Section 8

Contractor Claim Notice (CCN) / Settlements

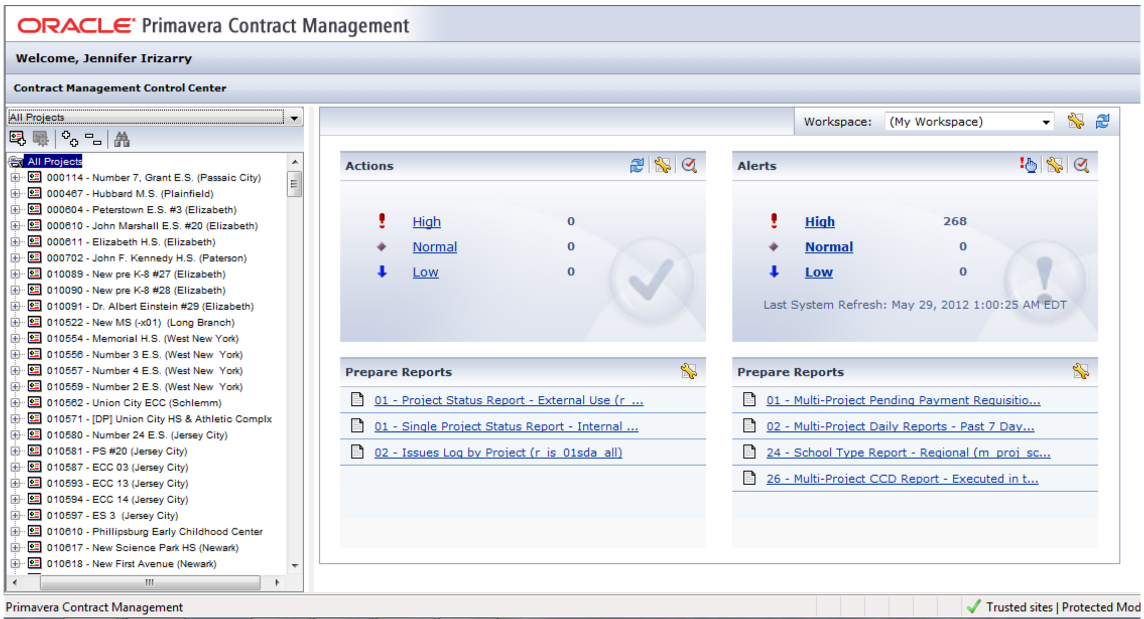
ORACLE Primavera

Table of Contents

I. CREATE A CONTRACTOR CLAIM DOCUMENT

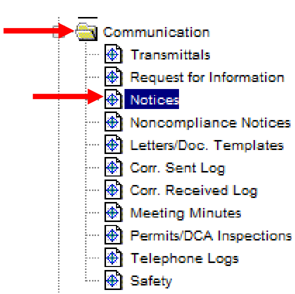
Claims originate through the Office of Chief Counsel. When a claim is received by the SDA from the Contractor (via SDA form 505) a new **Contractor Claim Notice (CCN)** is created in the **Notices** module.

1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



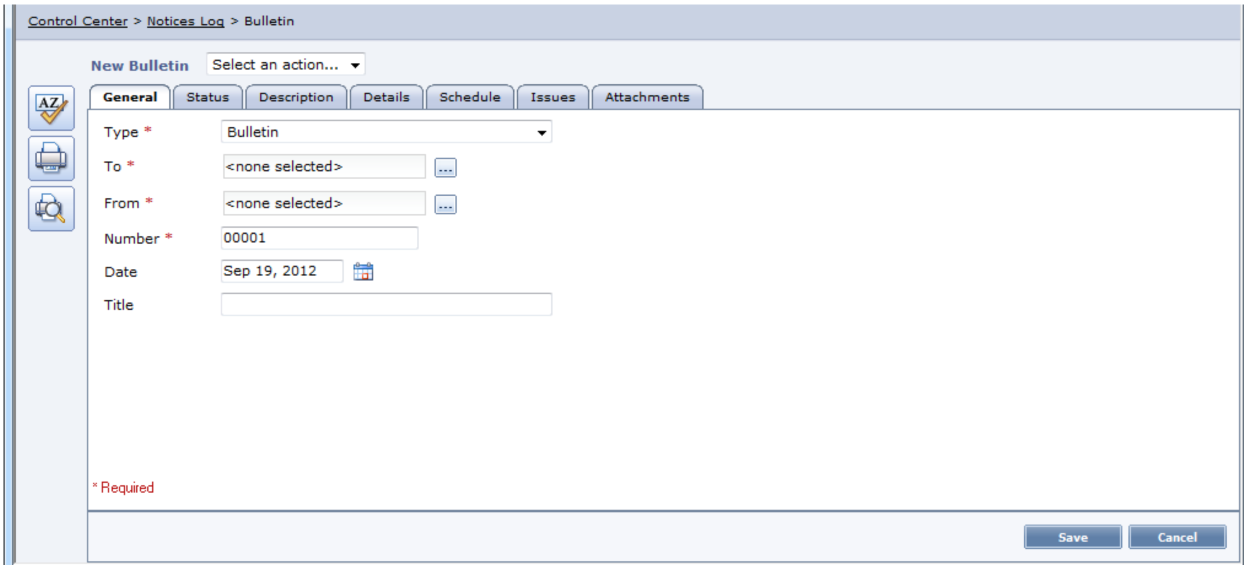
2. Select your desired project.

3. Open the **Communication Folder** (a list of modules will display) and click the **Notices** module.

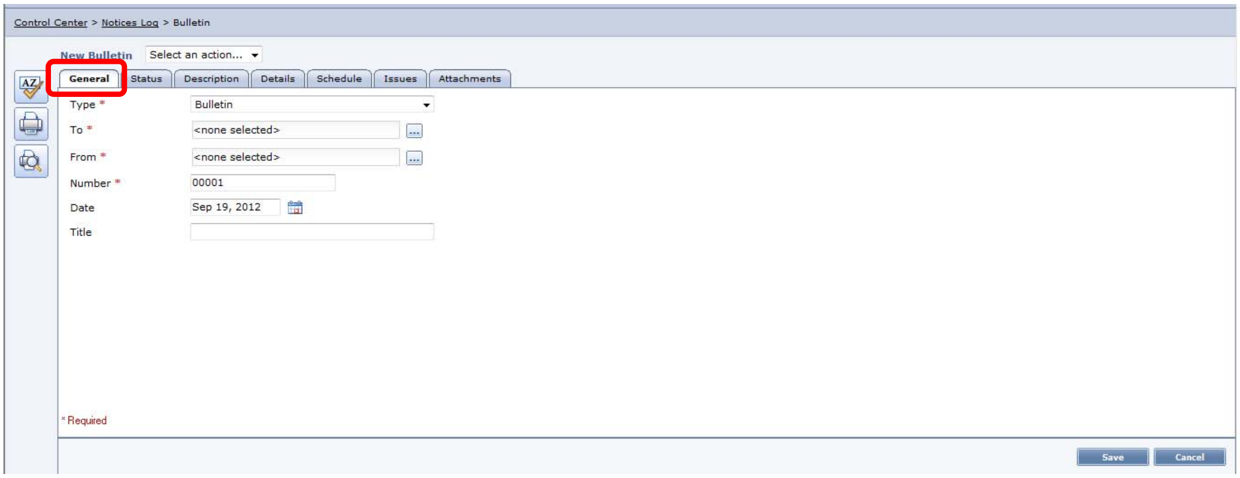


4. When the Notices log view screen displays, click the **Add Document** button.

5. A blank Notice document displays. The document is divided into several sections:

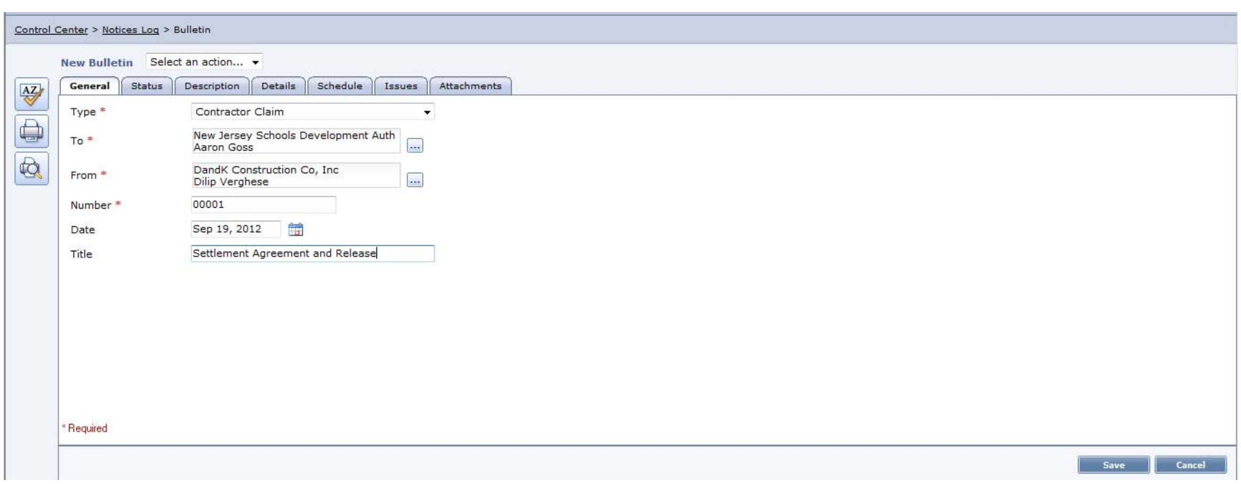


A. General Tab

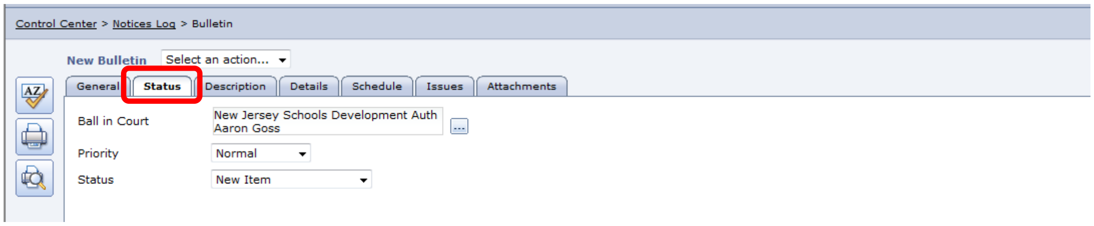


- **Type** - Select **Contractor Claim** from drop-down list. This is a required field.
- **To –** Use the **select button** next to the field to choose the NJSDA contact from the contact list. This is a required field.
- **From –** Use the **select button** next to the field to choose the Contractor's name from the contact list. This is a required field.
- **Number –** Contract Management will automatically assign the next sequential number. Do not change this number. This is a required field.
- **Date –** The current date will display, but can be changed by clicking the **calendar icon** next to the field. This should be the date the document was received by the Office of Chief Counsel.
- **Title –** Enter a brief description of the nature of the claim (35 character field).

An example of a completed section is shown:



B. Status Tab



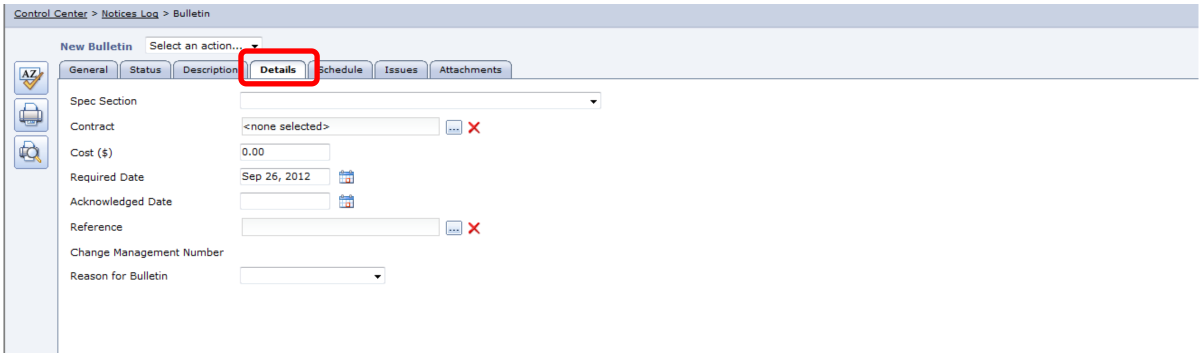
- **Ball in Court –** Defaults to the person who was selected in the To field. If this is incorrect, click the **select button** next to the field to choose the name from the contact list.
- **Priority –** Defaults to **Normal**, but can be changed to **High** or **Low** if desired.
- **Status** – Defaults to **New Item**. The status of a claim document can be changed to **Rejected** or **Revise and Resubmit** if required. The status will be changed to **Closed** prior to the initiation of the Change Management process.

