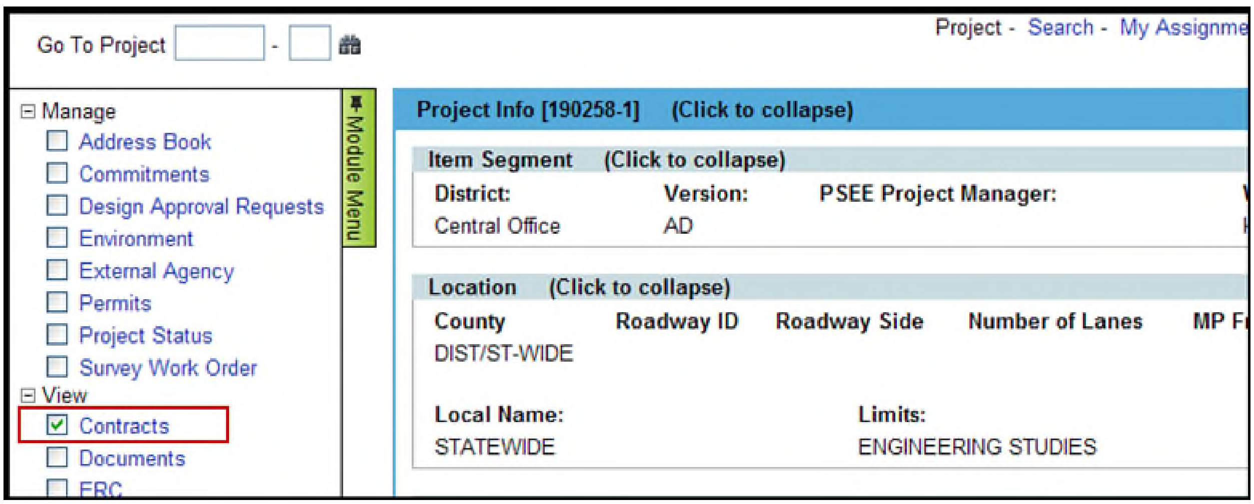
The Contracts Module

The Contracts module provides information on Contracts for the selected Project. The Contracts module is divided into two sections of read-only data that is retrieved from the State's Accounting and Contract System (FLAIR).

