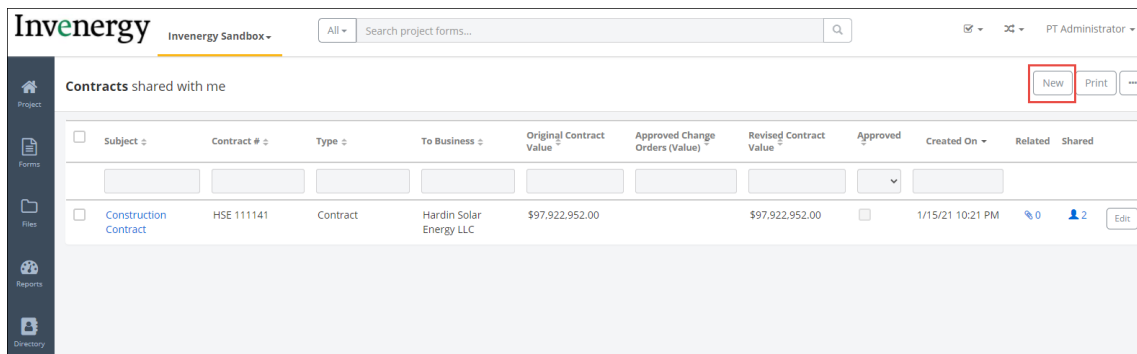


## Contracts

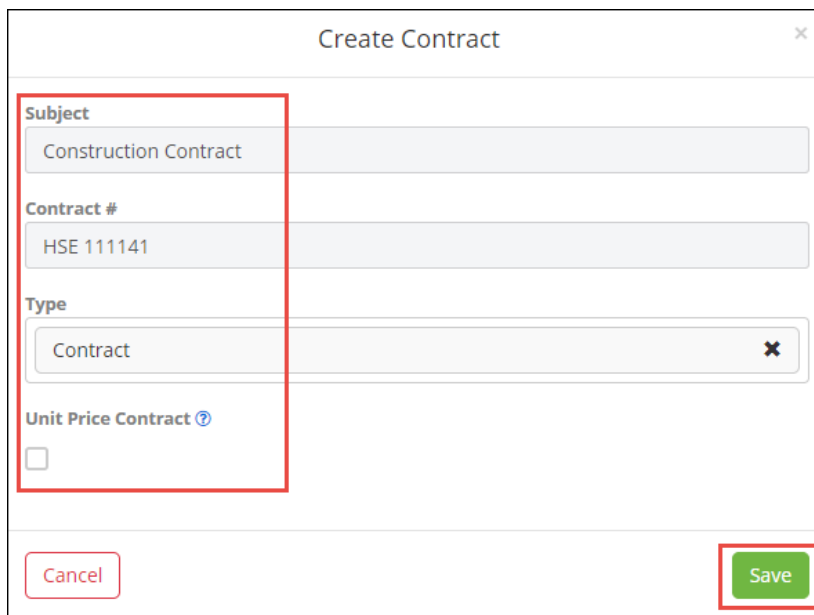
### Creating a New Contract

1. Navigate to the Contract log within a project.
2. Click the **New** button on top of the Contract log.



The screenshot shows the 'Contracts shared with me' interface. At the top right, there are buttons for 'New', 'Print', and a menu icon. The 'New' button is highlighted with a red box. Below the buttons is a table with columns: Subject, Contract #, Type, To Business, Original Contract Value, Approved Change Orders (Value), Revised Contract Value, Approved, Created On, Related, and Shared. A single contract is listed with the subject 'Construction Contract', contract number 'HSE 111141', and type 'Contract'.

3. Initiate a new contract by populating the **Subject** and **Contract #**, Select “Contract” for **Type**, and check the **Unit Price Contract** box to manage UOM, Unit Price, and Quantity on the contract. Click **Save** to proceed.



The screenshot shows the 'Create Contract' modal form. The 'Subject' field contains 'Construction Contract', the 'Contract #' field contains 'HSE 111141', and the 'Type' dropdown is set to 'Contract'. The 'Unit Price Contract' checkbox is checked. The 'Save' button is highlighted with a red box.

4. Enter **NTP (Notice to Proceed) Date(s)** and all other fields. Note, many fields in the contract record are used in reporting. For example, the NTP date is pulled into several monthly reports such as the PM Monthly.

### Populating the Schedule of Values

The Schedule of Values (SOV) collection is where users can add individual line items based on terms of the contract. **The SOV should match the approved contract values, inputting each line item, including unit price, and its' value. Do not roll up the item numbers into one lump sum.** See example below.

Schedule of Values							
#	Account Code	Description	UOM	Qty	Unit Price	Scheduled Value	Spec Section
1		LV5+ 1566 Containerized Solar Power Station,	Each	61	\$160,361.00	\$9,782,021.00	
2		NEC2017 compliance insulation monitoring and DC GFDI grounded on minus pole	Each	61	\$1,565.00	\$95,465.00	
3		Cooper brand bushings adder	Each	61	\$495.00	\$30,195.00	
4		Six parking stands	Set	61	\$145.00	\$8,845.00	
5		MV Transformer grounding spiders	Each	4	\$0.00	\$0.00	
6		Oil sample test	Each	2	\$285.00	\$570.00	
7		Sound level test	Each	2	\$2,860.00	\$5,720.00	
8		Temperature rise in accordance with IEEE Std C57.12.90	Each	2	\$3,570.00	\$7,140.00	
9		Spare socket-to-socket pin-to-pin MV transformer	Each	1	\$48,764.00	\$48,764.00	
						Total	
						\$9,978,720.00	

1. Click the **Create New** button.

The screenshot shows the 'Schedule of Values' table with a 'Create New' button highlighted in a red box. The table has columns for #, Description, Value, and Spec Section. The 'Value' column is currently empty, and the 'Spec Section' column is also empty. The 'Total' row shows a value of \$9,978,720.00.

