - **Note:** To add or modify a recurring time, click the **Time ID** hyperlink or select **Open** from the rows **Actions** menu. This opens the Contract Time Summary – Recurring Page.
   - **Note:** On the **General** tab, enter the **Effective Date,** select **Active** from the **Status** field drop-down, and click the **Save** button.
   - **Note**: On the **Recurring Time Occurrence** tab, enter the **Planned Occurrence** and click the **Save** button. Once saved, the **Actual Occurrence** field becomes available. Enter the **Actual Occurrence** once the occurrence takes place.
8. Once you are done editing the Contract Time, click the **Save** button.

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- **Note:** You can click the **Contract Administration** quick link (at the top of the page) to return to the Contract Administration Summary or use the **Previous** button in the Menu bar.

Editing Contract Times (Non-Critical Times)

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, and KYTC_District Construction Office Manager

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Non-Critical Times** tab.
2. If you need to add a Non-Critical Time in the **Informational** section, click the **Select Informational Times** button.
3. Search for the Contract Time in the **quick find** search box or click the **Show first 10** link to see the list of available Contract Times.
4. Select the Contract Time from the list.
5. Click the **Add to Contract Times** button.
6. To edit the newly added Informational Contract Time, refer to steps 2–5 from the *Editing Contract Times (Critical Times)* section of this guide.
7. Once you're done editing the Contract Time, click the **Save** button.
8. If you need to add a Non-Critical Time in the **Site** section, click the **Select Site Times** button.
   - **Note:** Site Times can only be modified by Admin or Construction Admin roles.
9. Search for the Site Time in the **quick find** search box or click the **Show first 10** link to see the list of available Site Times.
10. Select the Site Time from the list.
11. Click the **Add to Contract Times** button.
12. Click the **Save** button.
    - **Note:** The text in the **Time Descr** field should not be modified.
13. In the **Site** section, click the **Time ID** link to open the Contract Time Summary for that Site Time.

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14. From the **General** tab on the Contract Time Summary, you can add or modify the **Effective Date** for the Site Time.
15. If a Site Time needs to be deleted, click the **Delete Allowed** check box.
16. From the **Units And Dates** tab on the Contract Time Summary, you can view the **Start Time** and **Completion Date** fields.
    - **Note:** After a **Completion Date** contract time has been processed by a payment estimate, you cannot change the **Start Time**, **Time Unit**, **Original Completion**, or **Current Completion**. Also, the **Adjusted Number of Time Units**, **Current Number of Time Units** and **Current Completion** date are only updated via Change Orders.
17. Once you're done editing the Site Time, click the **Save** button.
    - **Note:** You can click the **Contract Administration** quick link (at the top of the page) to return to the Contract Administration Summary or use the **Previous** button in the Menu bar.

Viewing Contract Locations

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Locations** tab.
2. On this tab, you can view the contract project location information, including the **County** and its **Description**, as well as the **District ID** and its description.
    - **Note:** Insurance and Permits will not be utilized. However, these tabs are not hidden.

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Managing Contract Administration

Adding Contract Documentation

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_Subcontract User (Conditional), KYTC_Final Approval Change Order (Conditional), KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Central Office Manager, KYTC_Materials District Office Manager, KYTC_Materials Admin, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Documentation** quick link (at the top of the page) to add documents to the contract.
2. From the Contract Documentation Summary, click the **Document Submission** tab.
3. Click the **New** button.
4. In the **Description** field, enter a description of the document you are adding.
5. The **Submitted Date** field defaults to the current date but can be modified.
6. The **Submitter** field defaults to the user who is adding the document, but this can also be modified.
7. The following fields are not required but may be used:
    a) **Submitted on behalf of**: This is a freeform text field.
    b) **Comments**: This is a freeform text field.
    c) **Type**: This field allows you to indicate the primary topic of the document.
    d) **Category**: This field allows you to select the broad category the document fits into.
8. Click the **Save** button.
9. Click the row **Actions** menu for the Document Submission you added.
10. In the **Views** section, select the **Attachments** link.
11. Click the **Select File** button.
12. Browse and select the file you are submitting; then, click the **Open** button.