To view the Contracts Module

1. Select the **Contracts Module** from the Module Menu.

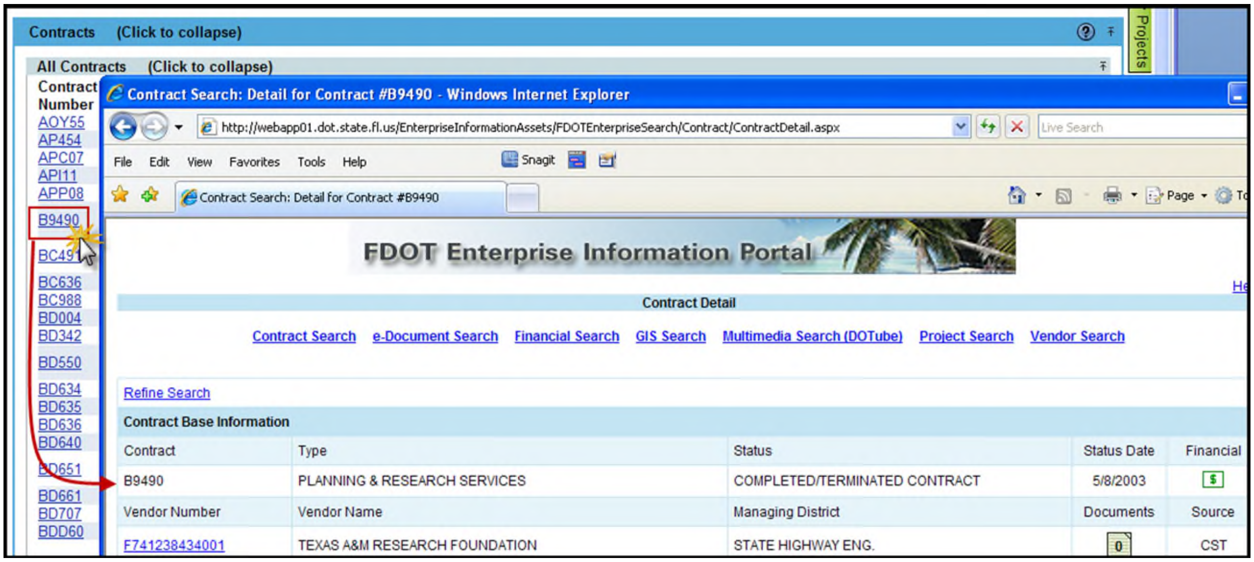


2. Contracts are divided into two sections: All Contracts and Professional Services Contracts. The information in All Contracts reflects the information provided by FLAIR. The information in Professional Service Contracts provides more detailed information from CITS for Profession Services Contracts.

In many cases, the same Contracts will appear in both sections, but in some cases there may be more Contracts in the All Contracts section.

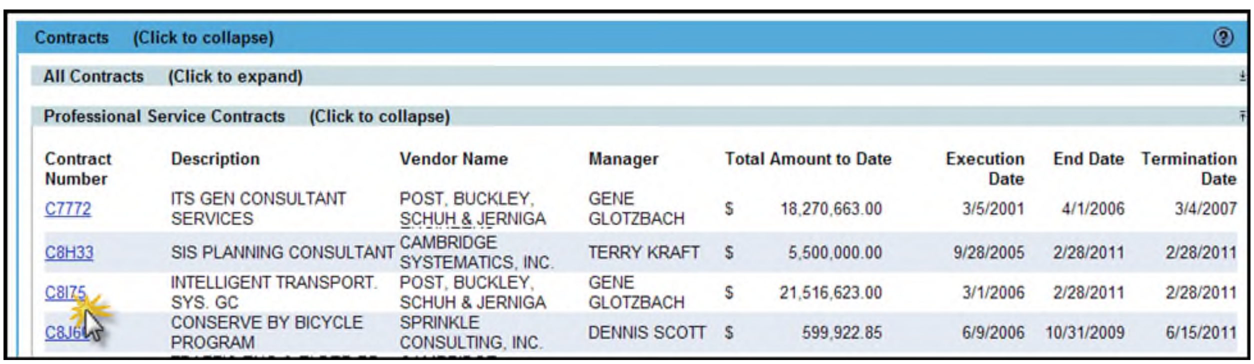
All Contracts

Selecting the hyperlinked Contract Number listed in the All Contracts section will open a new window that displays further details of the Contract from the Enterprise Information Portal (EIP).



Professional Services Contracts

Selecting the hyperlinked Contract Number listed in the Professional Services Contracts section will expand additional sections of information on that Contract.



Amendments, Task Work Orders, Invoices and Encumbrances are displayed if they are applicable.

Contracts (Click to collapse)

All Contracts (Click to expand)

Professional Service Contracts (Click to collapse)

Return to Contract List

Contract: C8I75

Description	Vendor Name	Manager	Total Amount to Date	Execution Date	End Date	Termination Date
INTELLIGENT TRANSPORT. SYS. GC	POST, BUCKLEY, SCHUH & JERNIGA	GENE GLOTZBACH	$ 21,516,623.00	3/1/2006	2/28/2011	2/28/2011

Amendments (Click to collapse)

Total Amendments: 14 **Total Amendment Amount:** $20,462,623.00

Amendment ID	Amendment Description	Amendment Amount	Execution Date
1	ADD FUNDS	$ 1,500,000.00	4/14/2006
4	TIME EXTENSION	$ 1,500,000.00	8/4/2006
8	ADD FUNDS	$ 1,000,000.00	1/4/2007
11	ADD FUNDS	$ 2,000,000.00	3/23/2007
29	ADD FUNDS	$ 1,500,000.00	6/4/2010
31	INCREASE FUNDS	$ 600,000.00	11/15/2010

Page 1 (Showing Items 1 to 14 of 14) Show per page 20 50 100

Task Work Orders (Click to collapse)

Total Task Work Orders: 8 **Total Original Amount: $** 4,414,532.00 **Total Recovered Amount: $** 240,065.25

