



RMS

User's Guide

Software Version 2.37

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Folsom Bridge Project
Sacramento District - CESPCK

Resident Management System

U.S. Army Corps of Engineers
RMS Center
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Written under contract for the RMS Center,
Los Angeles District, U.S. Army Corps of Engineers

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Introduction

What Is RMS, QAS, and QCS?

The Resident Management System (RMS) is a user-friendly comprehensive system for the expedient and effective management of construction contracts through tracking and documentation of all facets of a contract by Corps of Engineers' field offices and contractors. RMS uses Oracle © for the software platform.



The Quality Assurance System (QAS) is an extension of RMS for Government personnel to use remotely from the main RMS software program. Certain modules/tasks can be assigned by RMS to be accomplished with QAS and such modules/tasks will become **Read Only** in the RMS program. The program can import and/or export to and from RMS to synchronize both programs. QAS uses Firebird© as the software platform.

The Quality Control System (QCS) is the Contractor Module of RMS that construction contractors utilize to exchange information electronically with the Government. The QCS program includes a **Remote QCS Program** module that allows the **Master QCS Site** to assign various modules to one or more remote QCS sites. It operates similar in principle to the QAS program that is used remotely from the Government program (RMS). QCS uses Firebird© as the software platform.

Resident Management System

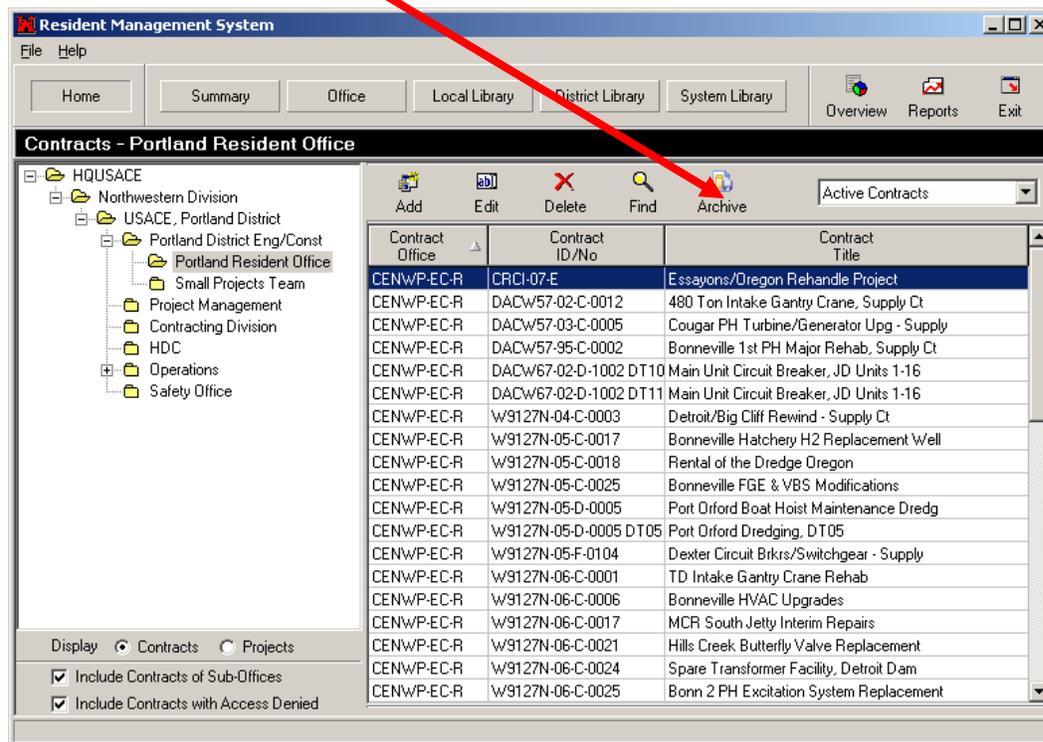
Opening Screens

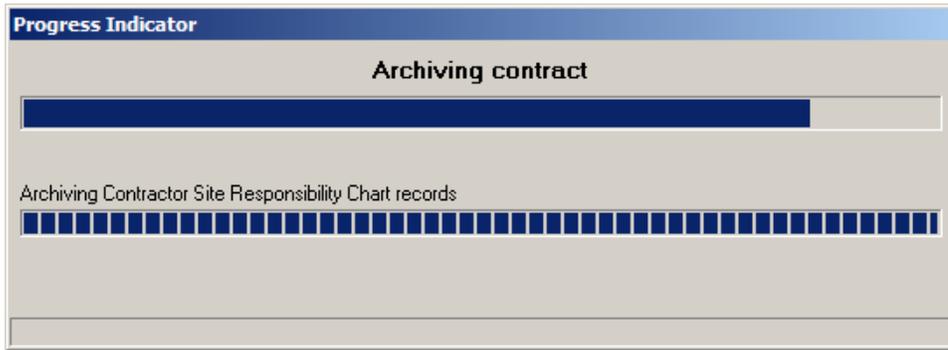
RMS Opening Screen

This is often referred to as the “contracts control center”. It is where you choose the contract you are looking for and wish to work with.

Archive a Contract

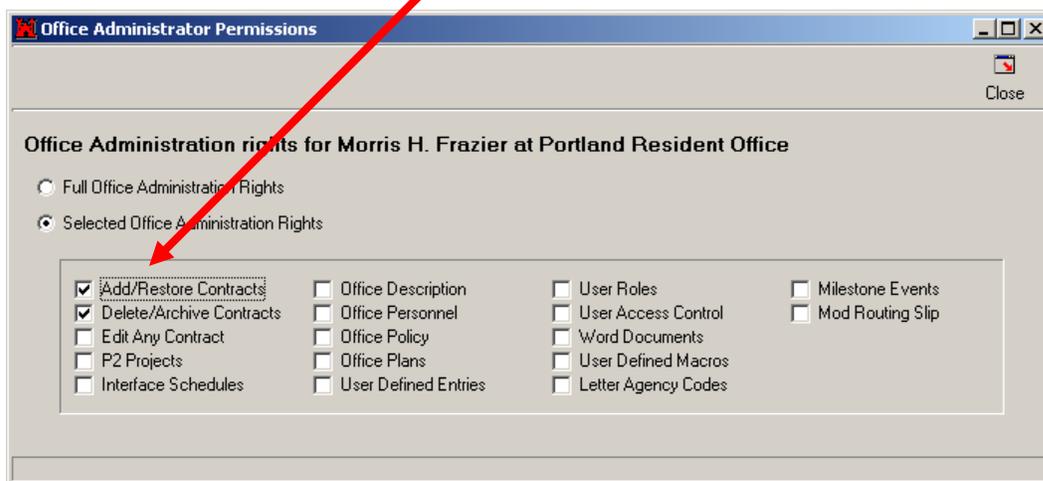
You may also decide to **Archive** contracts as they become complete, as is shown here:





How the Archive Feature Works

Only a System Administrator, an Office Administrator with full Office Administration Rights, or an Office Administrator with **Add/Restore Contracts** and **Delete/Archive Contracts** will be able to utilize the Archive feature.



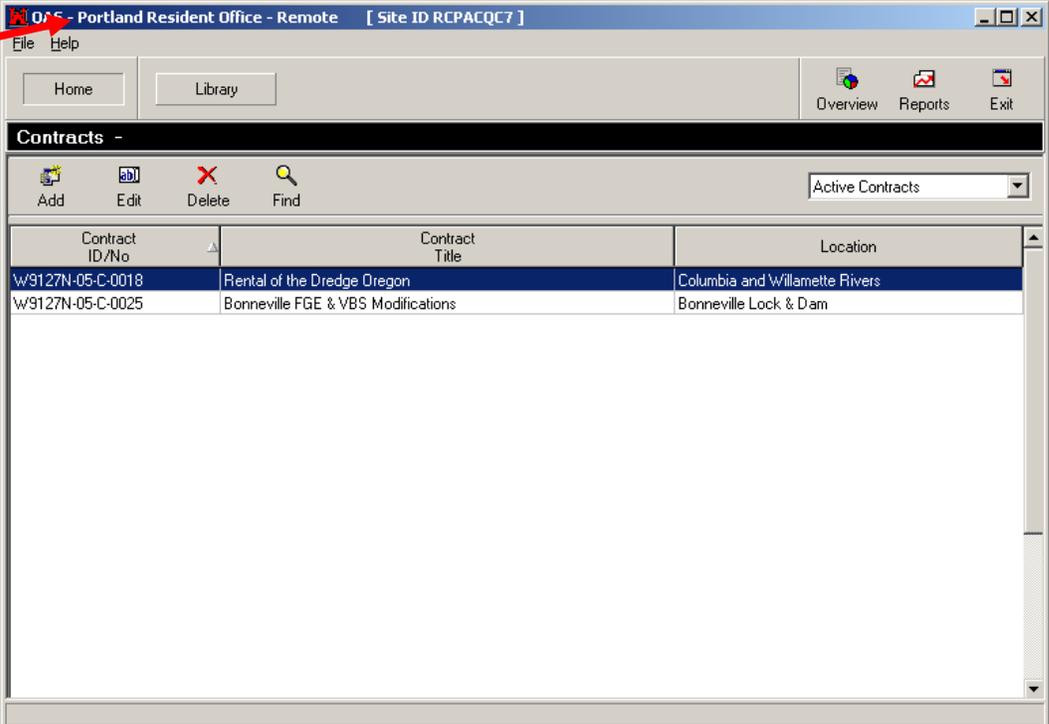
There will be a single archive database for the entire Corps of Engineers offices and it will reside at the WPC, Portland, Oregon. Once a day, a service will run at the WPC and will pull

any archived contracts from the normal RMS database into the RMS Archive Database. The RMS Center is tasked to run all program updates on the RMS Archive Database as they are released to ensure that the archived/deleted contracts will be able to be added back to the live RMS database. Once you Archive a contract, it will be removed from your database.

Archive Users will actually log into the archive RMS just like they would log into their normal (live) RMS database. It will basically be like logging into another Corps District's RMS program. When you elect to **Add** a contract to your normal RMS, you will be given choices to add a new contract, restore an archived contract, or to restore a deleted contract. If you choose to restore a deleted or archived contract you will see a listing of all available archived and deleted contracts for your District. These features are still under construction.

QAS Opening Screen

Site title and ID number:



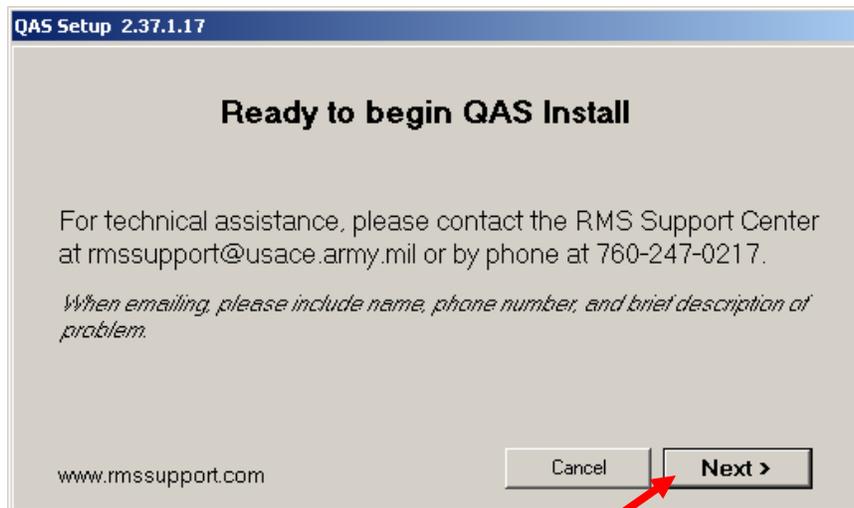
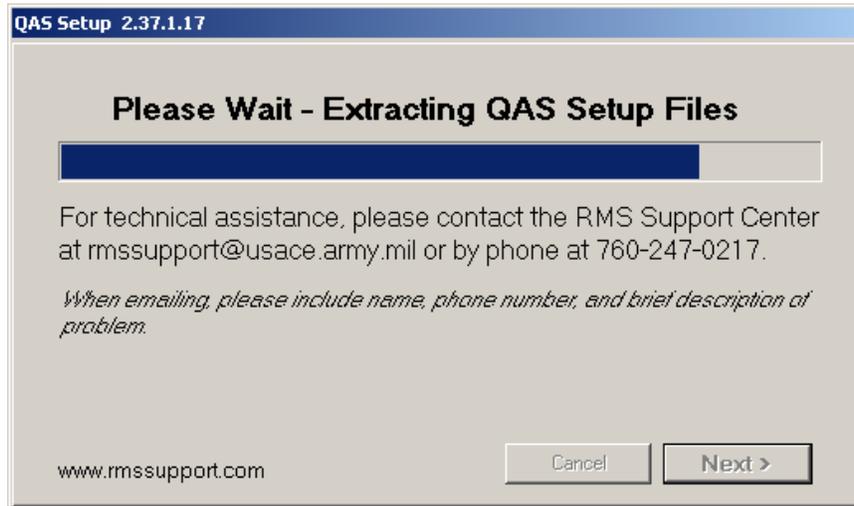
Contract ID/No	Contract Title	Location
W9127N-05-C-0018	Rental of the Dredge Oregon	Columbia and Willamette Rivers
W9127N-05-C-0025	Bonneville FGE & VBS Modifications	Bonneville Lock & Dam

Review the Steps to Install and use QAS

1. Download the QAS program (QASSETUP#####.exe) from the RMS Center.
2. Launch the exe File to begin the installation of QAS.
3. Upon completion of the QAS installation, import a contract from RMS.
 - a. RMS must indicate that you will be a QAS User (**Office/Office Personnel/Staff Assignments and Administration / User Roles**). You must also have a QAS password.
 - b. RMS must indicate that the contract will use QAS (**Administration/Contract Setup/ and Administration/Funding**).

Actual Installation of QAS

After downloading QAS from the RMS Center, double-click on the exe file (or use the Windows “Run” command) and the installation process will begin. It will start by extracting the QAS Setup files and then it will be ready to install, as indicated on the following screens.

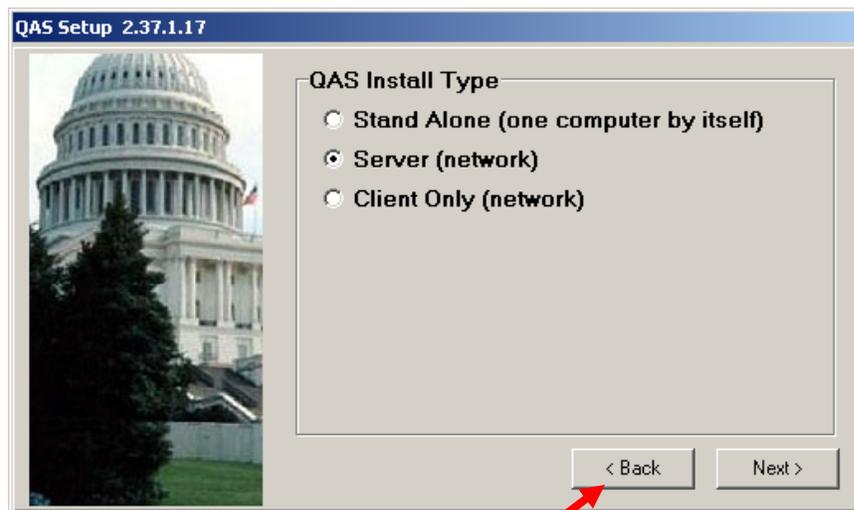


Click the Next> button.

Typically, QAS will be used in the field (or field office) with a stand-alone computer (either a desktop or laptop) that is not connected to the RMS program. The installation, by default, assumes you will need the Firebird ® database installed as a “Server and Client”, as shown below.



If you desire, or need to install QAS on a network you can select **Force Different Install Type** on the above screen and choose to install the Server only or the Client only, as seen below.



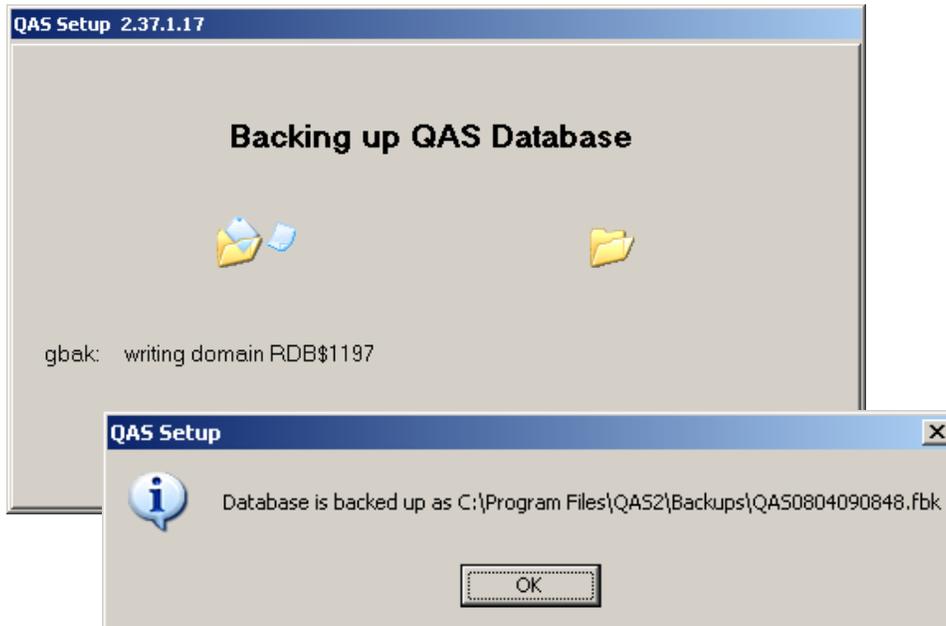
Click the Next> button following your choice of Installation type.

We will assume the default installation of "Server and Client".

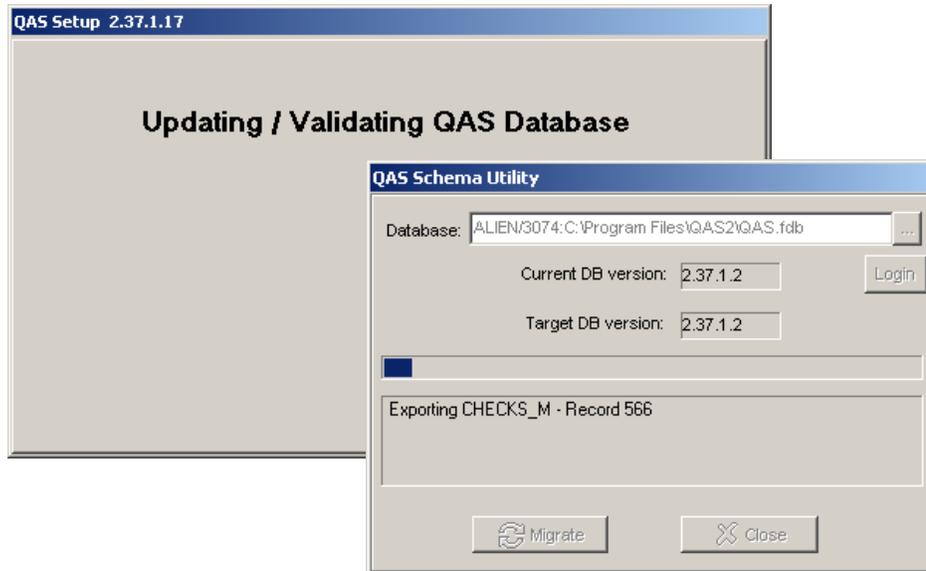
Note: When you install QAS the first time, this line will read: "Install Empty QAS Database". In this example, an UPDATE to QAS is being installed.



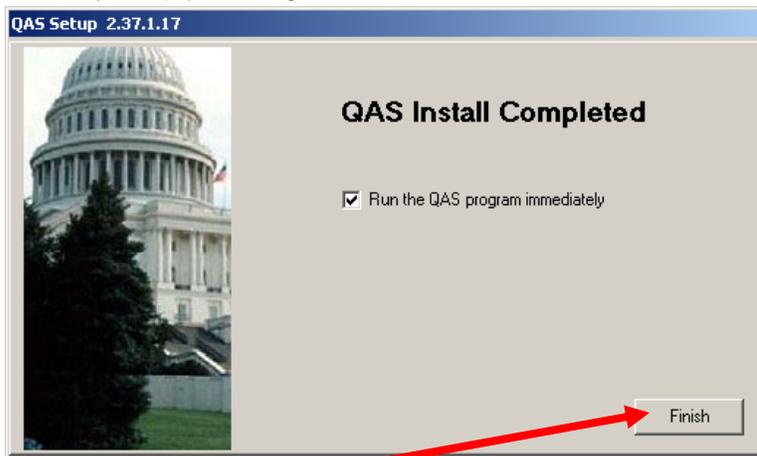
The program will then backup your QAS database (if existing) and let you know where it is on your computer should you need to reinstall it.



It will then update and validate your existing database. This occurs when you migrate from one version (i.e., 2.35) to another version (i.e., 2.36).



When the program completes the installation you will see a “QASSchema Log – Notepad” window. Unless you are a geek, this window will not be of any consequence or interest and can be ignored by simply closing it.

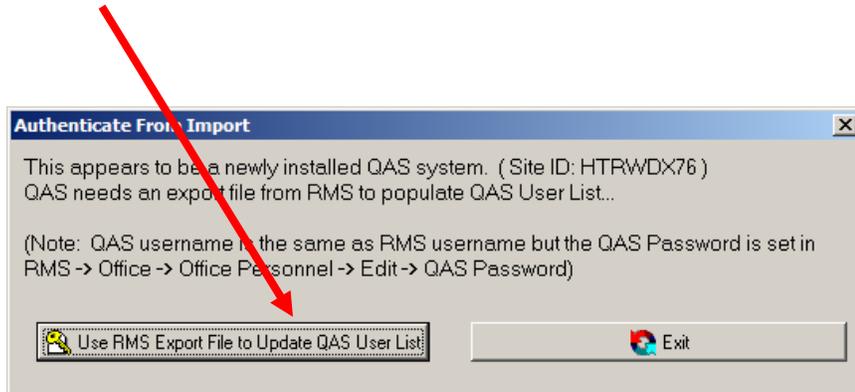


Click “**Finish**” to launch the QAS program.

You can close the QASSchema log when it shows up.

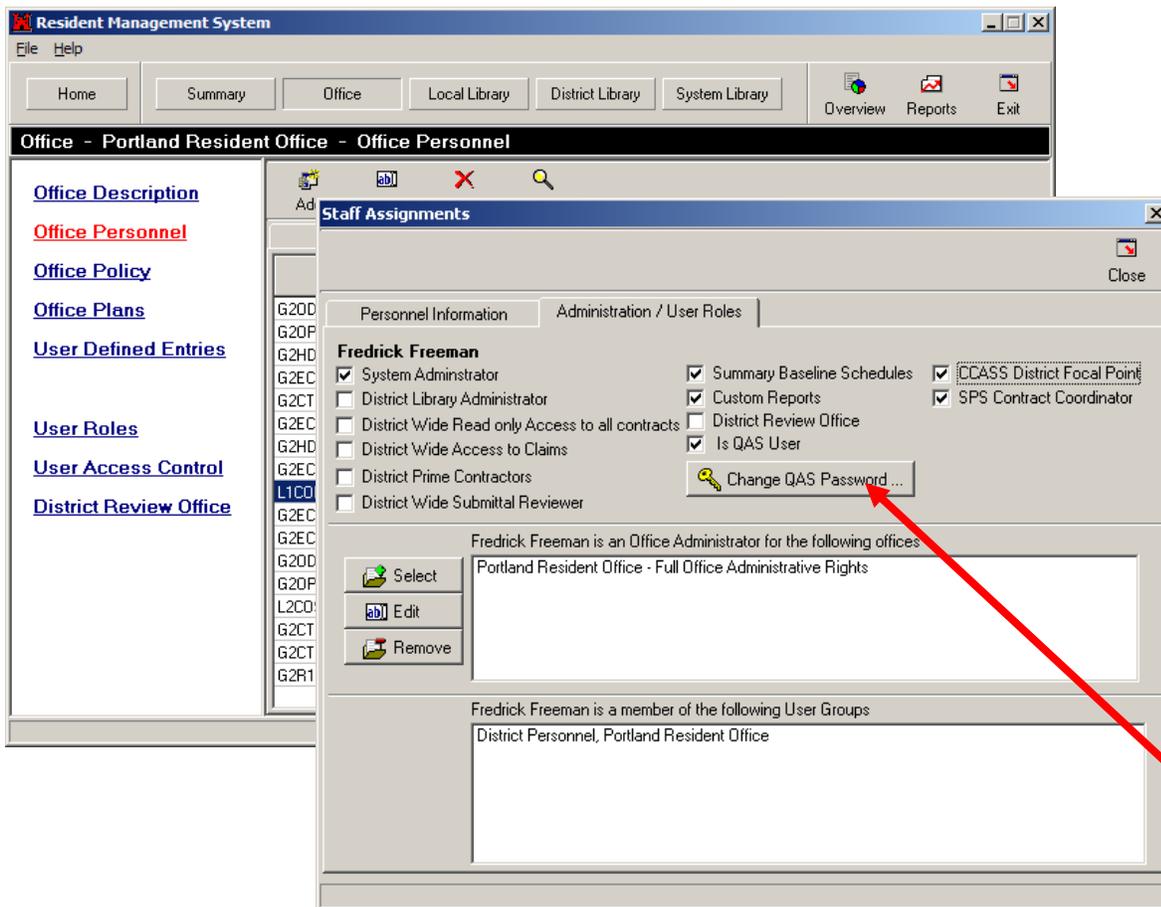


If you do not yet have any contracts in your QAS program you will need to get an import from the RMS program for the contract you will be working with.



Assign QAS User Role and Password

At this point, you will need to have a User Role assigned that indicates you will be using the QAS program. This Role is granted from RMS at **Office/Office Personnel**. The **Administration /User Roles** screen is used for this purpose as seen on the next screen.



After the QAS User Role is indicated on the foregoing screen, you must enter a **QAS Password** on the same screen.

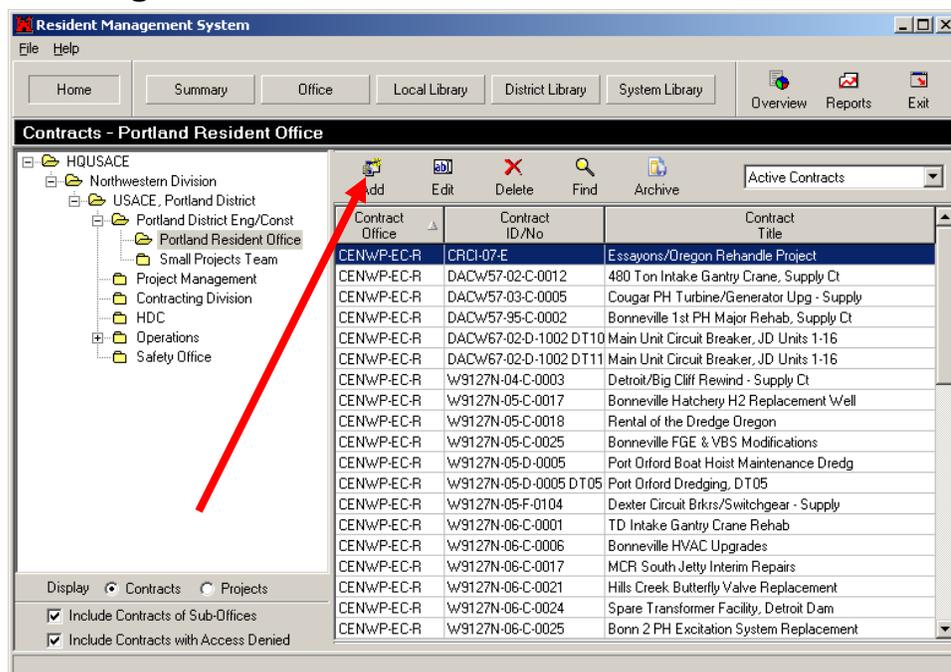
Set you password following the password rules indicated on the QAS Password window.



Resident Management System

Choose contract for using QAS

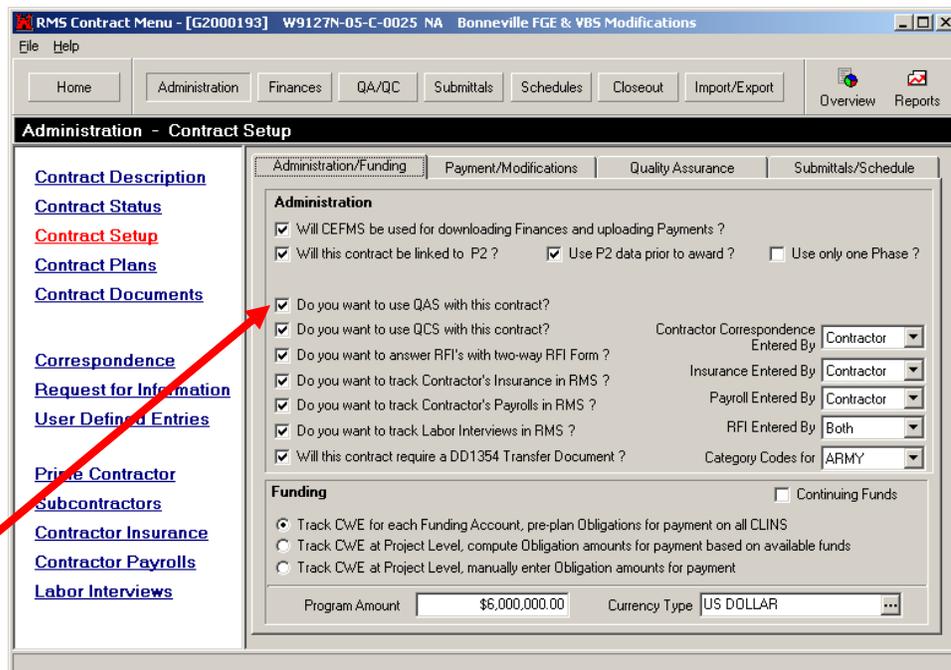
The next step is to choose the contract that QAS will be used on for the QAS User we just set up. Find the contract and hit the **Edit** button (or, double mouse-click the contract).



