



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 18

Contracts Committed

ORACLE Primavera

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I. Contracts Committed

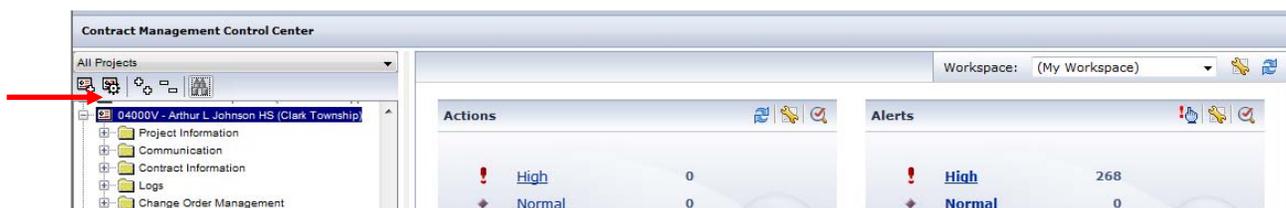
The Contracts Committed module will be used to track the commitment of funds on an individual contract basis for an overall project. Contract information is imported from SIMS to Contract Management in order to track costs against the budget.

NOTE: This user manual will provide instruction for read-only access to this module. Any changes required to the contract information will be done through SIMS by authorized SDA personnel.

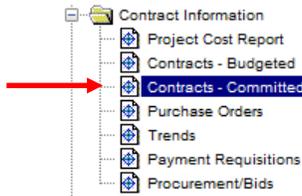
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



2. Select your desired project.



- Open the **Contract Information** folder (a list of modules will display) and click the **Contracts – Committed** module.



- The **Contracts - Committed** log view displays. Click the **blue title link** of the desired contract to open it. In the example shown, the Construction contract was selected.

Control Center > Contracts - Committed

Contracts - Committed Select an action... Find Layout: All Contracts

Document For	Number	To	To Contact	From	From Contact
• Site Investigation	GP-0084-L06	Louis Berger Group (The)	Rich Barrington	New Jersey Schools Development Auth	Paul Hamilton
• Construction	NT-0032-C04	DandK Construction Co, Inc	Dilip Verghese	New Jersey Schools Development Auth	Kimberli Banegas
• Construction	NT-0032-C03	Panoramic Window and Door Sys In	Gregg S Lynch	New Jersey Schools Development Auth	Kimberli Banegas
• Construction	NT-0032-C01	Panikh, Inc	Yogini Panikh	New Jersey Schools Development Auth	Kimberli Banegas
• Construction	NT-0032-C02	Safeway Contracting, Inc	Cara Greeley	New Jersey Schools Development Auth	Kimberli Banegas
• Construction	NT-0032-C05	Supreme Security Systems, Inc	Frank Razzano	New Jersey Schools Development Auth	Kimberli Banegas
• General Program Costs	NT-0032-R01	_MultiVendor	TO BE DECIDED	New Jersey Schools Development Auth	CFO
• General Program Costs	GP-0003-R01	New Jersey Dept of Community Affairs	No Name Available	New Jersey Schools Development Auth	CFO
• Design	NT-0026-A01	Tetra Tech Engineers, Architects and	David L Elwyn	New Jersey Schools Development Auth	Sean Murphy
• General Program Costs	GP-0147-R02	Indigo Document Services, Inc	No Name Available	New Jersey Schools Development Auth	CFO
• General Program Costs	GP-0113-R03	Secretariat International LLC	Donald Harvey	New Jersey Schools Development Auth	CFO

Log Totals:

- The **Contract** screen displays. The information provided has been automatically populated from the SIMS database and should not be changed. Click the applicable tab to view information in that section.

Control Center > Contracts - Committed Log > Contract

Contract: NT-0032-C04-DandK Construction Co, Inc Select an action...