Active Task Work Orders: 2

T.W.O. Sequence	T.W.O. #	Original Amount	Amendment Amount	Begin Date	End Date
79	0010	$ 207,001.00	$ 2,602,244.60	4/13/2009	2/28/2011
78	0009	$ 420,001.00	$ 3,797,268.85	4/13/2009	2/28/2011

Page 1 (Showing Items 1 to 2 of 2) Show per page 20 50 100

Inactive Task Work Orders: 6

T.W.O. #	Original Amount	Recovered Amount	Begin Date	End Date	Close Date
0006	$ 448,659.00	$ 36,670.60	5/1/2008	2/28/2009	9/1/2009
0005	$ 465,780.00	$ 132,136.89	5/1/2008	2/28/2009	7/13/2009
0004	$ 928,091.00	$ 15,679.68	4/13/2007	7/1/2008	3/2/2009
0003	$ 975,000.00	$ 10,438.78	4/13/2007	7/1/2008	3/16/2009
0002	$ 224,000.00	$ 44,882.96	3/1/2006	3/1/2007	9/30/2008
0001	$ 746,000.00	$ 256.34	3/1/2006	3/1/2007	10/17/2008

Page 1 (Showing Items 1 to 6 of 6) Show per page 20 50 100

Invoices by Task Work Order (Click to collapse)

Active Task Work Orders With Associated Invoices:

T.W.O. Sequence	T.W.O. #	Original Amount	Amendment Amount	Begin Date	End Date
79	0010	$ 207,001.00	$ 2,602,244.60	4/13/2009	2/28/2011
78	0009	$ 420,001.00	$ 3,797,268.85	4/13/2009	2/28/2011

Page 1 (Showing Items 1 to 2 of 2) Show per page 20 50 100

Inactive Task Work Orders With Associated Invoices:

T.W.O. Sequence	T.W.O. #	Original Amount	Recovered Amount	Begin Date	End Date
43	0006	$ 448,659.00	$ 36,670.60	5/1/2008	2/28/2009
42	0005	$ 465,780.00	$ 132,136.89	5/1/2008	2/28/2009
24	0004	$ 928,091.00	$ 15,679.68	4/13/2007	7/1/2008
23	0003	$ 975,000.00	$ 10,438.78	4/13/2007	7/1/2008
2	0002	$ 224,000.00	$ 44,882.96	3/1/2006	3/1/2007
1	0001	$ 746,000.00	$ 256.34	3/1/2006	3/1/2007

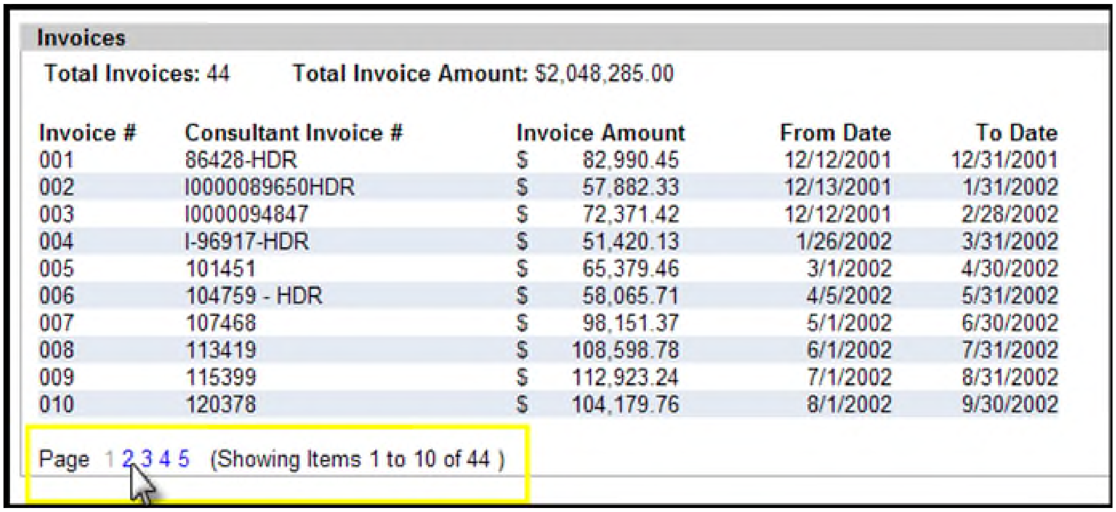
Page 1 (Showing Items 1 to 6 of 6) Show per page 20 50 100

Encumbrances (Click to collapse)

Encumbrance #	Remaining Balance	Original Encumbrance Amount	Encumbrance Approval Date
0018	$ 0.00	$ 458,555.21	11/12/2010

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

If any list extends beyond one page, click the hyperlinked Page indicator to move to other pages.