C. Description Tab

- **Description –** Enter the details of the claim (up to 4000 characters). As the claim process proceeds, updates (including dates and initials) should also be entered in this section.
- **Signed by –** Defaults to the name in the From field, but can be changed by retyping the correct contact name.
- **Date –** Use the **calendar icon** to enter the date the document was signed.

An example of a completed section is shown:

D. Details Tab



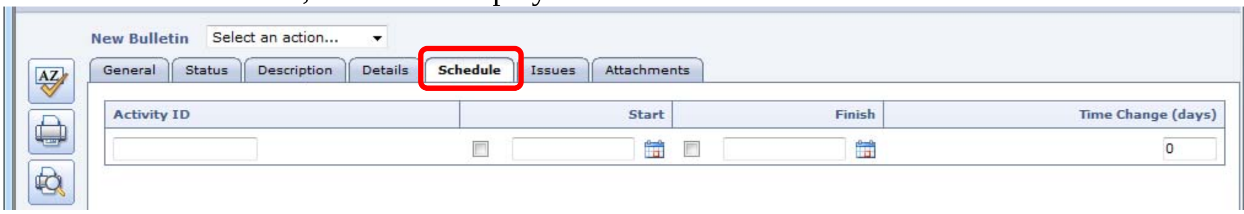
- **Spec Section –** Click the **drop down list** to select an associated Construction Specification Index (CSI) section code to be associated with this contractor claim document.
- **Contract –** Click the **select button** next to the field to choose the associated contract.
- **Cost –** Enter the value, if known. This value does not carry over to the Project Cost Worksheet, it is for informational purposes only.
- **Required date –** Automatically defaults to one week after the date the document was created. This can be changed by clicking the **calendar icon** and selecting a new date.
- **Acknowledged date –** Click the **calendar icon** to select the date the document was acknowledged.
- **Reference –**If there are other documents that have been entered in Contract Management that relate to this contractor claim, click the **select button** next to the field to link those documents to this claim.
- **Change Management Number –** If you initiate Change Management from this document, Contract Management will automatically populate the associated Change Management number.
- **Reason for Contractor Claim –** Click the drop-down list and select **Delay – CLAIMS ONLY**. This is the <u>only acceptable reason code</u> for claims.

An example of a completed section is shown:

E. Schedule Tab

If this change will impact the project schedule, the change in days can be noted in this section.

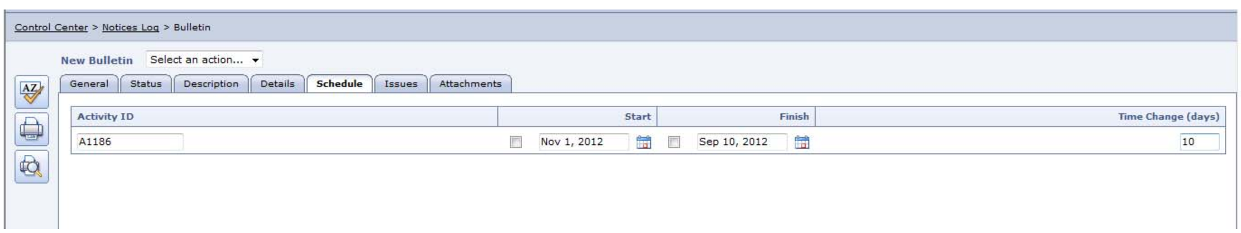
If no schedule is linked, the screen displays as follows:



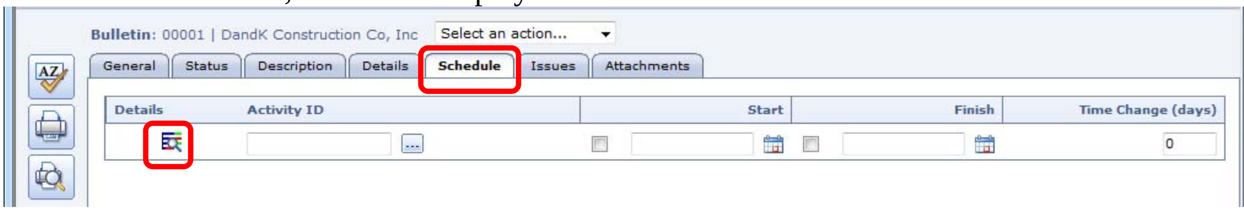
- **Activity ID –** if applicable, enter the activity ID
- **Start –** if applicable, enter the start date of work related to this change. Click the checkbox to indicate if this is an actual start date
- **Finish –** if applicable, enter the end date of work related to this change. Click the checkbox to indicate if this is an actual finish date
- **Time Change (days) –** if applicable, enter the number of days expected to alter the work schedule

Note: You will not be updating the actual scheduled dates, this is only an indication of a possible change in the project schedule.

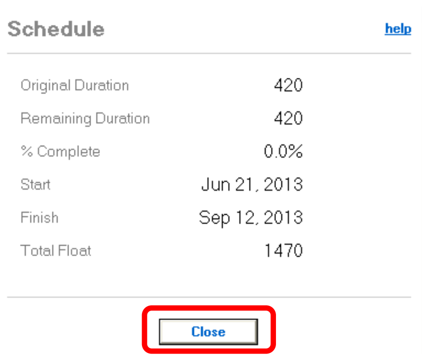
A completed section is shown:



If a schedule is linked, the screen displays as follows:



- **Details** - Click the magnifying glass icon to open the **Schedule** dialog box to view early/actual start and finish dates, original and remaining durations, percent complete, and total float for a document linked to a Project Management activity. This is for informational purposes only. Click the **Close** button to return to the contractor claim document.



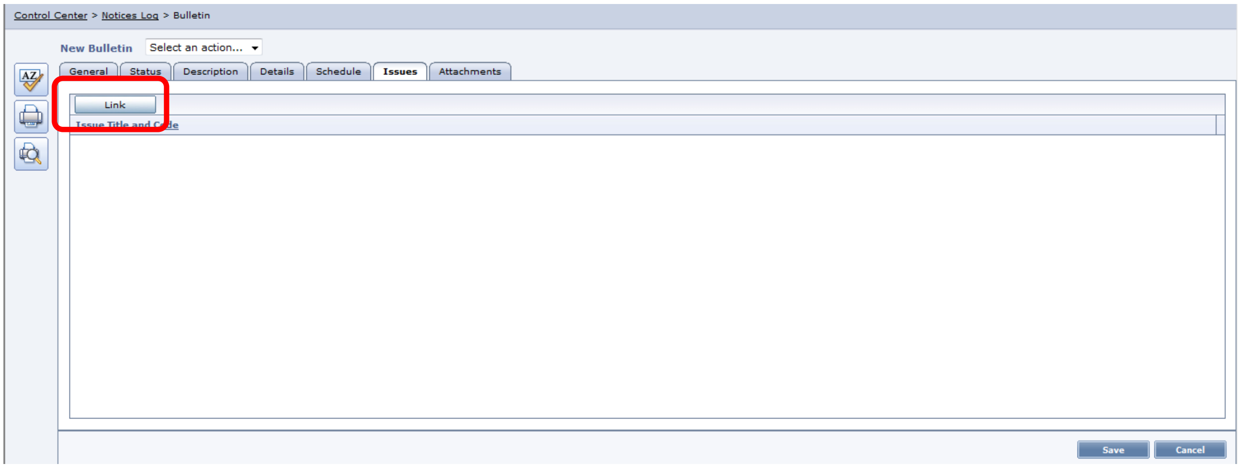
- **Activity ID** – Click the **select** link to choose a scheduled activity from the **Select Activity** dialog box.
- **Start / Finish** – Once an Activity ID is selected, the start and finish dates for that task will be populated. Edit the dates as necessary by clicking the **calendar icons**. Click the checkboxes to indicate if these are actual start and finish dates.

Note: you will not be updating the actual scheduled dates, this is only an indication of a possible change in the project schedule.

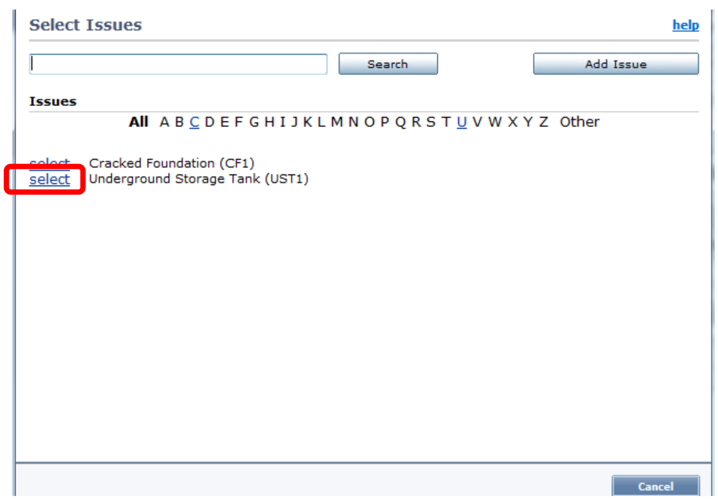
An example of a completed Schedule section is shown:

F. Issues Tab

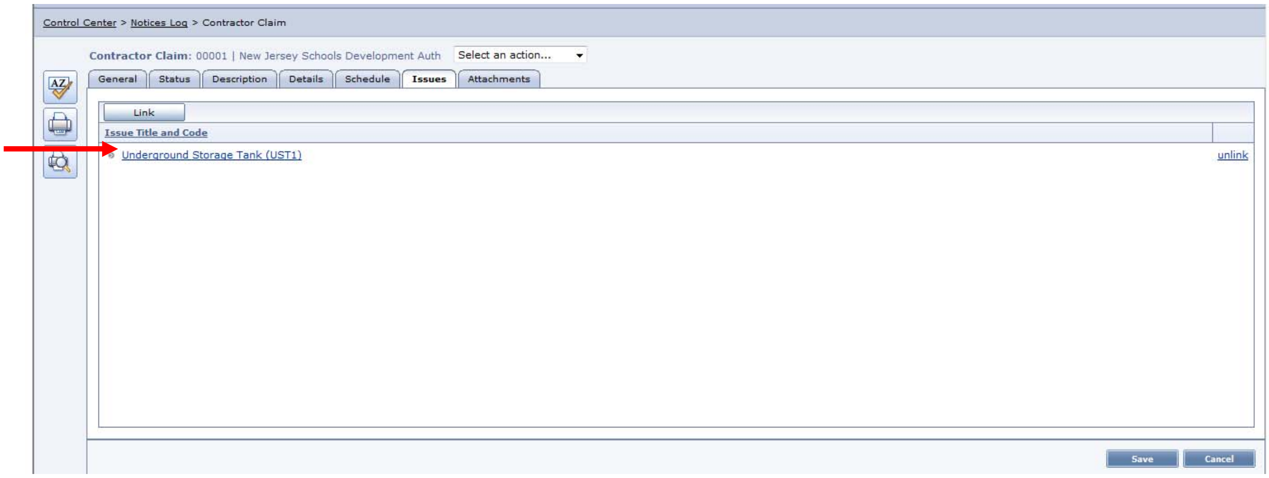
If this Notice relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button.



The **Select Issues dialog box** displays. Locate your desired issue and click the **select** link to the left of the issue title to link it to the Notice. Once you click the select link, you will return to the Notice.

