Managing Subcontracts

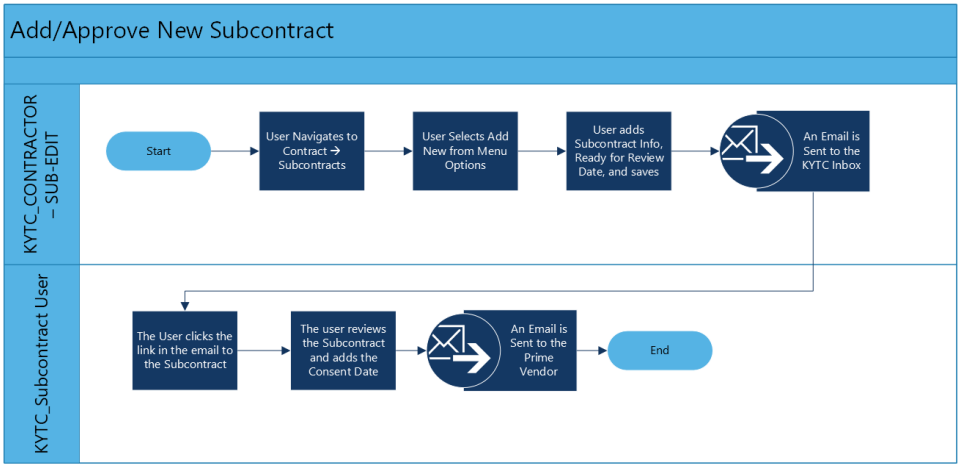
Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Contractor	KYTC_Contractor – Subcontracts Editable
KYTC_Subcontract User	

Background:

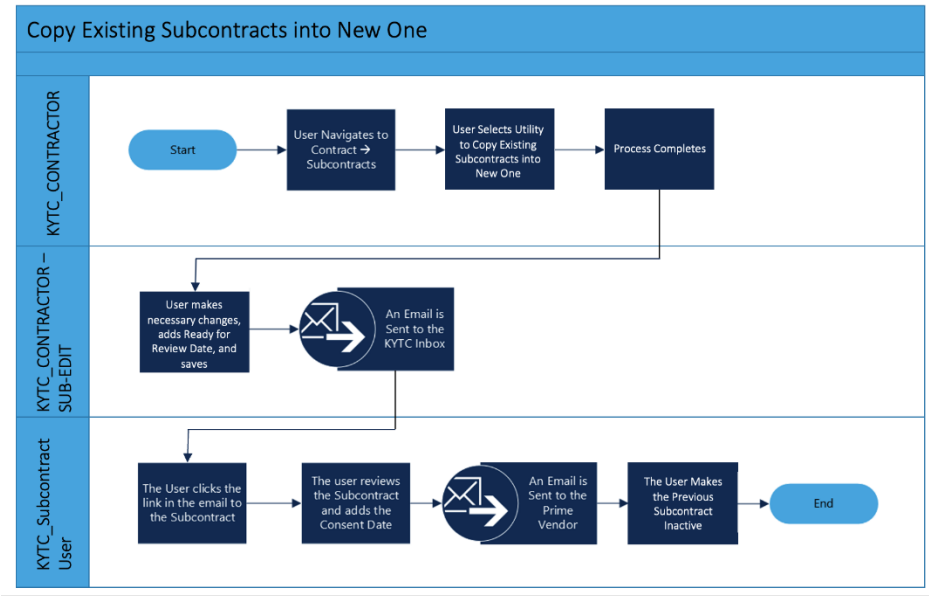
- Below is a high-level overview of the Add/Approve New Subcontract workflow.





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- Below is the high-level overview of the Copy Existing Subcontracts into New Ones workflow.



Viewing Subcontracts

Navigation: AASHTOWare Project Dashboard

1. From the Construction component, click the **Contract Progress** link.
2. In the **Quick Find** search box, search for and select the **Contract ID** link for the contract.
3. From the Contract Progress Summary, click the **Subcontracts** quick link (at the top of the page) to view all existing subcontracts for the contract.

Adding a New Subcontract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Contractor – Subcontracts Editable, and KYTC_Subcontract User

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontract quick link

1. From the Subcontract Overview, in the **Subcontract** section, click the component **Actions** menu and select **Add**.