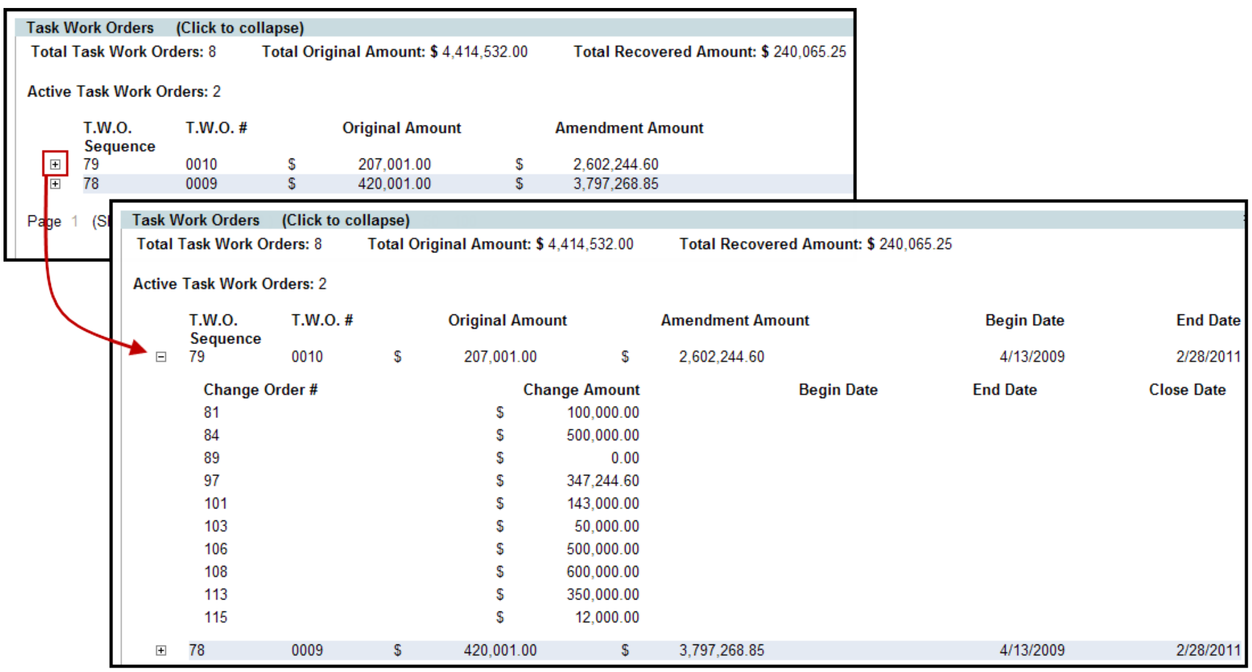
Invoices

Total Invoices: 44 Total Invoice Amount: $2,048,285.00

Invoice #	Consultant Invoice #	Invoice Amount	From Date	To Date
001	86428-HDR	$ 82,990.45	12/12/2001	12/31/2001
002	I0000089650HDR	$ 57,882.33	12/13/2001	1/31/2002
003	I0000094847	$ 72,371.42	12/12/2001	2/28/2002
004	I-96917-HDR	$ 51,420.13	1/26/2002	3/31/2002
005	101451	$ 65,379.46	3/1/2002	4/30/2002
006	104759 - HDR	$ 58,065.71	4/5/2002	5/31/2002
007	107468	$ 98,151.37	5/1/2002	6/30/2002
008	113419	$ 108,598.78	6/1/2002	7/31/2002
009	115399	$ 112,923.24	7/1/2002	8/31/2002
010	120378	$ 104,179.76	8/1/2002	9/30/2002

Page 1 2 3 4 5 (Showing Items 1 to 10 of 44)

Several of the sections include further details that are available by selecting the plus sign that appears to the left of the item.