General Review Status Contract Summary Line Items Details Schedule Issues Attachments Versions

To: DandK Construction Co, Inc
Dilip Verghese

From: New Jersey Schools Development Auth
Kimberli Banegas

Number: NT-0032-C04

Title: Construction

Dated: Jul 19, 2005

Spec Section:

Total Cost: \$16,780,000.00

A. General Tab

Control Center > Contracts - Committed Log > Contract

Contract: NT-0032-C04 | DandK Construction Co, Inc Select an action...

General Review Status Contract Summary Line Items Details Schedule Issues Attachments Versions

To DandK Construction Co, Inc
Dilip Verghese

From New Jersey Schools Development Auth
Kimberli Banegas

Number NT-0032-C04

Title Construction

Dated Jul 19, 2005

Spec Section

Total Cost \$16,780,000.00

- **To** – The name of the company the contract was awarded to
- **From** – The name of the contact from SDA’s Procurement division
- **Number** – The number of the contract
- **Dated** – The date the contract was awarded
- **Spec Section** – The associated Construction Specification Index (CSI) section
- **Total Cost** – The original value of the contract

B. Review Status Tab

Control Center > Contracts - Committed Log > Contract

Contract: NT-0032-C04 | DandK Construction Co, Inc Select an action...

Review Status General Contract Summary Line Items Details Schedule Issues Attachments Versions

Document Owner <none selected>

Ball in Court <none selected>

Priority Normal

Status Approved

Approved? yes

Approved by

Company DandK Construction Co, Inc

Contact Dilip Verghese

Approved Date Jul 19, 2005

Approved by

Company New Jersey Schools Construction Corp

Contact Kimberli Banegas

- **Document Owner** – Field is not used
- **Ball in Court** – Field will be blank
- **Priority** – Will always be Normal
- **Approved?** – Will always be Yes
- **Approved By** – The names of those who approved the contract and on what date it was awarded

C. Contract Summary Tab (Details Subsection)

Field	Value	Field	Value
Original Contract/PO Sum	\$16,780,000.00	Original Completion Date	
Approved Changes	\$2,471,859.28		
Revised Contract Sum	\$19,251,859.28	Revised Completion Date	
Actual to Date	\$19,251,859.28		
Balance	\$0.00		

- **Original Contract/PO Sum** – The original value of the contract
- **Original Completion Date** – The original finish date for the contract
- **Approved Changes** – The total value of approved changes on the contract
- **Revised Contract Sum** – The original value of the contract plus the total value of approved changes
- **Revised Completion Date** – The revised finish date for the contract
- **Actual to Date** – The amount paid on the contract so far
- **Balance** – The balance remaining on the contract
- **Subsections** – Described below:

D. Contract Summary Subtabs

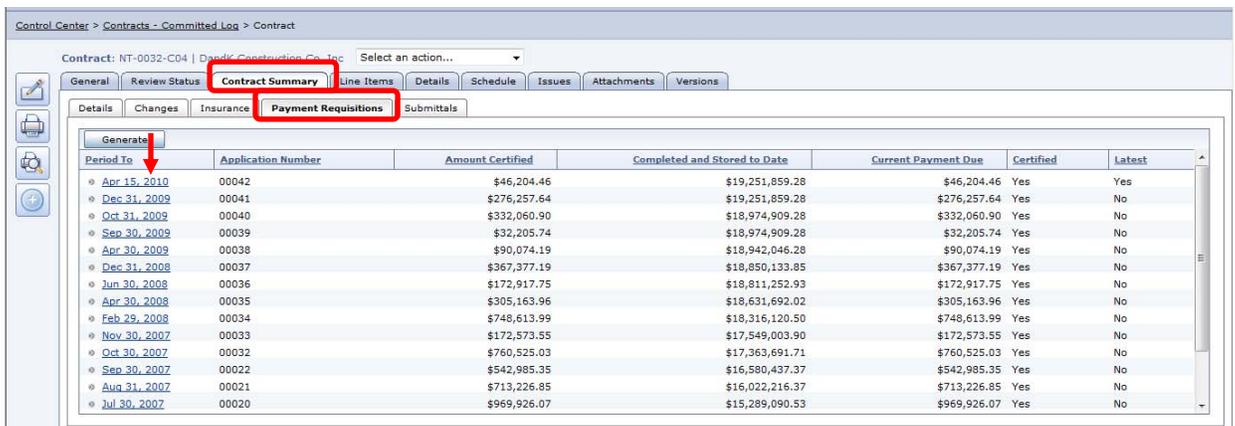
Title	Type	Change Management	Change Date	Approved Date	Approved Changes	Pending Changes	St
EX-Cumul CO (68, Jun 28, 2007)	Change Order	Cumul CO (00004, Jun 28, 2007)	Jun 28, 2007	Jun 28, 2007	\$639,595.00		Ap
EX-NT-0032-04 CO#177/CO178 (178, Aug 5, 2008)	Change Order	NT-0032-04 CO#177/CO178 (00087, Jul 23, 2008)	Aug 5, 2008	Jul 28, 2008	\$2,878.00		Ap
EX-NT-0032-C04 (71, Jul 18, 2007)	Change Order	NT-0032-C04 CO#71 (00007, Jul 24, 2007)	Jul 18, 2007	Jul 24, 2007	\$6,111.00		Ap
EX-NT-0032-C04 CO #198 (198, Jan 2, 2009)	Change Order	NT-0032-C04 CO #198 (00103, Dec 17, 2008)	Jan 2, 2009	Dec 22, 2008	\$695.00		Ap
EX-NT-0032-C04 CO#203 (203, Jan 15, 2009)	Change Order	NT-0032-C04 CO#203 (00104, Dec 17, 2008)	Jan 15, 2009	Jan 7, 2009	\$8,564.00		Ap
Grid Totals:					\$637,843.00	\$0.00	

- **Changes** – This section displays those change document records that are associated with this contract. Click on a blue link in the **Title** field or **Change Management** field to open the associated document for review.

- Insurance** – This subsection displays all insurance policies associated with this contract. Click on a blue title link in the **Policy Type** field to open the associated document for review.



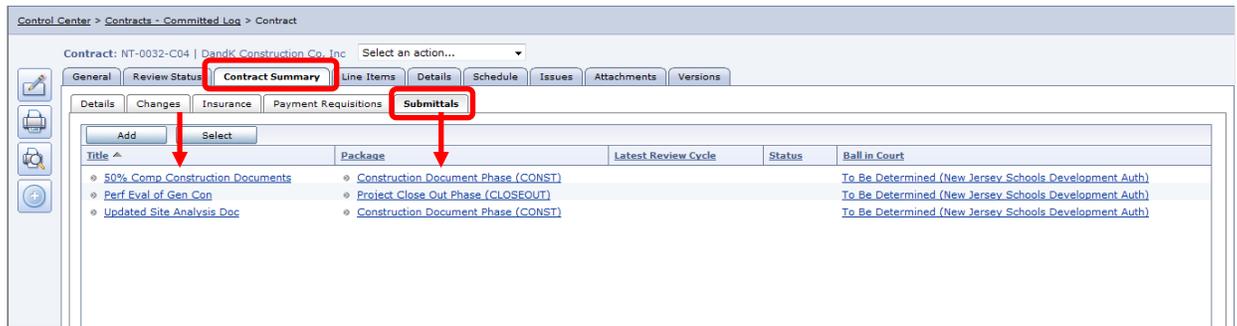
- Payment Requisitions** – This subsection will only display if this project is managed through Contract Management. It lists all payment requisition documents associated with this contract. Click on a blue link in the **Period To** field to open the associated document for review.



- Invoices** – This subsection will only display if this project is not managed through Contract Management. The invoice information will be automatically populated from the SIMS database. Click on a blue link in the **Title** field to open the associated document for review.

