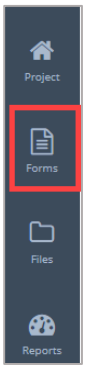
GMP Submission

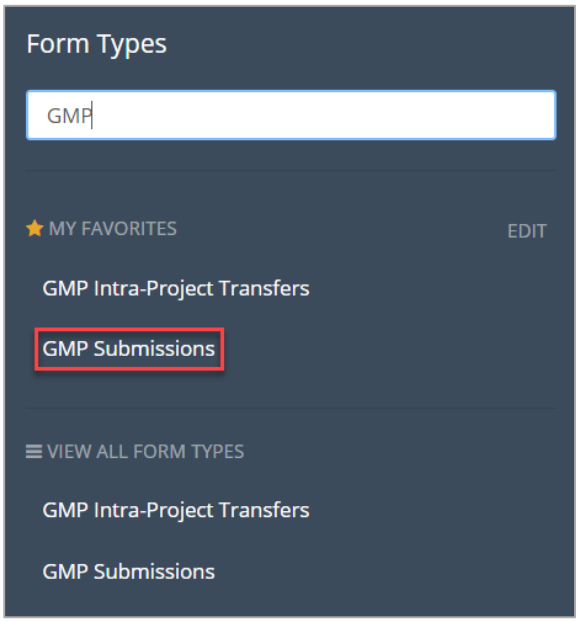
Submission of the GMP breakdown for GMP projects showing all the vendors, subcontractors and subconsultants. The detail includes bid records of all bids obtained for each cost line item with contact info and the final proposed cost. This is submitted by the General Contractor to the DGS Project Manager.

Creating the GMP Submission

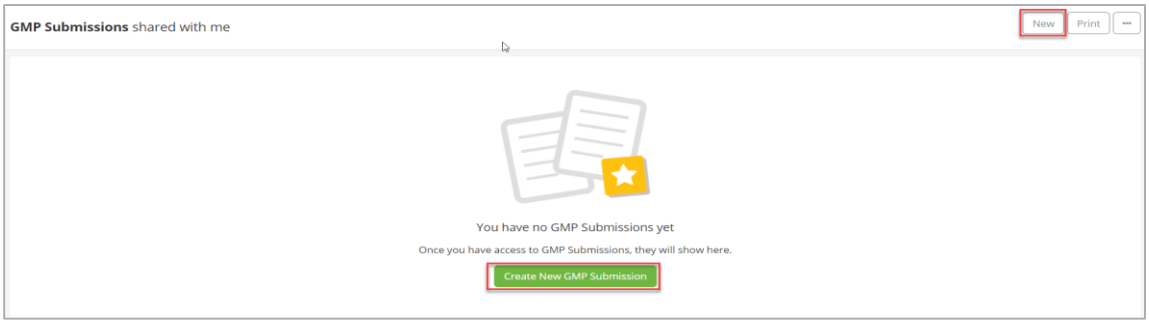
1. Within the project, click the **Forms** icon on the left navigation pane.



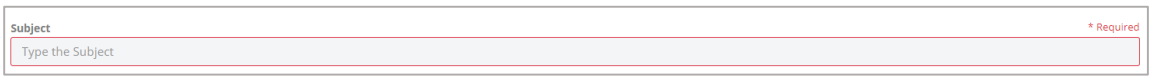
2. In the search area of the **Form Types** start to enter GMP and then select **GMP Submission**.



3. Click the **Create New GMP Submissions** button located in the middle of the log or click the **New** button in the upper right corner.