Task Work Orders (Click to collapse)

Total Task Work Orders: 8 Total Original Amount: $ 4,414,532.00 Total Recovered Amount: $ 240,065.25

Active Task Work Orders: 2

T.W.O. Sequence	T.W.O. #	Original Amount	Amendment Amount
79	0010	$ 207,001.00	$ 2,602,244.60
78	0009	$ 420,001.00	$ 3,797,268.85

Page 1 (S

Task Work Orders (Click to collapse)

Total Task Work Orders: 8 Total Original Amount: $ 4,414,532.00 Total Recovered Amount: $ 240,065.25

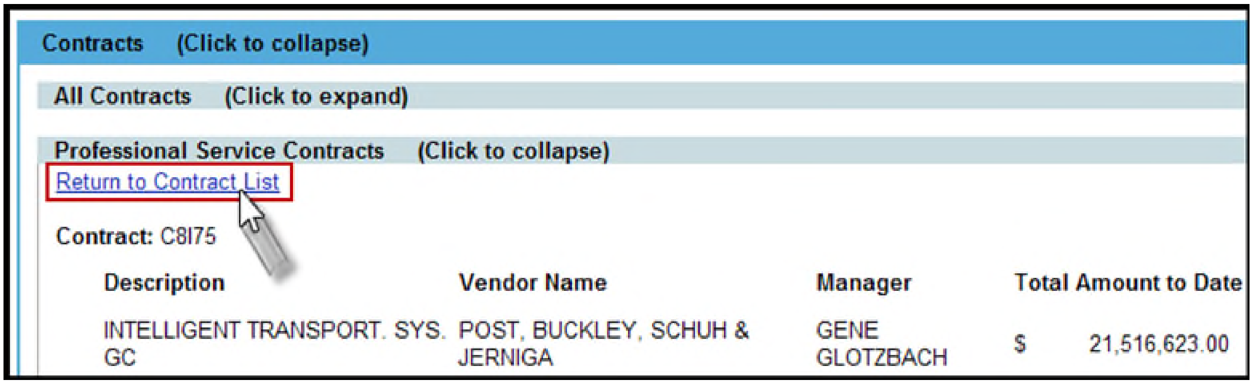
Active Task Work Orders: 2

T.W.O. Sequence	T.W.O. #	Original Amount	Amendment Amount	Begin Date	End Date
79	0010	$ 207,001.00	$ 2,602,244.60	4/13/2009	2/28/2011

Change Order #	Change Amount	Begin Date	End Date	Close Date
81	$ 100,000.00			
84	$ 500,000.00			
89	$ 0.00			
97	$ 347,244.60			
101	$ 143,000.00			
103	$ 50,000.00			
106	$ 500,000.00			
108	$ 600,000.00			
113	$ 350,000.00			
115	$ 12,000.00			

T.W.O. Sequence	T.W.O. #	Original Amount	Amendment Amount	Begin Date	End Date
78	0009	$ 420,001.00	$ 3,797,268.85	4/13/2009	2/28/2011