Contract Setup for QAS

Before you can export the contract from RMS, for use with QAS (or, QCS for that matter) you will need to indicate that you wish to do so. Proceed to the first tab of **Administration / Contract Setup** after entering the contract.

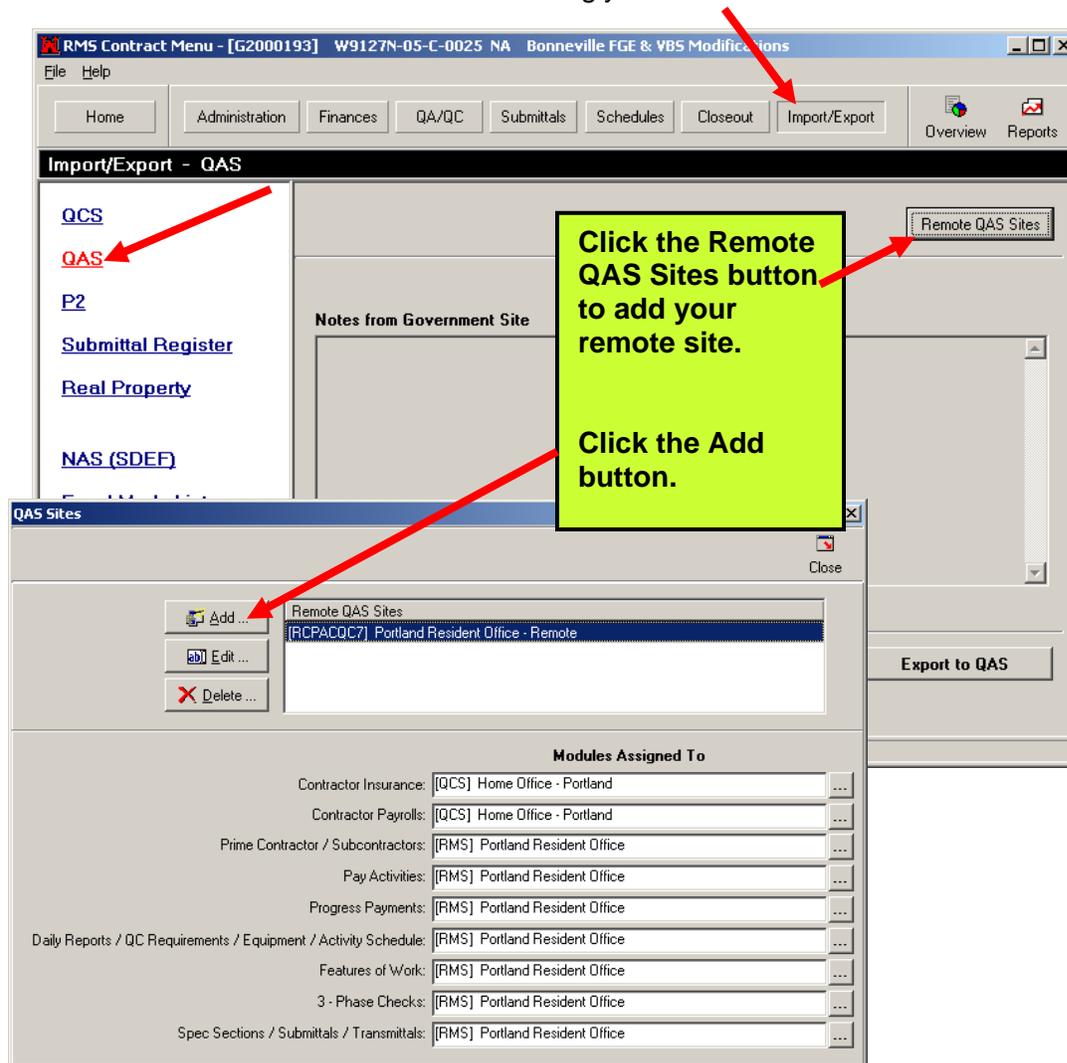
You must ensure that **Do you want to use QAS with this contract?** is checked.



Now it is time to export the contract to QAS from RMS.

Assign Remote QAS Site

You will then proceed to the **Import/Export** screen in RMS to export the chosen contract to the QAS User. Choose the **QAS Module** accordingly.



The following screen will tell you the next step, one at a time. It first says you must enter a name for the site.

The "Remote QAS Site" dialog box is shown. It has two input fields: "Remote QAS Site Title:" and "Site ID:". Below the fields, a message reads: "You must enter a name for this site. It cannot be empty." At the bottom, there are "OK" and "Cancel" buttons.

After you enter a name, you must enter a Site ID. You should get the name and Site ID from the person (system) that installed the QAS program. It is unique for each of your sites.



Remote QAS Site

Remote QAS Site Title: Bonneville

Site ID:

You must enter a Site ID for this site.

OK Cancel

It will let you know if you enter an invalid Site ID also.



Remote QAS Site

Remote QAS Site Title: Bonneville

Site ID: HTRWDX75

The Site ID for this site is not valid.

OK Cancel

When (or, if - 😊) you finally get it right, you can push the **OK** button to proceed to the next step. (See, almost fool-proof.)



Remote QAS Site

Remote QAS Site Title: Bonneville

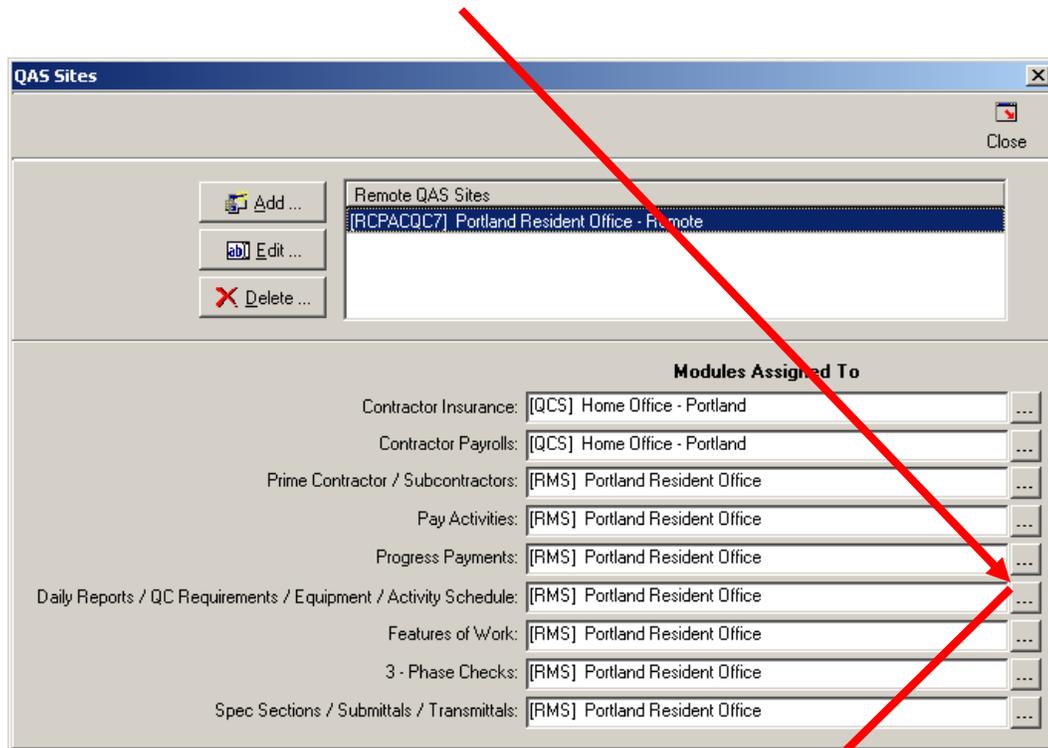
Site ID: HTRWDX76

The Site ID for this site is not valid.

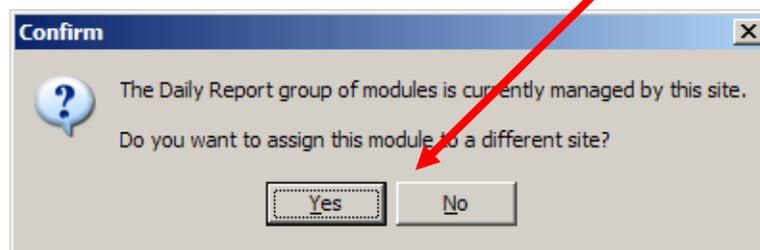
OK Cancel

Assign one or more RMS Modules to the Remote QAS Site

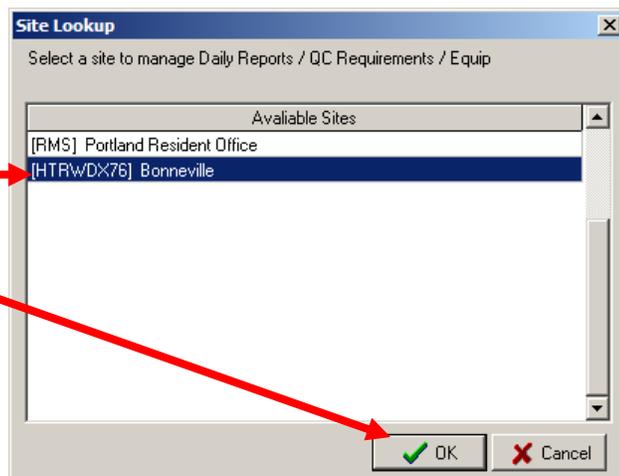
Once you **Add** your Remote QAS Site select the ellipsis to the right of a module. We are going to assign the Daily Report stuff to the remote site.



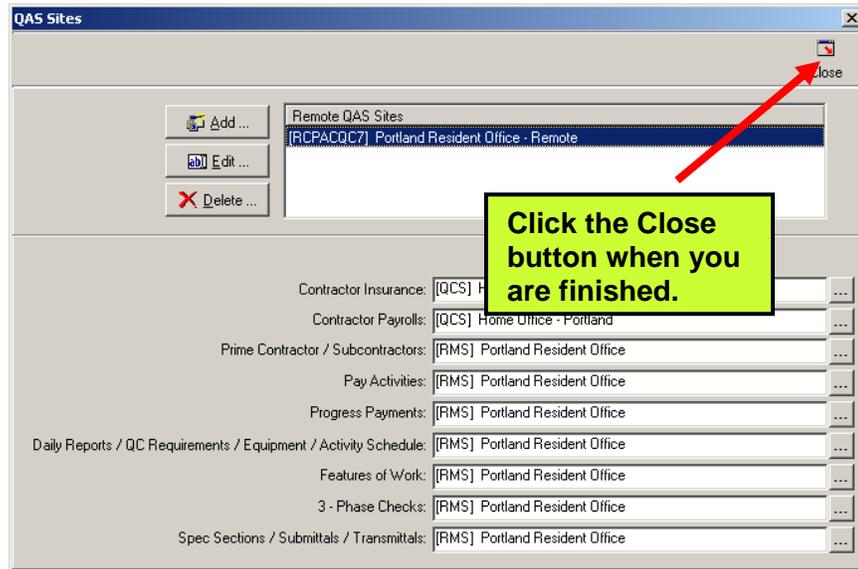
Choose **Yes** (unless you goofed and meant another one, or if you changed your mind.)



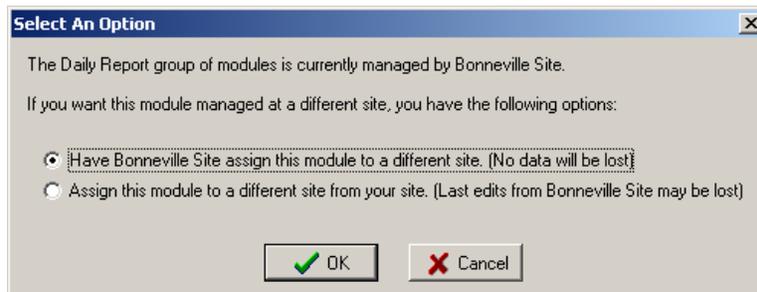
A list of available sites appears and you then pick your poison. In this case we will choose **Bonneville** to manage the remote module.



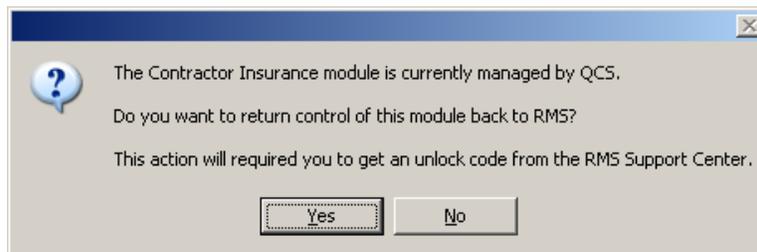
Click the **OK** button and repeat for any other modules you wish to assign remotely from the RMS program. You are ready to export the contract for your Remote QAS Site.



If you have already assigned a module to a remote QAS site, you will see this message:

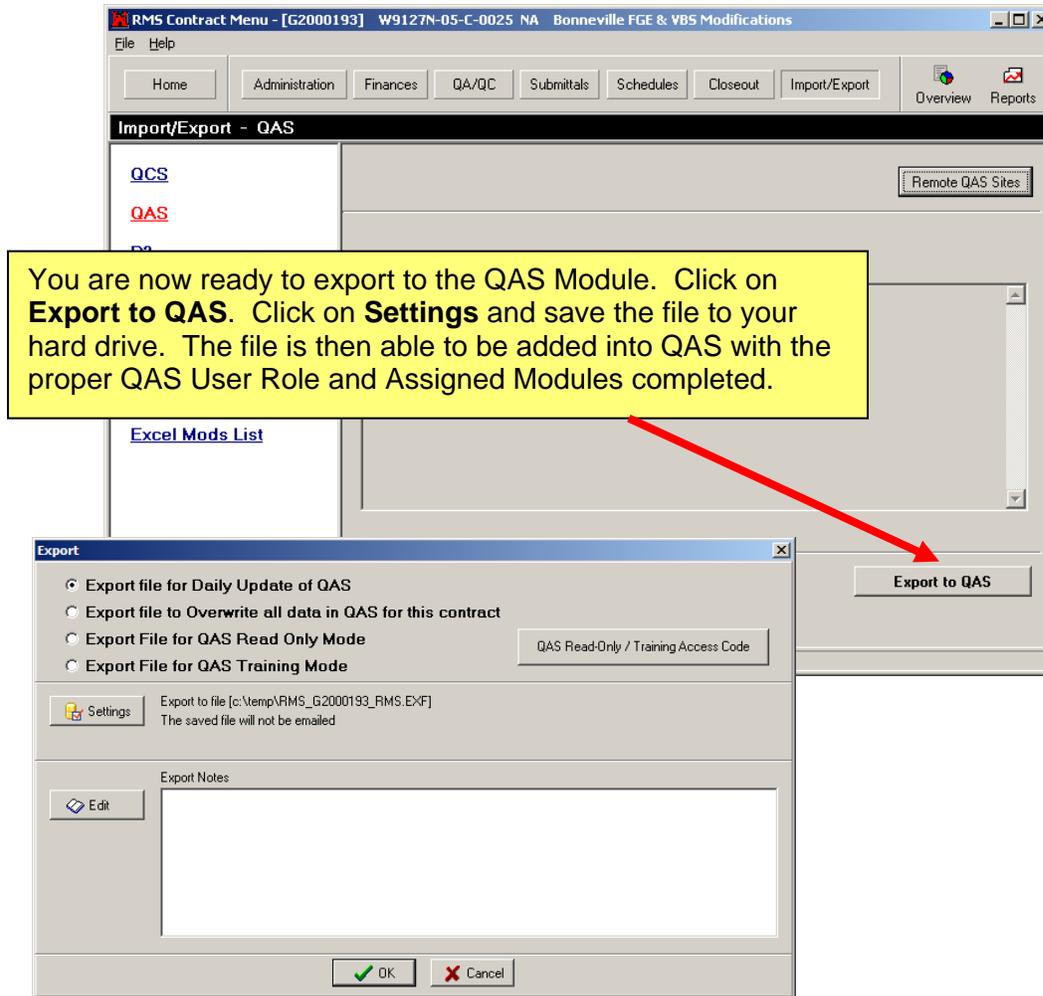


If you try to return control from a module already assigned to another site, you may see a message such as this:



The purpose of this measure is to have you require the original system to reassign it back to you in order to avoid loss of data.

Export the Contract to the Remote QAS Site

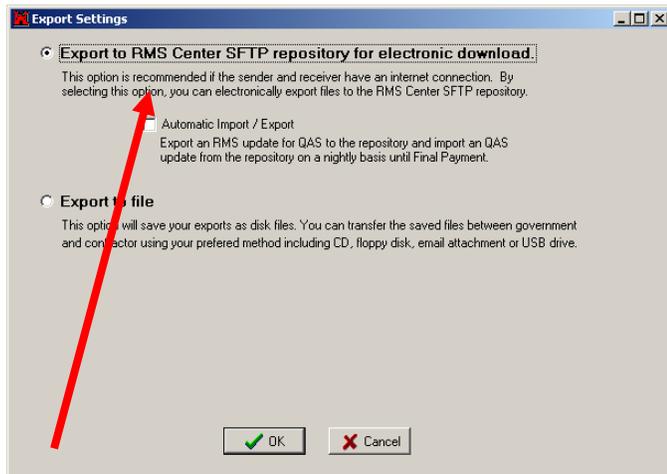


If this is your first export for this contract, you should choose the default, **Export file for Daily Update of QAS**.

Later, if your Remote QAS Site runs into difficulty (did the **DUMB** thing and did not backup as often as we should) you may use the second radial button to overwrite the data entirely. Of course, the QAS program will lose any information they entered since the last export back to the main RMS program.

The preferred and recommended way to exchange data between RMS/QAS/QCS is by use of the **RMS Center SFTP repository**. It is pretty much automatic and you don't have to worry about exchanging files and won't make the mistake of importing an older file. The repository only holds the last exchange – the new one in, overwrites the old one.

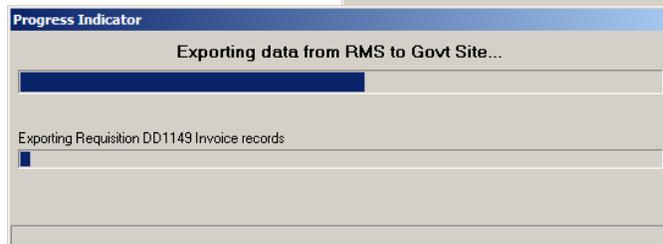
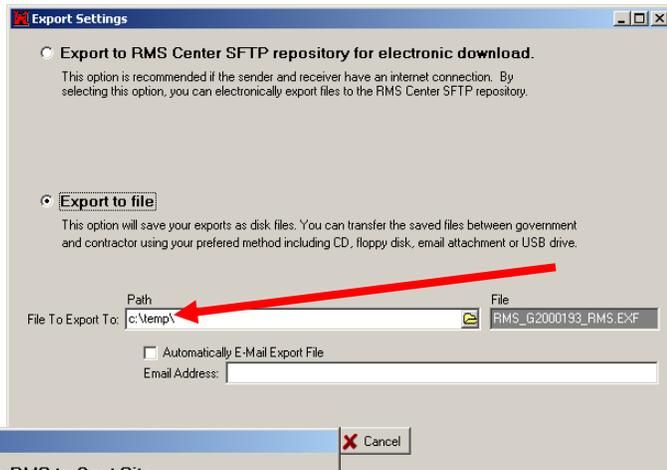
This version of QAS allows you to have the program automatically update your contract from RMS on a nightly basis, until Final Payment of the Contract. You will need to check the box to enable this function.



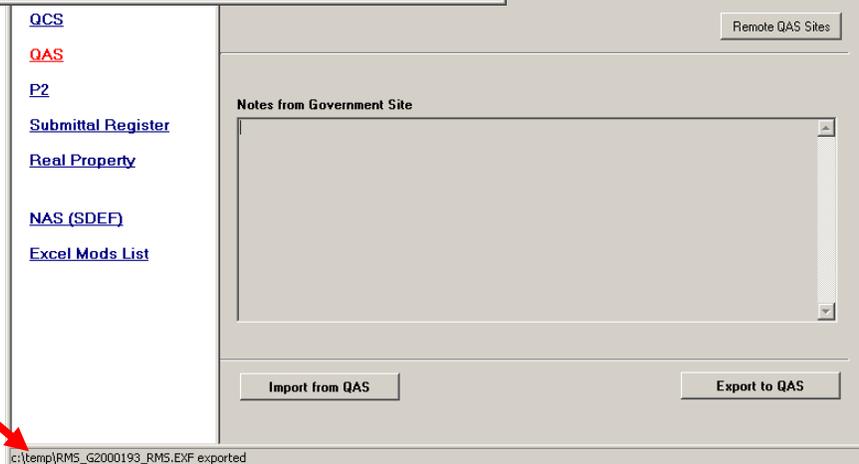
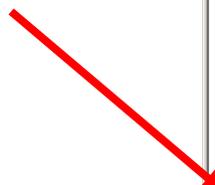
There could be occasion you might wish to **Export to File**, and that is also an option. If such is the case, you need to identify the path to which the file should be placed on your computer.

This example is placing the file in the C:\temp\ directory.

Select **OK** when you are ready.

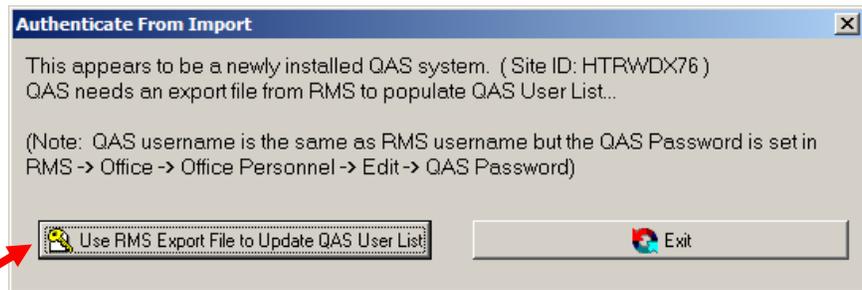


This screen tells you where your exported file disappeared to and what the name of the file is.



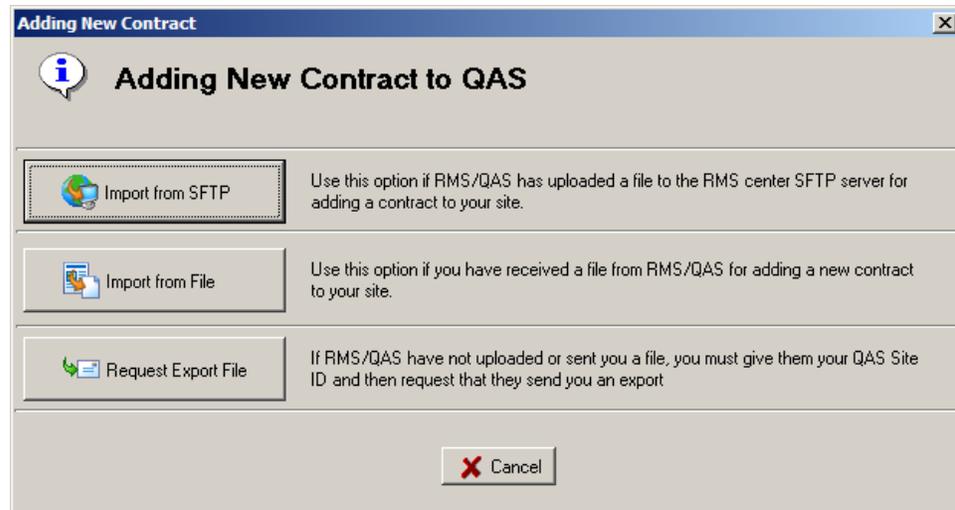
Add a new contract to the QAS Program

Adding a contract in QAS is the same process as adding one in a Remote QCS site. You will click on the QAS icon on your desktop and use the RMS file just created to add the contract to QAS.



Push this button to begin.

Now we will review the three choices on this screen.



Request Export File

If you have not yet advised the RMS User of your QAS Site ID, or a file has not yet been created from RMS you need to request it be done. This screen just reminds you of that need.



Import from SFTP

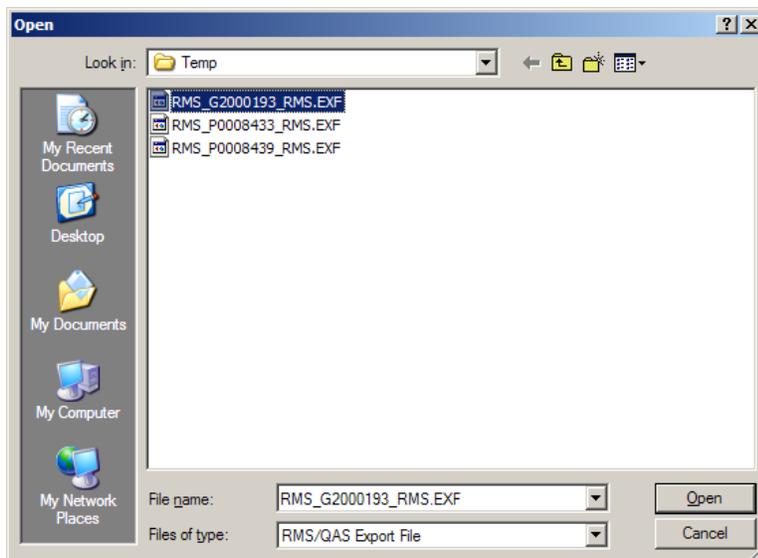
This will always be the preferred method. You must have a live internet connection of course and, hopefully, a high-speed connection. Dialup (56KB/s) is do-able, but painfully slow. You simply add the unique **Contract ID** as obtained from the RMS program and select **OK**.

The file will then be automatically downloaded from the repository after making connection to the RMS Server.



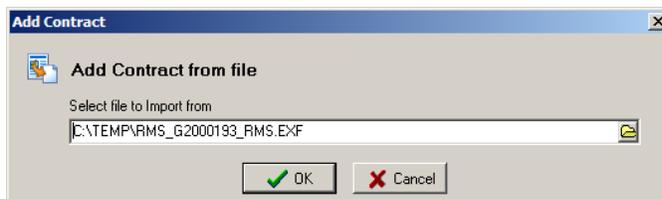
Import from File

When you select this method, you must find the file on your computer or portable media that you may have used. A windows explorer will appear to start you off.



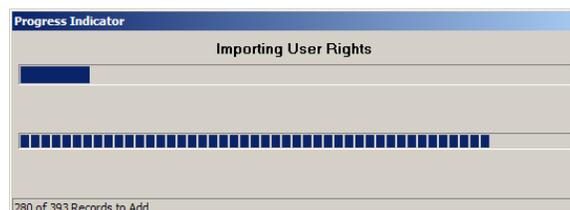
Highlight the file and hit **Open** to begin.

(It is usually easier just to double mouse-click the file and it will start immediately.)



The file will be added to QAS. One of the first things it does is provide the **User Rights** to use the program. If the site is not identified in RMS prior to the export it will not complete the process.

The contract is now available for use in QAS.

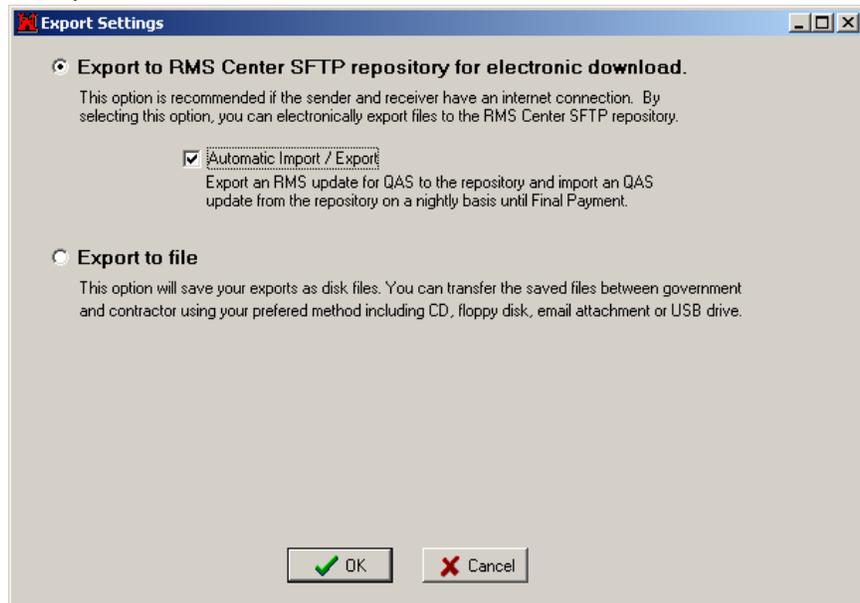


Automated Import and Export

RMS can now perform automated imports and exports for QAS. Users that use the SFTP repository option will have exports automatically sent to the SFTP repository on a nightly basis.

In order for this function to operate, the “Export Settings” and “Import Settings” must indicate that you are using the SFTP transfer method, as opposed to the “Export to File” option. Also, the box entitled “Automatic Import / Export” must be checked.