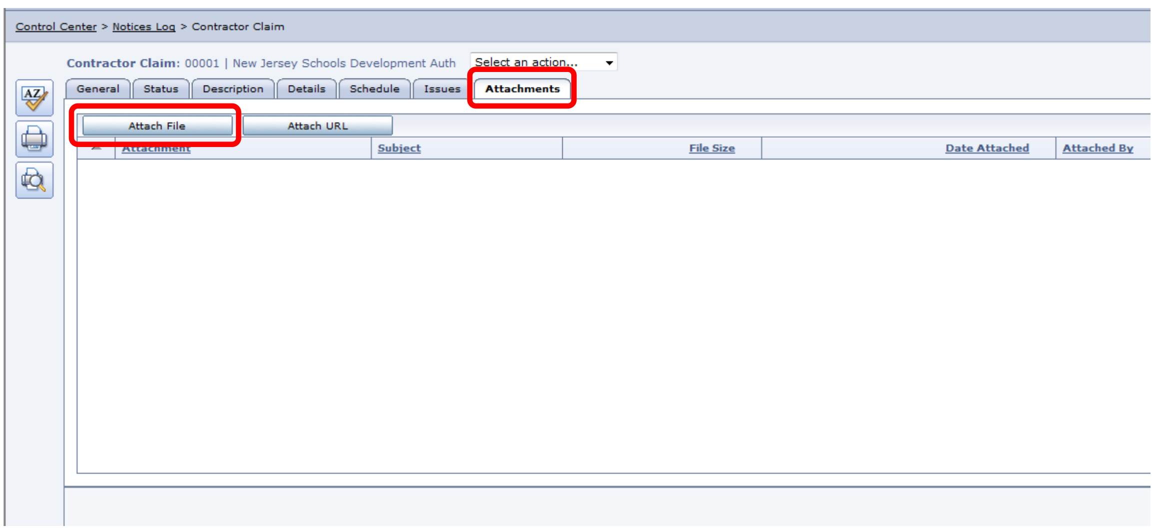


An example of a completed section is shown:

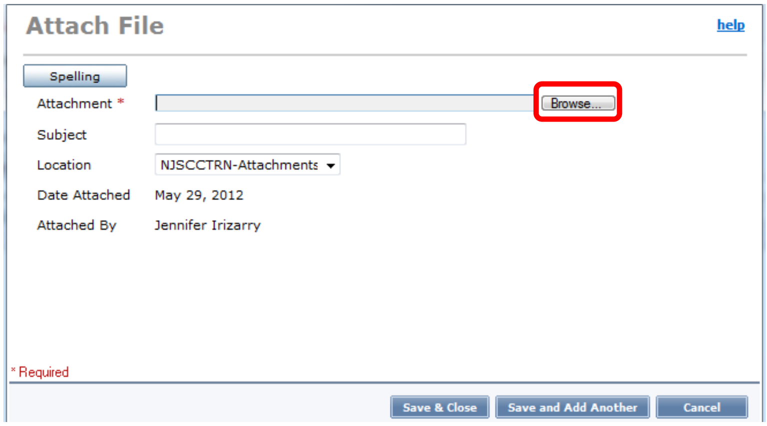


G. Attachments Tab

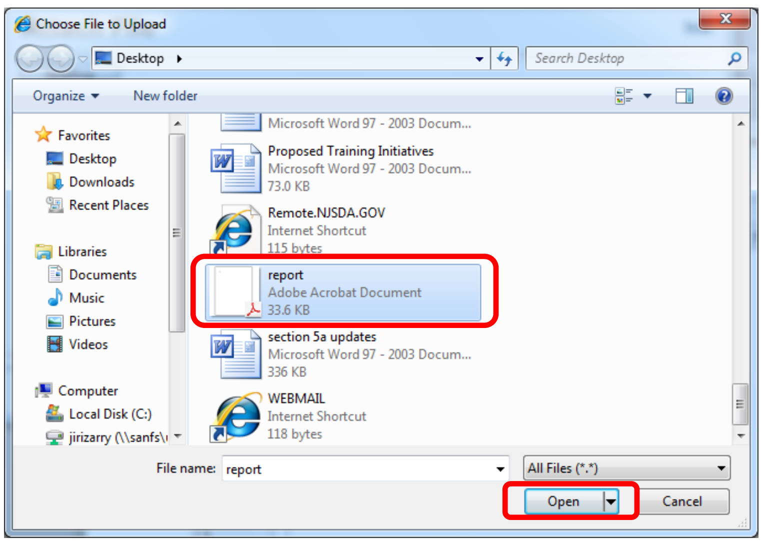
To attach supporting documentation, click the **Attach File** button.



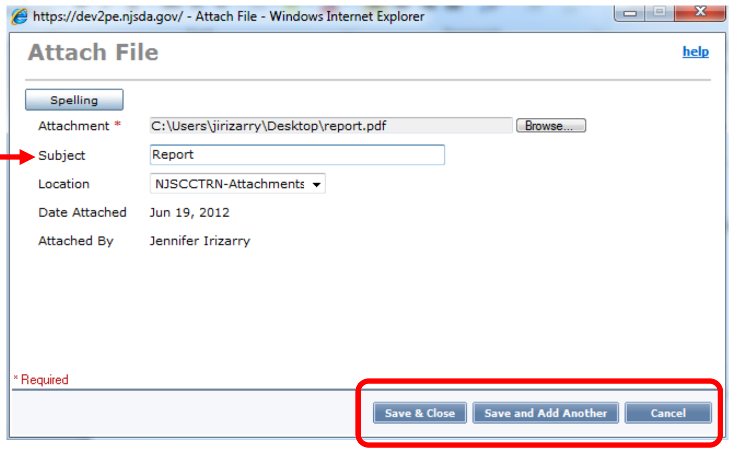
Click the **Browse** button to navigate to the document you wish to attach.



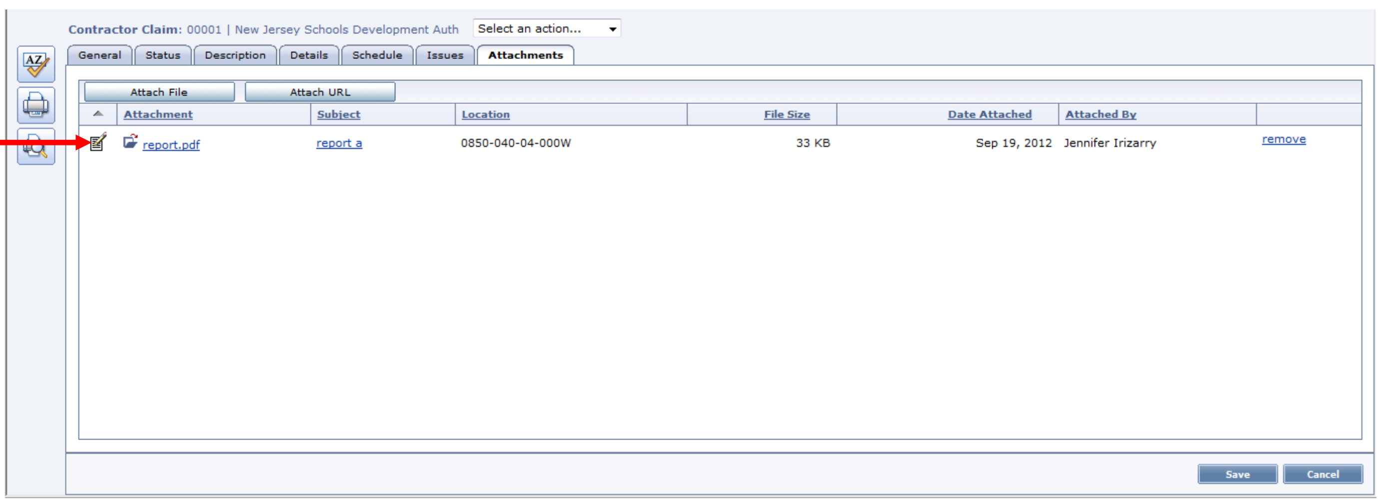
The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



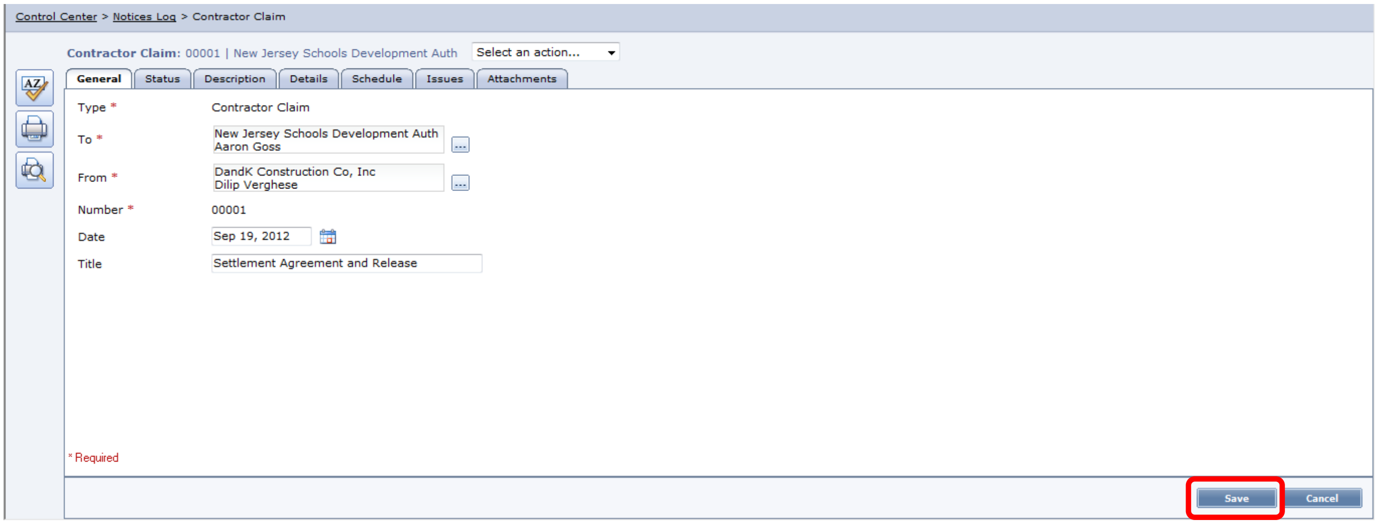
Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



The attached file displays in the **Attachments** section.



When all fields on the document are completed, click the **Save** button at the bottom of the document window.



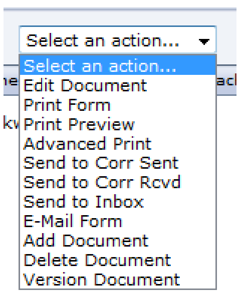
II. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

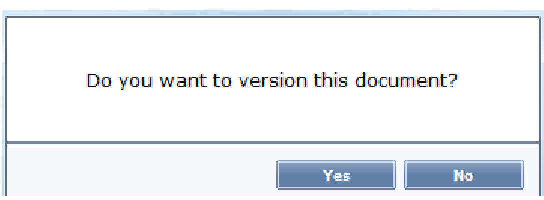
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.

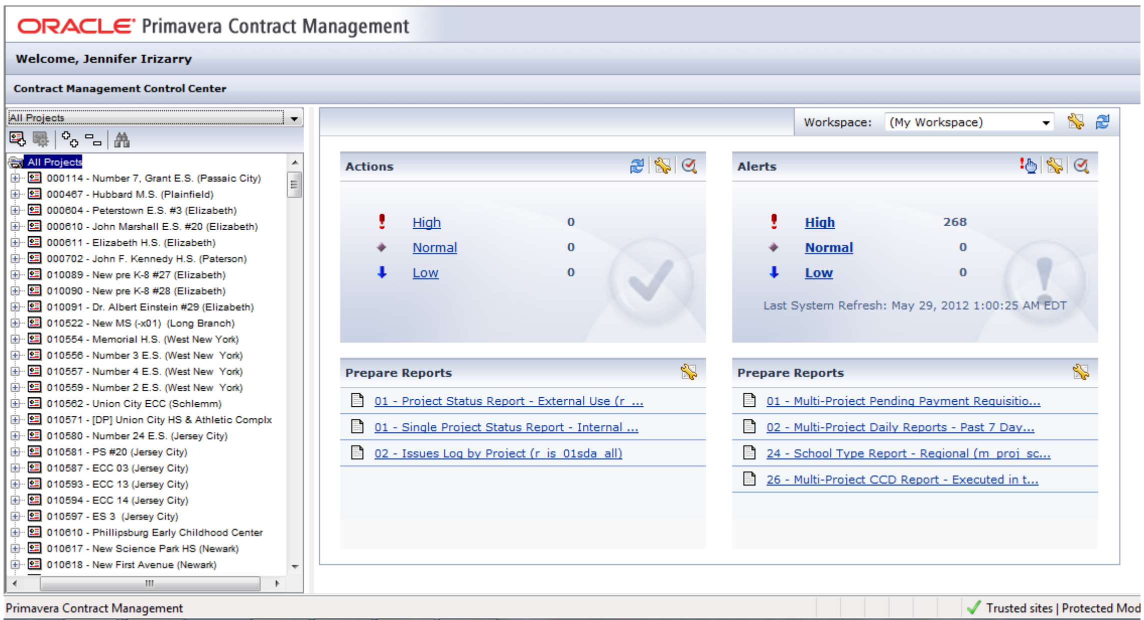


3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.