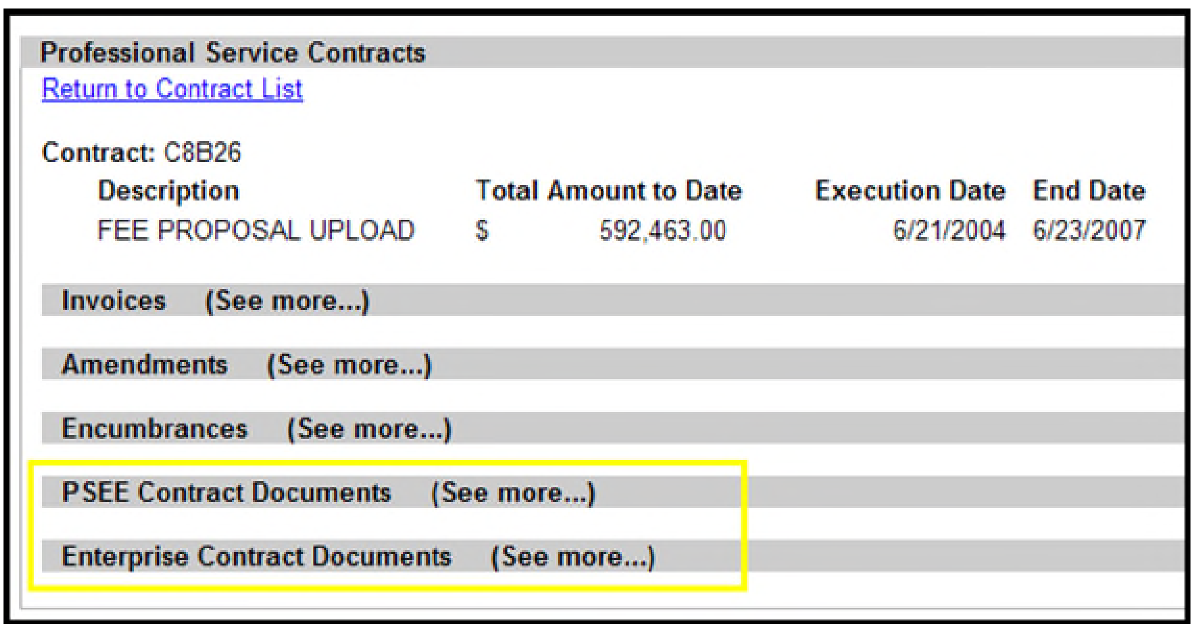
Select the **Return to Contract** List to return to the full list of Professional Services Contracts.



You must have been granted privilege to the Contracts Module to complete the items (uploading documents) described below. If you do not have access, and feel you should, contact your PSEE District Administrator. They are listed in the footer of every PSEE page.

Contract Documents

If you have selected the hyperlinked contract number for a Professional Services Contract, you have the ability to attach and view Documents related to that Contract.

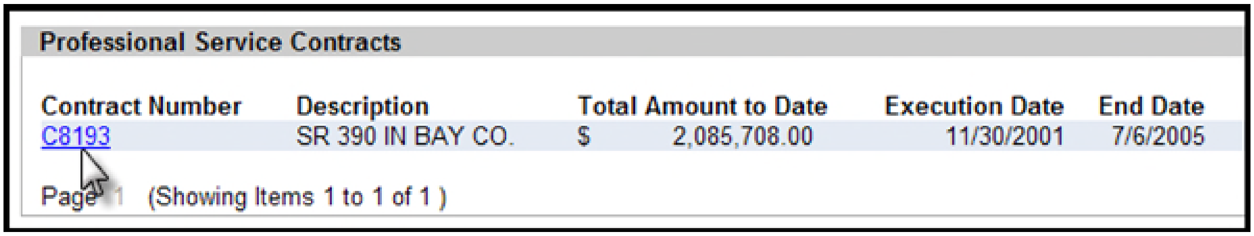


PSEE Contract Documents

The PSEE Contract Documents section allows staff to attach documents related to the Contracts in PSEE. These documents are stored in the Department's Enterprise Electronic Document Management System, and can be searched using the Item and Item Segment through e-Document Search on the Enterprise Information Portal and through the Hummingbird DM interface.

To Upload a Document

1. From the Professional Services Contracts section, select the hyperlinked Contract Number that is related to the document you are uploading.