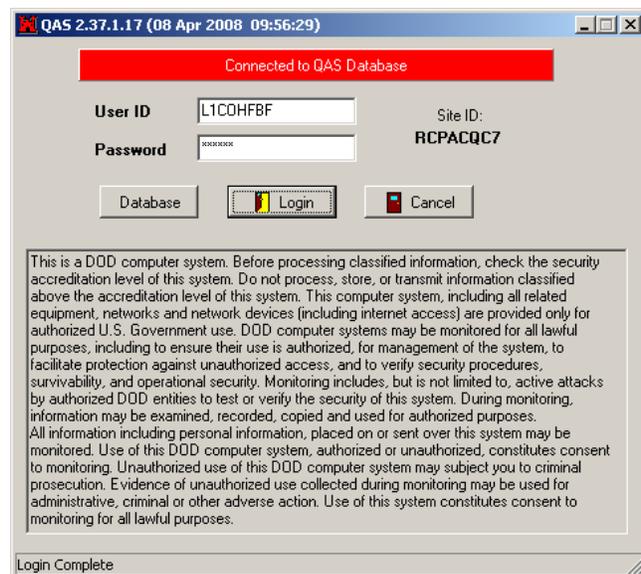
This is beneficial to users that are working on multiple contracts, because RMS will send exports for all contracts that have the settings set to use the SFTP repository. The imports/exports will be done during off hours. Users will still have the option of doing manual imports and exports for individual contracts. RMS will filter this feature to those contracts that have identified a QAS/QCS Site ID and have not yet received Final Payment on the contract.



Log in to QAS

The QAS Logon screen will appear and be ready to receive an RMS file to enable you to access the contract using the QAS Module of RMS.

You will use the same User ID as you do for RMS, but the password, as shown previously, is set within the RMS program – you cannot use your normal **Oracle** password to access QAS.



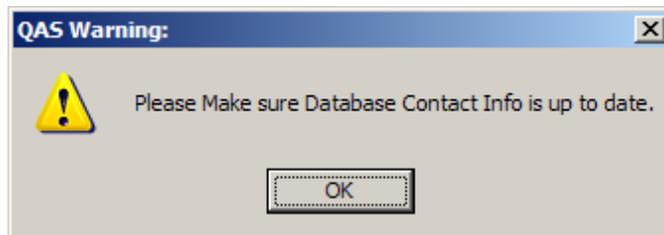
If you have not been given permission to use QAS from the RMS program, you will see message such as the following.



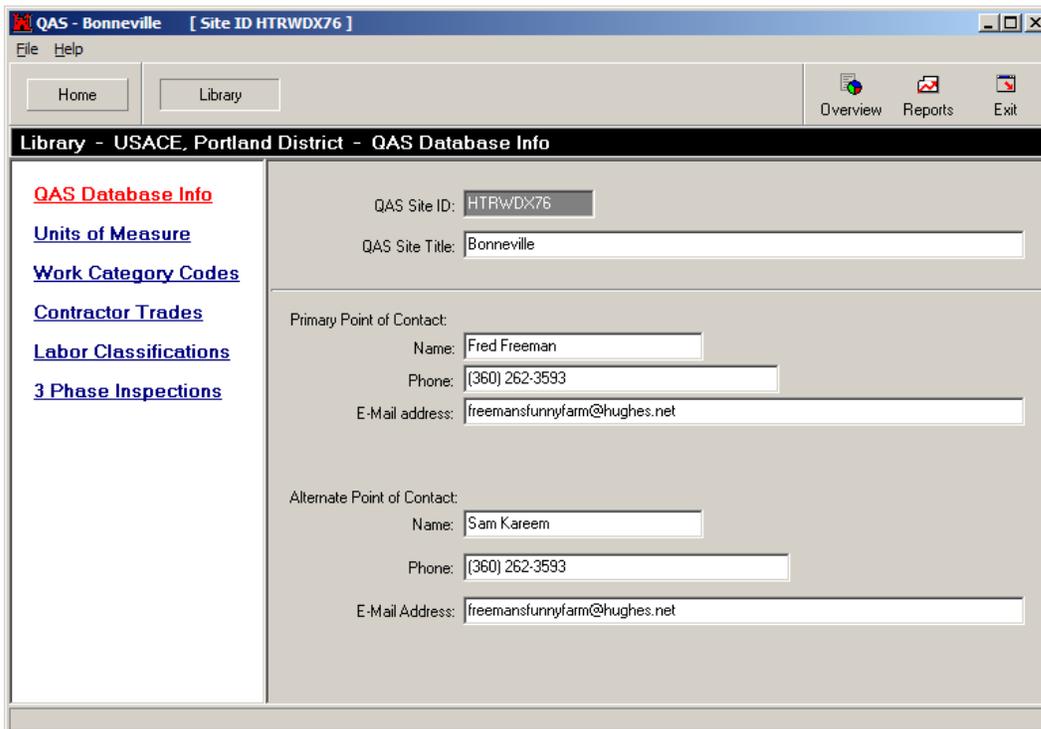
Enter Contact Information in QAS

You must complete this initial screen before adding a contract to your system. It must have a name AND either a telephone number or an email address before you can use the system.

First, a **Warning** message is given:

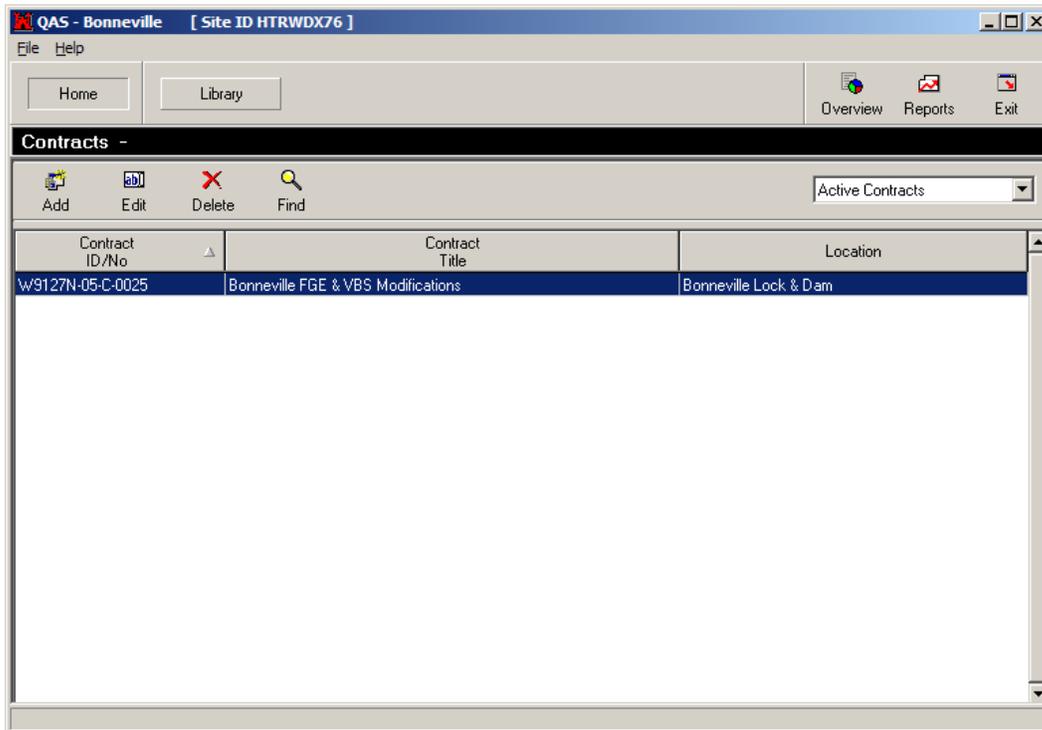


Then you enter the appropriate screen after you push **OK**.



Contract is now added to the QAS Program

You can now hit the **Home** button and go to the contract controls center to use your newly added contract. Once you are into your contract, the procedures are the same as if you were in the main RMS program.



Warning! On use of Remote QAS and QCS Sites

If you are going to use the QAS/QCS program, it is very important that the QAS/QCS programs frequently exchange files with RMS. The reason for this is two fold. First, it helps to ensure data integrity between the two programs and, secondly, it is needed to maintain manageable file sizes for the exports and imports.

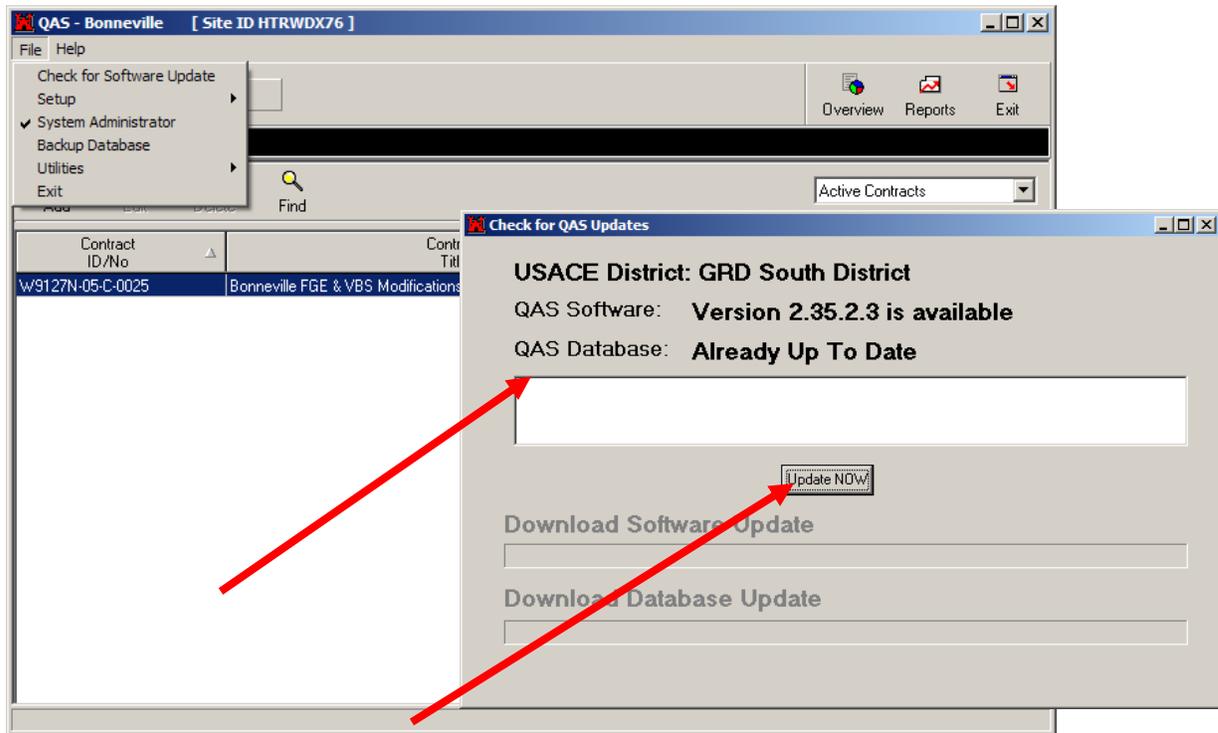
Exchanging data frequently will ensure that each site is up to date with the most recent data. If for some reason a site becomes inoperative then RMS can send a full **overwrite file** to get them back on track. However, if the last time an export was done to RMS/QCS was over a week or two then you may have quite of bit of data entry to manually catch up with.

If all RMS/QAS/QCS sites are exporting and importing frequently, then it is very common for the file size to be less than 1 Megabyte in size. If you are on a remote site that does not have DSL a file less than 1 megabyte in size will be very helpful.

If you have a site that is no longer being used then please remove it and then promptly do an export to your other sites and RMS. Failing to remove a site that is no longer in use can result in data loss and a tremendous increase in the export file size.

Updating the QAS Program

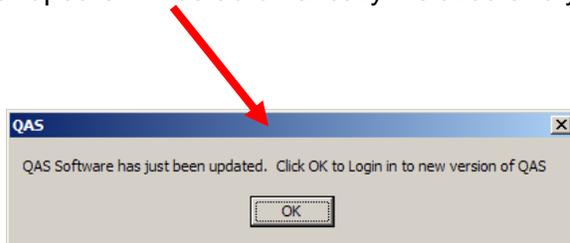
You should periodically check for software updates to ensure you have the latest and greatest. This feature is built in to automate the process. If you are connected to the internet, QAS will automatically check for updates each day you log on to the program.



The program will advise that an update is available and/or tell you that your program is already up to date.

Push the **Update NOW** button to begin the download from the RMS Center.

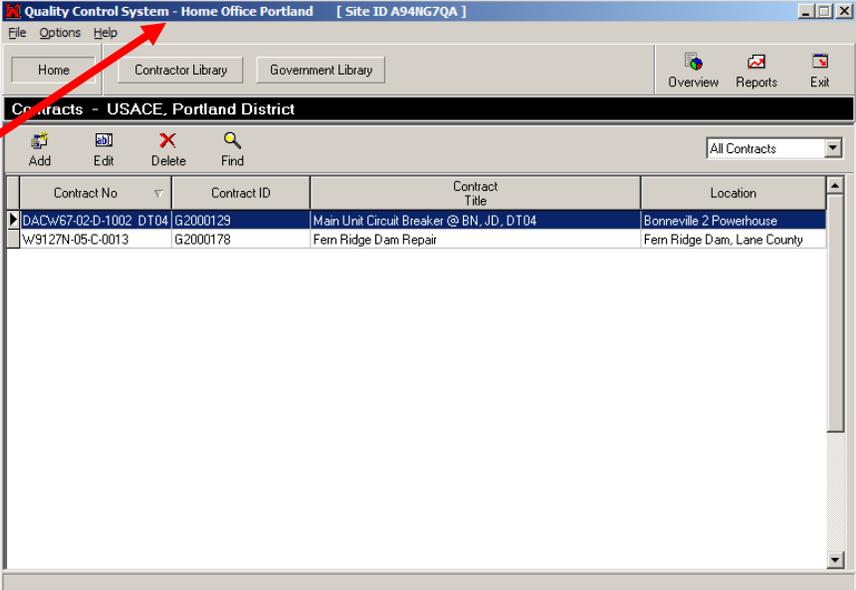
Your update will be automatically installed and you can enter the new version.



QCS Opening Screen

(See **QCS Manual** on procedures to install and maintain the QCS program.)

Contractor Site title and ID number:



Contract No.	Contract ID	Contract Title	Location
▶ DACW57-02-D-1002 DT04	G2000129	Main Unit Circuit Breaker @ BN, JD, DT04	Bonneville 2 Powerhouse
w9127N-05-C-0013	G2000178	Fern Ridge Dam Repair	Fern Ridge Dam, Lane County

About This Manual

This User's Guide is intended to give the information that you might need for the effective use of the RMS program. The reader is directed to other sources of information for particular practices and suggestions on Contract Management, such as from available Corps of Engineers "Prospect" training courses, Disk of Knowledge (D.O.K.), your District's SOPs, etc.

RMS Center Tools

RMS Home Page: <http://www.rmssupport.com/home.aspx>

RMS Government Home Page: <http://www.rmssupport.com/rmswebhome.aspx>
(Login or Password is not required.)

QCS Contractor Home Page: <http://www.rmssupport.com/qcs/default.aspx>
(Login or Password is not required.)

Power Point Training Slides

Technical Data / FAQ

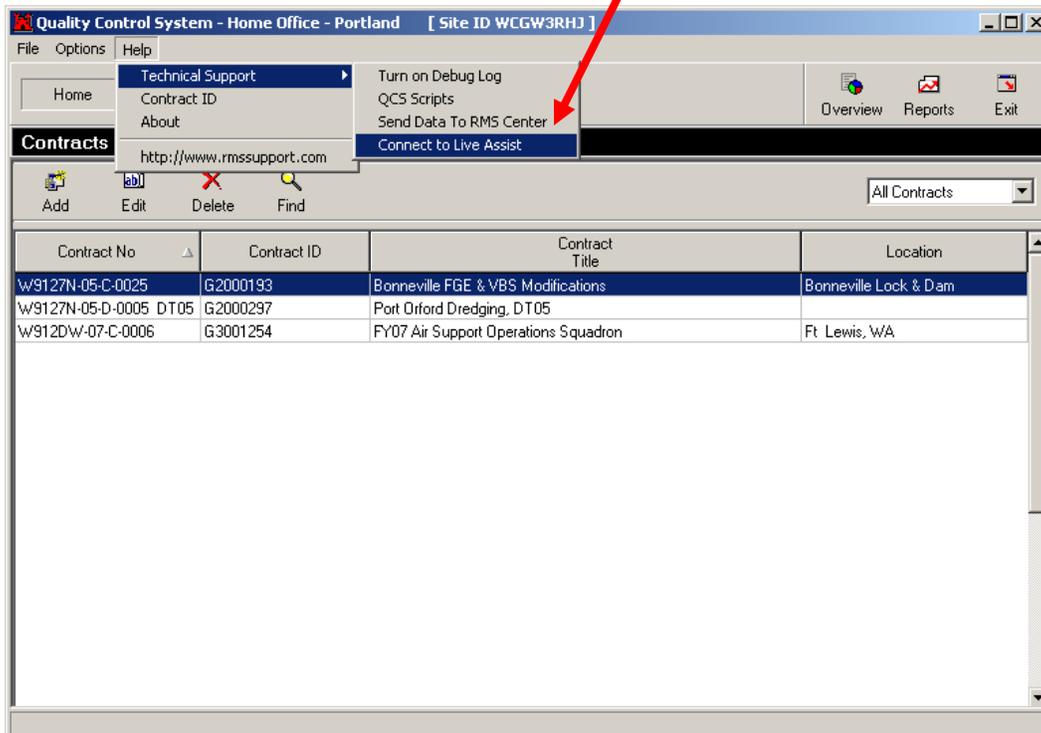
Software Upgrades / Downloads

User Manuals

Links to other data sources, such as the Disk Of Knowledge (D.O.K.).

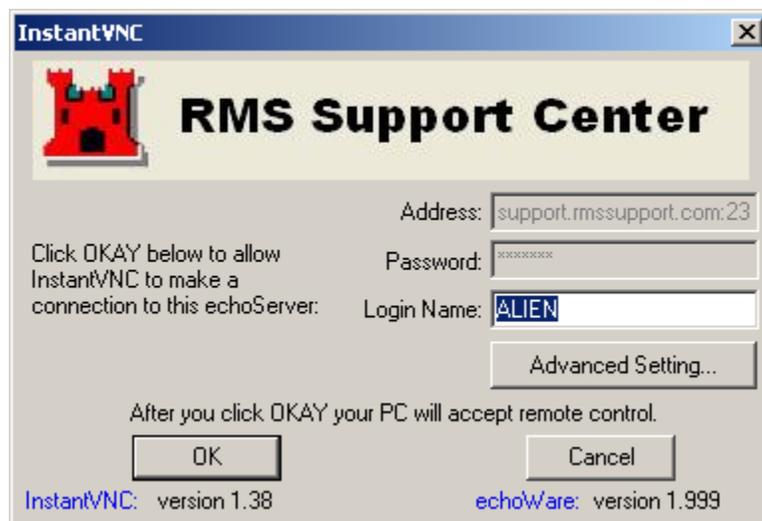
Connect to Live Assist

A new feature of both QCS and QAS is the ability to receive help from the RMS Center by allowing them to connect directly to your desktop and operate it while you observe. The advantage of this is typically rapid solution to your problem or challenge. The following screen shows you where to access this feature.



Once you request this remote assistance, you will need to telephone the RMS Center Helpdesk, (760) 247-0217, and advise them that you require assistance. This help is available Monday-Friday, 0700 – 1500 PST, excluding Holidays.

The RMS Center will then connect to your computer to assist you. When their action is completed, you should ensure that the connection is disconnected by right-clicking on the ICON on the toolbar at the bottom of your desktop.



Chapter 1 - Overview, Basics and Logging In

What this Chapter presents:

- **Logging Into The System**
- **Menu Bar Options**



Logging Into the System

CEFMS is a large, diverse system encompassing virtually every functional area of the U.S. Army Corps of Engineers' organization. It handles much more than the finances having to do with construction contracts. Like CEFMS, RMS is controlled through use of USERIDS and Passwords and application access permissions. Without these items, a user will be unable to enter the system to initiate and process documents or to download financial data needed for RMS.



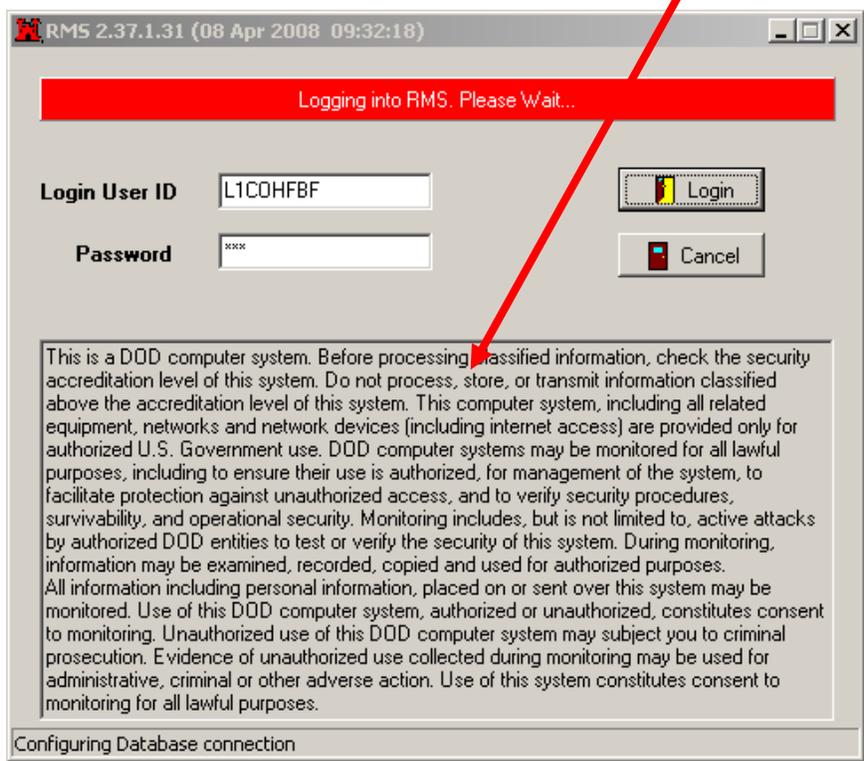
Before accessing RMS you must login. Depending on your setup, there are different procedures.

Click the RMS Castle Icon on the Desktop to begin using the RMS program.



After the Login button is pressed, the system verifies the User with the RMS security system and the Oracle Database. This Login User ID and Password must be a valid User ID with the Oracle database and a valid User ID and Password for RMS.

The paragraph in the box is a requirement for DITSCAP certification of DOD computers.



NOTE: If you are using CITRIX or VPN your ICON may vary from the Castle shown above. For example, it may appear like this:

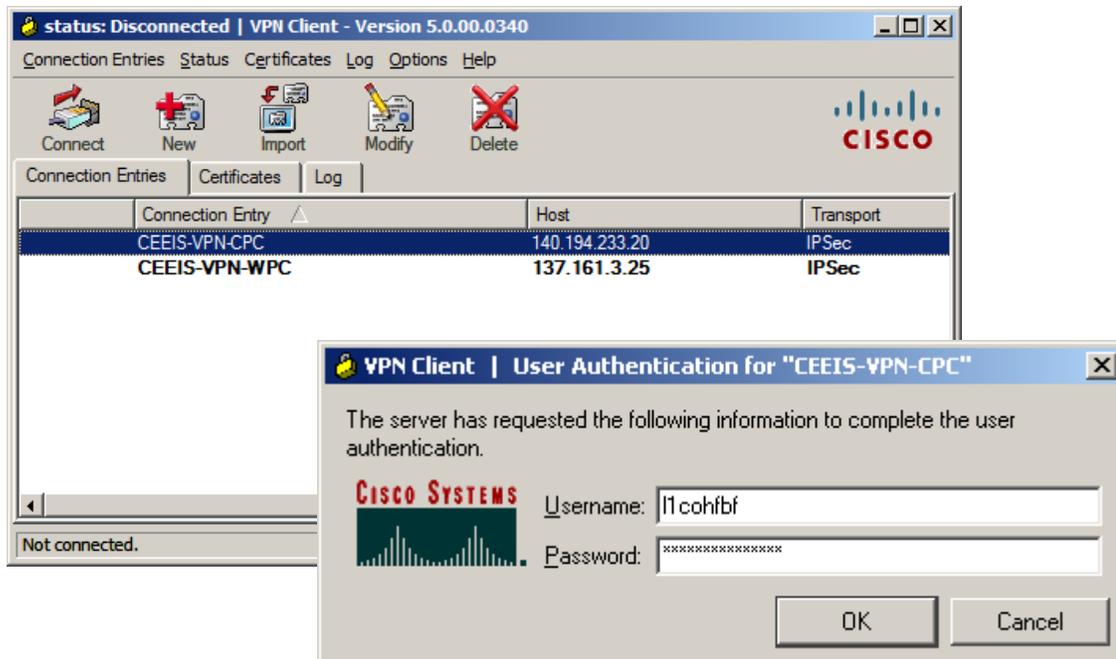


GRD-RMS

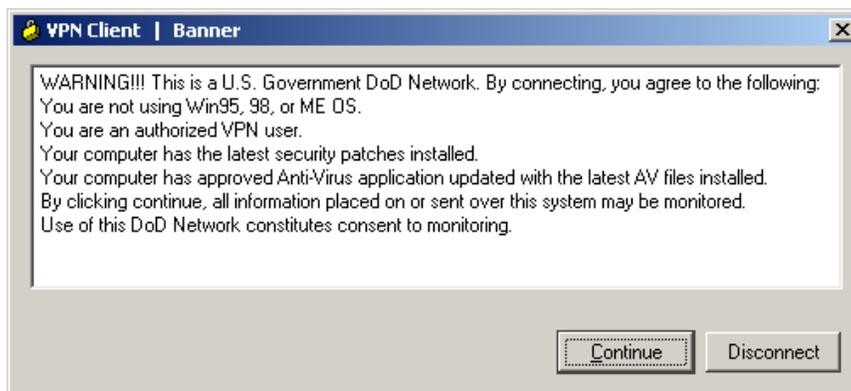
Logging Into the System Via the RMS Website and Citrix

If you log into RMS by way of the RMS Website, or other CITRIX portal, you will need to sign into CITRIX prior to seeing the RMS logon screen discussed above. You will need to be on the Corps (.mil) network to do so. (If you are not actually on the Corps network, you will need to use a VPN program to gain access – see your IM staff for installation and configuration of VPN software.)

Typical VPN screens may look like the following:

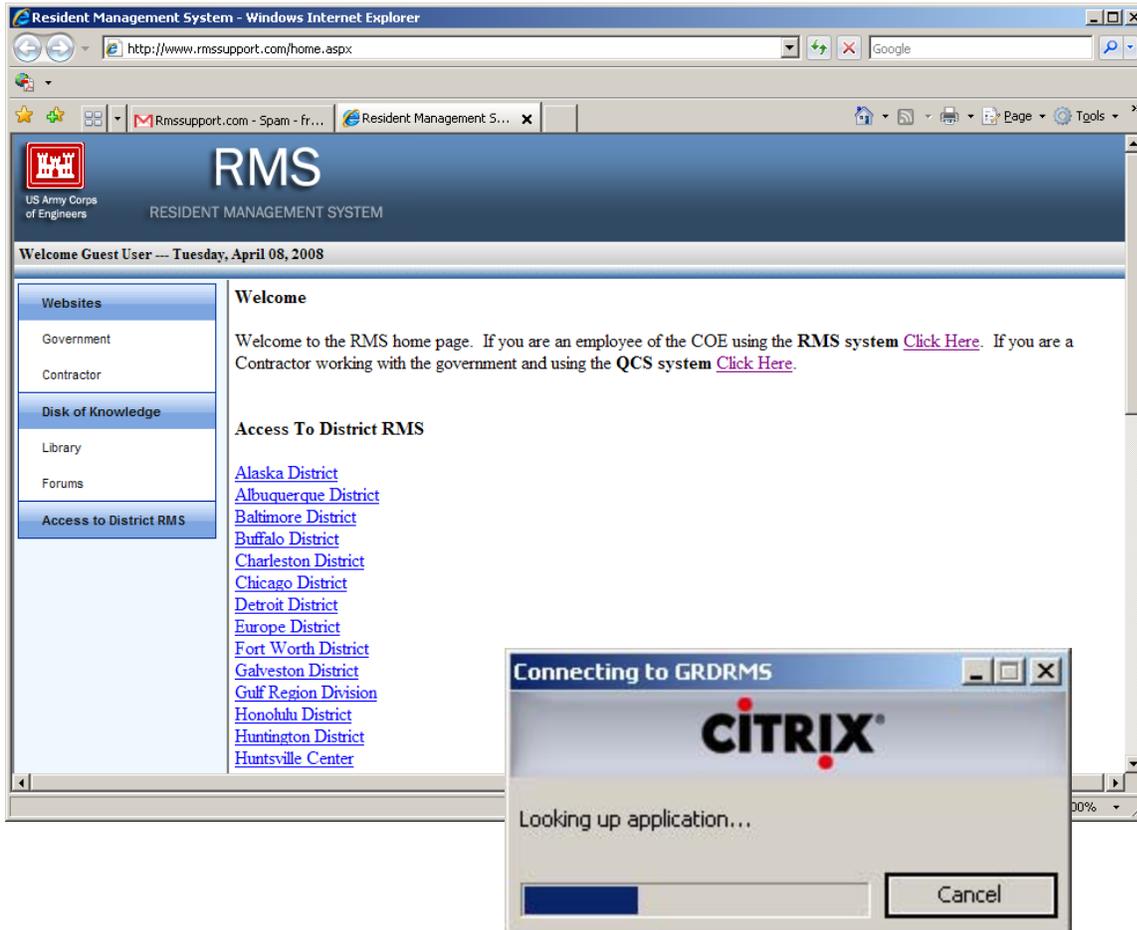


You connect to the appropriate CEEIS portal and your credentials will be verified. If you have access the following banner appears.