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- **Note:** Users should be able to attach PDF, image/JPEG, Excel, Word, and TXT file types.

13. In the **Description** field, you can add a description of the document.
14. In the **Attorney/Client Privilege** check box, you can indicate whether the document is subject to this.
15. Click the **Save** button.
16. Click the **Previous drop-down arrow** in the Menu bar (at the top of the page) and select the Contract Documentation Summary link to return to that screen.
17. Click the row **Actions** menu for the Document Submission you added.
18. In the **Views** section, select the **Reviewers** link.
19. Click the **Add Reviewer** button.
20. Search for and select the user that will review the document.
21. Click the **Save** button.

- **Note:** You can click the **Document Submission** quick link (at the top of the page) to return to the Contract Documentation Summary.

Reviewing Document Submissions

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_Subcontract User, and KYTC_Final Approval Change Order

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Documentation** quick link (at the top of the page) to review the Document Submissions assigned to you.
2. From the Contract Documentation Summary, click the **Review Document Submissions** tab.

- **Note:** To view a document, go to the **Document Submission** tab; then, click the row **Actions** menu for your assigned document and select the **Attachments** link. From the Attachments Overview, you can click the **Filename** link to download and view the document.

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3. In the **Recommendation** field, click the drop-down arrow and select **APPR – Approved** or **DENY – Denied**.
4. In the **Comments** field, enter any details you wish to add based on your **Recommendation**.
5. Click the **Save** button.

Adding Contractor Evaluations

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Section Office Supervisor, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Documentation** quick link (at the top of the page).
2. From the Contract Documentation Summary, click the **Contractor Evaluation** tab (If not already selected).
3. On this tab, you can view a list of all Vendors associated with the Contract (Prime, Original Prime, and Subcontractors).
   - **Note:** In addition, you can view any pre-existing Contractor Evaluations. Any evaluations in a draft status can be edited.
4. For the appropriate Contractor, click the row **Actions** arrow and select **Add** from the drop-down menu.
5. The **Subcontract** field only displays if the Contractor is a Subcontractor on the Subcontract. If the Contractor has more than one Subcontract on the Contract, the user must select which Subcontract the Evaluation pertains to.
6. In the **Form Version** field, press enter inside the quick find search box to show available forms and select the appropriate form.
7. The **Evaluation Type** field options are Interim or Final. Select the appropriate type from the drop-down menu.
8. The **Evaluated By** field defaults to the user who is adding the evaluation, but this can be modified.

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9. In the **Starting Date** field, enter the start date of the evaluation.
   - **Note:** The date cannot be after the End Date and must be unique for each evaluation. If another evaluation for the same contractor already has the same Start Date, you will receive an error message. Unless the evaluations are different types, Interim and Final, in which case a matching Start Date is allowed.
10. The **Ending Date** field defaults to the current date but can be modified.
    - **Note:** The date must be after the Start Date.
11. In the **Evaluation Date** field, enter the date the evaluation is taking place.
12. The **Revision Number** field displays the current revision count for the evaluation. It's a view-only field that increases by 1 each time the evaluation is set back to draft.
13. The **Status** field is view-only and shows the evaluation's current status, which can be Draft, Pending Approval, or Approved.
14. In the **Comments** field, you can enter additional details regarding the evaluation.
15. Click the **Save** button.
    - **Note:** Once the evaluation is saved, it remains in Draft status until submitted for review. Additionally, the **Ratings** tab and the following view-only fields appear:
      a) **Evaluation Number**: Shows how many evaluations have been created for the Contractor
      b) **Work Type**
      c) **Overall Rating**: Will update once ratings have been added in the **Ratings** tab.
      d) **Approved Date**
      e) **Approved By**
      f) **Last Updated Date**
      g) **Last Updated By**

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Completing and Submitting Contractor Evaluation for Approval