III. CLOSE A CONTRACTOR CLAIM DOCUMENT

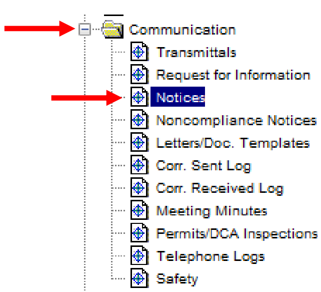
When the Contractor Claim process has been completed, the Contractor Claim document must be closed. This step should be performed before Change Management is initiated from this document.

1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



2. Select your desired project.

3. Open the **Communication Folder** (a list of modules will display) and click the **Notices** module.

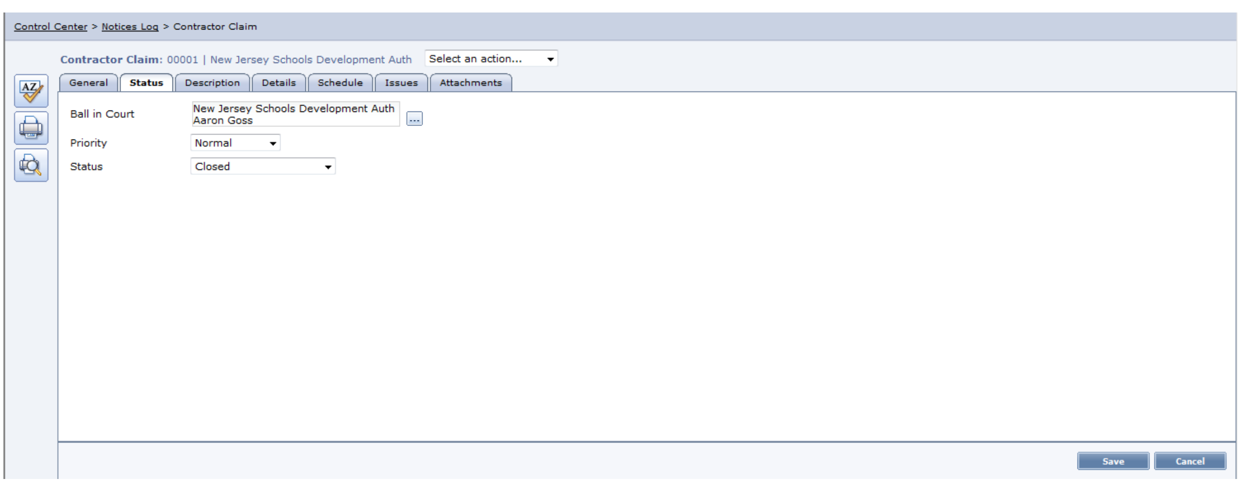


4. When the Notices log view displays, locate the desired Contractor Claim document and click the **edit icon** to the left of the document to open it.

5. Click the **Status** tab and select **Closed** from the **Status** field drop down box.

Note: A status of **Cancelled** is also available. A Cancelled status indicates that the document is no longer required, but should be retained for historical purposes. A cancelled document cannot be reopened for processing.

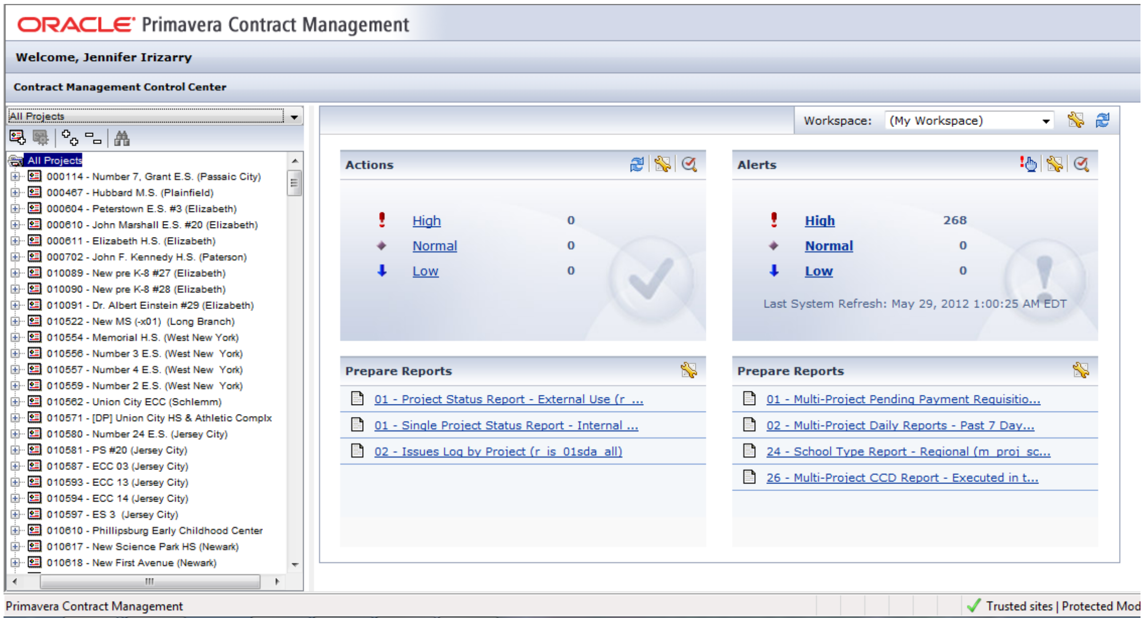
6. Click the **Save** button at the bottom of the screen.



IV. INITIATE CHANGE MANAGEMENT FROM A CLAIM DOCUMENT

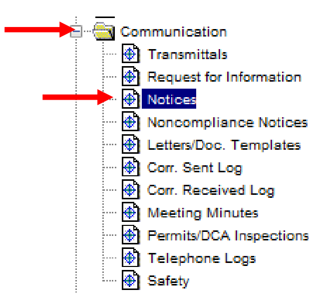
Once the claim document has been entered and saved, Change Management can be initiated from that document.

1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



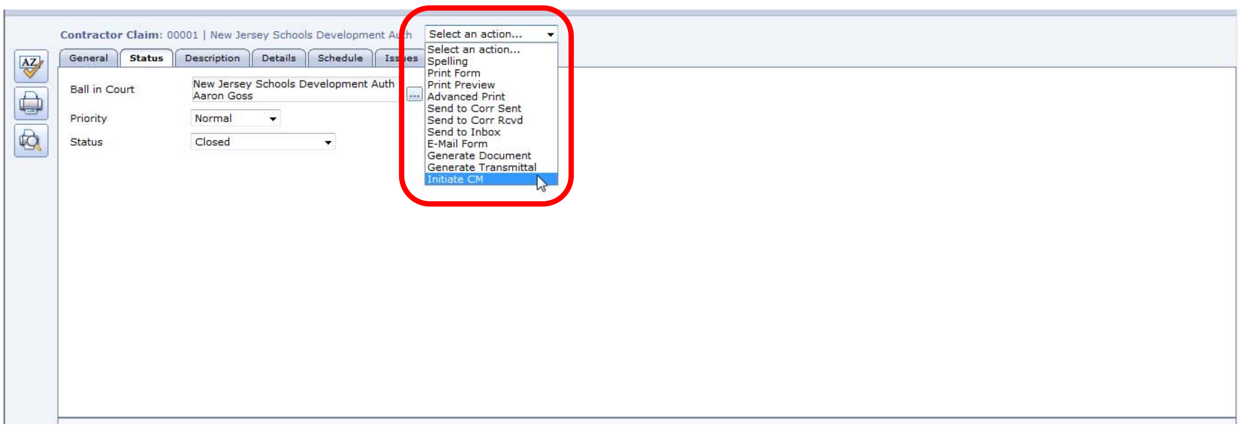
2. Select your desired project.

3. Open the **Communication Folder** (a list of modules will display) and click the Notices module.

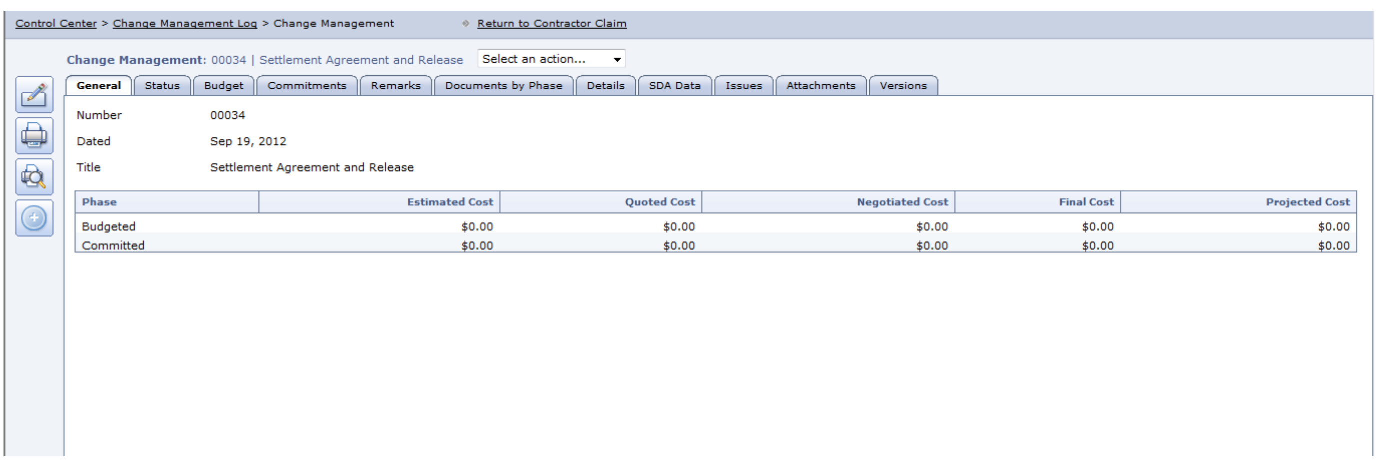


4. When the Notices log view displays, locate the desired Contractor Claim document and click the **edit icon** to the left of the document to open it.

5. With the document open, click the drop down list on the **Select an Action** menu on the top of the screen. Choose **Initiate CM** and click the **Go** button. This creates a new **Change Management** record and links it to the Contractor Claim document. All information entered on the Contractor Claim document will be carried over into the Change Management record.



6. The Change Management record displays.

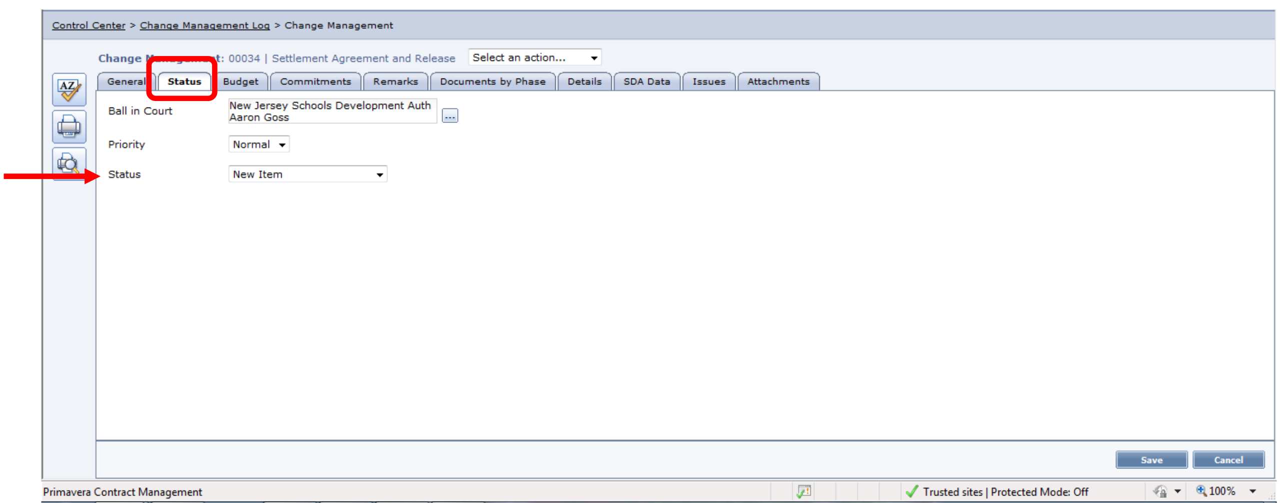


7. The normal SDA process for Change Management can now be followed. Click the **Edit Document** button on the upper left side of the screen to begin the process.