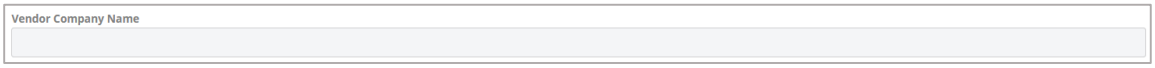


4. Enter the title of the GMP Submission in the **Subject** field.

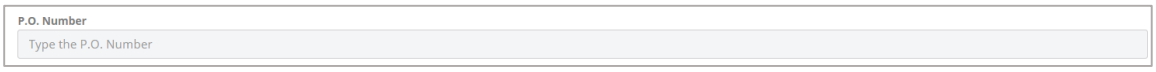


5. Enter the **Date** of the GMP Submission.

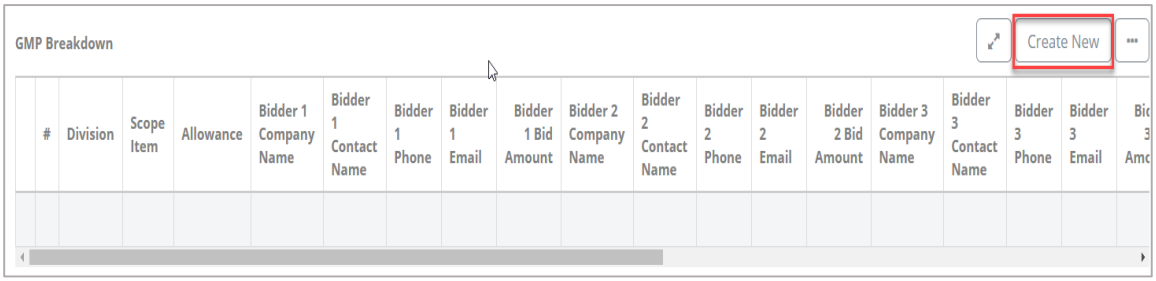
6. Type or click inside the **Vendor Company Name** and select your company name from the pick list.



7. Enter the **P.O. Number** associated with your base or letter contract.



8. Enter GMP Breakdown click **Create New**. A new line should be created for each cost line in your GMP submission.



a. Click **Division** and select from the list. Note you can reduce the list by start typing a division name.

b. Enter a **Scope Item**.

c. Check the **Allowance** box if this cost line will be an allowance.

d. Type the **Bidder 1 Company Name** in the field.

e. Type the name of **Bidder 1 Contact Name** in the field.

f. Enter a **Bidder 1 Phone** number.

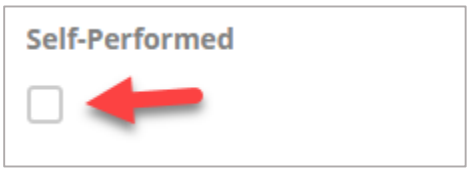
g. Enter a **Bidder 1 Email**.

h. Enter a **Bidder 1 Bid Amount**.

i. For additional Bidders, 2 – 5, follow the same procedures listed above 4d – 4h.

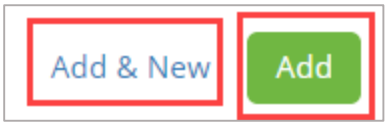
j. Enter a **GMP Amount**. This will be the amount submitted for your GMP for this cost line.

k. Check the **Self-Performed** box if your company will be self performing this work.



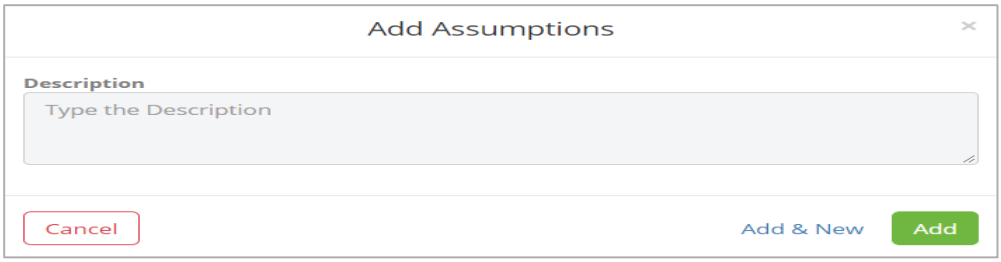
l. Enter any applicable **Notes** for this cost line.

m. Click **Add & New** to add another item or click the **Add** button to return to the record.



9. Enter **Assumptions** by clicking **Create New**.

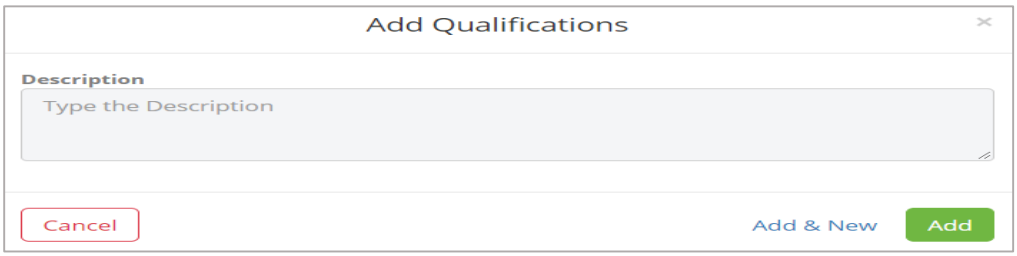
a. Add **Description**.



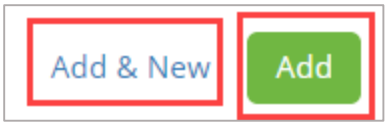
b. Click **Add & New** to add another item or click the **Add** button to return to the record.