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Section Office Supervisor, and KYTC_District PD&P TEBM
- **Note:** Before an evaluation can be submitted for approval, all questions on the **Ratings** tab must be completed. These steps assume that the evaluation has a Draft status.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Documentation** quick link (at the top of the page).
2. From the Contract Documentation Summary, click the **Contractor Evaluation** tab (If not already selected).
3. Select the **Expand/Collapse** arrow by the Contractor to see more details.
4. Click the **Draft** link.
5. Click the **Ratings** tab to view all questions.
6. Questions are grouped into **Group Name** (example: Contract Work Performance). You can click the **Expand/Collapse** arrow by each **Group Name**, or you can select the **Expand All** link above the table.
   - **Note:** If **Expand All** link is selected, all questions under each **Group Name** will be viewable, and the link above the table will change to **Collapse All**.
7. Click the Magnifying Glass icon next to a **Question** to view the full text of the question.
8. If a question does not apply to this evaluation, select the **N/A** box.
9. Enter a **Rating** from 1–5 for each applicable question.
10. In the **Comments** field, you can enter additional details.
    - **Note:** A rating may require a comment. If the entered rating is below the minimum, the system will display a message requiring a comment.
11. Click the **Save** button.

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12. To submit the evaluation for approval, click the **Actions** menu on the Contractor Evaluation Summary and select **Submit for Approval** from the drop-down menu. Alternatively, open the task menu on the Contractor Evaluation Overview (the header that shows when you are on the Contractor Evaluation tab) and select **Submit for Approval**.

- **Note:** Once submitted, the evaluation status will update to Pending Approval, and the system will send an email notifying the review that an evaluation is pending approval with a link to the evaluation. You can set the evaluation back to Draft status by navigating to the **Contractor Evaluation Summary** or by opening the **Task** menu on the **Contractor Evaluation Overview** and selecting **Change to Draft from Pending Approval** from the drop-down menu.

Approving a Contractor Evaluation

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Contract Documentation** quick link (at the top of the page).
2. From the Contract Documentation Summary, click the **Contractor Evaluation** tab (If not already selected).
3. Select the **Expand/Collapse** arrow by the Contractor to expand and view which evaluations are in Pending Approval status.
4. View the evaluation by selecting the **Row** action menu and selecting **Open**, or by clicking the **Pending Approval** status link.
5. You can approve the evaluation by opening the **Task** menu on the Contractor Evaluation Overview (the header that shows when you are on the Contractor Evaluation tab) and select **Approve** from the drop-down menu. Alternatively, from the **Contractor Evaluation** tab, select the **Row** Action menu and click **Approve**.

- **Note:** Once approved, the evaluation status will update to Approved, and the system will send an email to users in the Vendor Prequalification role that a Contract Evaluation has been approved.

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You can set the evaluation back to Draft status by navigating to the Contractor Evaluation Summary or by opening the **Task** menu on the **Contractor Evaluation Overview** and selecting **Change to Draft from Approved** from the drop-down menu. If changed back to Draft, the system will increment the revision number by 1 and an email will be sent to Vendor Prequalification role that an evaluation has been changed from Approved to Draft.

Viewing Contract Items and Editing Comments

- Only the following role(s) can complete this section: SysWide (Admin) and KYTC_Construction Admin

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Items** quick link (at the top of the page) to view Contract Items.
2. From the Contract Items page, on the **General** tab, you can view the Contract Items.
3. On each row, you can click the **Expand/Collapse** arrow (to the left of the **Line Num**) to view more details about the item.
4. Once a row is expanded, you can scroll down to view and edit the **Comments** field for that item.
5. After adding **Comments**, click the **Save** button.

- **Note:** You can also view Contract Items by project (on the **Contract Project Items** tab) or by contractor (on the **Contractor Items** tab).

Modifying Contract Items

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Materials Read-Only User (View Only), KYTC_Materials Central Office User (View Only), KYTC_Materials Central Office Manager (View Only), KYTC_ Materials District Office User (View Only), KYTC_Materials District Office Manager (View Only), and KYTC_Materials Admin
- **Note:** The following steps focus on Contract Items under the General tab.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Items** quick link (at the top of the page).

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2. Select the **Expand/Collapse** arrow by the Item to expand and view details.
3. In the **Comments** field, you can enter additional details.

- **Note:** The **Comments** field is available for each line item under the General, Contract Project Items, or Contractor Items tabs. This field is not required.

4. The **Major Item** check box indicates the item is at least 10% of the contract.

- **Note:** These items will be highlighted on the Contract Major Items TED Report.