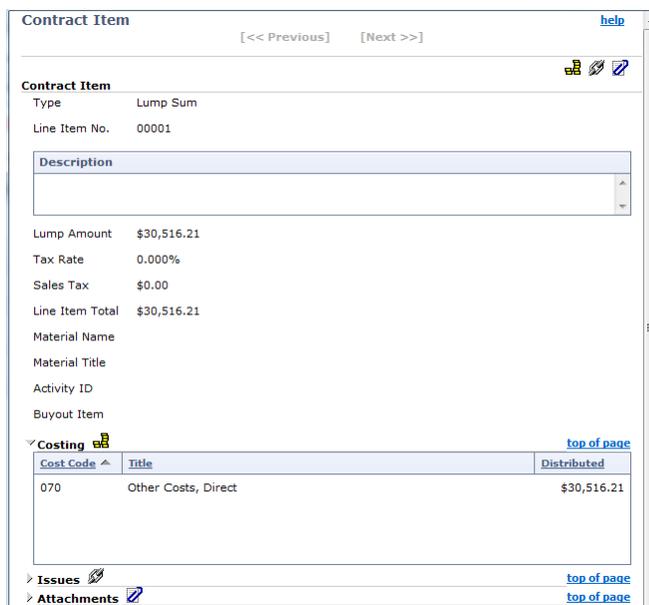
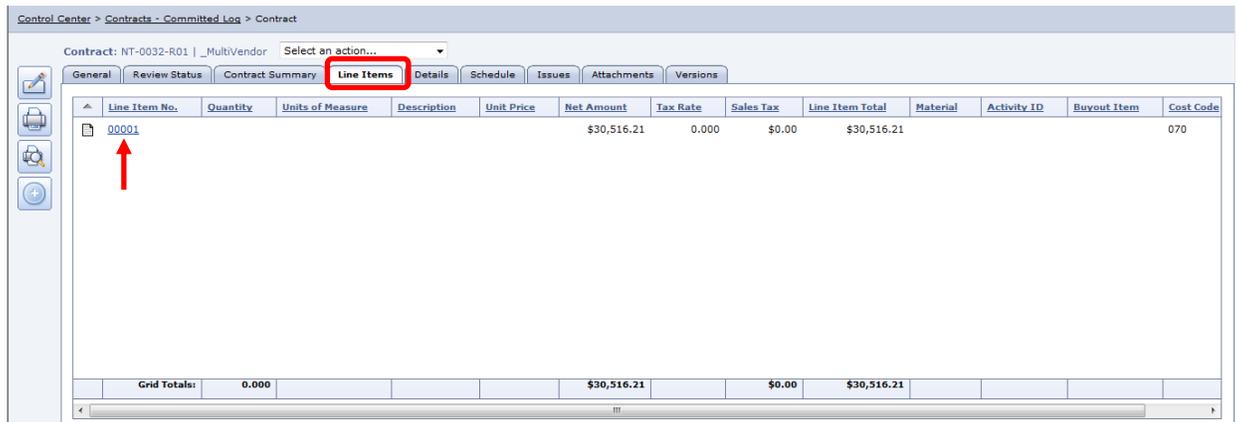


- **Submittals** - This subsection displays submittals associated with this contract. Click on a blue title link in the **Title** or **Package** fields to open the associated documents for review.