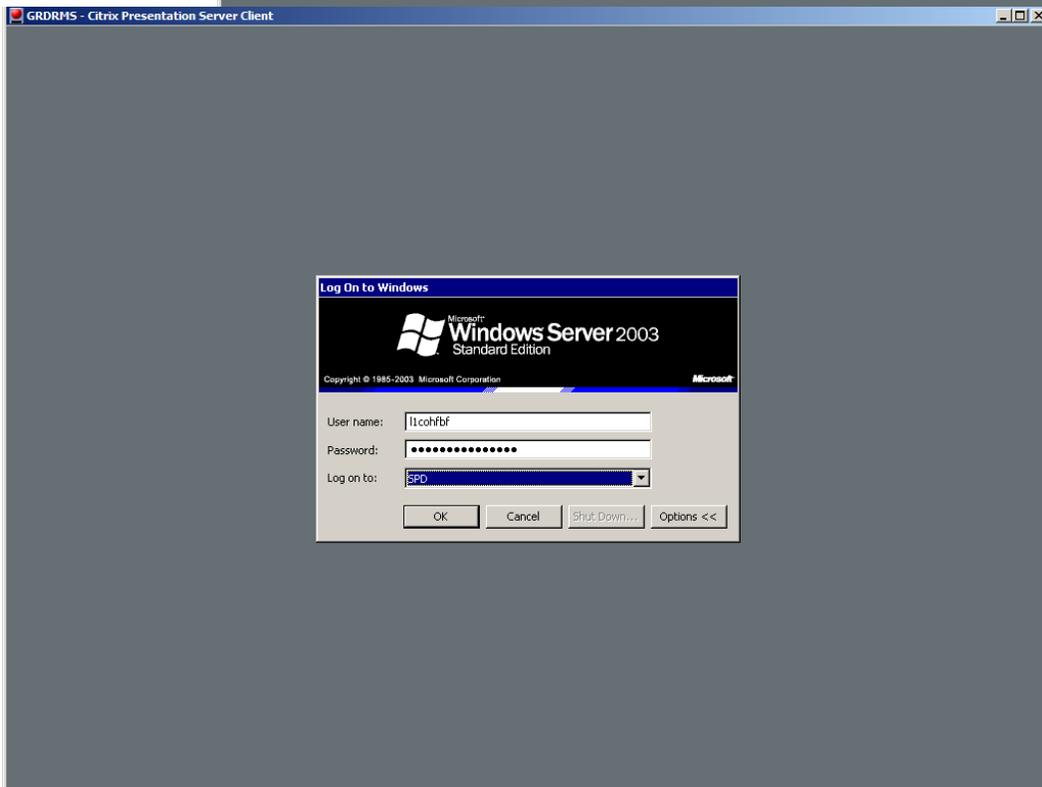
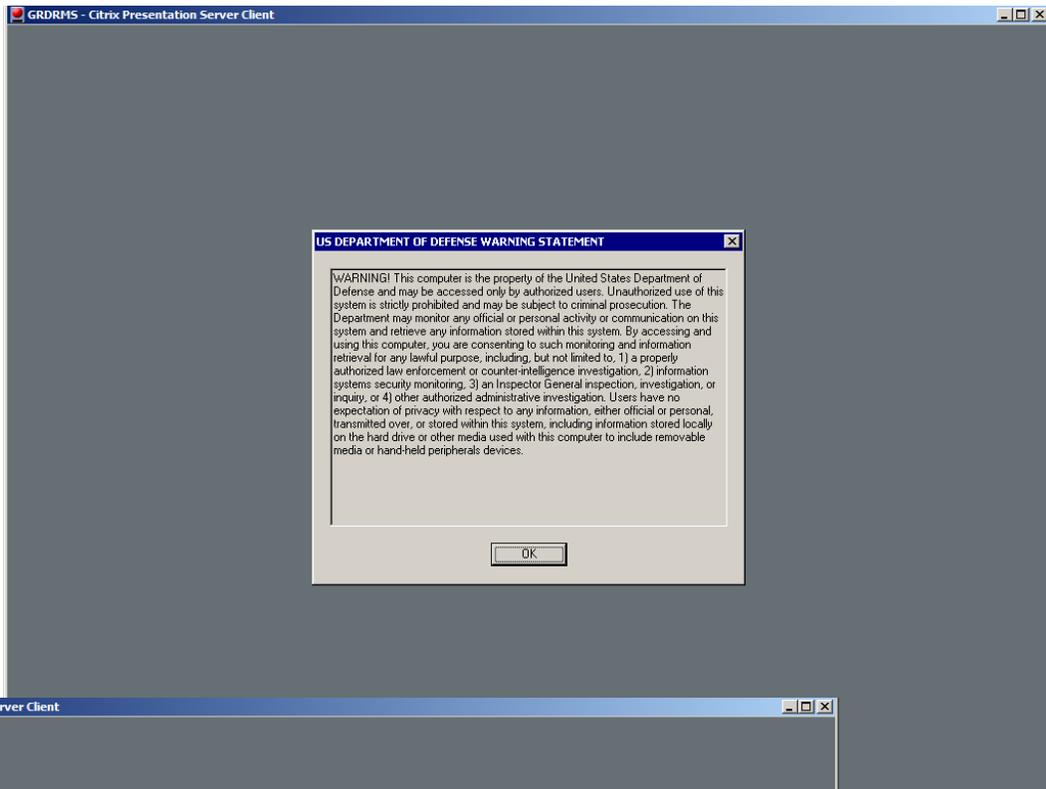


You then can proceed to the website to select your RMS District.

From the RMS website, you click on the District you want to use – the District of which you have permissions and access to do so.

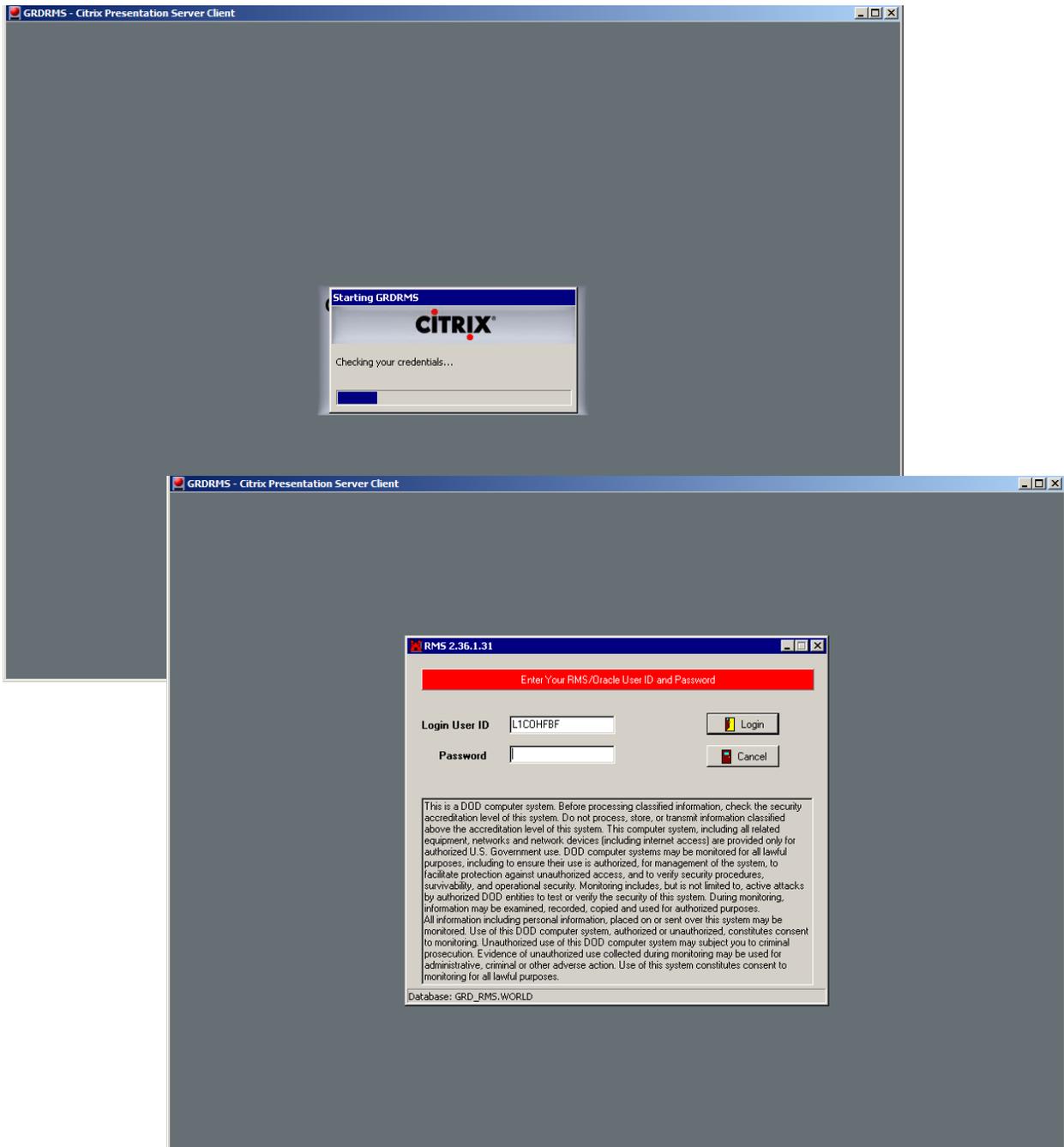


You will arrive at another DITSCAP warning screen. You must click OK to continue the logon process.

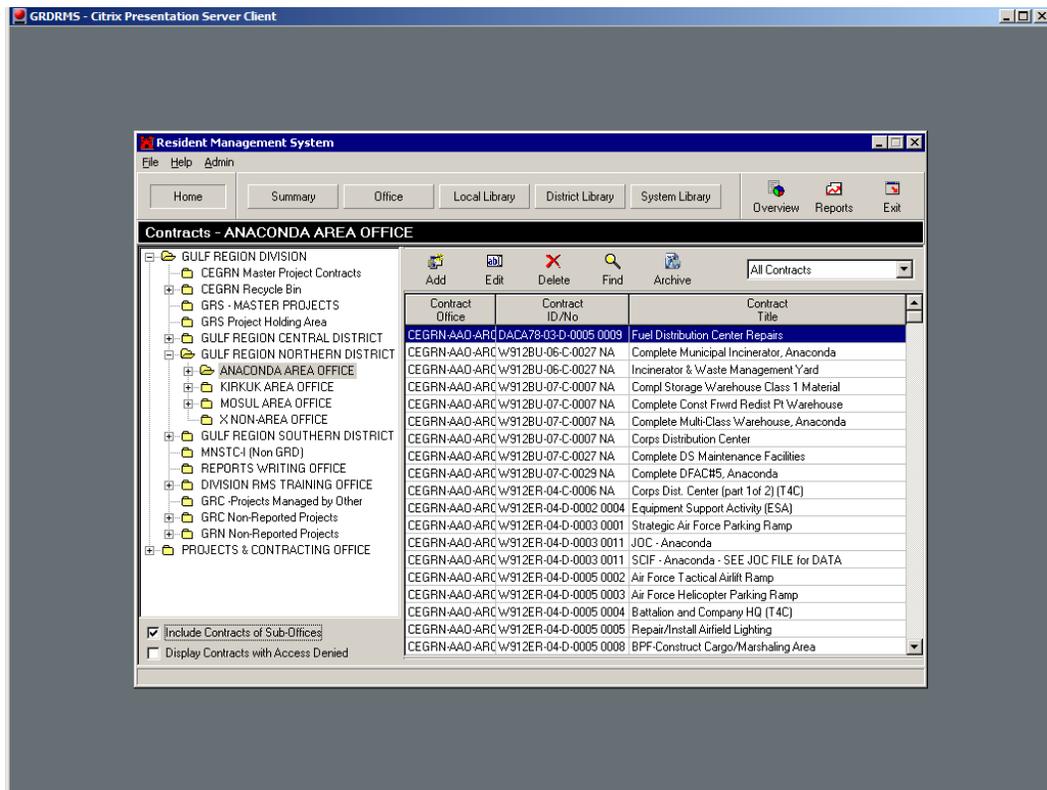


Enter your User Name, Oracle password, and the correct logon location.

You will then logon to your District and arrive at the normal RMS login screen.



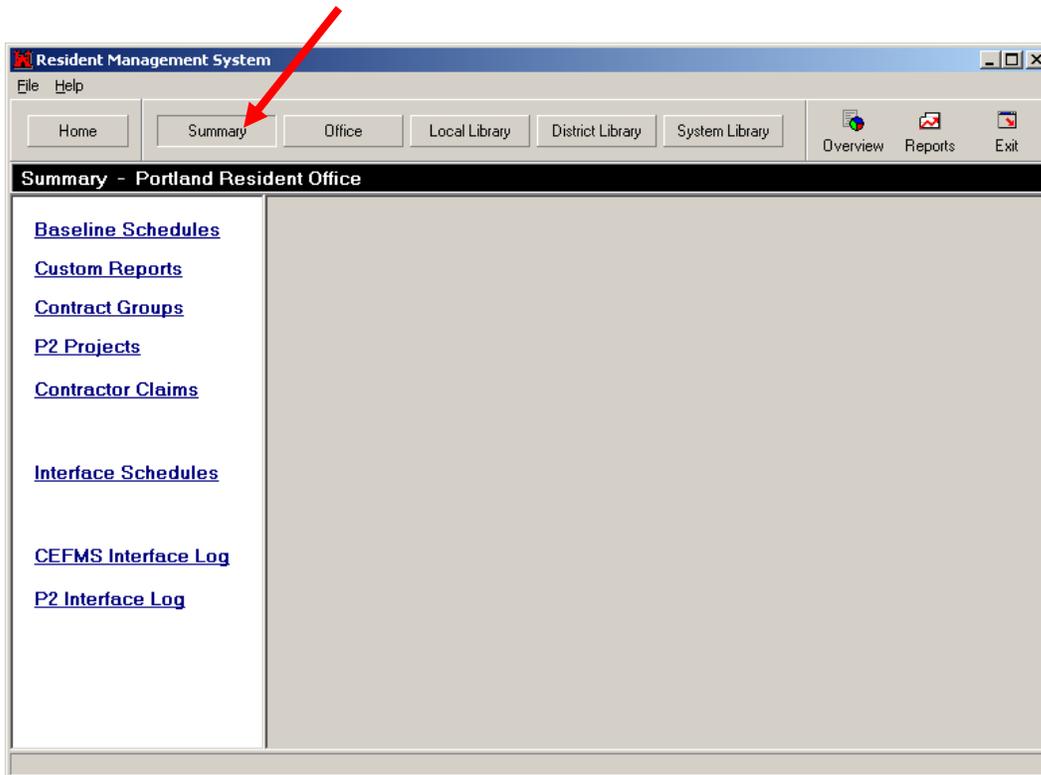
You should now be within the RMS program.



Menu Bar Options

Summary Module

The **SUMMARY** module is provided to allow you to set **Baseline Schedules** for all contracts in the database, create **Custom Reports and Queries**, establish **Groups** of contracts for reporting and tracking purposes, to manage **P2 Projects**, to manage **Contractor Claims**, and to setup interface schedules and track interface logs.



Baseline Schedules

To assist in budgeting and other areas of management, the baseline schedule is used at the Summary level. It requires that contracts (future and active) have a schedule developed within RMS. Once contracts have their baseline completed the Administrator can “lock” the schedules and future placements will be compared to that composite baseline schedule.

You can create a Baseline schedule for any year and can create a schedule for both “Original” and “Mid Year” timeframes. You are also able to edit a contract and be taken directly to the point where a schedule can be created and the contract will be added to the list of contracts with the Baseline Placement entered.

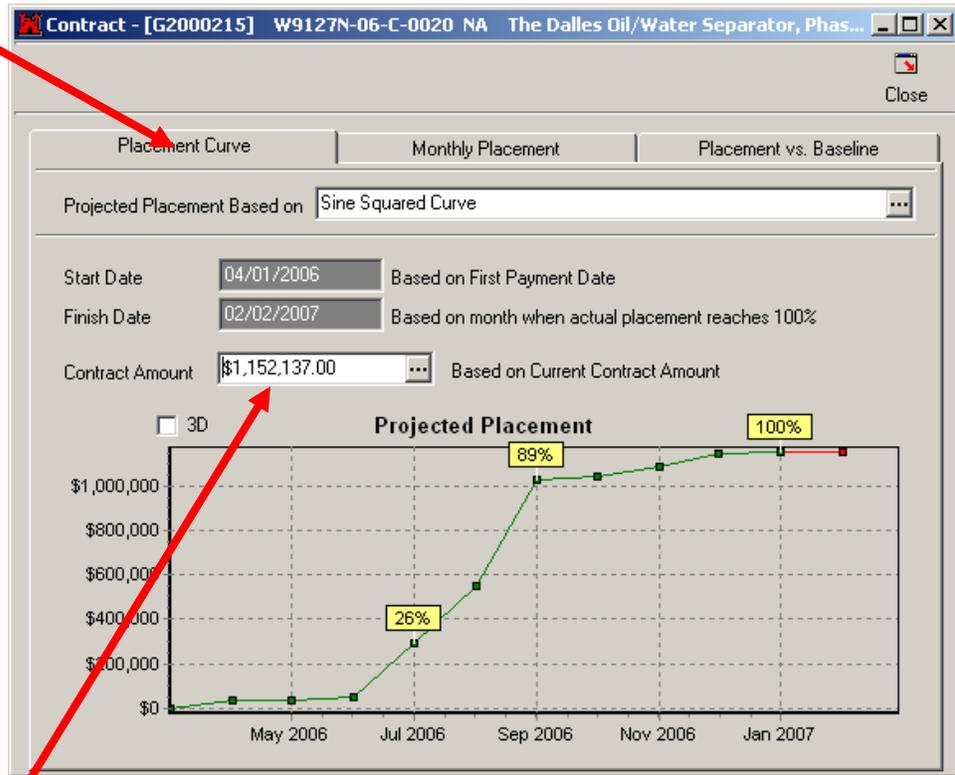
The screenshot shows the Resident Management System interface. The main window displays 'Summary - Portland Resident Office - Baseline Schedules'. A table lists baseline schedules with columns for 'Baseline Schedule Title', 'Status', and 'Baseline Amount'. Below this, a 'Baseline Schedule' dialog box is open for 'FY 2007 Mid Year Baseline - Unlocked'. It features radio buttons for 'Baseline Unlocked' (selected) and 'Baseline Locked'. A 'Contract Baseline Due Date' field is set to '09/25/2007'. Below the dialog, a table lists 46 contracts with possible baseline placement. A red arrow points to the 'Edit' button for the first contract in this list.

Baseline Schedule Title	Status	Baseline Amount
FY 2007 Mid Year Baseline	Locked on - 09/04/2007	\$576,761.23
FY 2007 Original Baseline	Locked on - 09/04/2007	\$481,163.16
FY 2006 Mid Year Baseline	Locked on - 09/04/2007	\$8,374,342.09
FY 2006 Original Baseline	Locked on - 09/04/2007	\$8,366,982.09

Contract Office	Contract ID/No	Contract Title
CENWP-EC-R	W9127N-05-D-0005	Port Orford Boat Hoist Maintenance Dredg
CENWP-EC-R	W9127N-05-D-0005 DT05	Port Orford Dredging, DT05
CENWP-EC-R	W9127N-05-P-0081	Lost Creek Exciters - Supply
CENWP-EC-R	W9127N-06-C-0002	B2CC PIT Tag Detection System
CENWP-EC-R	W9127N-06-C-0006	Bonneville HVAC Upgrades
CENWP-EC-R	W9127N-06-C-0010	Detroit/Big Cliff Remote Control Mods
CENWP-EC-R	W9127N-06-C-0017	MCR South Jetty Interim Repairs
CENWP-EC-R	W9127N-06-C-0020	The Dalles Oil/Water Separator, Phase 2
CENWP-EC-R	W9127N-06-C-0021	Hills Creek Butterfly Valve Replacement
CENWP-EC-R	W9127N-06-C-0024	Spare Transformer Facility, Detroit Dam
CENWP-EC-R	W9127N-06-C-0025	Bonn 2 PH Excitation System Replacement
CENWP-EC-R	W9127N-06-C-0032	Bonn PH1 Unwatering Pump Replacement
CENWP-EC-R	W9127N-06-C-0033	Detroit-Big Cliff Crane Rehabilitation
CENWP-EC-R	W9127N-06-C-0034	Columbia River Channel Improvement

Select the **Edit** button to start the process.

Select **Edit**, or double mouse-click on a contract to provide a schedule.



Enter the amount of the contract via one of the choices on the popup window.

The screenshot shows a "Projected Contract" popup window. It has a "Close" button in the top right corner. Below the button is the text "Base Projected Contract Amount on:". There are three radio button options: "Current Contract Amount" (selected), "Current Contract including pending (5) mods", and "Other - Manually entered amount". To the right of each option is a text box showing a value: \$1,152,137.00 for the first two options, and \$0.00 for the third. A red arrow points from the text on the right to the "Close" button.

Click on the **Close** button to produce the schedule.

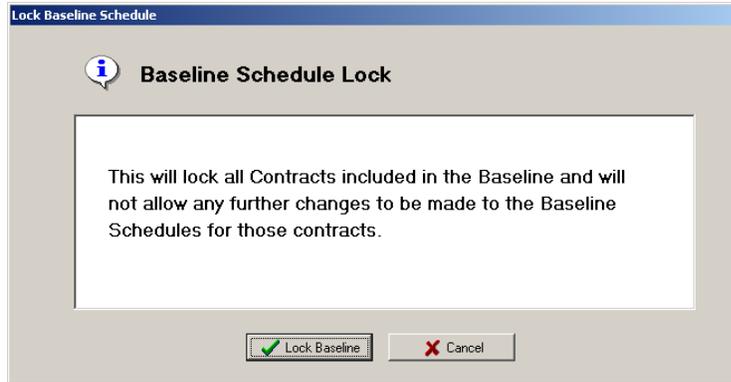
Resident Management System

Proceed to the Placement vs. Baseline tab to enter the Baseline schedule.

Month	Actual/Projected Placement		Monthly	Baseline Monthly	Monthly Difference
	Total	%			
Oct 05	\$334,692.00	98	\$0.00	\$0.00	\$0.00
Nov 05	\$334,692.00	98	\$0.00	\$0.00	\$0.00
Dec 05	\$342,052.00	100	\$7,360.00	\$0.00	\$7,360.00
Jan 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Feb 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Mar 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Apr 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
May 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Jun 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Jul 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Aug 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Sep 06	\$342,052.00	100	\$0.00	\$0.00	\$0.00
Totals			\$7,360.00	\$0.00	\$7,360.00

Select the Copy Placement Baseline button, then click Yes.

You continue this process until such time as all contracts/projects have a schedule and you choose to LOCK the Baseline. When you choose to lock the baseline schedule you should see the following message:



Baseline Schedule

Reports Close

FY 2006 Mid Year Baseline - Locked

Baseline Unlocked - Allow baseline to be updated for all contracts with placement for the FY
 Baseline Locked - Lock baseline schedules for all contracts in this baseline Locked on - 09/04/2007 by - Fredrick Freeman

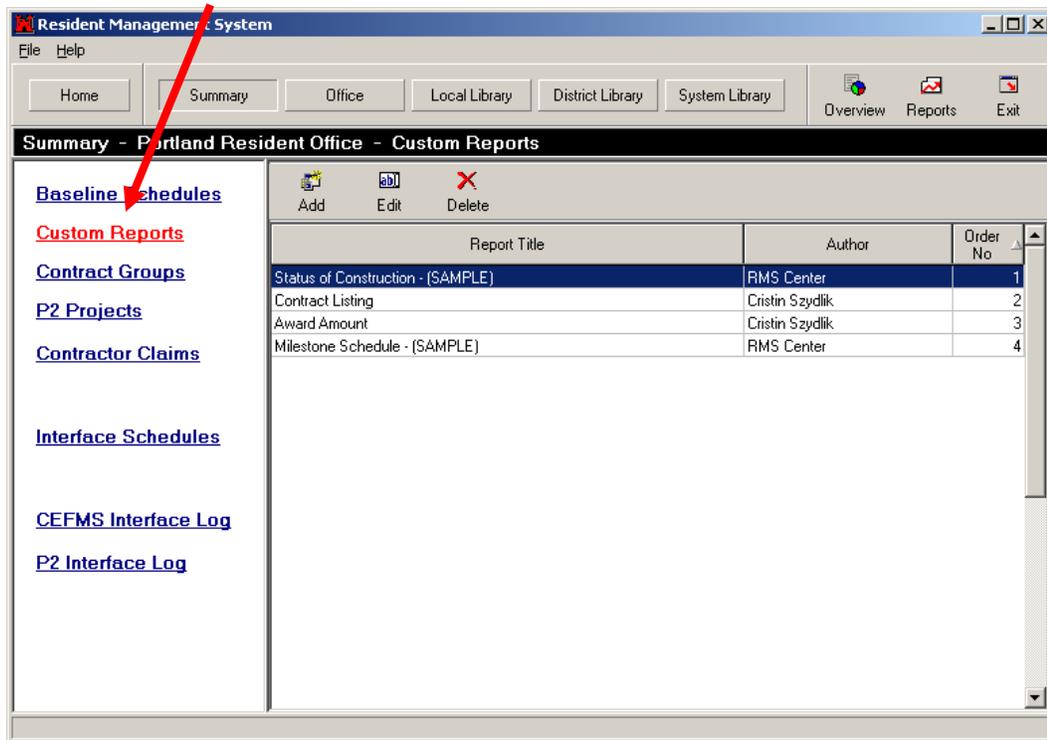
Baseline Summary - USACE, Portland District 2 Contracts with Baseline Placement Entered

Graph

Monthly Placement		Actual Earnings	Projected Earnings		
Month	Monthly Placement	Monthly Baseline	Monthly Difference	Accumulative Difference	
Oct 05	\$8,630,169.15	\$691,999.55	\$7,938,169.60	\$7,938,169.60	
Nov 05	\$6,536,041.72	\$434,183.65	\$6,101,858.07	\$14,040,027.67	
Dec 05	\$5,693,402.38	\$518,423.60	\$5,174,978.78	\$19,215,006.45	
Jan 06	\$4,697,925.14	\$410,654.76	\$4,287,270.38	\$23,502,276.83	
Feb 06	\$6,965,057.99	\$263,468.13	\$6,701,589.86	\$30,203,866.69	
Mar 06	\$4,848,348.34	\$492,785.69	\$4,355,562.65	\$34,559,429.34	
Apr 06	\$5,588,208.34	\$875,436.87	\$4,712,771.47	\$39,272,200.81	
May 06	\$6,331,292.36	\$1,076,035.47	\$5,255,256.89	\$44,527,457.70	
Jun 06	\$4,601,001.22	\$1,221,994.01	\$3,379,007.21	\$47,906,464.91	
Jul 06	\$5,652,399.14	\$995,534.14	\$4,656,865.00	\$52,563,329.91	
Aug 06	\$10,343,737.80	\$556,242.75	\$9,787,495.05	\$62,350,824.96	
	\$81,383,745.52	\$8,374,342.09	\$73,009,403.43		

Custom Reports

Using data fields from RMS, users now have the option of creating their own **Custom Reports** and adding them **Summary / Custom Report** menu. Custom Reports can be added manually or by copying an existing Custom Report. For you to have access to this feature, you must be granted access by an Office/System Administrator (**Office / Personnel**).



After you select to manually create the report or to copy an existing report, the report detail is entered on the next screen.

The RMS User enters the following data:

- Report Title
- Author
- Page Orientation: Landscape or Portrait
- The option to include the report on the **Summary Report Menu**

If you copy another custom report, these items will remain the same as the original report. You can then modify them to suit your needs.

- Order No.
- Page Orientation: Landscape or Portrait
- Report Columns
- Report Headers

Columns for the report can be manipulated by using the **Add**, **Edit**, or **Remove** buttons on this screen.

Column width, Column Title and Data Field are entered here. The Title name defaults from the data field, but can be changed manually.

Report Columns

Column Number	Column Title	Width Based On	Column Width
1	Contract - Contractor; Contract Location; Customer Type	Title	1,002
2	Administrative Contracting Officer; QA Project Engineer Name; Chief Con-F	Title	1,575
3	Paid Percent; Reported Percent; Scheduled Percent	Title	887
4	Award CLINS; Current CLINS	Title	720
5	Sum of activities	Title	825
6	Current contract value	Title	1,054
7	Cost Growth; Time Growth	Title	616

Available Width: 10,300
Total Width Used: 7,899
Width Remaining: 2,401

Header above a group of columns

Group Title	First Column	Last Column
Financial and Schedule Status	3	8

Headers may also be added above a group of columns.

After you **Add** or **Edit** the **Report Columns** the data fields are entered by clicking on the ellipsis, which opens up the **Custom Report Field Lookup**.

The screenshot shows a dialog box titled "Characters" with a "Close" button in the top right corner. The dialog is divided into several sections:

- Column Width:** Three radio buttons are present: "Pad this column with remaining space" (unselected), "Base width on widest title" (selected), and "Fixed Width" (unselected).
- Column Order No:** A text box containing the number "2".
- No. of Characters:** A text box containing the number "0".
- No. of Units (1000/inch):** A text box containing the number "825".