5. The **Specialty Item** check box indicates to exclude the item from subcontractor thresholds since only the subcontractor can work on this item. The allowable maximum subcontract percentage is on the Contract Administration Summary on the Additional Information Tab.
6. Items can be marked as Complete individually or in bulk.
   a) To individually mark an item as Complete: Click the **Row** actions menu on the item and click **Mark Item Complete** from the drop-down menu.
   b) To bulk mark items as Complete: Click the **Actions** menu at the Contract Items header, click **Mark Items Complete** from the drop-down menu, select the items or click the **All** link under the quick find search box field, and click **Mark Items Complete** button.
7. Items can be marked as Not Complete individually or in bulk.
   a) To individually mark an item as Not Complete: Click the **Row** actions menu on the item and click **Mark Item Not Complete** from the drop-down menu.
   b) To bulk mark all listed items as Not Complete: Click the **Actions** menu at the Contract Items header, click **Mark Items Not Complete** from the drop-down menu, select the items or click the **All** link under the quick find search box field, and click **Mark Items Not Complete** button.

- **Note:** If a line item is already marked Not Complete, the system will display a warning and not allow you to save.

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Managing Contract Administration

Adding Contract Project

- Only the following role(s) can complete this section: SysWide (Admin) and KYTC_Construction Admin

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Projects** quick link.
2. Click the component **Actions** menu and select **Add**.
3. In the **Project ID** field, enter the project ID for the new project.
4. In the **Project Spec Book** field, enter the spec book information for the project.
5. In the **Unit System** drop-down menu, select the unit system for the project.
6. In the **Project Description** field, enter the description for the project.
7. Click the **Save** button.
8. All remaining fields can be entered on the General tab after saving.
9. Click the **Categories** tab.
10. Click the **New** button.
11. Enter the business information for the new category and click **Save**.
    - **Note:** You can add multiple Categories to a single Contract Project.
12. Click the **Districts** tab.
13. Click the **New** button.
14. Enter the business information for the new district and click **Save**.
15. Click the **Counties** tab.
16. Click the **New** button.
17. Enter the business information for the new county and click **Save**.
18. Click the **Points** tab.
19. Click the **New** button.
20. Enter the business information for the new point and click **Save**.

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21. Click the **Road Segments** tab.
22. Click the **New** button.
23. Enter the business information for the new road segment and click **Save**.
24. Click the **Bridge Segments** tab. (If applicable)
25. Click the **New** button.
26. Enter the business information for the new bridge segment and click **Save**.
27. Click the **Vouchers** tab.
    - **Note:** Clicking on the voucher number will take you to the Contract Payment Estimate Summary. This functionality will be covered in the Contract Payment Estimate User Story.

Adding Funding Package to a Contract Project

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_Final Estimate Section
- **Note:** A fund package is a group of funding sources that together fund one or more project items.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Funding** tab.
   - **Note:** The **Funding** tab shows all the current funding information for the contract.
2. Click the **New** button.
3. Enter the **Fund Package ID** field, a unique identifier assigned to each fund package.
4. Enter the **Fund Package Description** field, describes the Fund Package.
5. Select the Default Contract Adjustment Indicator check box, if applicable.
   - **Note:** It indicates whether this fund package should be used as the default fund package for contract adjustments. Can be set up for more than one fund package until the contract is activated.
6. Click the **Save** button.

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- **Note:** The **Funds** field indicates the number of funds included in the Fund Package. By default, the Funds value is set to 0. After the Fund Package is saved, becomes a hyperlink to the fund package's funding sources.

Adding Funding to New Funding Package

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_Final Estimate Section

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Funding** tab.
2. Click on the **0** hyperlink in the Funds field on the Fund Package.
3. Search for the fund in the **quick find** search box or click the **Show first 10** link to see the list of available funds.
4. Select the appropriate fund.
   - **Note:** The system allows you to select multiple funds; however, only one fund should be added to the fund package.
5. Click the **Add to Fund Package** button.
6. The **Priority** field default value is 1. This required field determines the order in which funds in a fund package are used. Since there is only one fund, the **Priority** value should always be 1.
7. The **Percentage** field default value is 100. This field indicates the percentage of work a fund will pay. Since there is only one fund, the **Percentage** value should always be 100.
8. In the **Type** field, click the drop-down arrow and select the type. This is a required field.
   - **Note:** Select ONLY Federal or NonFederal
9. Click the **Save** button.