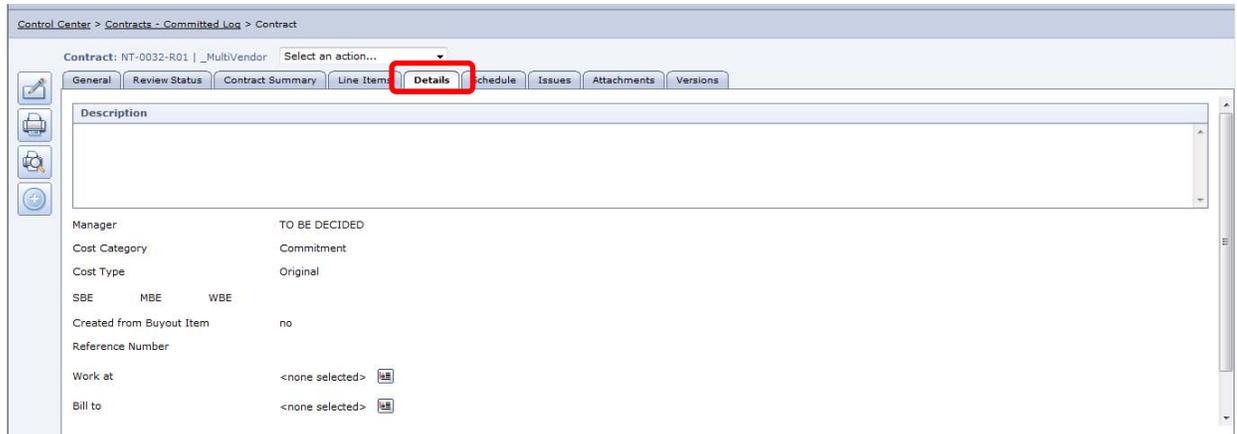


E. Line Items Tab

This section will summarize the total amount of the contract. Click the **blue number link** to show the details of the line item, as shown:



F. Details Tab



Control Center > Contracts - Committed Log > Contract

Contract: NT-0032-R01 | _MultiVendor Select an action...

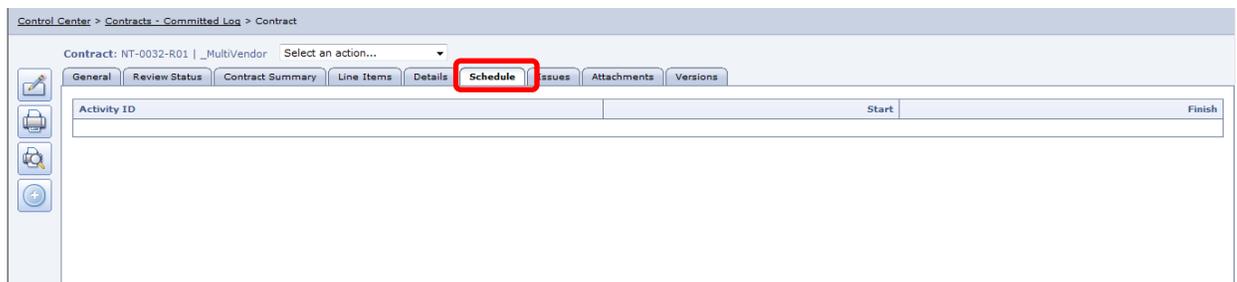
General Review Status Contract Summary Line Items **Details** Schedule Issues Attachments Versions

Description

Manager TO BE DECIDED
Cost Category Commitment
Cost Type Original
SBE MBE WBE
Created from Buyout Item no
Reference Number
Work at <none selected>
Bill to <none selected>

- **Description** – Will always be blank
- **Document For** – Gives a brief description of the type of work being performed
- **Manager** – Lists the contact name for the company the contract was awarded to
- **Cost Category** – Will always be Commitment
- **Cost Type** – Will always be Original
- **SBE/MBE/WBE** – Fields are not used
- **Created from Buyout Item** – Field is not used
- **Reference Number** – Field is not used
- **Work at** – Field is not use.
- **Bill to** – Field is not used
- **Terms** – Field is not used
- **Shipping** – Field is not used