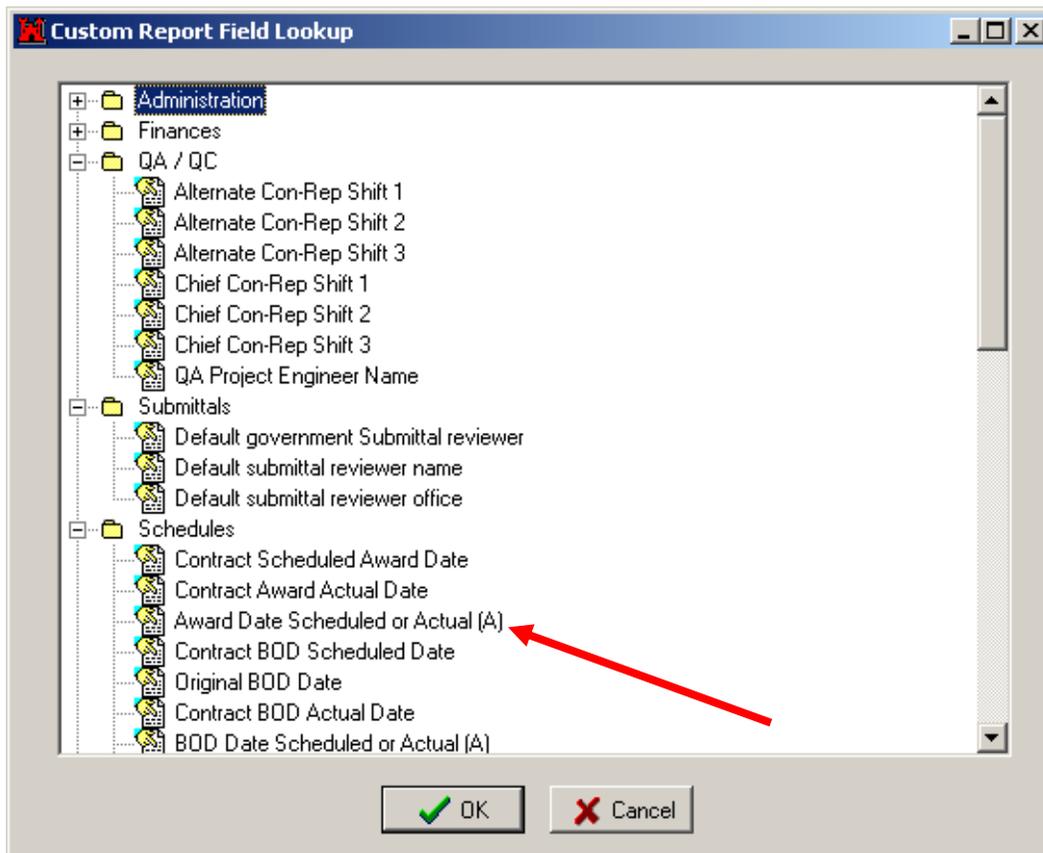
Below these settings are four rows, each representing a field:

- Field #1:** The text box contains "DF.CONTRACT.ACT_TOT" and the "Title" box contains "Sum of activities". A red arrow points to the ellipsis button at the end of the text box.
- Field #2:** The text box is empty and the "Title" box is empty.
- Field #3:** The text box is empty and the "Title" box is empty.
- Field #4:** The text box is empty and the "Title" box is empty.

You should notice that you can have as many as FOUR fields under each column. These are in addition to a **Header**, if you need one.

On the **Custom Report Field Lookup**, the user opens the tree to find the fields to display in the report. The fields are titled the same as six of the buttons in an RMS Contract Menu.

- Administration
- Finances
- QA/QC
- Submittals
- Schedules
- Closeout



You simply select the lookup you need for your report and choose OK at the bottom of the window. Let your imagination be your guide as you create reports.

You choose the column width using one of the three choices at the top of the screen, which should be self-explanatory.

The field window will be populated with your prior selection and the "Title" will be the default title of the macro. You will normally want to change the title.

Characters [Close]

Column Width Pad this column with remaining space Base width on widest title Fixed Width

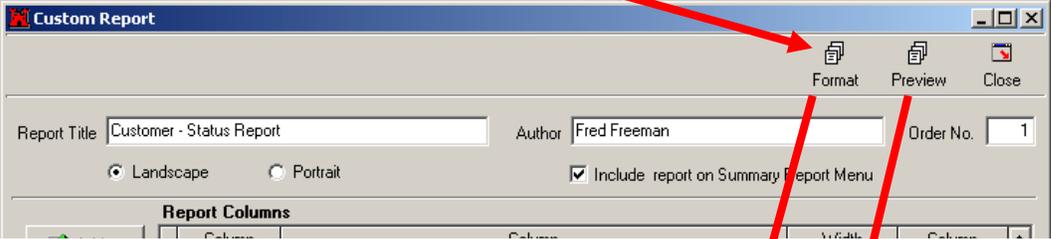
Column Order No [5]

No. of Characters [0] No of Units (1000/inch) [825]

Field #	Title
Field #1 DF.CONTRACT.ACT_TOT	Sum of activities
Field #2	
Field #3	
Field #4	

When completed with your column selection, close this window.

From this window you can check the format of your new report, or preview what it will look like at the summary level. The format selection is useful to adjust the width of the columns for better appearance.



Customer - Status Report

21 Feb 2005

THI QAR RESIDENT OFFICE including Sub-Offices

GULF REGION DIVISION

Contract No. Contract Title	Contractor	Administrative Contracting Officer		Financial and Schedule Status					
		QA Project Engineer Name	Paid Percent	Award CLINS	Sum of activities	Current Contract Value	Cost Growth	BOD - Original Date	
		Chief Con-Rep	Reported Percent	Current CLINS					
		Contract Administration Office	Scheduled Percent			Time Growth	Required Completion Date		
						Primary Delay Code			
	ECC		1,575	887	720	825	1,075	616	1,920
	ECC				\$0.00			0	
					\$0.00			0	



Customer - Status Report

21 Feb 2005

THI QAR RESIDENT OFFICE including Sub-Offices

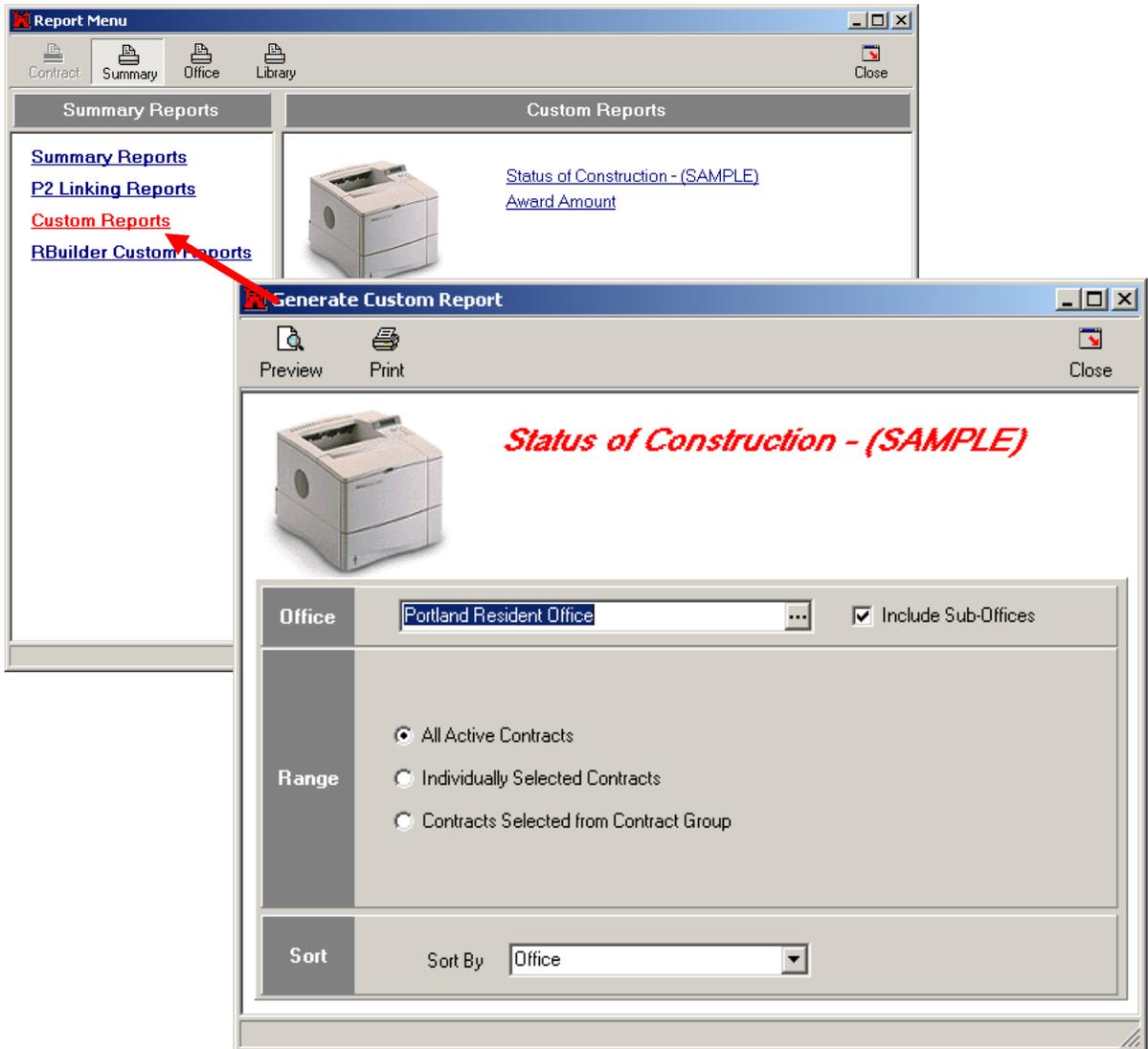
GULF REGION SOUTHERN DISTRICT

Contract No. Contract Title	Contractor	Administrative Contracting Officer		Financial and Schedule Status					
		QA Project Engineer Name	Paid Percent	Award CLINS	Sum of activities	Current contract value	Cost Growth	BOD - Original Date	
		Chief Con-Rep	Reported Percent	Current CLINS					
		Contract Administration Office	Scheduled Percent			Time Growth	Required Completion Date		
						Primary Delay Code			
THI QAR RESIDENT OFFICE									
FA8903-04-D-8672 0011	ECC			0	73831			\$0.00	
BE-002 THI-QAR SCHOOL 1801153: QANADEEL	CEGRS-TAO-TQR			0	73831	73831	\$73,831.00	0	02/21/2005
FA8903-04-D-8672 0011	ECC			0	69101			\$0.00	
BE-002 THI-QAR SCHOOL 1801176: SAIF ALL	CEGRS-TAO-TQR			0	69101	69101	\$69,101.00	0	02/18/2005
FA8903-04-D-8672 0011	ECC			0	41142			\$0.00	
				0	41142	41142	\$41,142.00		

You have completed the report and can now utilize it from the **Summary Report** area of RMS.

Custom Report – Summary Level

If you have indicated you wish your report to appear on the **Summary** report menu, it will show up here, where you can use it in the same manner as all of the other **Summary** reports.



Contract Groups

This optional feature can be used to create any number of groups or selections for Management reports and tracking. For example, you might create a group that would include all the contracts for a particular Customer, or Inspector. You might create groups that contain contracts by funding types, locations, or about anything else you might need.

In this first example we will select **Manually Select Contracts** after hitting the **Add** button.

The screenshot displays the Resident Management System interface. The main window shows a menu with 'Manually Select Contracts' highlighted. A dialog box titled 'Add Contract Group - Manual Selections' is open, showing the following details:

- Contract Group Title: Upgrade Contracts
- Created by: Fred Freeman
- Description of Contract Range: 2 April 2006
- Order No: 14

The 'View Selected Contracts' section of the dialog box contains a table with the following data:

Contract Office	Contract ID/No	Contract Title
<input checked="" type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0001 NA	TD Intake Gantry Crane Rehab
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0002 NA	B2CC PIT Tag Detection System
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0003 NA	Bradford Island PIT Tag Detection System
<input checked="" type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0006 NA	Bonneville HVAC Upgrades
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0008 NA	TD Spillway Gate Wire Rope Replacement
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0009 NA	Fern Ridge Permanent Safety Instrumentat
<input checked="" type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0010 NA	Detroit/Big Cliff Remote Control Mods
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0012 NA	TD Fish Equipment Removal
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0013 NA	JBS Full Flow PIT Tag Detection System
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0014 NA	ACI Emergency Breach Repair, MCR Jetties
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0017 NA	MCR South Jetty Interim Repairs
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-C-0RSL NA	CRCI Dredge Oregon - Oregon Slough
<input type="checkbox"/>	CENWP-EC-R w/9127N-06-P-0098 NA	Cougar Transformer Cooling System Uprate
<input checked="" type="checkbox"/>	CENWP-EC-R G2000202	CISP Security Upgrade Contract
<input type="checkbox"/>	CENWP-EC-R G2000214	Detroit Big Cliff Crane Rehabilitation

At the bottom left of the dialog box, it indicates '4 Contracts Selected'.

You may also create groups based on a formula you can create as shown below. If you can picture it in your mind, you can probably create it depending on the data elements you need.

Edit Contract Group - Formula Selection

Contract Group Title: MILCON - ARM - Primary Fund Type
Created by: FREDRICK B. FREEMAN

Description of Contract Range

Selection Formula | View Selected Contracts

Add Edit Delete

Contract Selection Criteria	
A	[Contract - Primary Fund Type] equals 10

Contract Selection Formula Examples: A AND B, (A AND B) OR C, A

SELECT * FROM CONTRACT WHERE (OFFICE_SYMBOL IN ('CEGRS','CEGRS-AHAD','CEGRS-WRD','CEGRS-AHAD-UPD','CEGRS-BAD','CEGRS-BAD-BPRD','CEGRS-BAD-BRD','CEGRS-E-DPAO','CEGRS-TAD','CEGRS-TAD-MRD','CEGRS-TAD-TQR','CEGRS-BAD-DFI')) AND ((FUN

4 Contracts meet criteria for currently selected office

Basis for Contract Selection

- Date - Actual - Contractor Evaluation
- Date - Actual - AE Evaluation
- Date - Actual - Complete Fiscal
- Date - Scheduled - Contract Award
- Date - Scheduled - NTP Acknowledged
- Date - Scheduled - Construction Completion
- Date - Scheduled - Contract BOD
- Date - Scheduled - Complete Physical
- Date - Scheduled - Contractor Evaluation
- Date - Scheduled - AE Evaluation
- Date - Scheduled - Complete Fiscal
- Date - Original - BOD
- Date - Original - Contract Required Completion
- Date - Current - Contract Required Completion
- Personnel - Project Engineer
- Personnel - CO
- Personnel - ACO
- Personnel - COR - On-site
- Personnel - Chief Con-Rep
- Personnel - Alternate Con-Rep
- Contract - Linked to P2 (Y/N)
- Contract - Stage
- Contract - Contract Number
- Contract - Location
- Contract - Fiscal Year
- Contract - Award Probability
- Contract - Program Type
- Contract - Primary Fund Type
- Contract - Contracting Method
- Contract - Customer Type
- Contract - Duration - Original
- Contract - Duration - Current
- Contract - Will CEFMS be used (Y/N)
- Contract - Will PROMIS be used (Y/N)
- Contract - Will Contractor Use QCS (Y/N)
- Contract - Will Contractor Insurance be tracked (Y/N)
- Contract - Will Contractor Labor Interviews be tracked (Y/N)
- Contract - Will Contractor Payrolls be tracked (Y/N)
- Contract - Program Amount
- Contract - Award Contract Amount
- Contract - Current Contract Amount

OK Cancel

P2 Projects

P2 Project Structure

P2 is organized by Projects separated into Work Breakdown Structures (WBS) that contain a group of Tasks (activities) that belong to a construction contract. These Tasks in the WBS include both construction tasks and construction milestones.

Note: A P2 Project is not the same thing as an RMS Contract. Please read carefully.

When more than one source of funds is required for a Construction contract, there will be multiple Construction tasks within a WBS, as each construction task in P2 can only be funded by a single source of funds. In addition, all Construction tasks within a WBS will always belong to the same RMS contract.

P2 construction tasks are linked to RMS contract by selecting the P2 Project WBS for an RMS contract. The linking between RMS and P2 has been enhanced so that when RMS Users select the P2 Project and WBS(s), RMS will automatically link all construction tasks within the WBS to the RMS contract.

Example of a P2 Project organized by WBS

P2 Project (Project ID and Project Title)

WBS (WBS No. and WBS Name)

Construction Task 1 (Task Code and Task Name)

Construction Task 2 (Task Code and Task Name)

P2 projects can be linked to RMS contracts in a number of different ways:

1. One P2 Project can be linked to one RMS Contract.

-- All WBS's from a single P2 Project can be linked to a single RMS Contract.

2. One P2 Project can be linked to multiple RMS Contracts.

-- When a P2 Project has multiple WBS's each WBS can be linked to a different RMS Contract.

3. Multiple P2 Projects can be linked to a single RMS Contract.

-- WBS's from different P2 Project can be linked to the same RMS Contract.

Keys points to keep in mind

The P2 Project is identified by a Project ID and Project Name that is downloaded to RMS. Additionally, the Project Scope of Work is displayed to describe the P2 project. The WBS band can be looked upon as simply being a collection of “activities”, such as one would find on any schedule. In fact, the Tasks within the WBS are given an “Activity ID”, such as our typical construction schedule would include. For example, among these activities (Tasks) you might find:

Construction Tasks (Actual WORK)

1. Construction Contract Activity ID = CON4300

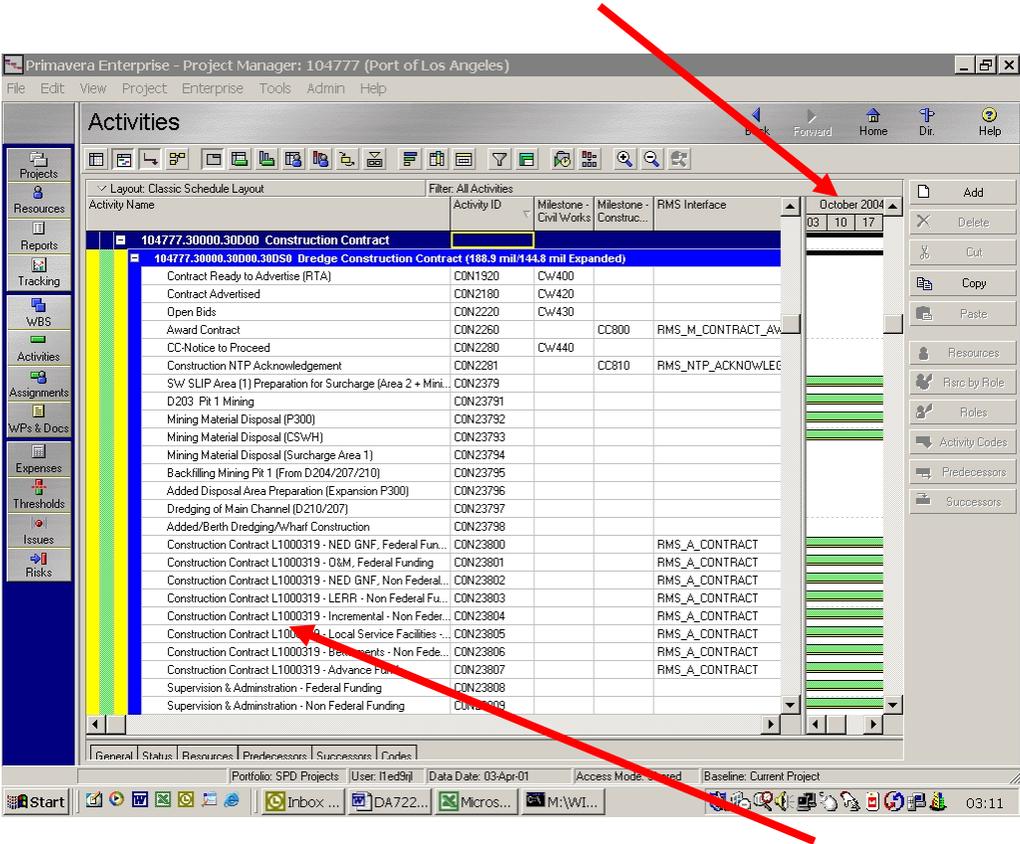
Construction Milestone Dates

2. Award Contract Activity ID = CON2260
3. Construction NTP Acknowledged Activity ID = CON2379

Some of the Activities under the WBS are specifically identified within the P2 program under a column titled: “RMS Interface”. These are the activities that will interface with the RMS Contract.

P2 also includes the milestone dates, Project Status and Delay Codes that are downloaded to RMS.

Project Managers (PM’s) now need to be instructed to enter the RMS **Contract ID** in the WBS “name”, not the P2 Task name.



P2 Project ID and Project Title

WBS No. and WBS Title

Task Code / Activity ID

Activity Name	Activity ID	Milestone - Civil Works	Milestone - Construct...	RMS Interface
104777.30000.300D00 Construction Contract				
104777.30000.300D00.300D50 Dredge Construction Contract (188.9 mil/144.8 mil Expanded)				
Contract Ready to Advertise (RTA)	CON1920	CW400		
Contract Advertised	CON2180	CW420		
Open Bids	CON2220	CW430		
Award Contract	CON2260		CC800	RMS_M_CONTRACT_AW...
CC-Notice to Proceed	CON2280	CW440		
Construction NTP Acknowledgement	CON2281		CC810	RMS_NTP_ACKNOWLEDEC
SW/SLIP Area (1) Preparation for Surcharge (Area 2 + Mini...	CON2379			
D203 Pit 1 Mining	CON23791			
Mining Material Disposal (P300)	CON23792			
Mining Material Disposal (CSWH)	CON23793			
Mining Material Disposal (Surcharge Area 1)	CON23794			
Backfilling Mining Pit 1 (From D204/207/210)	CON23795			
Added Disposal Area Preparation (Expansion P300)	CON23796			
Dredging of Main Channel (D210/207)	CON23797			
Added/Benth Dredging/Wharf Construction	CON23798			
Construction Contract L1000319 - NED GNF, Federal Fun...	CON23800			RMS_A_CONTRACT
Construction Contract L1000319 - O&M, Federal Funding	CON23801			RMS_A_CONTRACT
Construction Contract L1000319 - NED GNF, Non Federal...	CON23802			RMS_A_CONTRACT
Construction Contract L1000319 - LERR - Non Federal Fu...	CON23803			RMS_A_CONTRACT
Construction Contract L1000319 - Incremental - Non Feder...	CON23804			RMS_A_CONTRACT
Construction Contract L1000319 - Local Service Facilities ...	CON23805			RMS_A_CONTRACT
Construction Contract L1000319 - Betterments - Non Fede...	CON23806			RMS_A_CONTRACT
Construction Contract L1000319 - Advance Funds	CON23807			RMS_A_CONTRACT
Supervision & Administration - Federal Funding	CON23808			
Supervision & Administration - Non Federal Funding	CON23809			

Information that is interfaced between RMS and P2.

Construction Milestones

P2 construction tasks linked to an RMS Contract

Resident Management System

P2 Project Number and Title

Milestone Dates

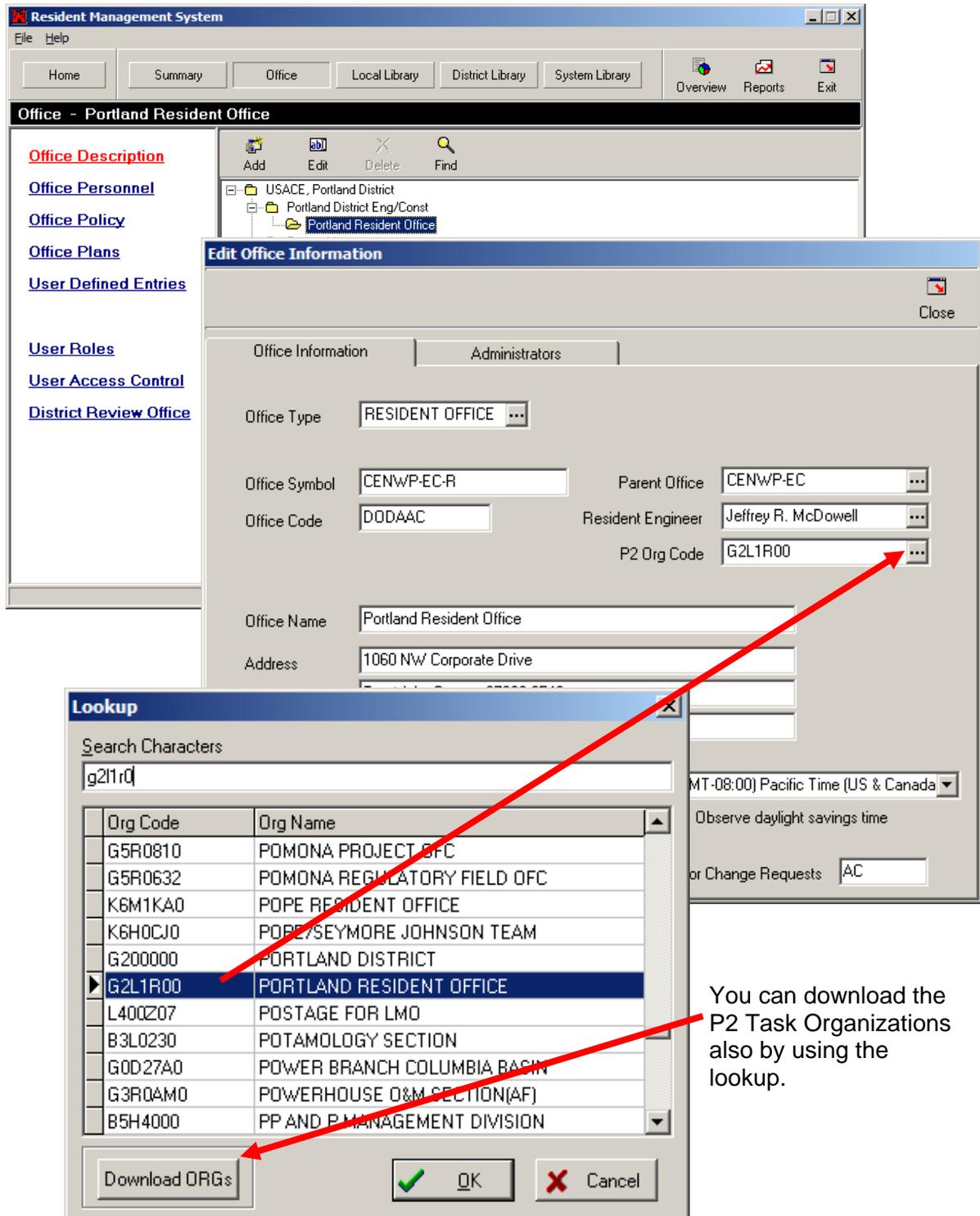
WBS Activity Costs

Activity ID	Activity Name	Original Duration	Start	Finish	Total P2#	Budgeted Total Cost	Actual Total Cost	Remaining Total Cost	At Completion Total Cost	Resource IDs
108791.300001.30050	DACW29-99 C 08160A SELA Broad St P2#1	1626.0d	17-Dec-98 A	20-Apr-05	1422.0d	\$404,623.75	\$0.00	\$404,624.19	\$404,624.19	
M14500	Contract Mego/Broad Docs	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M14600	Contract RTA	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M14700	Receive Sponsor Construction Funds	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M14800	CBD Announcement	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M14900	Contract Adv/WFP Issued	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15000	Davis Bacon Wage Rates	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15100	Gov't Estimate (IGE)	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15200	Open Bids	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15300	Abs of Bids/Rec of Nego	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15400	Cent Low Bid/Prep Contract Docs	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15500	Rec Bonds/Prep NTP	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15600	Evaluate A/E Contractor	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15700	Eval Const Contractor	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15800	All Other Awd Docs	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M15900	Budgeted Construction Contingency	0.0d	02-Aug-04	02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M17900	O-10 Construction NTP Acknowledged	0.0d	22-Dec-98 A							
M18000	O-10 Contract 99C0016	25.0d	22-Dec-98 A	03-Feb-04 A	1495.0d	\$404,623.75	\$0.00	\$404,624.19	\$404,624.19	CONSTR SVCS; B2P400A-CONTRACTING
M19100	O-10 Physical Completion	0.0d		21-Aug-02 A		\$0.00	\$0.00	\$0.00	\$0.00	
M18200	O-10 Contract Fiscal Completion	0.0d		20-Apr-05	1422.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M18300	O-10 Contract Award	0.0d		17-Dec-98 A		\$0.00	\$0.00	\$0.00	\$0.00	
M18400	O-10 Construction Completion	0.0d		03-Feb-04 A		\$0.00	\$0.00	\$0.00	\$0.00	
M18500	O-10 Contract Transfer Document Date	0.0d		20-Apr-05	1422.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M18600	O-10 Contract Required Completion	0.0d		03-Mar-02*	1495.0d	\$0.00	\$0.00	\$0.00	\$0.00	
M18700	O-10 AE Evaluation Date	0.0d		02-Aug-04	1602.0d	\$0.00	\$0.00	\$0.00	\$0.00	

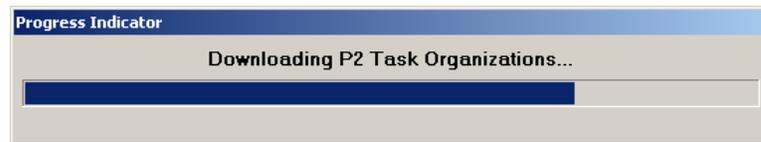
Status and Delay Codes

Activity Code	Code Value	Description
Construction Contract Delay	DD	No Current Problems (All Phases)
Construction Contract Status	UJ	Construction Underway - On or Ahead of Schedule
Contract	Prim	Primary
Task Organization	213	B2M1396-CONST DIV/NOAD-SELA/DIRL PAR
Contracting Type	A	Competitively Bid, Fixed Price, Normal Procedure
Asset Class	C	Construction Expense (EXP)
WCC (CEFMS) - Civil Works	13000	Pumping Plants
Permanent Feature (R)	J	Channels And Canals

The RMS – P2 interface only downloads the P2 Projects that pertain to your District. The way it accomplishes this is by downloading available project data only for certain “P2 Org Codes”. These “P2 Org Codes” should be entered for each office you have setup in RMS if you expect to download P2 data for contracts in that office.