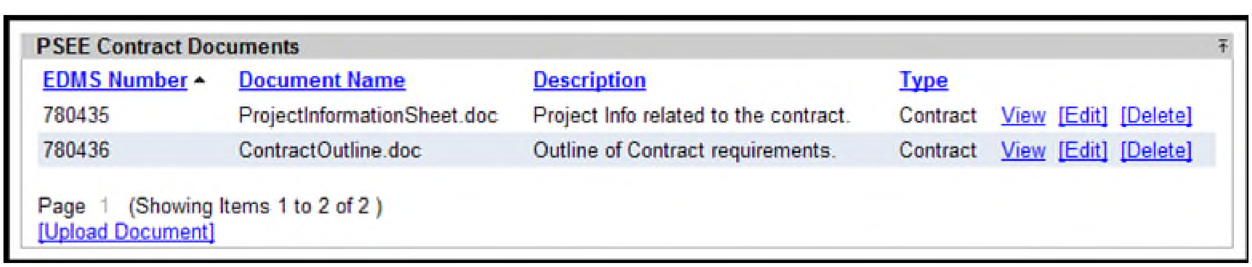
Professional Service Contracts

Contract Number	Description	Total Amount to Date	Execution Date	End Date
C8193	SR 390 IN BAY CO.	$ 2,085,708.00	11/30/2001	7/6/2005

Page 1 (Showing Items 1 to 1 of 1)

2. Select the PSEE Contract Documents section if it is not already expanded. (You may also click the Invoices, Amendment and Encumbrances headers to collapse them if needed.)
3. Select the **Upload Document** hyperlink.
4. Select the **Browse** button.
5. A new window appears. Browse to the location that holds the needed file.
6. Click on the filename and then select the **Open** button.
7. You are returned to the Add PSEE Document window.
8. Type text into the Description field to describe your document.

9. Select **Save**.
10. Your document is displayed in the list of PSEE Contract Documents.



PSEE Contract Documents

EDMS Number	Document Name	Description	Type	
780435	ProjectInformationSheet.doc	Project Info related to the contract.	Contract	View [Edit] [Delete]
780436	ContractOutline.doc	Outline of Contract requirements.	Contract	View [Edit] [Delete]

Page 1 (Showing Items 1 to 2 of 2)
[Upload Document]

11. Repeat the process to add additional documents.

To View PSEE Contract Documents

1. Click the **View** hyperlink in the far right column beside each document name and details.
2. The document will open in a new window using its native application.
3. Close the window when done viewing the document.

To Delete a PSEE Contract Document

Staff can delete documents that they have uploaded to PSEE. Staff may only delete document that they added. Project Managers, however, have the authority to delete any documents on their Project.

1. Select the **Delete** hyperlink to the right of the file name and information.
2. A window appears confirming that you want to delete the document. To stop the delete process select **Cancel**. To proceed with the delete select **OK**.
3. The document is removed from PSEE.

To Edit a PSEE Contract Document

Staff with the correct level of privilege can edit a PSEE Contract document. Editing allows you to change the text in the Description field.

1. Select the **Edit** hyperlink to the right of the file name and information.
2. Update the Description as needed.
3. Select **Save**.

To Sort the List of PSEE Contract Documents

You may sort the PSEE document list by the column headings.

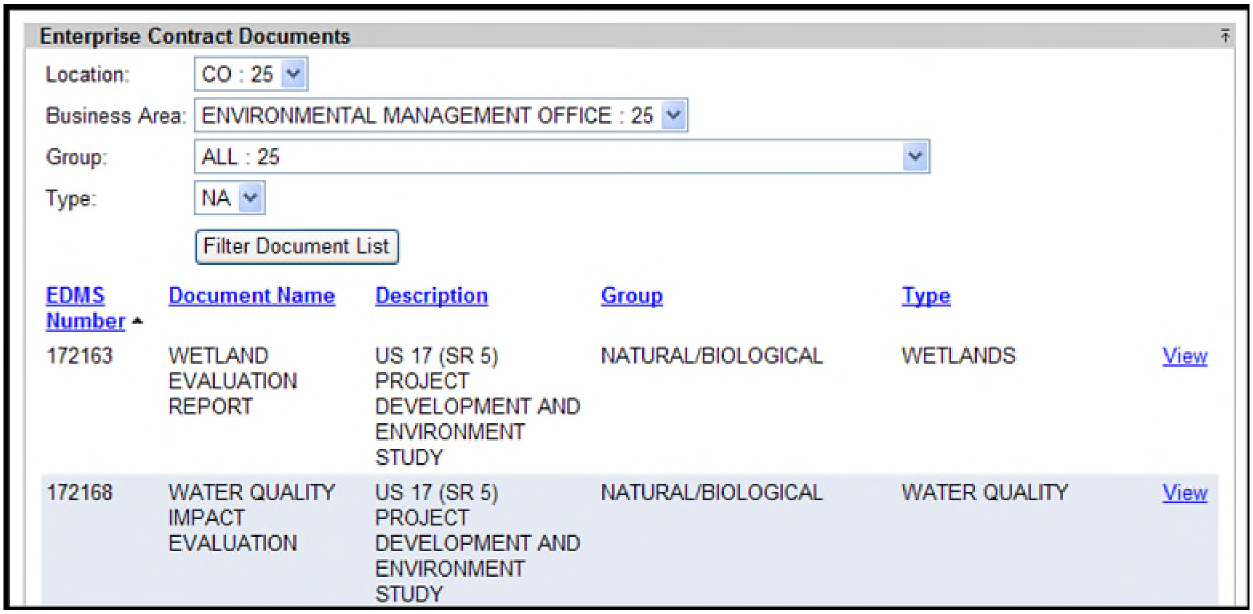
1. By default, the list is in ascending order by EDMS Number.
2. Click on any hyperlinked column heading to resort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to resort in descending order.

