Steps to set up and activate contract in PrC
(DO ADMIN)

A. Home Screen

1. Find your contract
   a. Click on Contract Administration
   b. Search for Contract and select

B. General Screen

1. Add Primary PCN
   a. This is your lead project #
2. Select either Federal or Local Oversight or both if applicable
3. Add Project Manager (PM)
4. Add Project Administrator (PA)
5. Give PM and PA specific contract authority
   a. Click on the Contract Authority link, then using the New button, give the PA and PM contract authority for their respective roles. Add an Effective date (use the date you activate the contract) and make the status "Active". (For complete instructions on this, please review the help file to Set up Specific Contract Authority by PA.)
      i. *NOTE: No Cost Center or District Wide access will be granted to users in the field. All access to contracts be will by specific contract authority.*
6. Save Info

C. Additional Information screen

1. Click on Additional Information link
2. Input Maximum Allowable Subcontract Percent of 60.00
3. Select the Spec book ID for the contract from the drop down
4. Save

D. Administrative Offices screen

1. Click on the “Select Administrative Office” button
   a. Enter the Cost Center # in the Search box
   b. When the CC comes up, select and click on the “Add to Contract” button
2. Select status from dropdown as “Active”
3. Select Effective Date
   a. For testing purposes use the Executed date
   b. For Production use the date you activate the contract
4. **DO NOT** set Expiration date
5. Save

E. Contract Times screen

1. Scroll down to “Select Site Times”
2. Under this you should see either 00-AT or 00-CT depending on your contract type
   a. 00-AT for Construction contracts will be the Main time. This is the same as our current AD-Available Days (Working Days) in SM.
   b. Click on the 00-AT link
3. Go first to Units and Dates Screen
4. Add Start Time
   a. For testing purposes use the Executed date
   b. For Production use the date you activate the contract
5. Check the Original Number of Time Units
   a. This will be the number for days for your contract. Check contract documents
6. If days are deducted from contract Bid days due to late documents, reduce the Original Number of Time Units by the number of days late and enter the new Bid days here.
   a. Use this if the contractor is late getting in on time their executed documents.
      i. Example: 155.00-2.00 = 153.00

7. Save
8. Go back to the General link on the Contract Time Summary – Available Time screen
9. Set "Required For" to "Close Contract"
10. Set the Agency Type from the drop down to "AD-Available Days (Working Days)"
11. Add Effective date
    a. For testing purposes use the Executed date
    b. For Production use the date you activate the contract
12. Set Status to Active
13. Save
14. To set LD rate go to "Rates and Cap Amount" link
    a. Change the default LD rate from $1.00 to Spec BK LD rate
        i. Check the contract documents

       NOTE: If your district has LDs automatically calculated now in SM, you will need to click the "Calculate Liquidated Damage or Disincentive" box in the upper left portion of the screen.

    b. Save
    c. Return to Main Contract Times screen
        i. You can do this by clicking on the Previous link by the Home link
15. Add Actual Completion dates for select dates. You can add other dates later in the life of the contract as needed. These would be the key dates we previously used in SM. You can remove dates you don't need. The following dates are set by default for Construction contracts to come over when the contract is transferred into PrC.
    a. AWARD-DT (required to Activate should be populated)
    b. EXEC-DT (required to Activate)
    c. FNLA
    d. LETD (required to Activate)
    e. MATC

f. NTP-DT
g. TMBG
h. WKBGN-DT
i. PAJB (if contract has Fuel adjustments)

Save the info

16.

<u>This would be a good time to check all information before activating the contract.</u>

Finally, click on the Actions button between the Save button and the Help (?) button

a. Select the "Activate" link
b. The Contract is now set to "Active" status