10. Click the **Create New** button to add **Qualificatifications.**

a. Enter **Description**.



b. Click **Add & New** to add another item or click the **Add** button to return to the record.



11. Enter **Inclusions** by clicking on **Create New**.

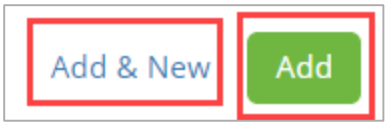
a. Enter **Description**.

b. Click **Add & New** to add another item or click the **Add** button to return to the record.

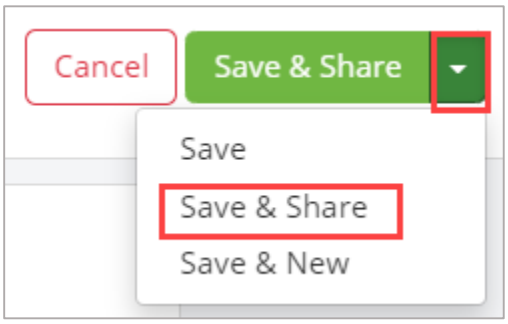
12. Enter **Exclusions** by clicking on **Create New**.

a. Enter **Description**.

b. Click **Add & New** to add another item or click the **Add** button to return to the record.



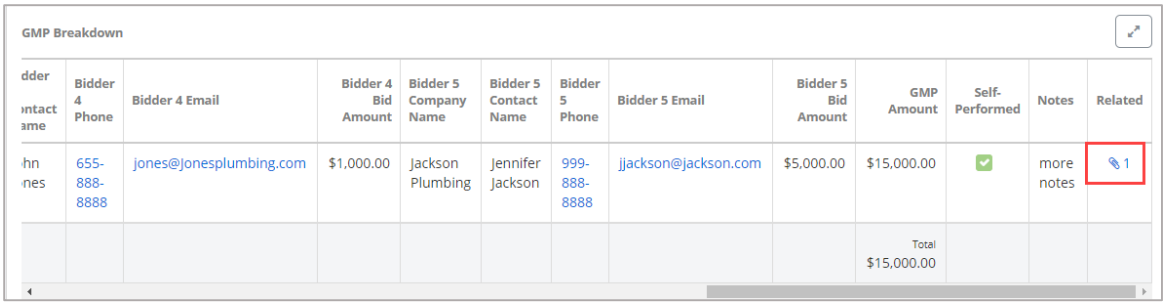
13. To save the **New GMP Submission**, click the dropdown arrow beside **Save & Share** and click the **Save & Share** button and share this submission with the appropriate share groups.



Note: Do not edit and resubmit a GMP submission. If the submission requires a revision, please review the section detailing steps to **To Submit A Revised GMP Submission**.

Attach Supporting Documentation

1. In the GMP Breakdown section, click the **paper clip** and **drag and drop or upload the supporting documentation** for each bidder on **each associated cost line**.



GMP Breakdown

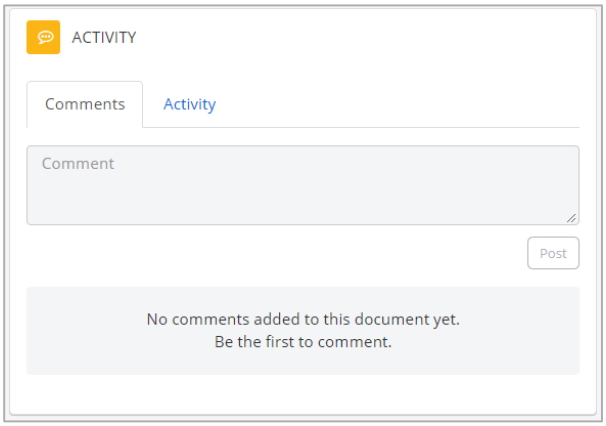
dder ontact ame	Bidder 4 Phone	Bidder 4 Email	Bidder 4 Bid Amount	Bidder 5 Company Name	Bidder 5 Contact Name	Bidder 5 Phone	Bidder 5 Email	Bidder 5 Bid Amount	GMP Amount	Self-Performed	Notes	Related
hn nes	655-888-8888	jones@jonesplumbing.com	$1,000.00	Jackson Plumbing	Jennifer Jackson	999-888-8888	jjackson@jackson.com	$5,000.00	$15,000.00	✓	more notes	1
									Total $15,000.00			

Review by DGS Project Manager

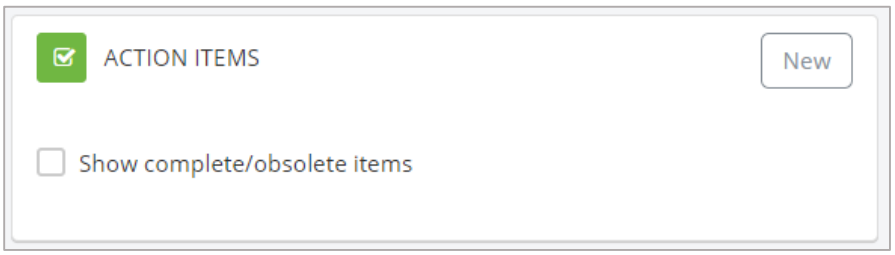
1. Open the GMP Submission log and click the **title of the GMP Submission** you wish to edit.