PSEE Contract Documents This list is in ascending order by Document Name.

EDMS Number	Document Name ▲	Description	Type	
780436	ContractOutline.doc	Outline of Contract requirements.	Contract	View [Edit] [Delete]
780435	ProjectInformationSheet.doc	Project Info related to the contract.	Contract	View [Edit] [Delete]

Enterprise Contract Documents

The Enterprise Contract Documents section includes documents that have been uploaded to the Department's Enterprise Electronic Document Management System (EEDMS) by a system other than PSEE. These documents are available in this section because they have been stored using with the Contract Number you are viewing.



To View Enterprise Contract Documents

1. Click the **View** hyperlink in the far right column beside each document name and details.
2. The document will open in a new window using its native application.
3. Close the window when done viewing the document.

To Filter the List of Enterprise Contract Documents

The Enterprise Contract Documents list can be very large for some Projects. Use the filter selections at the top to refine the document list. You may filter on Location, Business Area, Group and Type.

1. Select the drop-down beside the criteria you would like to filter.
2. Each drop-down selection will include a number. This is the number of documents that meet that particular selection. If there are no additional values in the drop-down list, then you cannot filter on that field.
3. Select **Filter Document List** to activate the filter.

To Sort the List of Enterprise Project Documents

Once you have a list you may sort the list by the column headings.

1. By default, the list is in ascending order by EDMS Number.

EDMS Number ▲	Document Name	Description	Group	Type	
172163	WETLAND EVALUATION REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WETLANDS	View
172168	WATER QUALITY IMPACT EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WATER QUALITY	View
172170	POND SITING REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	PRELIMINARY ENGINEERING/PROJECT DEVELOPMENT	DRAINAGE REPORTS/LOCATION HYDRAULIC REPORT	View

2. Click on any hyperlinked column heading to resort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to resort in descending order.

This list is sorted in ascending order by Group

EDMS Number	Document Name	Description	Group ▲	Type	
172978	LIMITED LEVEL I CONTAMINATION SCREENING EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CONTAMINATION/HAZARDOUS MATERIALS	TECHNICAL REPORTS AND ASSESSMENTS	View
172727	CULTURAL RESOURCES ASSESSMENT SURVEY	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CULTURAL RESOURCES	CULTURAL RESOURCE ASSESSMENT SURVEY/REPORT	View
172988	STATE HISTORIC PRESERVATION OFFICE LETTER	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CULTURAL RESOURCES	CORRESPONDENCE	View

Notifications

Would you like to receive Email Notifications about things going on in the Contracts Module?

1. Select **User Profile** from the main menu.
2. Select **Privileges and Notifications**.
3. Scan to the **Contracts** section. This will list all activities that can take place in the Contracts Module.

4. Click into the Receive Notifications column for any activity you would like to be notified about. Select **Save** to save your User Profile settings. The text in the Email Notification is the same as what is placed in the Journal Entry, it's just sent directly to your Inbox.

NOTE: You will only receive Notifications for the Projects you have subscribed to. Subscribe to specific Project Numbers under User Profile/Notification Subscriptions or by clicking the Notifications column on the My Projects Tab.