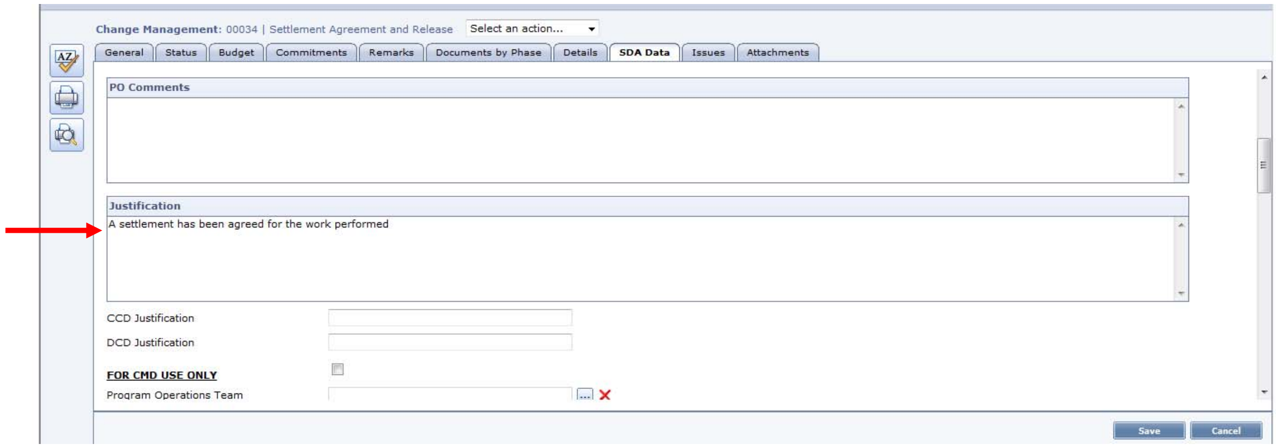
   Important: Do not change any information in the Number, Dated or Title fields located in the top portion of the Change Management screen.

8. Click the **Status tab**. The name listed in the Ball in Court field should be changed to To Be Determined so that this Change Management record does not stay in someone's Ball in Court action list. Click the **select** button next to the field and choose **To Be Determined** from the contact list.

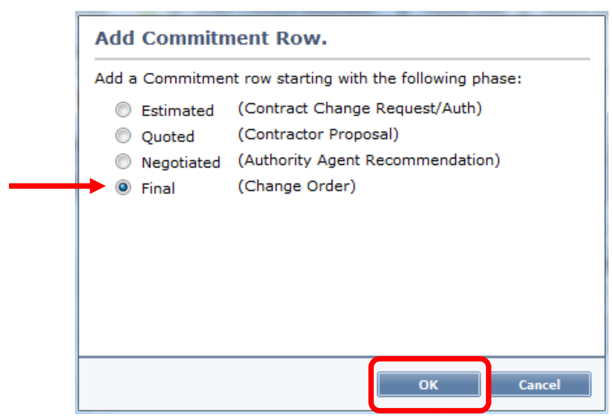
   Important: The Status field defaults to **New Item**. This should never be changed.



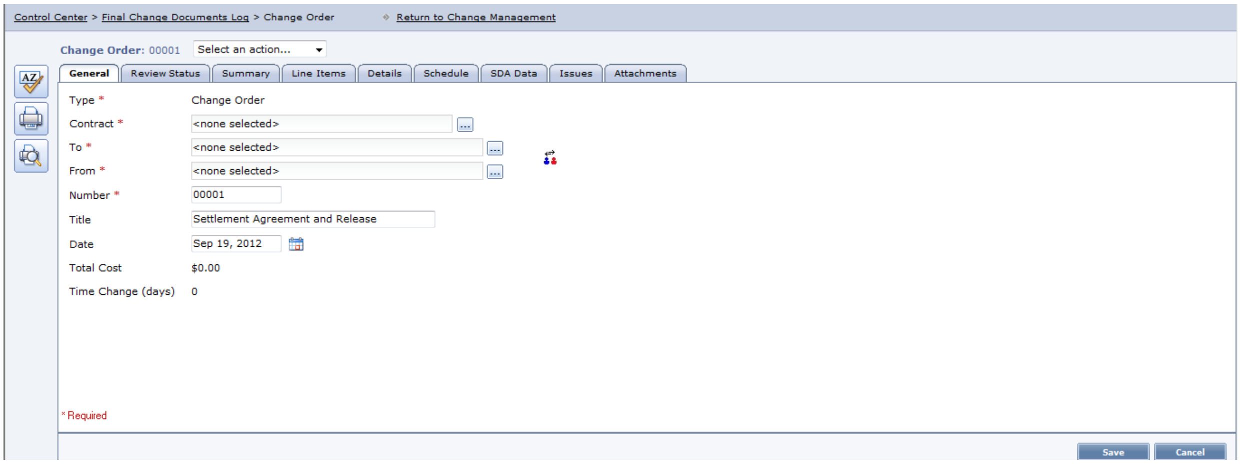
9. Click the **SDA Data** tab and complete the **Justification** field.



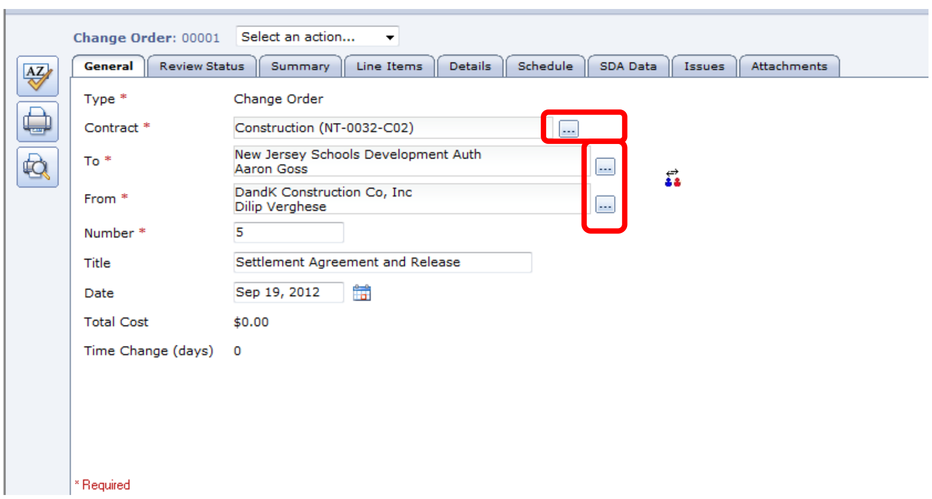
10. The normal SDA process for Commitments is followed using only the Final option in the Commitment section. Click the **Commitments** tab and click the **Add** button. The **Add Commitment Row dialog box** displays. Select **Final (Change Order)** and click the **OK** button.



11. A Change Order document displays.

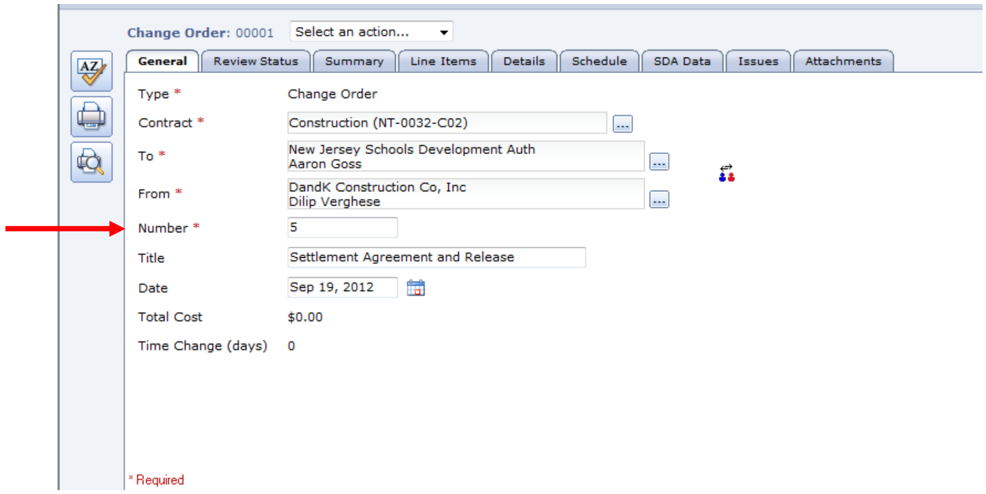


12. From the General tab, select the appropriate **Contract** by clicking the **select** button next to the field. This automatically fills in the To/From fields. The names in these fields should be edited as necessary using the applicable **select** button next to the fields. The name in the **To** field should be the SDA Project Team representative. The name in the **From** field should be the name of the Contractor.



IMPORTANT: ***This is the only opportunity you will have to select the To/From company. Once you save the document, you will not be able to edit the company, just the contact names.***

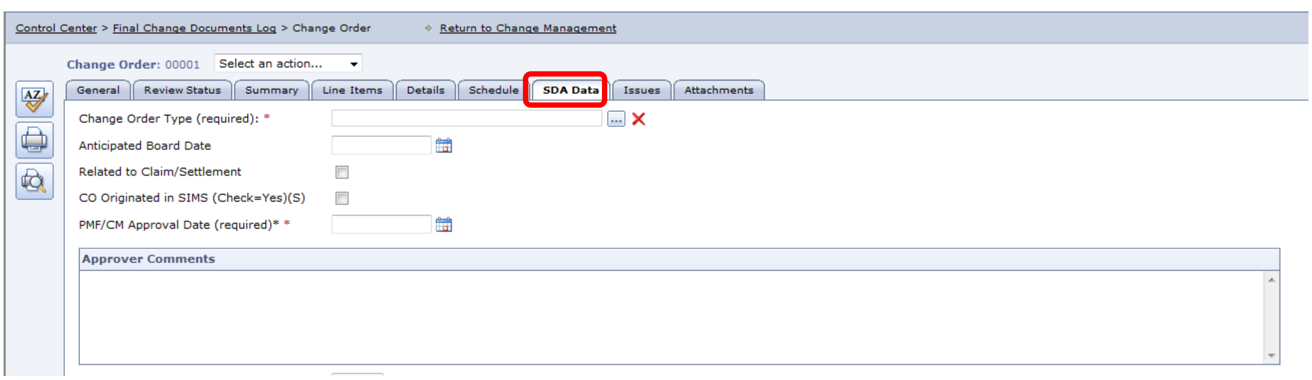
13. The **Number** field is automatically populated. Check the number to be sure the system has generated the correct document number. It should match the Change Order number on the vendor's documents. If not, you will need to change the number.



IMPORTANT: **If it is necessary to change the Change Order number, remember that this field can only contain numbers – no alpha or special characters are permitted. The Change Order will not be processed if alpha or special characters are entered in this field.**

If you are entering from a hard copy, please make sure the Change Order number in the system matches the Change Order number on the hard copy.