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Deleting a Fund on an Existing Funding Package

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_Final Estimate Section
- **Note:** A Fund can be deleted if there are no Payment Estimates in any status with Items that are associated with the Fund. Additionally, the Fund cannot be tied to any items.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Funding** tab.
2. Click on the **1** hyperlink in the Funds field on the Fund Package.
3. Click the row **Actions** arrow to view drop-down menu.
4. Select **Delete** from the menu.
5. Click the **Save** button.
   - **Note:** If there were no system errors, the system will display a message that the Fund was successfully saved. If there are any errors, the system will display a system error message.

Assigning Project Items to a Funding Package

- Only the following role(s) can complete this section: SysWide (Admin) and KYTC_Construction Admin

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Funding** tab.
2. Click the **Numerical (0 or 1)** hyperlink in the Funds field on the Fund Package.
3. Click the **Fund Package Assignment** quick link (at the top of the page).
4. Review the list of projects and contract project items on the left side of the screen. The list can expand or collapse.
5. Review the list of Contract Fund Packages and Funds on the right side of the screen.
   - **Note:** Each funding source is assigned a corresponding letter (A, B, etc.).
6. Click the **Funding Source** for the Contract Project Item.

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- **Note:** This can be selected at the Contract Level (applies to all projects and items beneath it), the project level (applies to all items beneath it), or directly on the contract project category item. Options include a letter for each funding source or None (default option). The Mixed option cannot be selected manually as it is automatically checked when child records are not all on the same funding source.

7. Click the **Save** button.

Adding Claim Recipients

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Claim Recipients** tab.
2. Click the **Select Person** button.
3. Review the list of people and **Select** one or multiple to add as Claim Recipients.
   - **Note:** Email On-File indicates whether the person will receive notifications on the contract claim.
4. Click the **Add Claim Recipients to Contract** button.
5. Click the **Save** button.

Deleting Claim Recipients

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Claim Recipients** tab.

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2. Click the row **Actions** menu for the Claim Recipient you want to delete.
3. Select **Delete** from the drop-down menu.
4. Click the **Save** button.

Adding Contract Claim

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, and KYTC_District PD&P TEBM
- **Note:** When a new claim is opened, the system sends 2 notifications: one to the Agency and/or Project Engineer and one to the Vendor Prime Email on file. Each email identifies the intended recipient in the message body and notifies them a new claim was added.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Claims** tab.
2. Click the **Add** button and enter information in the fields.
3. In the **Contract Claim Type** field, click the drop-down arrow and select the type.
4. In the **Status** field, the status begins as Open. This required field has a drop-down arrow that allows you to select Closed when applicable.
5. In the **Received Date** field, enter the date the Contract Claim was received. This can be a current, past, or future date.
6. The following fields are not required, but may be used:
    a) **Contract Claim Category**: This field allows you to select the category the claim fits into.
    b) **Claimant Name**: This field will autopopulate with the Prime Contractor name on Save.
    c) **Subcontractor**: This field is only applicable if a subcontractor is involved in the claim.
    d) **Comments**: This is a freeform text field.
7. Once the fields are complete, click the **Save** button.

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- **Note:** Once the Contract Claim is saved, information populates for the Response Due Date and Response Notification Date fields. A system event will also send a notification to the Prime Vendor with the KYTC form TC 63-78 Acknowledgement of Notice of Potential Claim.
    a) **Response Due Date**: view-only field that shows the date on which responses for the claim recipients for the contract claim are due. It's calculated from the Received Date plus the Response Days set for the Contract Claim Type in reference data.
    b) **Response Notification Date**: view-only field that shows the date on which a notification is sent to the claim recipients reminding them about the Response Due Date. It's calculated from the Received Date plus the Notification Days set in reference data.