G. Schedule Tab



Control Center > Contracts - Committed Log > Contract

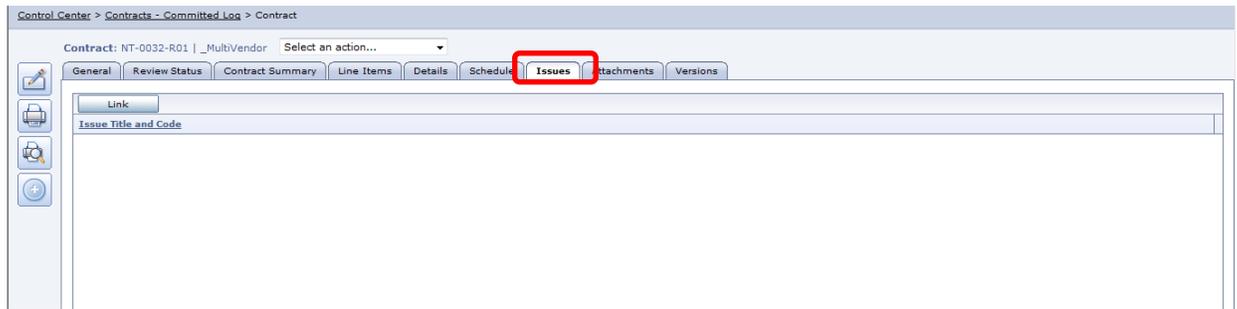
Contract: NT-0032-R01 | _MultiVendor Select an action...

General Review Status Contract Summary Line Items Details **Schedule** Issues Attachments Versions

Activity ID Start Finish

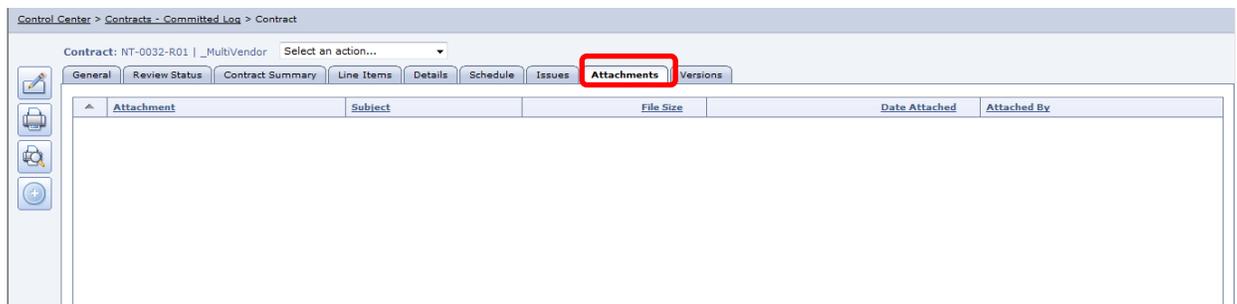
- This section will be blank.

H. Issues Tab



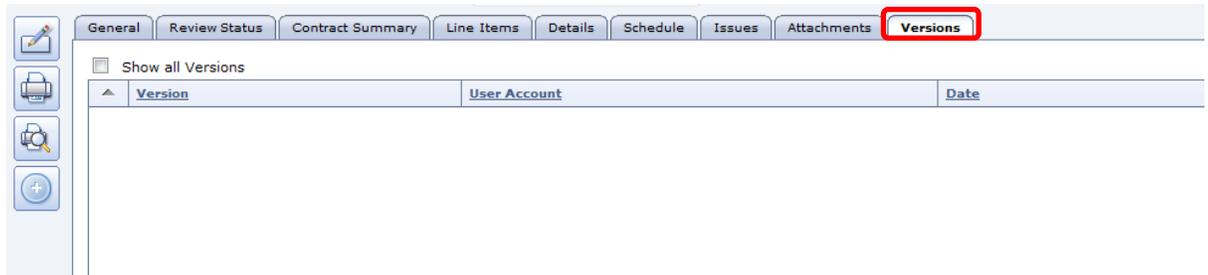
- This section lists all issues associated with this contract.

I. Attachments Tab



- If supporting documentation was linked to this contract, click on the **blue title link** to open this document for review.

J. Versions Tab



- This section will not be used for contracts.