2. Review the submission.

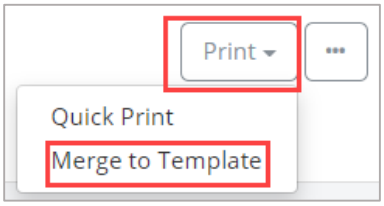
3. To ask questions or add commentary regarding the GMP Submission record, use the **Comments** section.



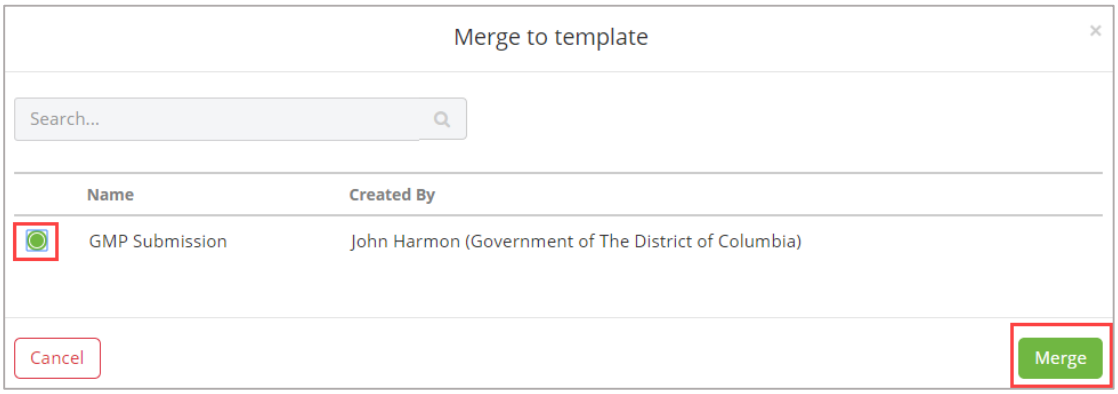
4. If the vendor should submit a revised GMP Submission, create an **Action Item** to notify the vendor of the required changes.



5. If the current submission is acceptable, click the **Print** button in the top right corner and click **Merge to Template**.



6. Click the **radio button for the GMP Submission** merge template and click the **Merge** button to print a copy of the GMP Submission and all attached documentation.



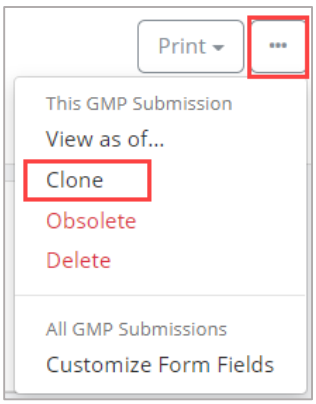
7. Utilize the DGS Procurement Request process to initiate contract change order/modification based on the GMP submission.

To Submit A Revised GMP Submission

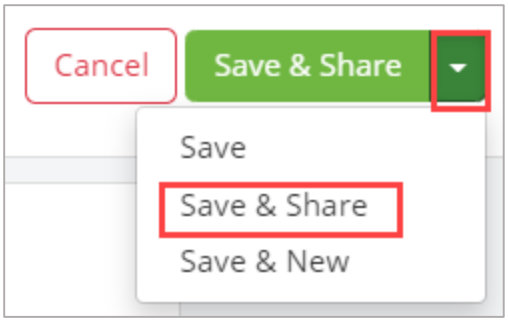
Prior to approval and award of the definitized contract by the Contracting Officer, clone the erroneous submission and submit a revised copy as a new GMP submission

1. Open the GMP Submission log and click the **title of the GMP Submission** you wish to edit.

2. Click the **three ellipsis (…)** button and click **Clone**.



3. Make sure to save and share the **New GMP Submission** to make sure the DGS PM is notified that a revised submission has been submited. Click the **dropdown arrow** beside **Save & Share** and click the **Save & Share** button and share this submission with the appropriate share groups.


Cancel
Save & Share
Save
Save & Share
Save & New