14. Click the **SDA Data** tab and complete the following fields.

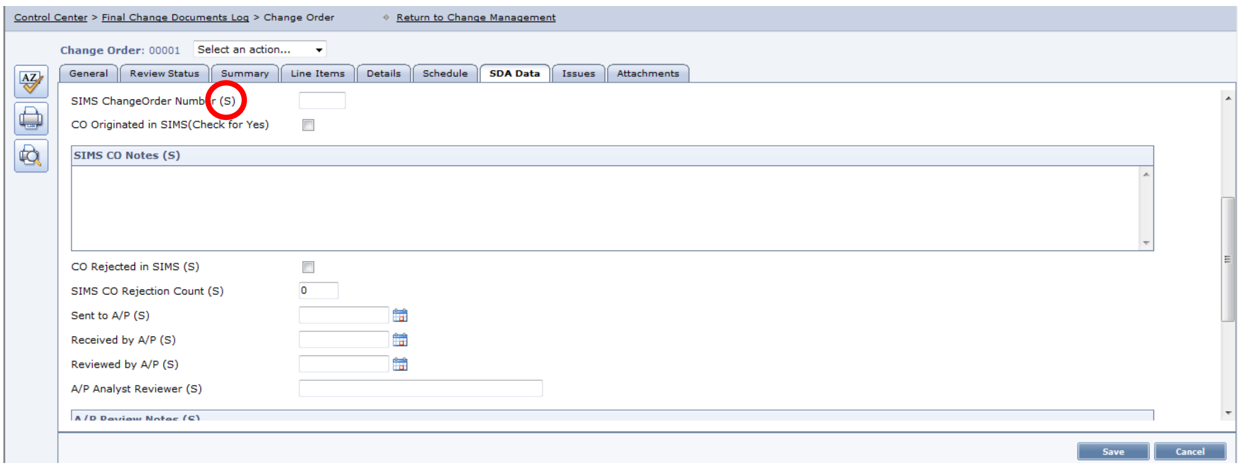


- **Change Order Type (required)** – click the select button next to the field and choose Settlement from the list. This is a required field.

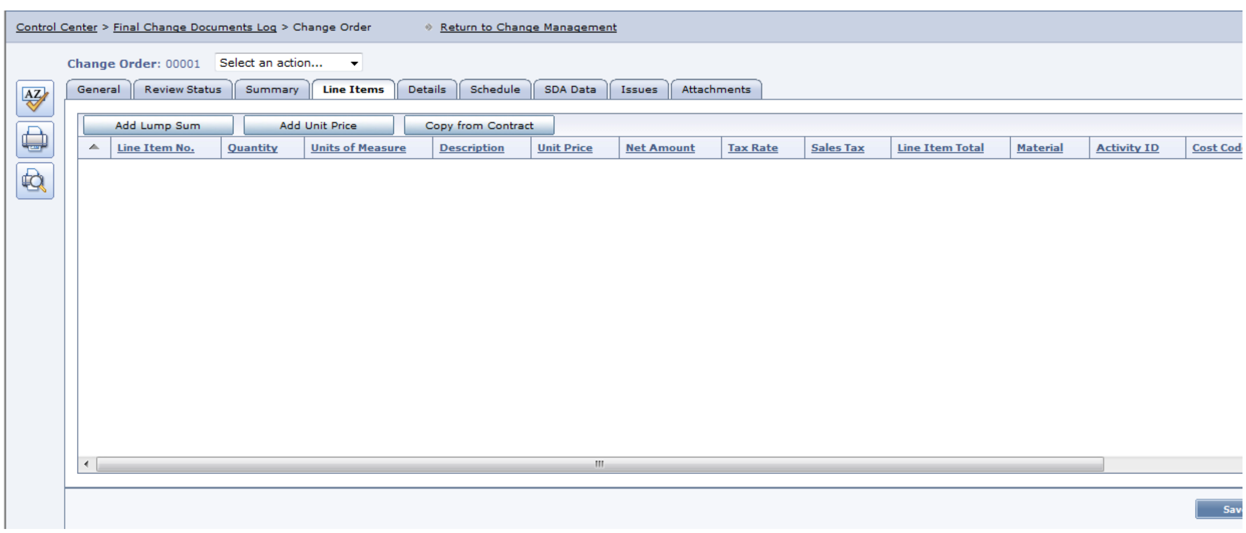
- **Anticipated Board Date** – if this change requires Board approval, click the calendar to choose the date this document will be presented at the SDA Board Meeting

- **Related to Claim/Settlement –** Click the box as this Change Order originated from the claim.
- **CO Originated in SIMS (Check for Yes)(S) –** will be automatically checked if this document originated in the SIMS database
- **PMF/CM Approval Date (required) –** Enter the date the PMF/ CM approved the claim. This is a required field.
- **Approver Comments –** Enter comments as applicable.

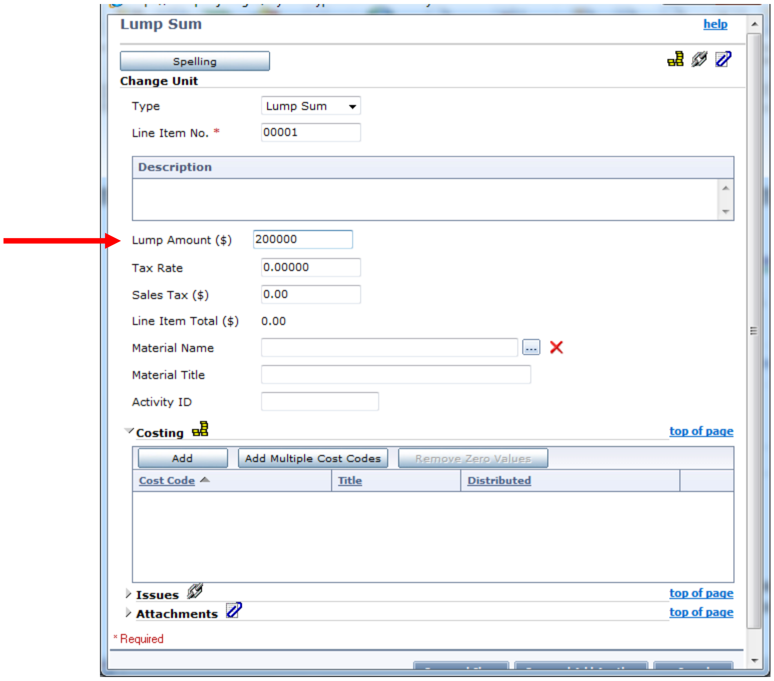
15. The **SDA Data** section also contains additional fields that will be automatically populated by SDA's SIMS system. **<u>Do not enter</u>** any information in those fields designated with an **(S).** **Note:** If Accounts Payable rejects the Change Order or requires further information, notes to that affect will be automatically entered in the SIMS CO Notes field.



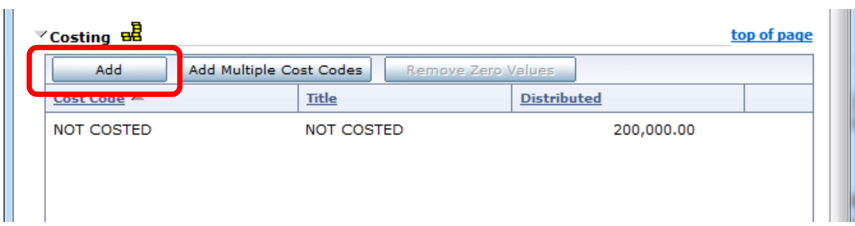
16. Click the **Line Items** tab and click the **Add Lump Sum** button.



17. Enter the total amount of the settlement in the **Lump Amount** field.

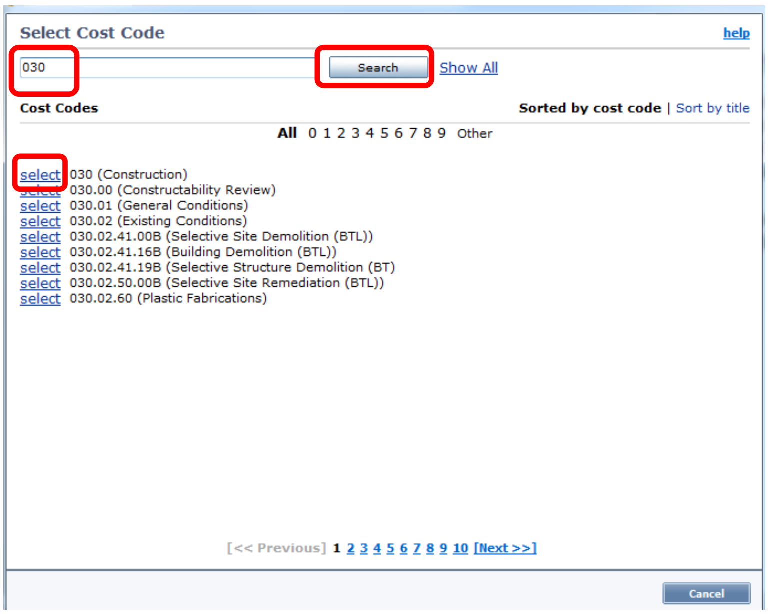


18. In the **Costing** section of the window, click the **Add** button to choose the single cost code that the Lump Sum should be distributed to. To add multiple cost codes, click the **Add Multiple Cost Codes** button.



19. Select the **cost code** that the Lump Sum should be distributed to (search by either Cost Code or Title). Use the **Search** window at the top of the screen to search for cost codes rather than paging through the entire list. Enter the high level cost code that you wish to choose (a full list of cost codes can be viewed in Section 34, Appendix B), then click the **Search** button.

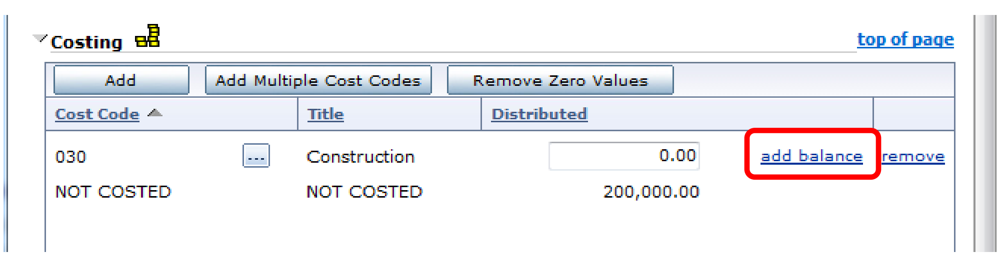
    To add a single cost code, click the **select** link to the left of the cost code, and scroll to the bottom of the screen to save. If you are adding multiple cost codes, click the **select** link for each desired cost code, then scroll to the bottom and save.



Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the change order (030.10, 030.20, etc.).

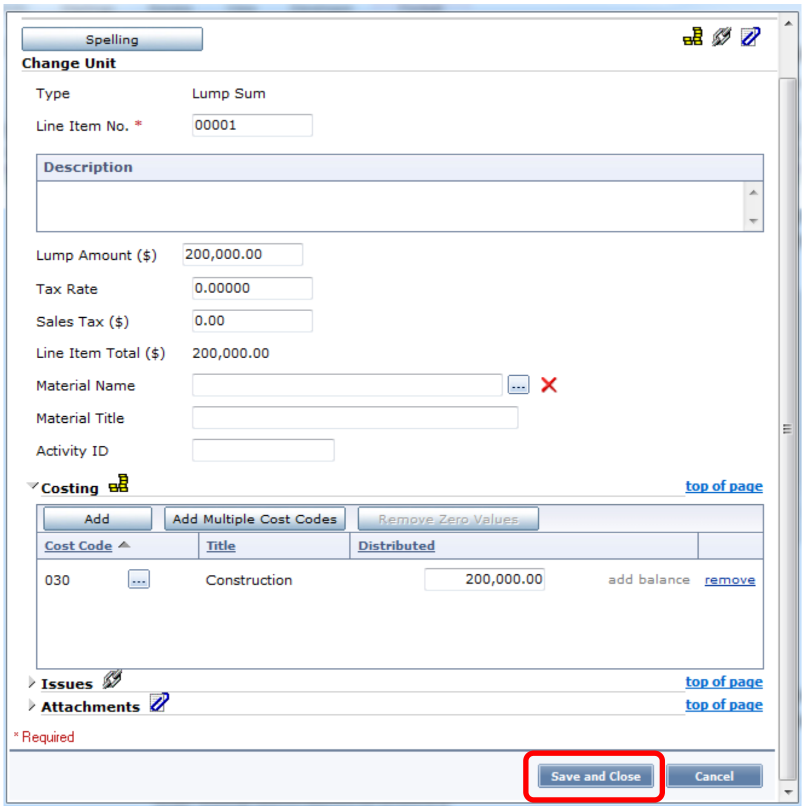
Important: Your settlement will not be processed if the wrong cost code was selected.