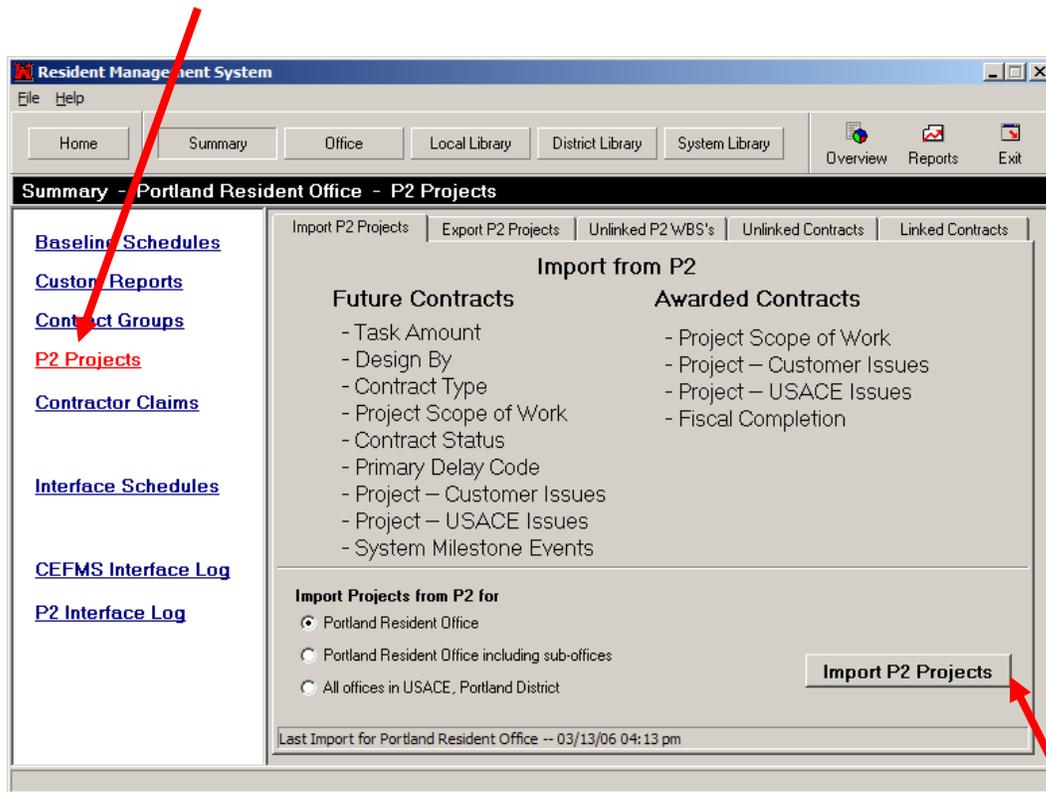


You can download the P2 Task Organizations also by using the lookup.



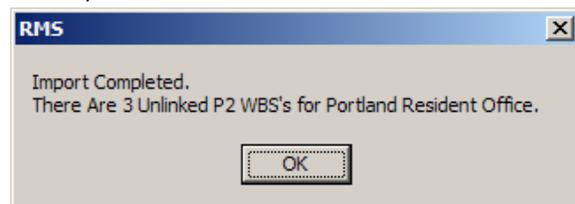
Download P2 Data

Once you have entered the P2 Task Organization Code for a particular office, you are ready to download the available P2 projects for that office. Click on the **Home** button, select the office you want to download P2 projects for, and then click the **Summary** button. The program will display the option **P2 Projects**, and you should select that option.



In the above example, the *Portland Resident Office* has been selected. If you click the **Import P2 Projects** button, RMS will download all the available P2 projects for the Task Organization that was entered into the *Portland Resident Office*. Optionally, you can choose to download P2 projects for the *Portland Resident Office* including all of its sub-offices, or even choose to download for all offices in the whole database (District).

You may see this message following your download if there are unlinked P2 WBS's.



After downloading P2 projects, you may view the projects that were downloaded by clicking the **Unlinked P2 WBS's** tab. This tab displays any new projects that are not currently linked to an RMS contract. In the example below, the projects downloaded for the *Portland Resident Office* are displayed. The Projects ID, Project Title, and WBS No. information are listed in the top grid. The lower grid displays the P2 tasks (Task Code, Task Name, and Amount) associated with the project selected in the upper grid.

The screenshot shows the Resident Management System interface. The title bar reads "Resident Management System". The menu bar includes "File" and "Help". The navigation pane on the left contains links for "Baseline Schedules", "Custom Reports", "Contract Groups", "P2 Projects", "Contractor Claims", "Interface Schedules", "CEFMS Interface Log", and "P2 Interface Log". The main content area is titled "Summary - Portland Resident Office - P2 Projects". It features several tabs: "Import P2 Projects", "Export P2 Projects", "Unlinked P2 WBS's" (highlighted with a red arrow), "Unlinked Contracts", and "Linked Contracts". Below the tabs, there is a section for "WBS's for Portland Resident Office" with a "Show Invalid WBS's" checkbox. A table lists the following WBS's:

Project ID	Project Title	WBS No.
122650	Bonneville 1 CISP	1.61000
114706	BPA-75138 TD Synchr Conden Upg	61000.1
122645	CRFM-BN2-S-FISH GUIDANCE EFF	CW.30DS3

Below this table, the "WBS Title" is "Implementation - Contract - B1 - CISP - DO NOT USE" and the "Invalid WBS" checkbox is unchecked. The "P2 Tasks" section contains a table with the following data:

Task Code	Task Name	Amount
A1010	B1 - CISP Contract - DO NOT USE	\$121,500.00

The "Project Scope of Work" section includes a "Project Purpose" text box with the text: "The specifically authorized purpose of these projects is to protect the critical assets associated with loss of navigation, flood control". At the bottom, there are buttons for "Link this Project to : Existing RMS Contract" and "New RMS Contract". A status bar at the very bottom indicates "3 P2 Projects/WBS's not linked to a Contract for Portland Resident Office".

Identify and Link P2 Projects to RMS Contracts

At this point, you can select one of these projects and link it to a contract that already exists on your system or choose to link it to a new contract. In order to link the P2 Project to an existing contract, select the P2 project in the upper grid and click the **Existing RMS Contract** button. A new screen appears listing the available contracts that do not have a P2 project linked to it. You can select the contract from this list.

Select Contract from Portland Resident Office

Search Characters:

Search By:

Exclude Contracts linked to P2 Projects Exclude Contracts Fiscal Complete

Contract Office	Contract ID	Contract No	Contract Title
CENWP-EC-R	G2000130	w9127N-04-C-0015 NA	Mouth of the Columbia Dredging 2004
CENWP-EC-R	G2000129	DACw67-02-D-1002 DT04	Main Unit Circuit Breaker @ BN, JD, DT04
CENWP-EC-R	G2000123	DACw67-02-D-1002 DT03	Main Unit Circuit Breaker @ TD, DT03
CENWP-EC-R	G2000184	w9127N-05-C-0019 NA	Coos Bay Maintenance Dredging
CENWP-EC-R	G2000141	w9127N-04-C-0025 NA	Cello Village Potable Water Well Const.
CENWP-EC-R	G2000124	w9127N-04-C-0007 NA	Corner Collector PIT Prototype Antenna
CENWP-EC-R	G2000187	DACw67-02-D-1002 DT09	Main Unit Circuit Breakers @ The Dalles
CENWP-EC-R	G2000214	G2000214	Detroit Big Cliff Crane Rehabilitation
CENWP-EC-R	G2000165	w9127N-05-P-0118 NA	The Dalles Spillway Cleanup
CENWP-EC-R	G2000119	w9127N-04-C-0003 NA	Detroit/Big Cliff Rewind - Supply Ct
CENWP-EC-R	G2000199	DACw67-02-D-1002 DT10	Main Unit Circuit Breaker, JD Units 1-8
CENWP-EC-R	G2000207	w9127N-06-C-0009 NA	Fern Ridge Permanent Safety Instrumentat
CENWP-EC-R	G2000179	w9127N-05-P-0143 NA	Cougar Elevator Rehabilitation
CENWP-EC-R	G2000083	DACw57-02-C-0027 NA	Corner Collector Surface Flow Bypass Sys
CENWP-EC-R	G2000211	w9127N-05-D-0005 0003	Port Orford Dredging

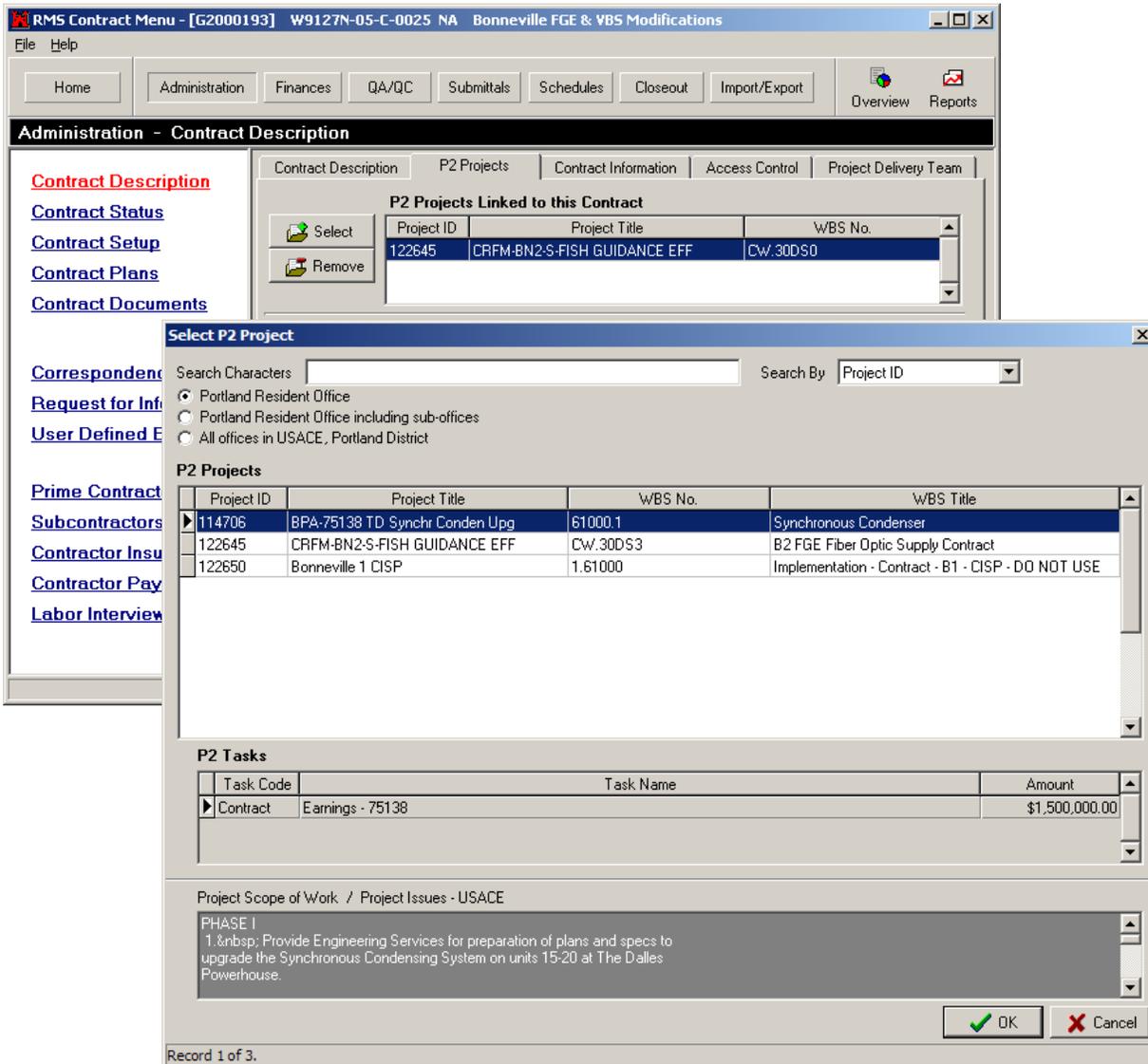
Contract Scope of Work

North Coast Hopper Dredging Contract to perform channel maintenance dredging at the Mouth of the Columbia River, the Lower Columbia River navigation channel, and the Coos Bay entrance channel with all work occurring in Clatsop, Coos, Columbia, Lincoln, and Multnomah Counties in Oregon, and Pacific, Wahkiakum, Cowlitz, and Clark Counties in Washington. Dredging and disposal of material shall be accomplished using trailing suction hopper dredge floating plant.

OK Cancel

Record 1 of 38.

Another area where you can link a P2 Project to an RMS contract is on one of the **Contract Description** tabs as seen below. You can also remove the linked P2 project from the contract on this screen. Information is downloaded from P2 until the Actual Contract Award date is entered (this date can be entered in either RMS or P2).



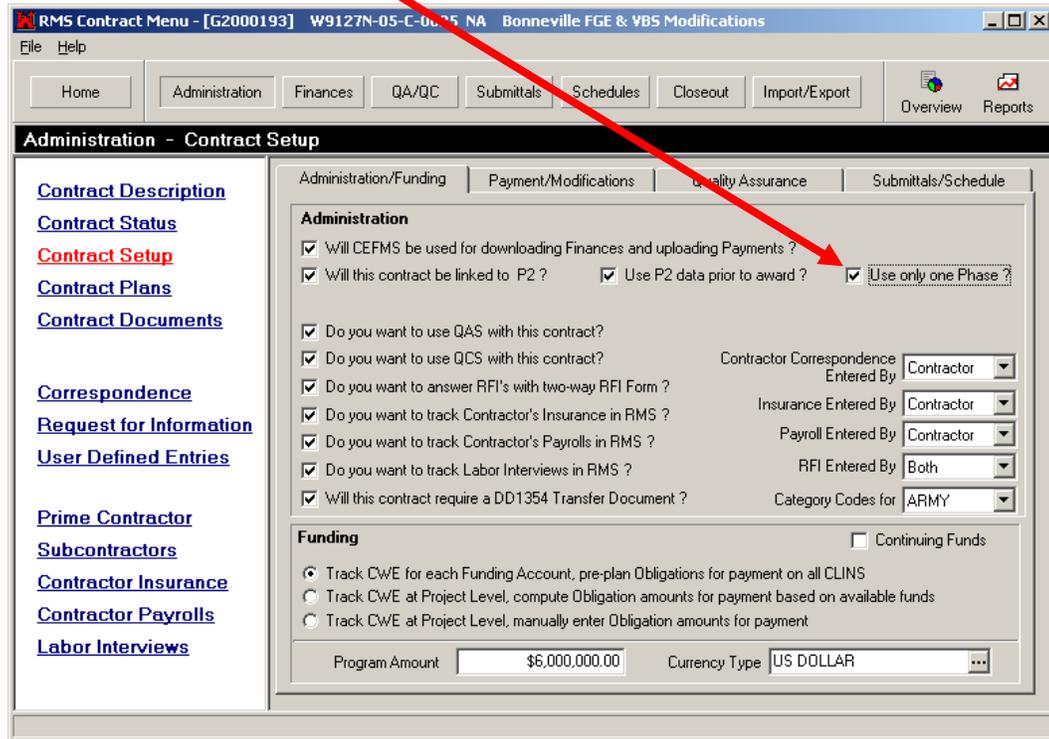
Controlling the RMS – P2 Interface

On the **Contract Setup** screen, there are three checkboxes that help control how the RMS – P2 interface works. As an RMS User, you will need to indicate IF you will use P2 to link your contract, IF you desire to use P2 data prior to Award, and IF you want to report Multiple Phases on the Contract.

The first check box should be unchecked if the contract should not be linked to P2.

The check box identified by **Use P2 data prior to award?** will select who controls the status and milestone information before contract award. When checked, the RMS program will populate status and milestone information with P2 data prior to actual contract award. When unchecked, the milestone information is not updated with P2 data and must be updated within RMS.

When multiple WBS's are linked to a contract in RMS, the RMS user has the option in **Contract Setup** to track a separate set of milestone dates and status information for each WBS (as separate Contract Phases in RMS) or using one phase in RMS and sending the same milestone and status information to each WBS in P2. The other checkbox, **Use only one Phase?**, enables you to decide whether you want separate status and milestones for each P2 WBS band. By default, this check box is unchecked and so all the linked P2 Projects will have separate milestone dates. Check this box if you want to keep roll up all phases to a single set of Milestones.



RMS Contract Menu - [G2000193] W9127N-05-C-0005 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Setup

Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule

Administration

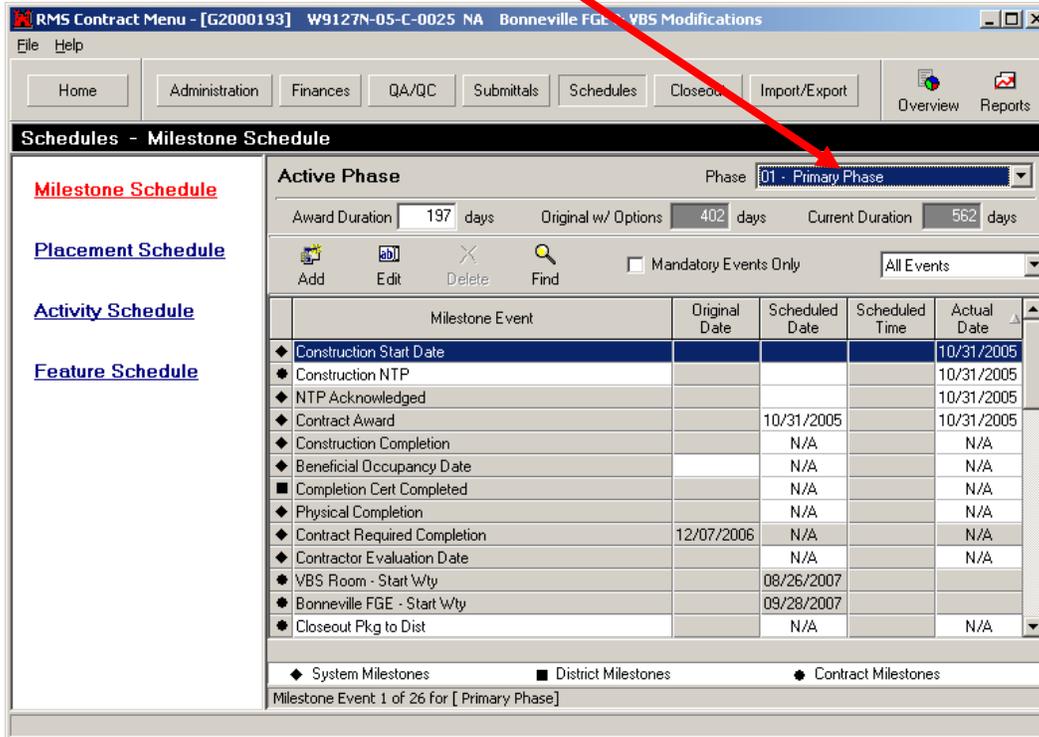
- Will CEFS be used for downloading Finances and uploading Payments ?
- Will this contract be linked to P2 ? Use P2 data prior to award ? Use only one Phase ?
- Do you want to use QAS with this contract?
- Do you want to use QCS with this contract? Contractor Correspondence Entered By Contractor
- Do you want to answer RFI's with two-way RFI Form ? Insurance Entered By Contractor
- Do you want to track Contractor's Insurance in RMS ? Payroll Entered By Contractor
- Do you want to track Contractor's Payrolls in RMS ? RFI Entered By Both
- Do you want to track Labor Interviews in RMS ? Category Codes for ARMY
- Will this contract require a DD1354 Transfer Document ?

Funding Continuing Funds

- Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS
- Track CWE at Project Level, compute Obligation amounts for payment based on available funds
- Track CWE at Project Level, manually enter Obligation amounts for payment

Program Amount \$6,000,000.00 Currency Type US DOLLAR

When this box is unchecked and you have more than one phase, you can choose the phase on the **Contract Description** screen and **Milestone Schedule** screen.



RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE - VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Schedules - Milestone Schedule

Milestone Schedule

Placement Schedule

Activity Schedule

Feature Schedule

Active Phase Phase: 01 - Primary Phase

Award Duration: 197 days Original w/ Options: 402 days Current Duration: 562 days

Add Edit Delete Find Mandatory Events Only All Events

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date
◆ Construction Start Date				10/31/2005
◆ Construction NTP				10/31/2005
◆ NTP Acknowledged				10/31/2005
◆ Contract Award		10/31/2005		10/31/2005
◆ Construction Completion		N/A		N/A
◆ Beneficial Occupancy Date		N/A		N/A
■ Completion Cert Completed		N/A		N/A
◆ Physical Completion		N/A		N/A
◆ Contract Required Completion	12/07/2006	N/A		N/A
◆ Contractor Evaluation Date		N/A		N/A
◆ VBS Room - Start W/ty		08/26/2007		
◆ Bonneville FGE - Start W/ty		09/28/2007		
◆ Closeout Pkg to Dist		N/A		N/A

◆ System Milestones ■ District Milestones ◆ Contract Milestones

Milestone Event 1 of 26 for [Primary Phase]

Information Interchanged from RMS to P2

The exchange of information from RMS to P2 involves several stages. First, the contracts in RMS must be linked to specific P2 projects. Second, once an *actual award date* has been entered, each District or RMS database automatically uploads information from its contracts to one large Consolidated RMS system (CRMS). Third, P2 must then retrieve the contract information from CRMS, finally placing it into the P2 database. This process takes time and requires all the pieces to be entered correctly and functioning properly.

P2 will start gathering up information from CRMS when there is an *actual award date* on the contract. Once P2 obtains an *Actual Fiscal Completion date*, P2 will no longer retrieve information from CRMS for that contract. These two milestone dates can be input in either the P2 or RMS programs.

Information that P2 downloads from CRMS:**Contract Information**

Contract Number
Delivery Order Number
Contract Title
Contract Scope of Work
Contract Amount
Placement Percentage
Contract Status Code
Primary Delay Code
Phase (WBS) Title
Contract — Customer Issues
Contract — USACE Issues
Phase Title on Multiphase Contracts

Milestone Dates

Contract Award Dates
NTP Acknowledged Dates
Contract Required Completion Dates
Construction Start Dates
Construction Completion Dates
Beneficial Occupancy Dates
Physical Completion Dates
Transfer Document Dates
AE Evaluation Dates
Contractor Evaluation Dates
Contractor Final Payment Dates

Information that RMS downloads from P2 prior to Award**Milestone Dates (Target Dates)**

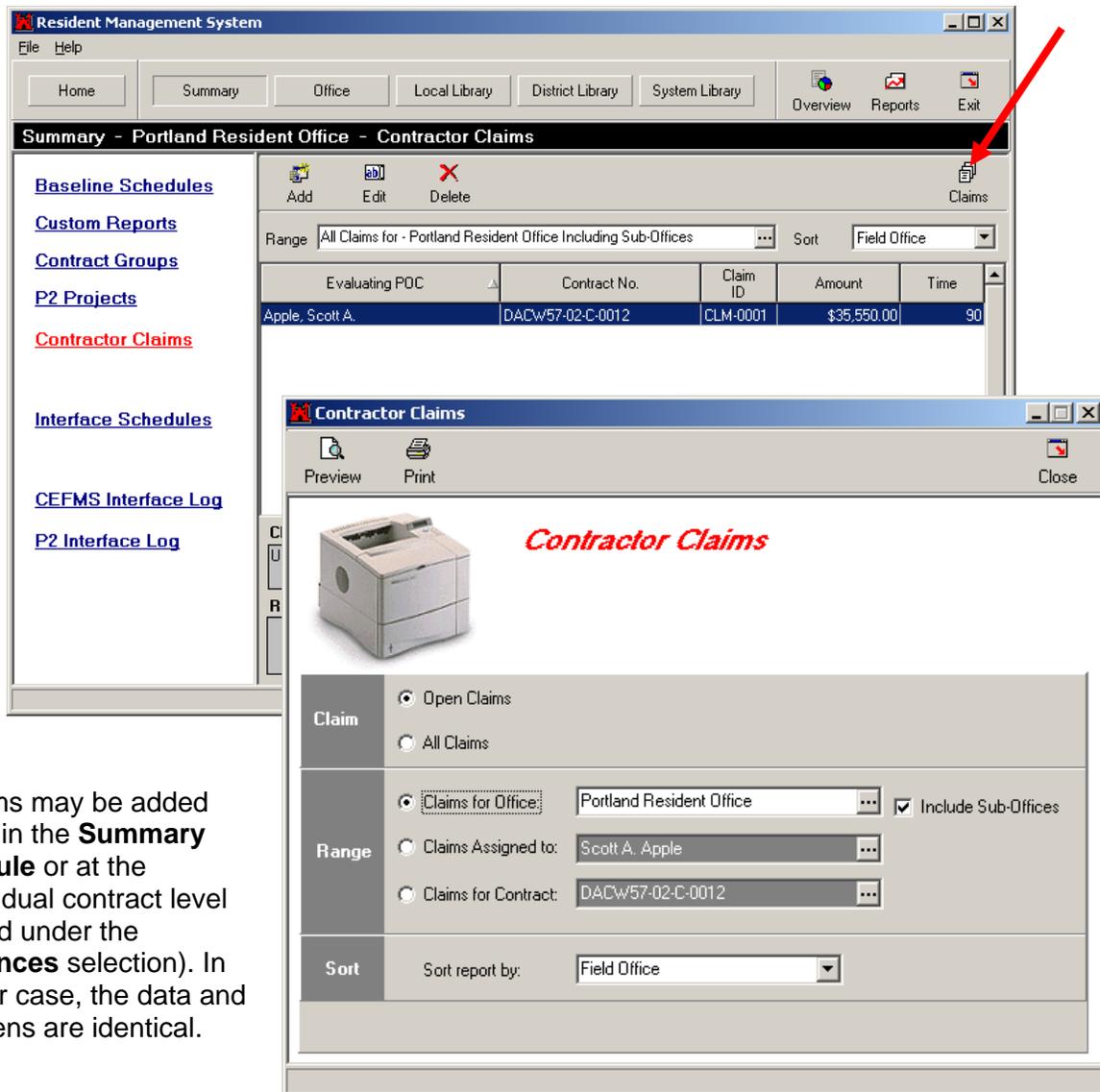
Contract Award Dates
NTP Acknowledged Dates
Contract Required Completion Dates
Construction Start Dates
Construction Completion Dates
Beneficial Occupancy Dates
Physical Completion Dates
Transfer Document Dates
AE Evaluation Dates
Contractor Evaluation Dates
Contractor Final Payment Dates

Project Information

Project ID
Project Title
WBS
WBS Title
Task Code
Task Name
Task Amount
Design By
Contract Type
Project — Scope of Work
Contract Status
Primary Delay Code
Project — Customer Issues
Project — USACE Issues
Task Organization (P2 Org Code)

Contractor Claims

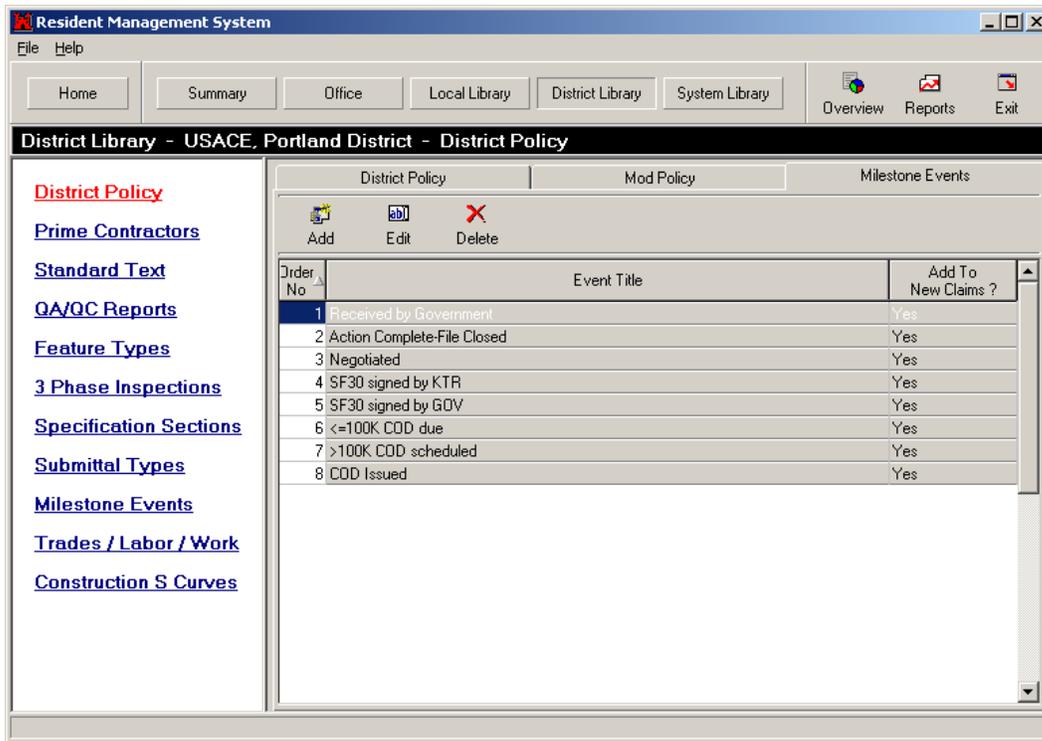
This feature allows Management to track and review any claims that may exist in any contract in the District. You may select to review **Open Claims** or **All Claims** and may also choose to view those claims assigned to an individual (by name), the claims associated with an Office (or Sub-office), and may also limit the claims to a particular contract. At this **Summary** level **ALL** claims, for **ALL** contracts may be reviewed.