8. Click the **Litigation Details** tab, review and enter litigation information.
9. Once the fields are complete, click the **Save** button.
10. Click the **Change Orders** tab.
11. Click the **Select Change Order** button.
12. Select one or multiple Change Orders on the Contract.
    - **Note:** Change Orders in Void status cannot be selected.
13. Click the **Add to Contract Claim** button.
14. Click the **Contract Times** tab.
15. Select either **Information**, **Site**, or **Recurring Time** button.
16. Search for the Time in the **quick find** search box or click the **Show first 10** link to see the list of available Times.
    - **Note:** Each Contract Time can be selected only once per Contract Claim.
17. Click the **Add to Contract Claim** button.
18. Click the **Save** button.
19. Click the **Associated Claims** tab.
20. Click the **Select Contract Claims** button.
21. Search for the Contract Claim. You can select one or multiple Claims.

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- **Note:** The system displays claims from across AWP, not limited to the current Contract or Claim status.

22. Click the **Add to Contract Claims** button.

Modifying Contract Claim

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, and KYTC_District PD&P TEBM

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the **Claims** tab.
2. Review the Contract Claims and select the claim to modify by selecting the **Claim Number** hyperlink.
   - **Note:** A Contract Claim can be modified at any time, regardless of Claim Status.
3. In the **General** Tab, click the drop-down arrow to select and update **Contract Claim Type** and/or **Contract Claim Category** and/or **Status**.
   - **Note:** Only **Contract Claim Type** and **Status** changes trigger the system to send an email to the Agency and/or Project Engineer notifying them of a change on the claim.
4. Modify the fields as needed.
5. Once all modifications are complete, click the **Save** button.
6. Click on the **Litigation Details** tab.
7. Modify the fields as needed.
8. Once all modifications are complete, click the **Save** button.
9. Click the **Change Order** tab.
10. To delete a Change Order, click the row **Action** menu and select **Delete** from the drop-down menu.
11. Once all modifications are complete, click the **Save** button.
12. Click the **Contract Times** tab.

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13. To delete a Time, click the row **Action** menu and select **Delete** from the drop-down menu.
14. Once all modifications are complete, click the **Save** button.
15. Click the **Associated Claims** tab.
16. To delete a Contract Claim, click the row **Action** menu and select **Delete** from the drop-down menu.
17. Once all modifications are complete, click the **Save** button.

Changing the Prime Contractor

- Only the following role(s) can complete this section: SysWide (Admin) and KYTC_Construction Admin
- **Note:** If the current Prime Vendor on the Contract defaults, you can change the Prime Contractor on the Contract by following these steps.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the component **Actions** menu.
2. Select **the Change Prime Contractor** action.
3. Search for the Vendor ID or name of the new Prime Vendor or click the **Show first 10** link to view the list of available vendors.
4. Select the new Prime Vendor from the list.
5. Click the **Save** button.
   - **Note:** This will save the vendor as the new Prime Contractor on the Contract, and there will be no additional screen to confirm your selection.
6. To view the original Prime Vendor on the contract, click the **Additional Information** tab and refer to the **Original Reference Vendor ID** and **Original Reference Vendor Name** fields.

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Managing Contract Administration

Closing an Active Contract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, and KYTC_Contract Estimate Section Mars

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the component **Actions** menu.

- **Note:** The Associated Vendor People tab will not be utilized. However, this tab is not being hidden.

2. Select the **Close** task.
   - **Note:** The Contract must be in an Active status for this option to appear.
3. Enter the **Comments** regarding the reason the Contract is being closed.
4. Click the **Save** button.
   - **Note:** Users can view the comments added at the time a Contract was closed and/or re-opened.

Re-opening a Contract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, and KYTC_Final Estimate Section
- **Note:** If a Contract was closed in error, you can re-open the contract so it may be modified.

Navigation: Construction > Contract Administration > Contract ID link > Contract Administration Summary

1. From the Contract Administration Summary, click the component **Actions** menu.
2. Select the **Reopen** task.
   - **Note:** The Contract must be in a Closed status for this option to appear.
3. Enter the **Comments** regarding the reason the Contract is being re-opened.
4. Click the **Save** button.
   - **Note:** Users can view the comments added at the time a Contract was closed and/or re-opened.

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