20. Click the **Add Balance** link to distribute the cost of the change to the cost code.

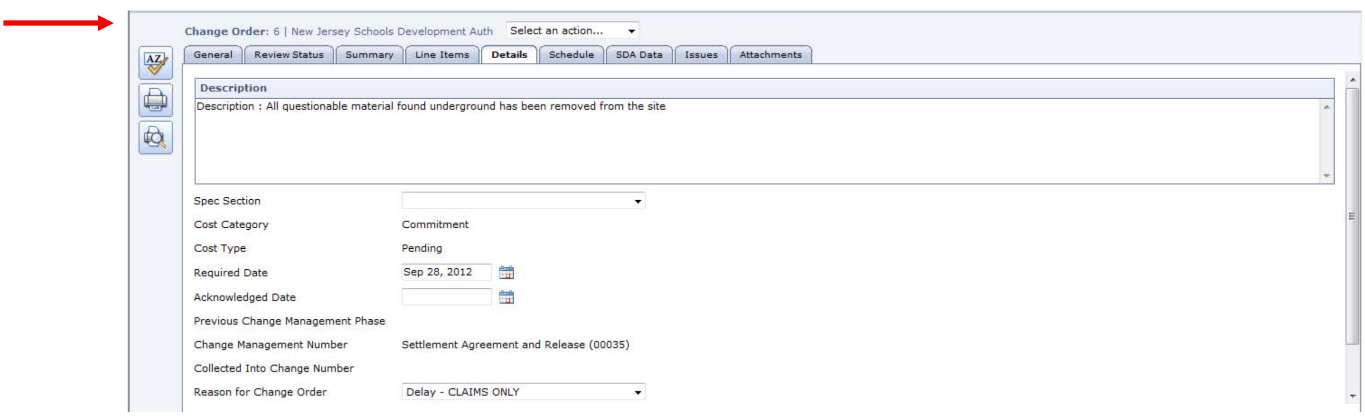


Important: Your settlement will not be processed if this step is forgotten

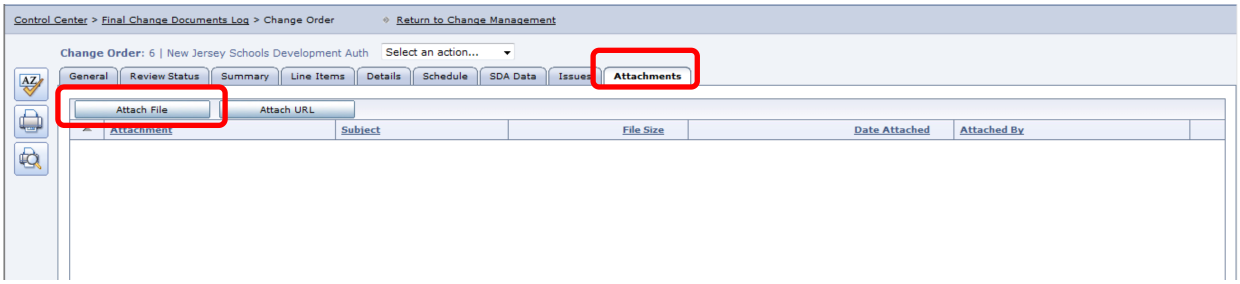
21. The cost is distributed to the selected cost code and the **NOT COSTED** amount disappears. Scroll to the bottom of the page and click the **Save & Close** button. You will return to the main Change Order screen.



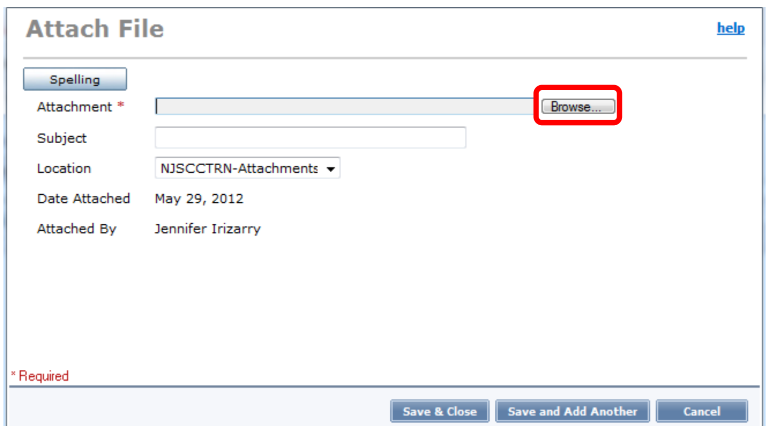
22. Scroll to the **Details** section. The information that was entered in the Notices module will display in the **Description** field. Enter any additional details of the settlement as required.



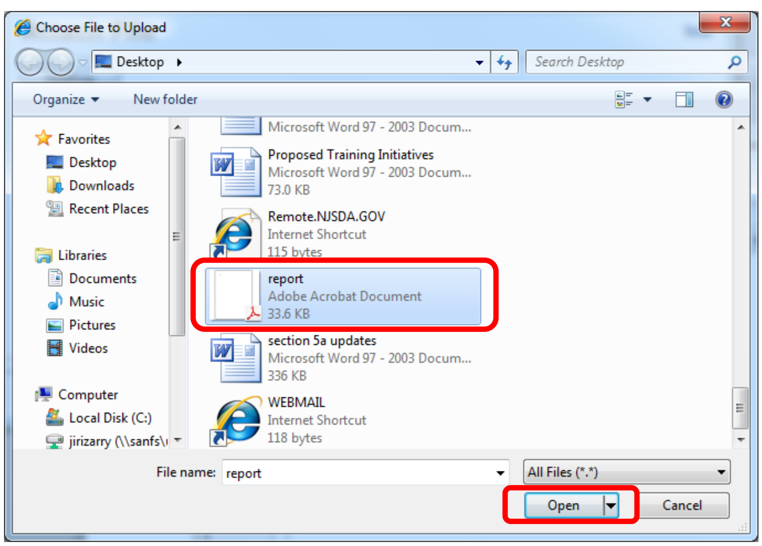
23. All supporting settlement documentation must be attached to this Change Order. Click the **Attachments** tab and click the **Attach File** button.



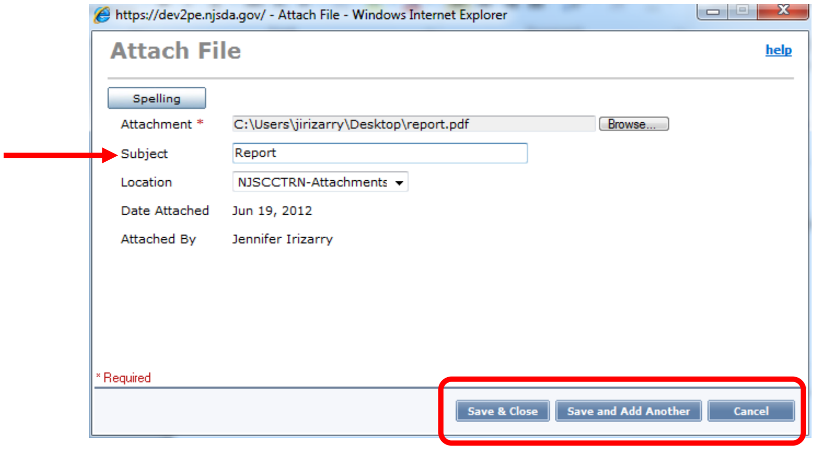
24. Click the **Browse** button to navigate to the document you wish to attach.



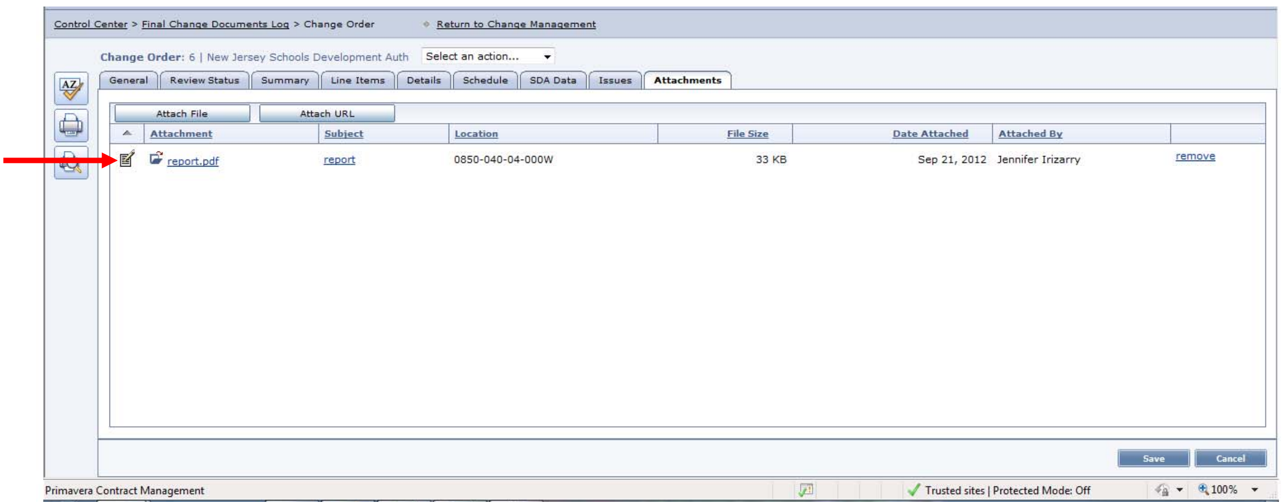
25. The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



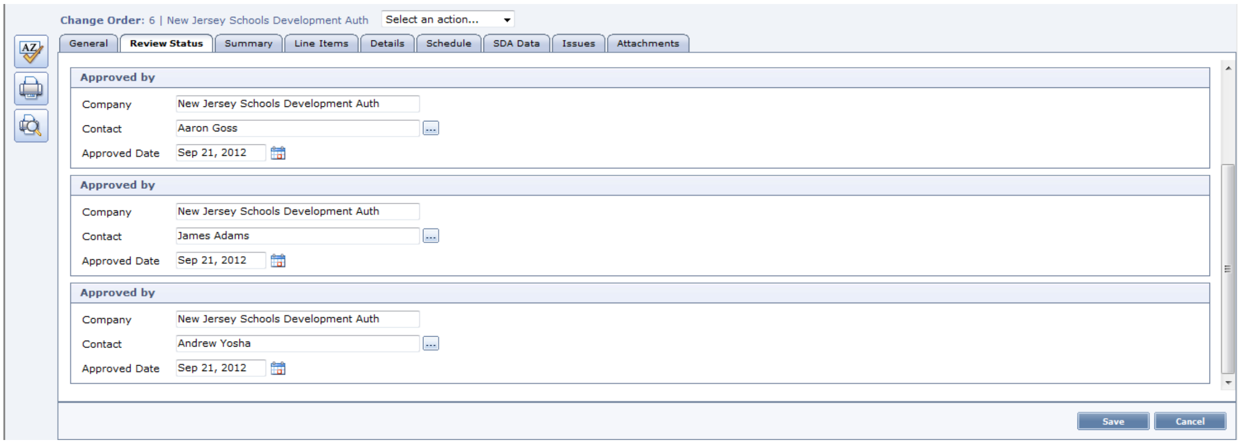
26. Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



27. The attached file displays in the **Attachments** section.

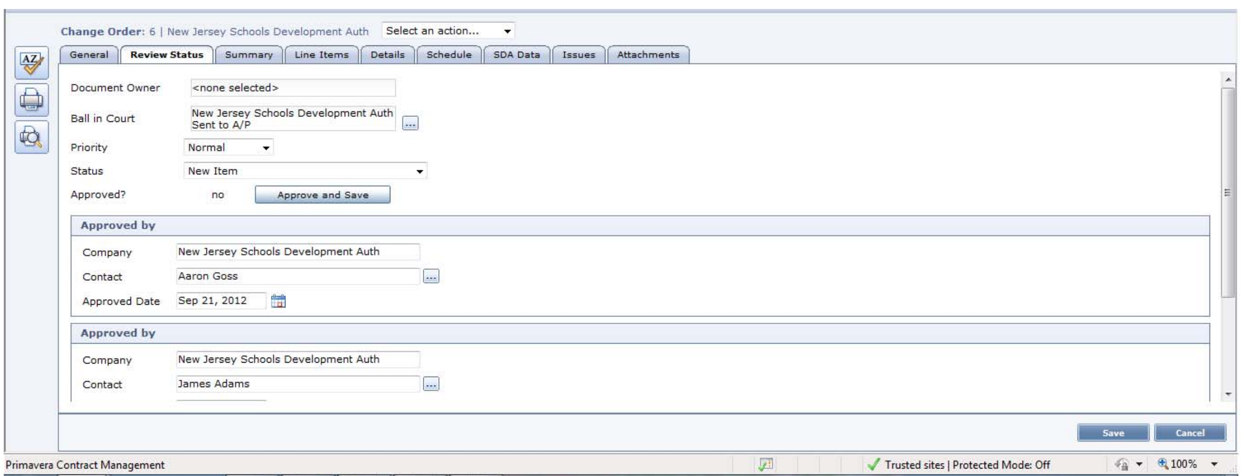


28. Click the **Review Status** tab and enter the approval names and dates in the appropriate fields. Click the select button next to the fields to choose the desired names from the contact list.