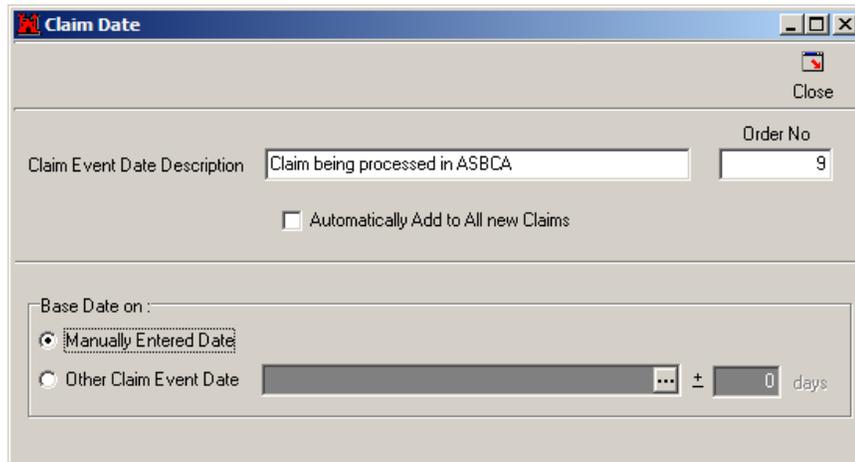
Claims may be added here in the **Summary Module** or at the individual contract level (listed under the **Finances** selection). In either case, the data and screens are identical.

District Library – District Policy – Claim Dates

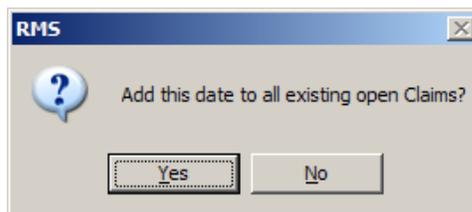
Various dates are controlled from the District Library to ensure uniformity throughout the entire District for claims.



You can add event dates in the **District Library** by selecting the **Add** button. You can indicate that you wish to automatically add the new event to all **NEW** claims also.



In addition, you can add the date to all existing open claims as well.



Adding a Claim

When you wish to add a claim from the **Summary** level, select the **Add** button to select the contract the claim is for from the popup window.

The screenshot shows the Resident Management System interface. The main window is titled "Summary - Portland Resident Office - Contractor Claims". It has a menu bar with "File" and "Help", and a toolbar with "Home", "Summary", "Office", "Local Library", "District Library", "System Library", "Overview", "Reports", and "Exit". The main area displays a table of claims with columns: Field Office, Contract No., Claim ID, Amount, and Time. A table with one row is visible:

Field Office	Contract No.	Claim ID	Amount	Time
Portland Resident Office	DACW57-02-C-0012	CLM-0001	\$35,550.00	90

A "Select Contract" popup window is open, showing a tree view of the contract structure and a list of contracts. A red arrow points from the "Add" button in the main window to the "Select Contract" popup window. The "Select Contract" window has a "Find" search bar and a list of contracts with columns: Contract Office, Contract ID/No, and Contract Title. The selected contract is "Bonneville 2nd Powerhouse FGE Mods" with Contract ID "DACW57-02-C-0004 NA".

Contract Office	Contract ID/No	Contract Title
CENWP-EC-R	DACW57-01-D-0004 0003	Port Orford Boat Maintenance
CENWP-EC-R	DACW57-01-D-0004 0004	Port Orford, Boat Hoist Maint. Dredging
CENWP-EC-R	DACW57-01-P-0340 NA	Spring Creek Hatchery Filter Bed Gate
CENWP-EC-R	DACW57-01-P-0357 NA	Lost Creek Trail Repairs
CENWP-EC-R	DACW57-01-P-0385 NA	Storage Building, John Day Dam
CENWP-EC-R	DACW57-01-P-0390 NA	John Day Lock Tainter Valve Shaft
CENWP-EC-R	DACW57-01-P-0528 NA	Spirit Lake Tunnel Intake-Equip. Rental
CENWP-EC-R	DACW57-02-C-0002 NA	John Day ESBS Modifications FY02
CENWP-EC-R	DACW57-02-C-0003 NA	Adult PIT Tag Production System, Bonn
CENWP-EC-R	DACW57-02-C-0004 NA	Bonneville 2nd Powerhouse FGE Mods
CENWP-EC-R	DACW57-02-C-0007 NA	WTC Intake Tower Modifications
CENWP-EC-R	DACW57-02-C-0009 NA	The Dalles North Fishway N3 Wall
CENWP-EC-R	DACW57-02-C-0010 NA	The Dalles Blocked Trashrack Operational
CENWP-EC-R	DACW57-02-C-0011 NA	Bonn Powerhouse2 JBS, Phase 3
CENWP-EC-R	DACW57-02-C-0012 NA	480 Ton Intake Gantry Crane, Supply Ct
CENWP-EC-R	DACW57-02-C-0017 NA	MCR, C.R. & Coos Bay Maint. Dredging
CENWP-EC-R	DACW57-02-C-0019 NA	Cougar Dam Interim Fish Trap Facility
CENWP-EC-R	DACW57-02-C-0020 NA	The Dalles Fishway Dewatering Imp.
CENWP-EC-R	DACW57-02-C-0023 NA	Bonn 1st PH Intake Deck Modifications
CENWP-EC-R	DACW57-02-C-0024 NA	TD/JD DC Systems Upgrade

When you find your desired contract and push the **OK** button, you are asked to confirm that you want to add the claim to the selected contract.



Resident Management System

You are then automatically taken to the Contractor Claim selection in the desired contract to enable you to complete the entry information regarding the claim. If you enter the claim within the contract level, the same screen appears.

The next sequential Claim ID number is automatically linked to the new claim and the contract information heading is already populated, as shown on the following screen. The Claim ID numbers are assigned by RMS without regard to the contract – that is, the sequential number is for all claims for all contracts within the District database. Otherwise, it would be difficult to sort them at the **Summary** level across all contracts.

The following screen is provided with many of the fields completed and should be self-explanatory for the most part.

The screenshot shows a software window titled "Contractor Claim - Bonneville FGE & VBS Modifications". It features two tabs: "Claim" (selected) and "Supporting Documents". The interface includes several data entry fields and a table.

Contract No.	W9127N-05-C-0025	Claim ID	CLM-0003	Claim Reference No.	2007-193-006
Contract Title	Bonneville FGE & VBS Modifications			Evaluation POC	Eric A. Arndt
Contractor	Fabrication Products			Contracting Officer	Scott A. Apple
Customer	CIVIL WORKS			Counsel	Laura L. Hicks
Field Office	Portland Resident Office			Project Manager	Lance A. Helwig

Claim Description: Differing Site Conditions - Existence of underground obstruction was not delineated clearly on the drawing 3D30

Remarks: area was actually THREE times as large as shown. On-site Government Representatives refused to acknowledge the change and requested a Claim be submitted by the Contractor.

Amount Claimed: \$35,000.00
Time Claimed: 0 days

Event	Date
Received by Government	
Action Complete-File Closed	

Claim Type: REA
Claim Status: In Evaluation
Claim Cause: Differing Site Conditions

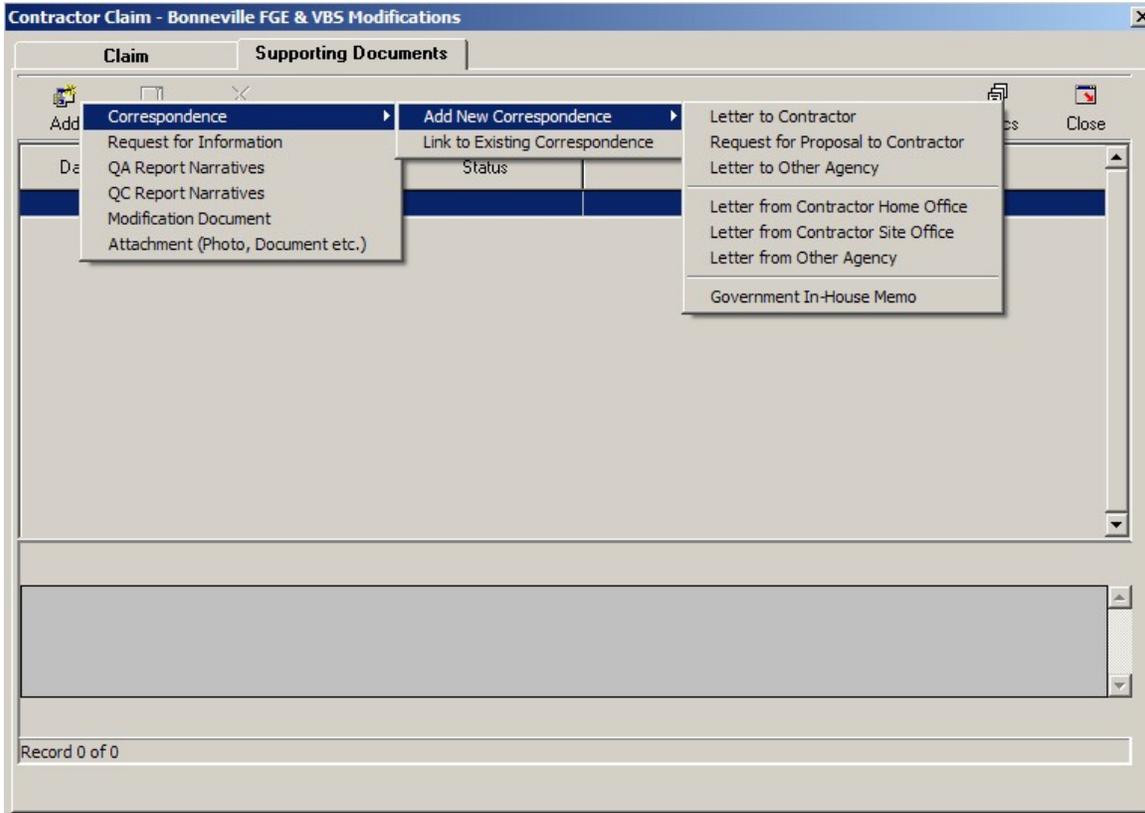
Final Settlement requires Contract Modification

Change Request No. [] Amount [] Change Request
Mod. Ref. No. [] Time [] days
Modification No. []

Select Events

Supporting Documents for Claims

You are able to attach any number of documents and files to a claim package. The following screen shows you the capabilities and selections you may make.



Reports for Claims

From the **Summary** area you can view all **Contractor Claims** by using the **Reports** function.

The screenshot displays the Resident Management System interface. The main window is titled "Summary - Portland Resident Office - Contractor Claims". It features a navigation bar with "Home", "Summary", "Office", "Local Library", "District Library", and "System Library". Below this, there are icons for "Overview", "reports", and "Exit".

The "Contractor Claims" section includes a table with the following data:

Field Office	Contract No.	Claim ID	Amount	Time
Portland Resident Office	DACW57-02-C-0012	CLM-0001	\$35,550.00	90
Portland Resident Office	DACW57-95-C-0002	CLM-0002	\$175,000.00	120

Overlaid on this is a "Report Menu" window. The "reports" icon in the main window is highlighted with a red arrow pointing to the "Contractor Claims" link in the Report Menu. The Report Menu lists various report options, including:

- Contract Status Sheet - by Phase
- USACE Project CCG Metrics
- Project Listing
- Cost and Time Growth by Reason
- Military Cost and Time Growth
- Construction Placement by FY
- U.S. Census Bureau Placement by FY
- Construction Placement Summary
- Actual/Projected Placement vs Baseline
- Monthly Schedule Exceptions
- System Milestones Schedule
- All Milestones Schedule
- Milestone Closeout Checklist
- Monthly Injuries/Illnesses & Exposure
- Small Business Distribution
- All Transmittals
- Transmittals In Review
- Outstanding Request For Information
- Contractor Claims**
- Change Request Register

Resident Management System

You can then proceed to indicate what precisely you would like to view by using the numerous range and sort selections presented by the ellipsis' lookups.



US Army Corps
of Engineers

CONTRACTOR CLAIMS

16 Sep 2007

Open Claims for Portland Resident Office including Sub-Offices

Contract No.: DACW57-02-C-0012 NA	Claim ID: CLM-0001	Received by Government:
Project Name: 480 Ton Intake Gantry Crane, Suj	Claim Ref. No.: CL-2007-110	Action Complete-File Closed:
Contractor: Advanced Automation Technolog	Evaluation POC: Scott A. Apple	
Customer: CIVIL WORKS	Contracting Officer: Eric A. Arndt	
Field Office: Portland Resident Office	Counsel POC: Bill Averill	
Claim Type: REA	Project Manager: Brian P. Schmidtke	
Claim Status:	Amount Claimed: 35550	
Claim Cause:	Time Claimed: 90 Days	
Change No.:	Change Amount:	
Mod. Ref. No.:	Change Time:	
Mod. No.:		
Description: Unforeseen w eather conditions not addressed in Special Clauses		
Contract No.: DACW57-95-C-0002 NA	Claim ID: CLM-0002	Received by Government:
Project Name: Bonneville 1st PH Major Rehab, S	Claim Ref. No.:	Action Complete-File Closed:
Contractor: Voith Siemens Hydro Pow er Gen	Evaluation POC:	>100K COD scheduled:
Customer: CIVIL WORKS	Contracting Officer:	COD Issued:
Field Office: Portland Resident Office	Counsel POC:	
Claim Type: COD Request	Project Manager: Donald L. Erickson	
Claim Status:	Amount Claimed: 175000	
Claim Cause:	Time Claimed: 120 Days	
Description:		

If you used the Reports function from the Contract level, you would only see the claims for that single contract.

Interface Schedules

Using the **Interface Schedules**, you will indicate how often and when the processes will transpire, as shown on the following screen. It is suggested that you choose a time that will be least disruptive to your office functions, such as after normal work hours. In addition, you can choose to run the update immediately anytime you need to.

Following each download/upload a “log” will be generated to reflect what was accomplished and will list any problems encountered with the data transfer. The logs are viewed from this same screen. You probably don't even need to look at these logs, unless, of course, you have Geek tendencies in your genes.

Resident Management System

File Help

Home Summary Office Local Library District Library System Library Overview Reports Exit

Summary - Portland Resident Office - Interface Schedules

[Baseline Schedules](#)
[Custom Reports](#)
[Contract Groups](#)
[P2 Projects](#)
[Contractor Claims](#)
[Interface Schedules](#)
[CEFMS Interface Log](#)
[P2 Interface Log](#)

Import Finances from CEFMS

Import Schedule:
Run After: 6:00 am

Run every week on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Run every month on day: [] [] [] [] [] [] [] []

Import Projects from P2

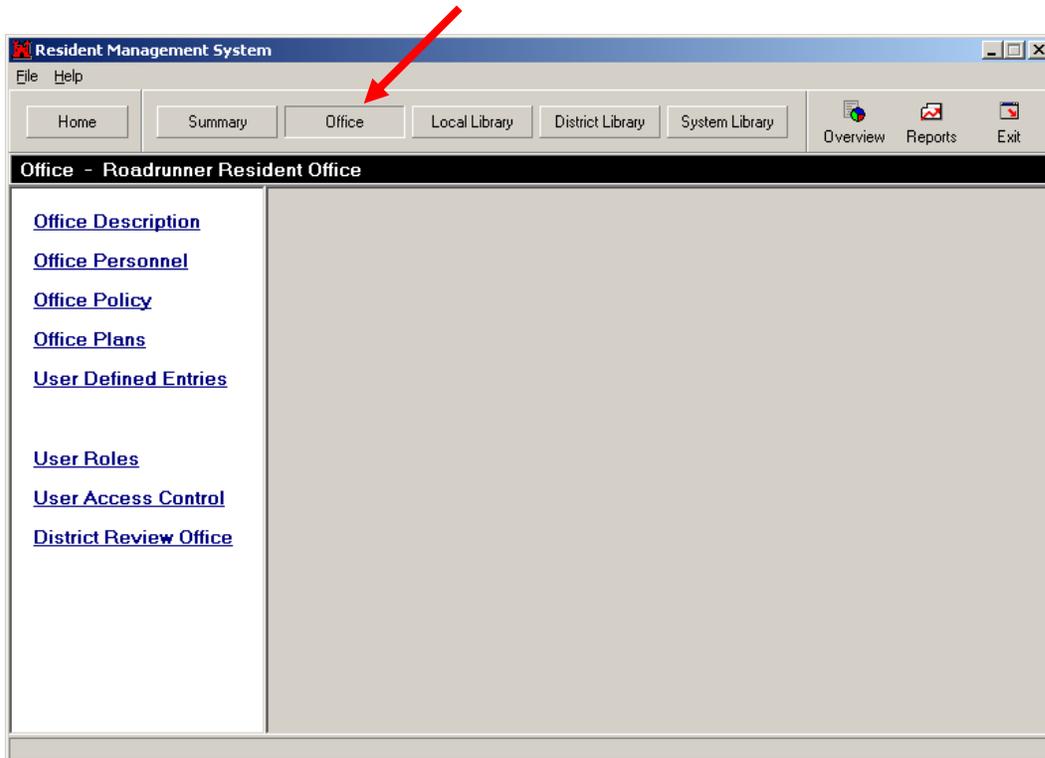
Import Schedule:
Run After: 6:00 pm

Run every week on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Run every month on day: [] [] [] [] [] [] [] []

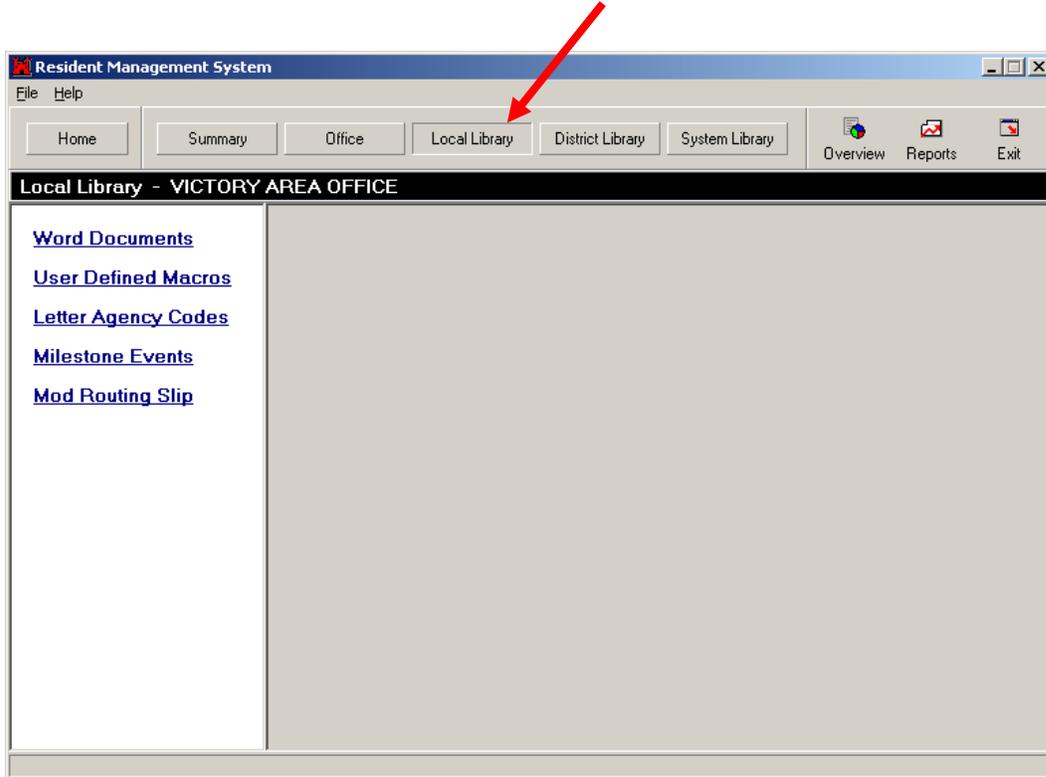
Office Module

The third module, **Office**, tracks data pertaining to the offices and staff that will interface with RMS for all contracts. This is where individuals are given access and permissions to work in various areas of RMS and is where you assign staff members access to particular contracts or portions of contracts.



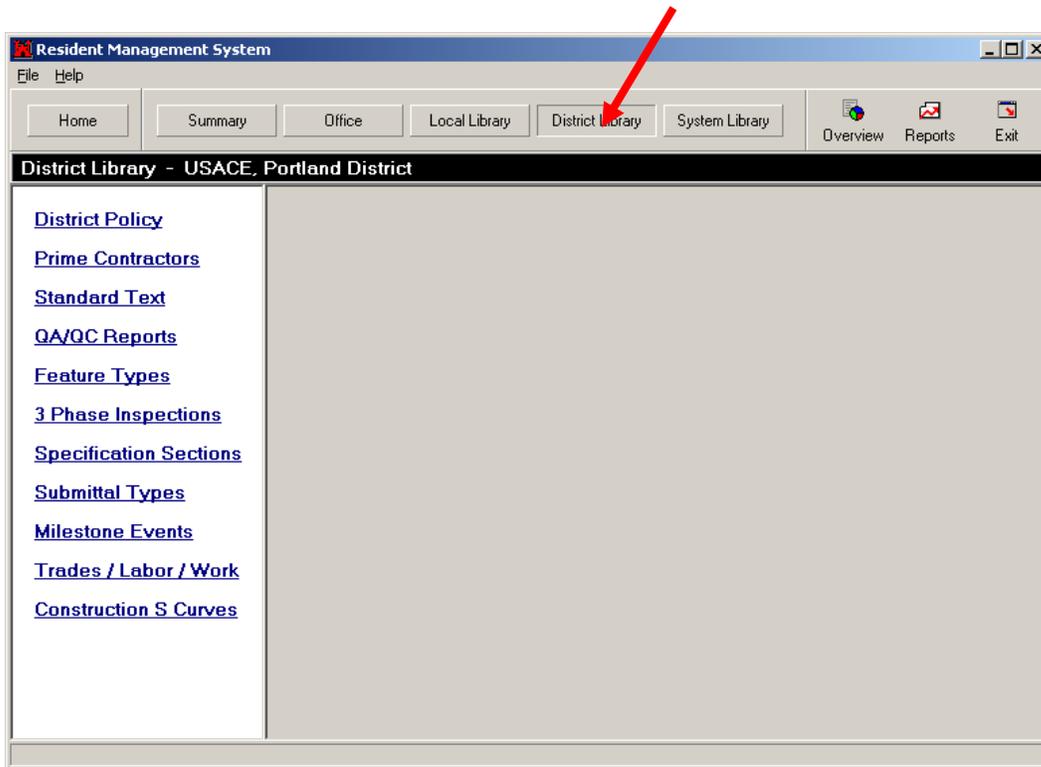
Local Library

The fourth module, **Local Library**, contains the libraries maintained by your local office. This allows you to customize the libraries to fit the requirements of your local practices and management preferences. Changes made in this library affect all contracts assigned to your office.



District Library

The fifth module, **District Library**, contains the libraries maintained by the District Office. This provides uniformity of field offices in areas considered appropriate. Changes made in the library affect all contracts within the database that fall under the District Office.



System Library

The sixth module, **System Library**, contains the libraries maintained by the RMS Center. These libraries include HQUSACE policy-driven selections that will seldom change and are considered critical enough that uniformity throughout all USACE Offices is required. Also, there are **Word Document** samples, such as plans, memorandums, and form letters, that you are able to copy into your **Local Library** and modify them as desired in your particular office.

The following selections in the **System Library** are able to be tailored for your District. If the Data does not apply to your District, or if your District chooses to not use these selections, simply uncheck the “**Include in Lookup**” boxes.

- Program Types
- Fund Types
- Contract Status Codes
- Primary Delay Codes

If unchecked, those items will not appear in the various lookup tables within RMS.

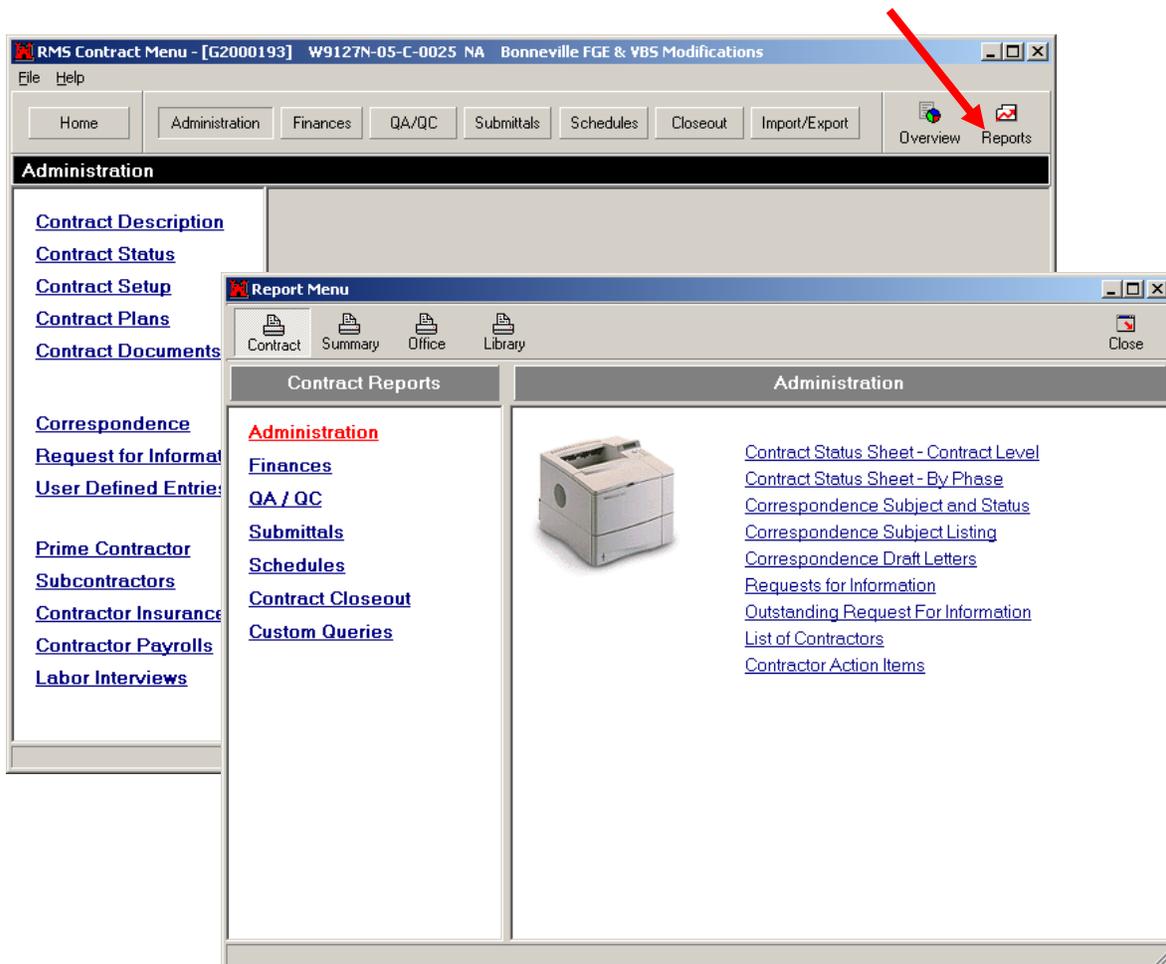
The screenshot displays the Resident Management System interface. The top navigation bar includes buttons for Home, Summary, Office, Local Library, District Library, System Library, Overview, Reports, and Exit. A red arrow points to the 'System Library' button. Below this, the 'System Library - USACE' window is open, showing a list of categories on the left: Sample Documents, Word Macros, Program Types, Fund Types, Contract Status Codes, Primary Delay Codes, Mod Reason Codes, FAR References, Originating Agencies, CSI Index Numbers, Work Types, Three Phase Checks, and 1354 Codes / Units. The 'Program Types' category is selected, displaying a table with columns for Program Type, Description, and Include in Lookup. A red arrow points to the 'Include in Lookup' checkbox for the 'ANA' program type.

Program Type	Description	Include in Lookup
ANA	Afghan National Army	<input type="checkbox"/>
ANP	Afghan National Police	<input type="checkbox"/>
BMICNP	Border Management Initiative/Counter Narcotics Program	<input type="checkbox"/>
CERP	Commanders Emergency Response Program	<input checked="" type="checkbox"/>
CIV-O&M	Civil-Operation and Maintenance	<input checked="" type="checkbox"/>
CON-GEN	Civil-Construction General	<input checked="" type="checkbox"/>
DERP	Defense Environmental Restoration Program	<input checked="" type="checkbox"/>
EXEMPT	Exempt	<input checked="" type="checkbox"/>
FC&CE	Civil-Flood Control and Coastal Emergencies	<input checked="" type="checkbox"/>
FUSRAP	Civil-Formerly Utilized Sites Remedial Action Program	<input checked="" type="checkbox"/>
GWOT	Global War on Terror	<input type="checkbox"/>
IRAQ	Iraq Reconstruction Activities	<input type="checkbox"/>
MIL-O&M	Military-Operation and Maintenance	<input checked="" type="checkbox"/>
MILCON	Military Construction	<input checked="" type="checkbox"/>
MR&T	Civil-Mississippi River and Tributaries	<input type="checkbox"/>
SFO	Support for Others	<input checked="" type="checkbox"/>
USAID	US Aid	<input type="checkbox"/>
WFO	Work for Others	<input checked="" type="checkbox"/>

Reports

The **Reports** button allows you to enter the **Reports Menu** window and view as well as print any of the reports available throughout the various RMS functional areas. The reports are divided in four areas:

- **Contract** – Includes all reports having to do with an individual contract.
- **Summary** – Includes reports spanning several contracts and issues.
- **Office** - Reports pertaining to an office or selection of offices will be here.
- **Library** – Reports from the Library will be accessed here.