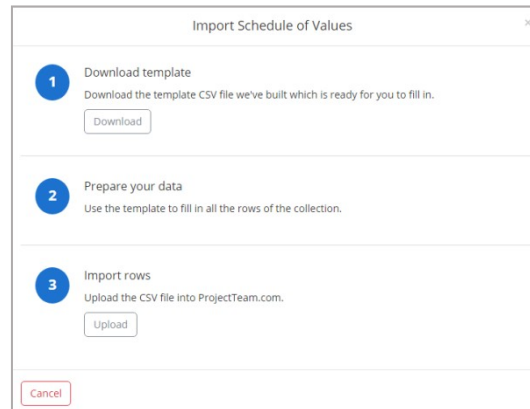
2. Enter **Account Code**, **Description**, **UOM**, **QTY**, and **Unit Price** into the modal window, then click **Add**. The **Scheduled Value** will auto populate based on the QTY and UOM.

The screenshot shows the 'Add Schedule of Values' modal window. It contains input fields for Account Code, Description (with a placeholder 'Type the Description'), UOM (with a placeholder 'Type the UOM'), Qty (with a value of 1), and Unit Price (with a value of \$0.00). The Scheduled Value field is also present, showing \$0.00. At the bottom, there are three buttons: 'Cancel', 'Add & New', and 'Add'.

3. Click **Save**.

### **Importing SOV Rows**

As with all other collections, you can import rows if needed. To import, click the "...\" button on top of the collection and then choose the **Import Rows** option. This will bring up a modal that step you through the import process.



The modal titled "Import Schedule of Values" contains a three-step process:

- 1 Download template**  
Download the template CSV file we've built which is ready for you to fill in.
- 2 Prepare your data**  
Use the template to fill in all the rows of the collection.
- 3 Import rows**  
Upload the CSV file into ProjectTeam.com.

## **Change Order Markups**

Defining Change Order Markups allow you to build in default markups based on the Contract for any Potential Change Orders. The columns of the collection have specific meanings:

**Markup %:** The Markup percentage is what will be used to calculate the total amount for that line item. For example, if a PCO has a value of \$150.00 and there is a markup called General Conditions for 6%, the markup amount for General Conditions is \$9.00 ( $150.00 \times 0.06$ ). This assumes that the General Conditions markup has a Calculation Level of 1.

**Calculation Level:** The Calculation Level determines which numbers are used to determine the percentage calculation.

Level 1 will perform the calculation based on the subtotal of items

Level 2 will perform the calculation based on the subtotal of items PLUS all markups in Level 1

Level 3 will perform the calculation based on the subtotal of items PLUS all markups in Level 1 PLUS all markups in Level 2

The example below is a simplified screenshot of the Cost Breakdown collection on a Potential Change Order. Here you can see there are two line items, then a subtotal, then the markups, and finally a grand total. The first two markups are calculating off the subtotal since they are Level 1 calculations. The third markup is calculating off the subtotal and the first two markups. Then the sum of all line items and markups equals the total at the bottom.

	<b>Estimated</b>	<b>Proposed</b>	<b>Approved</b>
<b>Line Item 1</b>	\$188,611.00	\$181,120.00	\$163,155.00
<b>Line Item 2</b>	\$197,213.00	\$174,545.00	\$176,867.00
<b>Subtotal</b>	<b>\$385,824.00</b>	<b>\$355,655.00</b>	<b>\$340,022.00</b>
<b>Markup 1 – Level 1 – 6%</b>	\$23,149.44	\$21,339.90	\$20,401.32
<b>Markup 2 – Level 1 – 1.5%</b>	\$5,787.36	\$5,334.98	\$5,100.33
<b>Markup 3 – Level 2 – 10%</b>	\$41,476.08	\$38,233.99	\$36,552.37
<b>Total</b>	<b>\$456,236.88</b>	<b>\$420,573.86</b>	<b>\$402,076.02</b>

## **Tabs of the Contract Form Type**

General: First tab of the form type and shows all fields.


Drawings: Users can add references to related drawings.

Specifications: Users can add references to related specifications.

Incls, Excls, & Alts: Three separate collections give users an opportunity to expand on specific terms of the contract as it pertains to Inclusions, Exclusions, and Alternates.

Other Exhibits: Attach exhibits created in the Contract Exhibits form type.

Change Orders: All Change Orders related to the Contract that have been marked approved will automatically be added to this tab. There is no other way to add Change Orders to this collection.

 DETAILS

General

Drawings

Specifications

Incls, Excls. & Alts

Other Exhibits

Change Orders

**Subject**  
Construction Contract

**Contract #**  
HSE 111141

**Contract Date**  
02/01/2020

**Type**  
Contract

**Document Link (One Drive)**  
<http://projectteam.com>

**From Business**  
RES America Construction, Inc.

## Approving the Contract

1. Once you have recorded all needed information and you do not want the contract to be changed any more, you can lock it. To lock down the Contract, click the **Approve Contract** button on top of the form in view mode.



2. Clicking the **Approve Contract** button will bring up a confirmation modal. The confirmation modal notifies the user that after marking the form Final and saving, the form will be locked and the only way to adjust the Contract would be through Change Orders. In the confirmation modal, you are required to add an **Approved Date**. Choose the date that the Contract was approved from the calendar picker field. Once complete, click the **Yes** button to approve and lock the Contract.