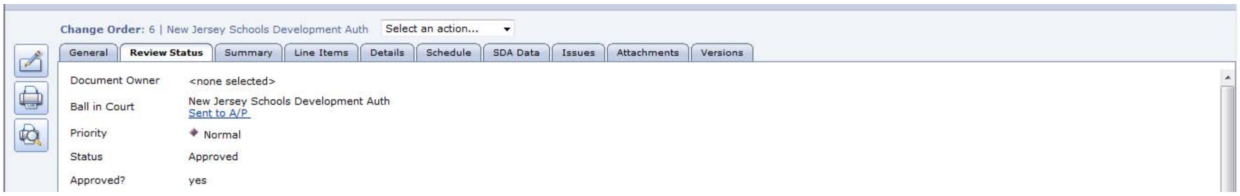
Note: There must be three (3) approvals captured in the screen above in order to mark the change order as **Approved and Saved**. The approver names will come from Board approval, CEO/COO approval or Vice-President level approval.

29. When all approvals are entered, change the Ball in Court to **Sent to A/P** and click the **Approve and Save** button to complete the change.

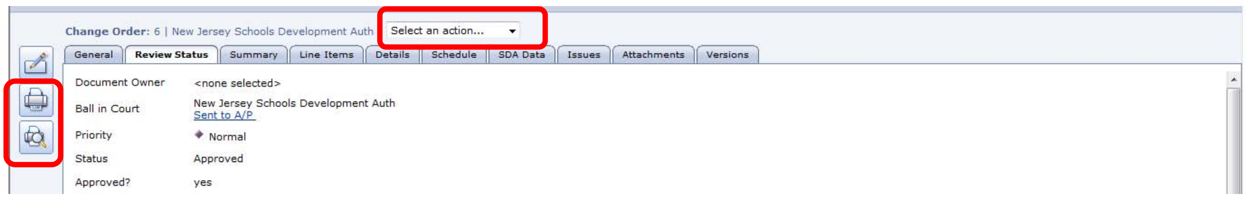


Note: There are two items in this section that we are currently not using. The first is a check box labeled **Do not check or this document will need to be deleted.** Do not check this box. The second is **Document Owner**, relating to functionality we are currently not using.

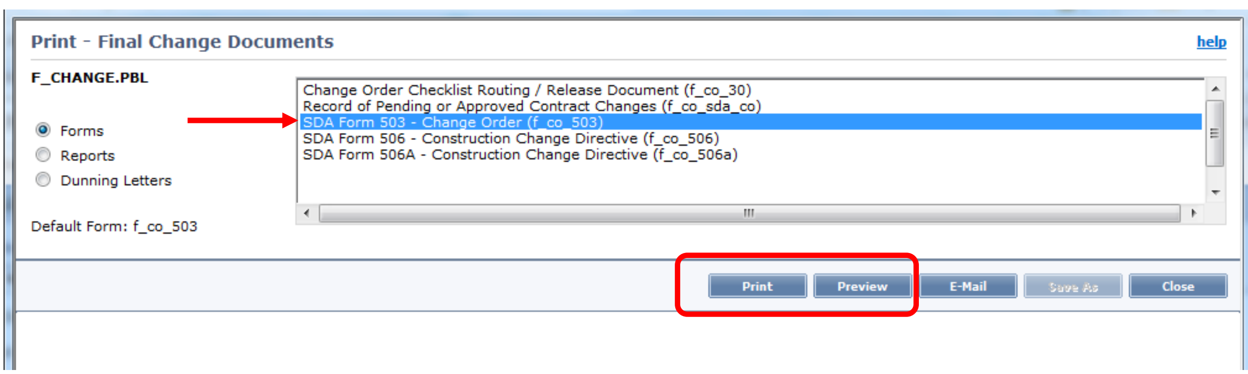
30. The document now shows a **Status** of **Approved**.



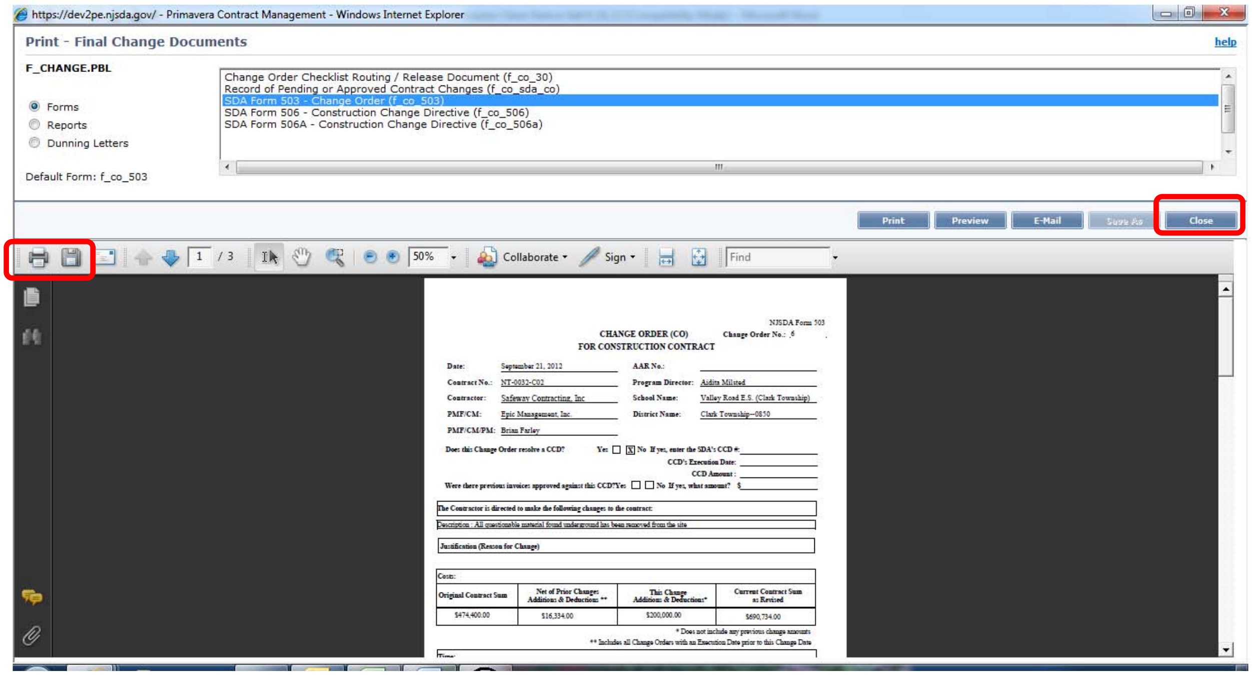
31. To print the Change Order (SDA Form 503), choose either the **Print Form** button or **the Print Preview** button on the left side of the screen. If you choose the Print Preview, select the **Print** button to print the report when the preview displays. Additionally, you can choose **Advanced Print** from the **Select an Action menu** on the top of the screen.



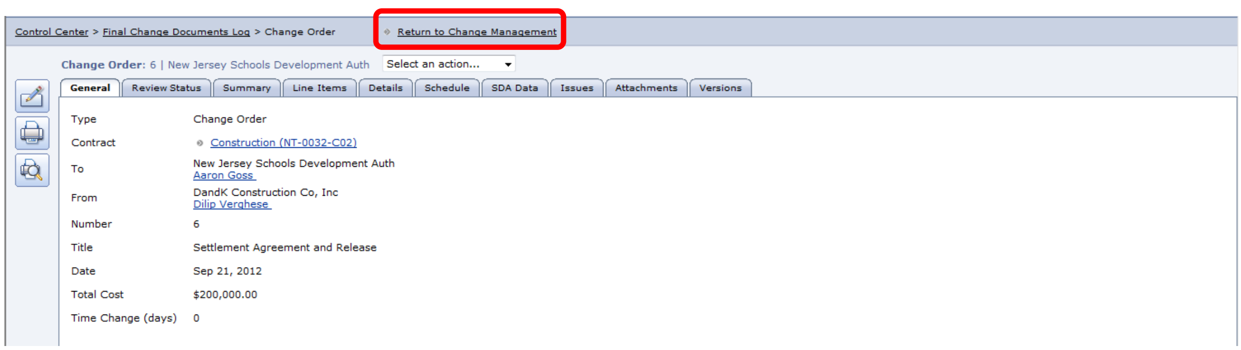
32. If you selected Advanced Print, the following menu displays. Choose **SDA Form 503 - Change Order** from the report list. Select **Preview** to view the report or choose **Print** to print the report.



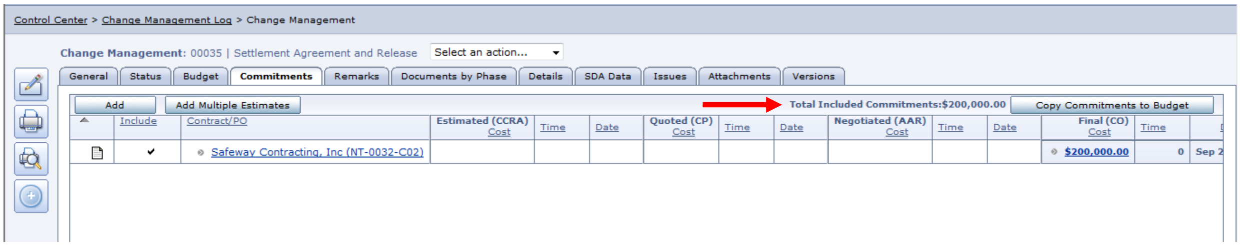
33. An example of an **SDA Form 503** is shown. Click the **Print** button to print the report or create an Adobe PDF. Click the **Close** button to return to the Change Order document.

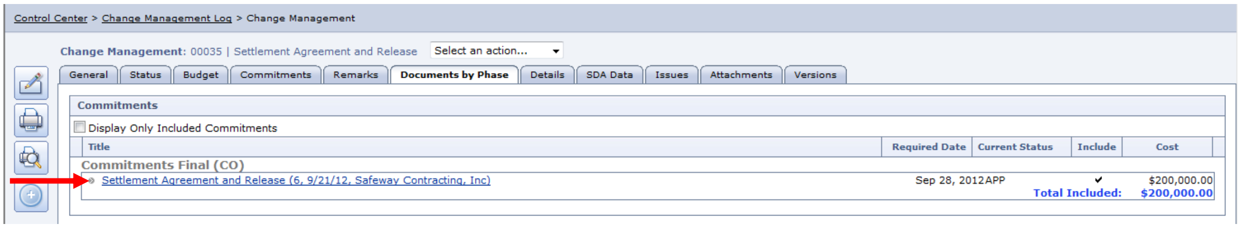


34. To return to the Change Management record, click the **return to Change Management link** on the top of the screen.



35. The Change Management record will show the total value of the settlement in the **Commitments** tab. Additionally, the **Documents by Phase** tab has also been updated.





Once approved, the Change Order will be processed through the SDA's SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of "**EX-**" will be added to the title of the Change Order indicating it has been executed. This will allow users to more easily identify which Change Orders have been executed and are ready to be pulled into a payment requisition for processing.

The executed Change Order (settlement) can be pulled into the next monthly payment requisition submitted for processing, or it can be processed in a separate payment requisition.