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2. In the **Subcontract Number** field, enter the subcontract numbers in sequential order for all subcontracts under the contract.
3. In the **Vendor** field, search for and select the vendor name for the subcontract.
4. From the **Subcontract Type** drop-down menu, select the subcontract type.
   - **Note**: DBE should be selected if the subcontractor is a DBE regardless of whether or not they are prequalified.
5. From the **Work Classification – Name** drop-down menu, select at least one work classification type.
   - **Note**: Work Classification – Name is the type of work the subcontractor is doing on that specific contract.
   - **Note**: If entering a Non-Prequalified subcontractor for a specialty subcontract, the user will need to untoggle the 'Use Approved Vendor Work Classes' checkbox to see work classifications to assign.
6. The **Parent Subcontract Number** field only needs to be populated if the subcontract being added is a second-tier subcontract.
7. If necessary, select the **Exclude Tier-1 Subcontract with Items from Threshold Calcs** check box to indicate that this tier-one subcontract with items will be excluded from the percentage threshold calculation.
8. Click the **Save** button.

Adding Items to a Subcontract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Contractor – Subcontracts Editable, and KYTC_Subcontract User

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontract quick link > Subcontract link

1. Click the **Items** tab.

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- **Note**: The steps below can also be completed from the **Item Worksheet** tab, and is advisable on subcontracts with a large number of items

2. Click the **Select Items** button.
3. Search for and select the items you want to add to the subcontract.
4. Click the **Add to Subcontract** button.
5. In the **Quantity** field, enter the item quantity.

- **Note:** The system will show a warning if the entered quantity exceeds available quantity.

6. From the **Unit of Measure** drop-down menu, select the unit of measure.
7. In the **Subcontract Unit Price** field, enter the unit price.
8. Click the **Save** button.
9. When all data entry is complete, select the **Detail** tab
10. Populate the **Ready for Review Date**.
11. Click the **Save** button.

Approving a Subcontract

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

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontracts quick link

1. From the Subcontract Overview, in the **Subcontracts** section, locate the subcontract you want to approve and click the **Sub Num** link.
2. In the **Consent Date** field, enter the date the subcontract was approved.

- **Note**: Once the Consent Date is added, an email notification will be triggered and sent to the Prime contractor, Subcontractor, Project Engineer, and other stakeholders

3. Click the **Save** button.

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4. Once the consent date has been added to the subcontract, from the Subcontract Overview in the Subcontracts section, click the row **Actions** menu for the subcontract and select the **Subcontract Historical Report**.

Inactivating a Subcontract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Subcontract User
- **Note:** Inactivating a Subcontract is useful so that there will only be one active subcontract for a subcontractor if existing items on the subcontract need to be revised.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontracts quick link

1. From the Subcontract Overview, in the **Subcontracts** section, locate the subcontract you want to approve and click the **Sub Num** link.
2. In the **Inactive Date** field, enter the date that the subcontract will become inactive.
3. Click the **Save** button.

Copying a Subcontract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Contractor, KYTC_Contractor – Subcontracts Editable, and KYTC_Subcontract User
- **Note:** Copying an existing Subcontract is useful so that if new items need to be added after a Consent Date has been added, a user in the Sub-edit role can add the new items to the copied subcontract.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontract quick link

1. From the Subcontract Overview, in the **Subcontracts** section, locate the subcontract you want to copy and click the row **Action** menu.
2. Select the **Utility to copy subcontracts into new ones** task.
3. Enter the new **Subcontract Number**.

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4. Click the **Execute** button.
   - **Note:** The **Utility to copy subcontracts into new ones** task will create an exact copy of the subcontract, with the following exceptions:
     a) The subcontract number is set to the new number entered.
     b) The ready for review date is blank.
     c) The consent date is blank.
   - **Note:** When the process is complete, a browser window will open that displays the completed steps.

Editing a Subcontract

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Contractor – Subcontracts Editable (Conditional), and KYTC_Subcontract User

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontracts quick link

1. From the Subcontract Overview, in the **Subcontracts** section, locate the subcontract you want to edit and click the **Sub Num** link.
2. From here, you can edit any fields needed before sending the subcontract to KYTC for review and approval.
3. Click the **Save** button.

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