Chapter 2 - Office and Staff Setup

What this Chapter presents:

- **Office / Staff Setup**
- **Office Module**



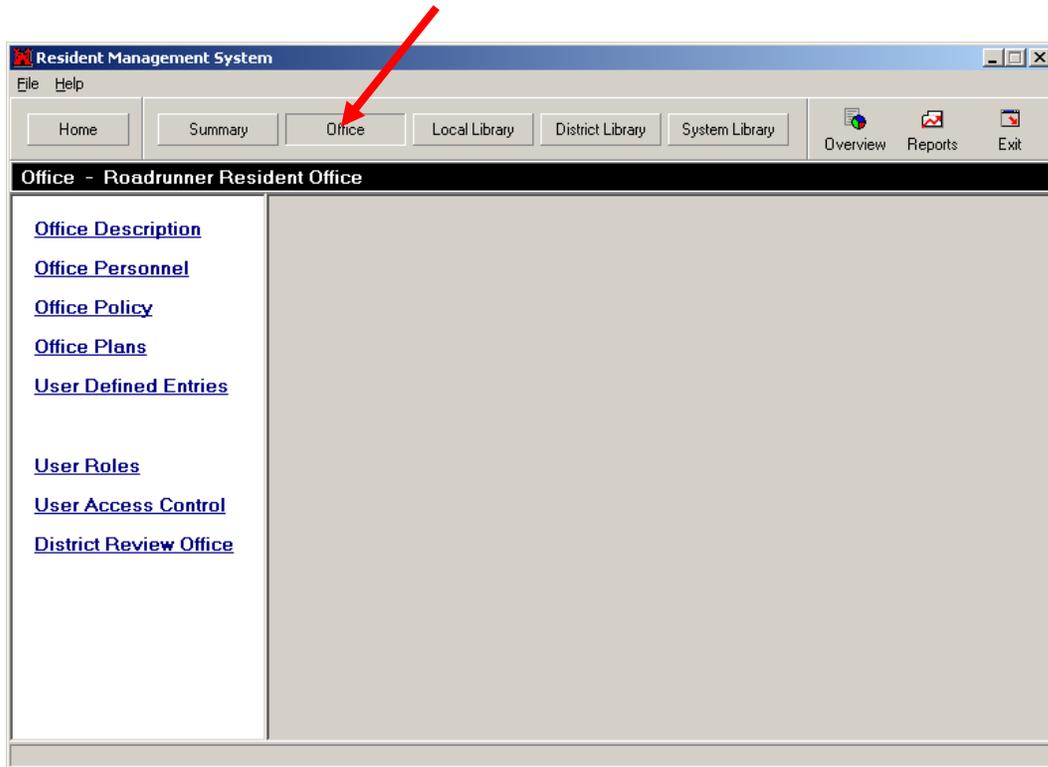
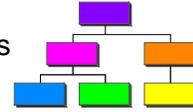
Six steps to success to use RMS

RMS must be setup to allow each staff member to use it effectively. The Office Administrator needs to accomplish the following six items:

1. Enter a description (name) for each office
2. Enter each staff member in the office created
3. Set up roles for the office (can be for an individual staff member, by title, function, etc.)
4. Assign staff members to the roles created
5. Create one or more User Groups for the office and assign the staff to the Group(s)
6. Assign contracts to the User Group created

Office Module

In this option you will define the specifics of your office that will be used across all your office contracts. You will enter your **Office Symbol**, your **Parent Office Symbol**, **Office Type** and **Office Name**. This information is used for various reports and is the tool RMS uses to position your contract in the **Contract Explorer**. Information required for input into this option will be obtained primarily from office records.



Office Description

Most of the items on this screen are self-explanatory.

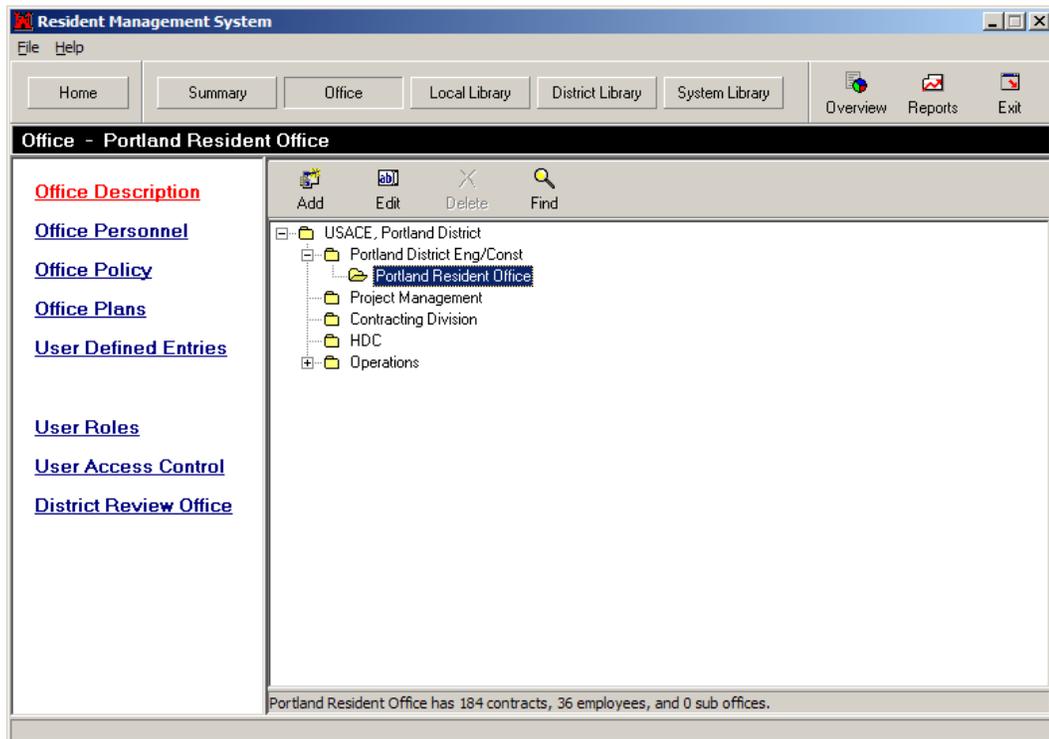
A. The **Office Symbol** is the official office symbol for your office and was entered when the office was first added to the program. If the symbol is incorrect, or changes, you are now able to change it without deleting the entire office, as was the case in prior versions. This symbol is assigned by your District or Center and should be unique for your individual office. Some Districts may refer to the symbol as the “Routing Symbol”, and others as the “Mailing Symbol”.

B. The **Office Code** is utilized by some Contracting Offices and is presented on this screen. It will print directly on the SF30 when entered. If left blank, the SF30 block will also be blank. It is a ten (10)-character cell. Some offices may refer to this as the **SF30 Office Code**.

C. The **Prefix Code for Change Requests** is a two (2)-character prefix code that will be used to identify the change requests associated with this office. In most cases, your organization code is used. If this office will not initiate changes as an ACO or CO, the cell may be left blank. Just because you access RMS, does not necessarily mean you will create change requests and/or modifications. The change requests and modifications are processed under the office that is administering the contract, using their own prefix.

Deleting an Office

You may push the Delete button to delete a particular office after you highlight that office. **However, you will not be able to delete an office if a Contract, a Sub-office, or a Person is assigned to that office.** The Office Administrator must first reassign any contracts, offices, or staff linked to the office to be deleted, or delete them entirely.



**SPEED
BUMP
AHEAD**

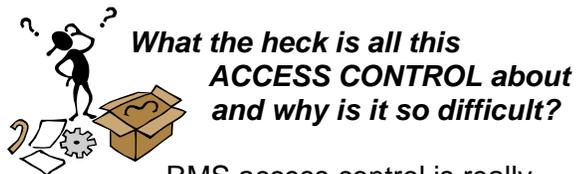
There are three conditions that must exist before you can delete an office: (The DELETE key isn't accessible either)

- 1. The Office must not have a User assigned to it.**
- 2. The Office must not have a Contract assigned to it.**
- 3. The Office must not have a subordinate office under it.**

Office Information - Administrators Tab

This tab reflects all personnel that have access rights and privileges that affect that particular office. If you desire something be accomplished in areas you have no access, contact one of the listed people for assistance.

The bullets to the right of each window explain the abilities of the listed members.



RMS access control is really quite simple when you analyze it. RMS needs to know three basic things for access control to be put to use:

WHO WHAT WHERE

1. **Who** you are (your name and office affiliation)
2. **What** you do (what you will have read/write access to)
3. **Where** you do it (what contracts you will have access to)

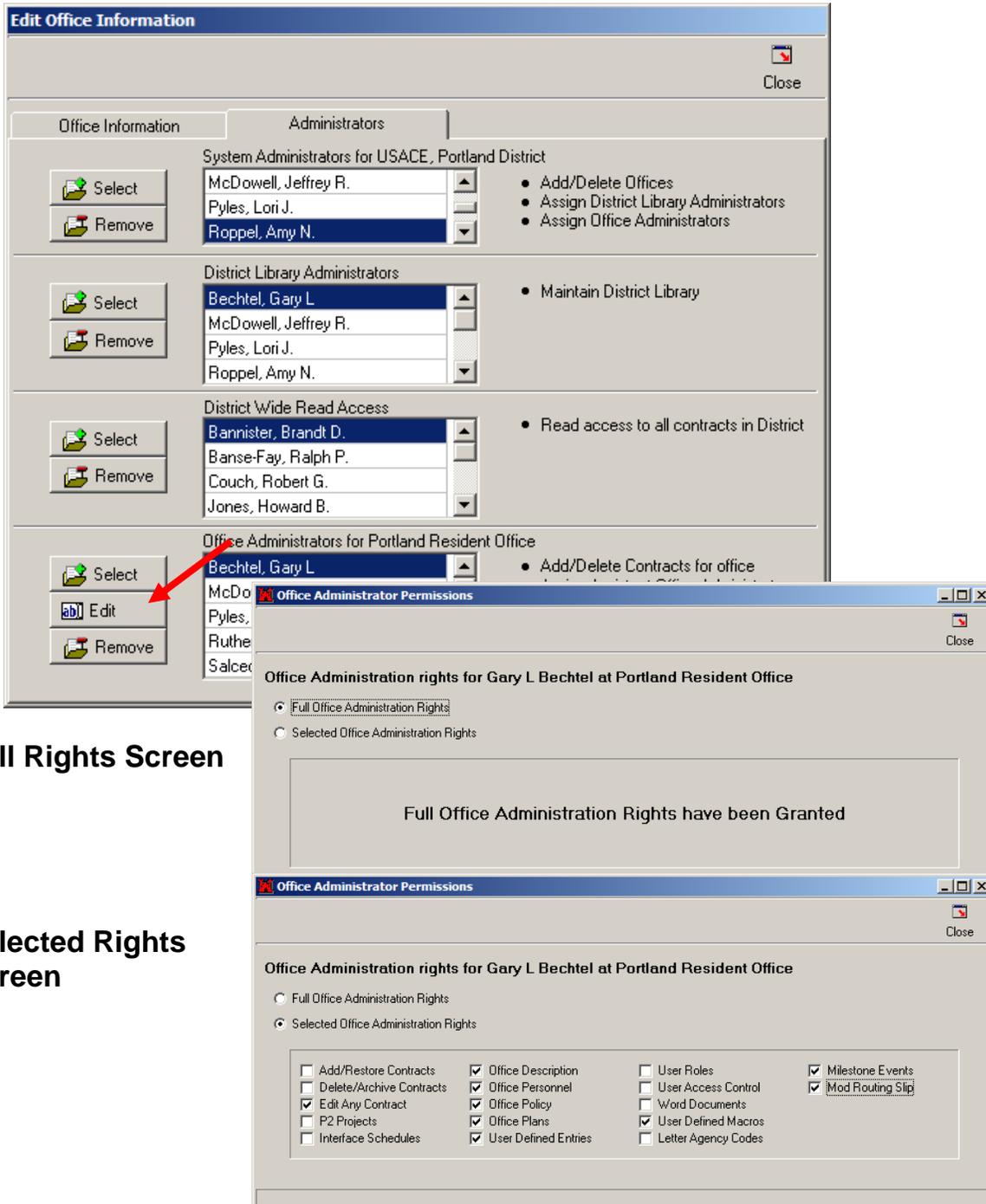
Section	Administrators	Permissions
System Administrators for USACE, Portland District	McDowell, Jeffrey R. Pyles, Lori J. Roppel, Amy N.	<ul style="list-style-type: none"> Add/Delete Offices Assign District Library Administrators Assign Office Administrators
District Library Administrators	Bechtel, Gary L. McDowell, Jeffrey R. Pyles, Lori J. Roppel, Amy N.	<ul style="list-style-type: none"> Maintain District Library
District Wide Read Access	Bannister, Brandt D. Banse-Fay, Ralph P. Couch, Robert G. Jones, Howard B.	<ul style="list-style-type: none"> Read access to all contracts in District
Office Administrators for Portland Resident Office	Bechtel, Gary L. McDowell, Jeffrey R. Pyles, Lori J. Rutherford, Karen K. Salcedo, Virgil C.	<ul style="list-style-type: none"> Add/Delete Contracts for office Assign Assistant Office Administrators Control Contract Access Maintain Local Library

With this information you can be assigned to one or more groups of individuals that will jointly administer construction contracts using RMS.

This information can be input by your Office Administrator, who will be assigned by a System Administrator. The Office Administrator has total control on the access program for the individual field office and can add or delete other Office Administrators.

Office Administration Rights

Varying degrees of access and rights can be assigned to Office Administrators. By default, when an Office Administrator is selected, full rights are granted. However, you may also limit the rights if needed or desired.



Full Rights Screen

Selected Rights Screen

Office Personnel

There is the location the lists all persons having access to RMS or supporting RMS in one form or another. The four tabs are explained as follows:

Office Personnel

The individuals shown on this tab are assigned to the Office in which you are viewing (e.g., Victory Area Office in the example).

Other District Personnel

The individuals listed on this tab are assigned to other offices within your operating District.

Non District Personnel

These people are not assigned to an office within your operating District, but provide support to some function of RMS. They may be from another District, Headquarters, or may even be an A-E supporting your contract efforts. Some Districts put QA Contractors here also.

Inactive Personnel

A user can be marked inactive and yet remain in the system for information. For example, you may have a submittal reviewer that has transferred elsewhere and you wish to retain their name in the submittal register, etc.

Resident Management System

File Help

Home Summary Office Local Library District Library System Library Overview Reports Exit

Office - Portland Resident Office - Office Personnel

Office Description
[Office Personnel](#)
 Office Policy
 Office Plans
 User Defined Entries
 User Roles
 User Access Control
 District Review Office

Add Edit Delete Find

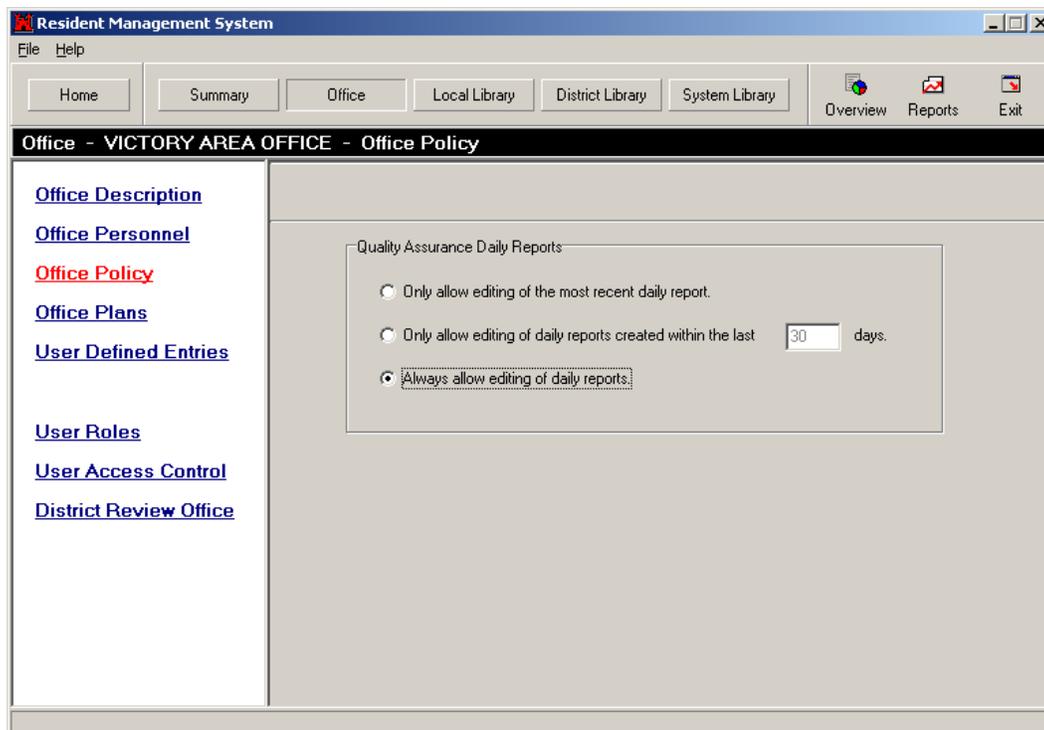
User ID	Employee ID	Full Name
G2HDCJMB	BOAGJ5551	Boag, James M.
G2ECRMHF	FRAZM7853	Frazier, Morris H.

Office Policy

There is a selection in the **Office Policy** screen that controls editing of the *Quality Assurance Daily Reports* (QAR's).

Each office Chief should decide upon a policy for allowing Quality Assurance Representatives to edit reports after they are completed. RMS allows the following options:

- Only allow editing of the most recent daily report
- Only allow editing of daily reports created within the last ___ days.
- Always allow editing of daily reports.



This policy does not apply to the Contractor QC Daily Report. Unless the Government (RMS) specifically returns a QCR for correction, the contractor will not be able to modify his Daily Report once it is marked complete and exported to the Government.

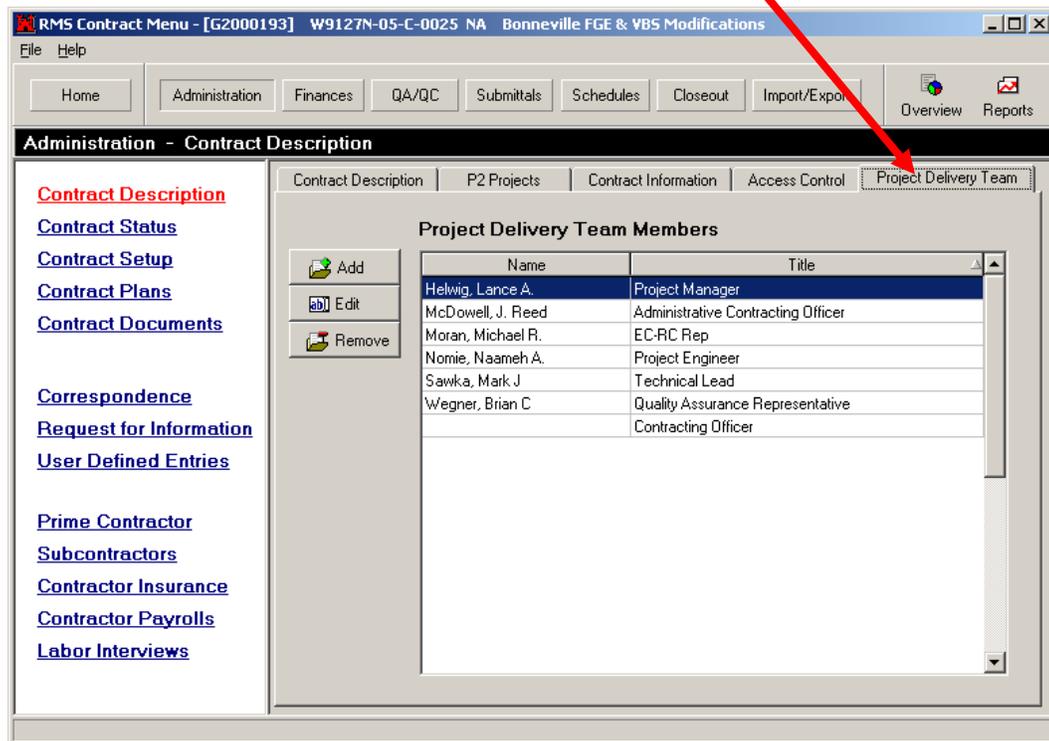
If something is wrong with a report, and it marked completed, the proper way to make a correction is to enter a Narrative comment (either in the QA or QC Report) and explain the error or correction of a previous day. You should not alter a report – especially if you are providing a 'signature' and filing it with the contract.

Project Delivery Team Members

RMS provides the opportunity to capture a list of key players involved in the execution of the contract. This listing should not be confused with Staff Assignments, as the list should include personnel from various organizational lines, such as the Designer, Engineering, Project Management, Field Office Staff, Users, Occupants and others that might play an important role during the life-cycle of the project.

When you choose **Add**, you have the following options:

- Copy team from another Contract
- Select District Personnel
- Select Other Personnel



The screenshot shows the RMS Contract Menu interface. The window title is "RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications". The interface includes a menu bar with "File" and "Help", and a navigation pane with buttons for "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", "Overview", and "Reports". The main content area is titled "Administration - Contract Description" and contains several tabs: "Contract Description", "P2 Projects", "Contract Information", "Access Control", and "Project Delivery Team". The "Project Delivery Team" tab is selected, and a red arrow points to it. Below the tabs is a table titled "Project Delivery Team Members" with columns for "Name" and "Title". The table contains the following data:

Name	Title
Helwig, Lance A.	Project Manager
McDowell, J. Reed	Administrative Contracting Officer
Moran, Michael R.	EC-RC Rep
Nomie, Naameh A.	Project Engineer
Sawka, Mark J.	Technical Lead
Wegner, Brian C.	Quality Assurance Representative
	Contracting Officer

Chapter 3 Adding, Selecting & Deleting a Contract

What this Chapter presents:

-
- **Selecting a new Contract**
- **Adding a new Contract**
- **Deleting a Contract**



Selecting a New Contract

RMS will automatically place your cursor on the last contract you opened when you return to the program. If you need to enter a different contract, you will use the **Contracts Control Center** that is accessed via the **Home** option of the main menu as shown below.

You can choose to display the Project ID number if you wish, by checking the box as indicated.

Contract ID/No	Contract Title
CENWP-EC-R CRCI-07-E	Essays/Dregon Rehandle Project
CENWP-EC-R DACW57-02-C-0012	480 Ton Intake Gantry Crane, Supply Ct

Project ID	Contract ID/No	Contract Title
106047	DACW57-95-C-0002	Bonneville 1st PH Major Rehab, Supply Ct
109248	W9127N-06-C-0001	TD Intake Gantry Crane Rehab
114730	W9127N-06-C-00037	Delta Ponds Ecosystem Restoration
116237	W9127N-06-C-00104	Dexter Circuit Breakers/Switchgear - Supply
118190	W9127N-06-C-0006	Bonneville HVAC Upgrades
118209	DACW57-02-C-0012	480 Ton Intake Gantry Crane, Supply Ct
120673	W9127N-06-C-0025	Bonn 2 PH Excitation System Replacement
122645	W9127N-05-C-0025	Bonneville FGE & VBS Modifications
122846	W9127N-06-C-0039	WV Baseline Security Projects #2
122882	W9127N-06-C-0036	Cello Village Redevelopment Phase 1
123055	W9127N-06-C-0042	Tenasillahe Island Ecosystem Restoration
127159	W9127N-06-C-0017	MCR South Jetty Interim Repairs
128471	W9127N-05-C-0017	Bonneville Hatchery H2 Replacement Well
136550	W9127N-07-C-0001	JD Full Flow PIT Tag Detection System
138507	W9127N-07-C-0002	TD Gap Closure Device
143285	W9127N-05-C-0018	Rental of the Dredge Oregon
	W9127N-06-C-0024	Spare Transformer Facility, Detroit Dam
	DACW67-02-D-1002 DT11	Main Unit Circuit Breaker, JD Units 1-16
	W9127N-05-D-0005	Port Orford Boat Hoist Maintenance Dredg

Adding a New Contract

You should enter a new contract into RMS as soon as you have reason to believe that the contract is valid, the sooner the better. A contract can be entered with as little information as a title, contract type, customer type, contract dates, estimated duration and an estimated cost. A SCHEDULE MUST BE GENERATED after the contract is entered. Your contract may already be loaded in P2, therefore consult with your PM and link the data directly from P2 if it has been entered. Only an Office Administrator can ADD a new contract to RMS.

The screenshot shows the Resident Management System (RMS) interface. The main window is titled "Contracts - Portland Resident Office". On the left is a tree view of the organizational structure, including "HQUSACE", "Northwestern Division", "USACE, Portland District", "Portland District Eng/Const", "Portland Resident Office", "Small Projects Team", "Project Management", "Contracting Division", "HDC", "Operations", "Safety Office", and "Seattle District". The "Portland Resident Office" folder is selected. Below the tree view are options to "Display" "Contracts" (selected) or "Projects", and checkboxes for "Include Contracts of Sub-Offices" and "Include Contracts with Access Denied".

The main area displays a table of contracts with columns for "Contract Office", "Contract ID/No", and "Contract Title". A red arrow points to the "Add" button in the toolbar above the table. Another red arrow points from the "Add" button to a small dialog box titled "RMS" that appears in the foreground. The dialog box contains a question mark icon and the text "Are you sure you want to create a new contract?" with "Yes" and "No" buttons.

Contract Office	Contract ID/No	Contract Title
CENWP-EC-R	CRCI-07-E	Essayons/Oregon Rehandle Project
CENWP-EC-R	DACW57-02-C-0012	480 Ton Intake Gantry Crane, Supply Ct
CENWP-EC-R	DACW57-03-C-0005	Cougar PH Turbine/Generator Upg - Supply
CENWP-EC-R	DACW57-95-C-0002	Bonneville 1st PH Major Rehab, Supply Ct
CENWP-EC-R	DACW67-02-D-1002 DT10	Main Unit Circuit Breaker, JD Units 1-16
CENWP-EC-R	DACW67-02-D-1002 DT11	Main Unit Circuit Breaker, JD Units 1-16
CENWP-EC-R	W9127N-04-C-0003	Detroit/Big Cliff Rewind - Supply Ct
CENWP-EC-R	W9127N-05-C-0017	Bonneville Hatchery H2 Replacement Well
CENWP-EC-R	W9127N-05-C-0018	Rental of the Dredge Oregon
CENWP-EC-R	W9127N-05-C-0025	Bonneville FGE & VBS Modifications
CENWP-EC-R	W9127N-05-C-0005	Port Orford Boat Hoist Maintenance Dredg
CENWP-EC-R	W9127N-05-D-0005 DT05	Port Orford Dredging, DT05
CENWP-EC-R	W9127N-05-F-0004	Dexter Circuit Brkrs/Switchgear - Supply
CENWP-EC-R	W9127N-06-C-0001	TD Intake Gantry Crane Rehab
CENWP-EC-R	W9127N-06-C-0006	Bonneville HVAC Upgrades
CENWP-EC-R	W9127N-06-C-0017	MCR South Jetty Interim Repairs
CENWP-EC-R	W9127N-06-C-0021	Hills Creek Butterfly Valve Replacement
CENWP-EC-R	W9127N-06-C-0024	Spare Transformer Facility, Detroit Dam
CENWP-EC-R	W9127N-06-C-0025	Form 2 PH Excitation System Replacement

From the **Contracts Explorer**, push the **Add** button to begin the process of adding a new contract. If you hit the **Add** button by mistake, you have a chance to "UNDO" the mistake.

The **RMS program assigns the Contract Identification Number** automatically and it becomes part of the Oracle database and cannot be changed. The **Contract Title** is the name on the contract or task order notice of award or the Bid package. However, it is limited in length to 40 characters, so you may need to be creative with the title to shorten it. If you need to have the LONG title of a contract for a Report you wish to create, RMS has created a MACRO for the long title and will copy whatever you type in the **Contract Long Title** block into your report. (Note: Older versions of RMS allowed the Contract Identification Number to be User-Defined, e.g., the Contract Number. However, those contracts cannot be used with the QCS or QAS programs.)

The **Contract Number** and **Delivery Order** number MUST BE ENTERED if using CEFMS.

The screenshot displays the 'RMS Contract Management' application window. The title bar shows the contract ID 'W9127N-05-C-0025' and the contract name 'Bonneville FGE & VBS Modifications'. The interface includes a navigation menu on the left with options like 'Contract Description', 'Contract Status', and 'Contract Setup'. The main content area is titled 'Administration - Contract Description' and contains several tabs: 'Contract Description', 'P2 Projects', 'Contract Information', 'Access Control', and 'Project Delivery Team'. The 'Contract Description' tab is active, showing a form with the following fields:

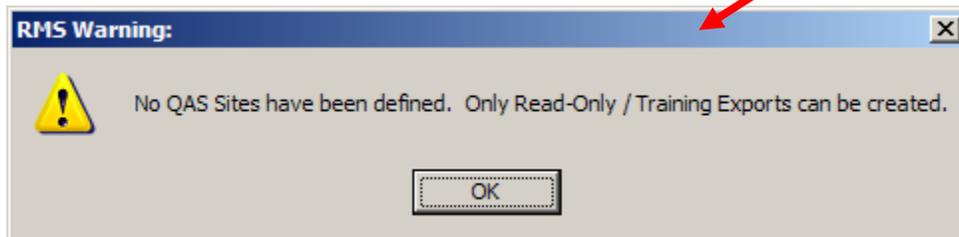
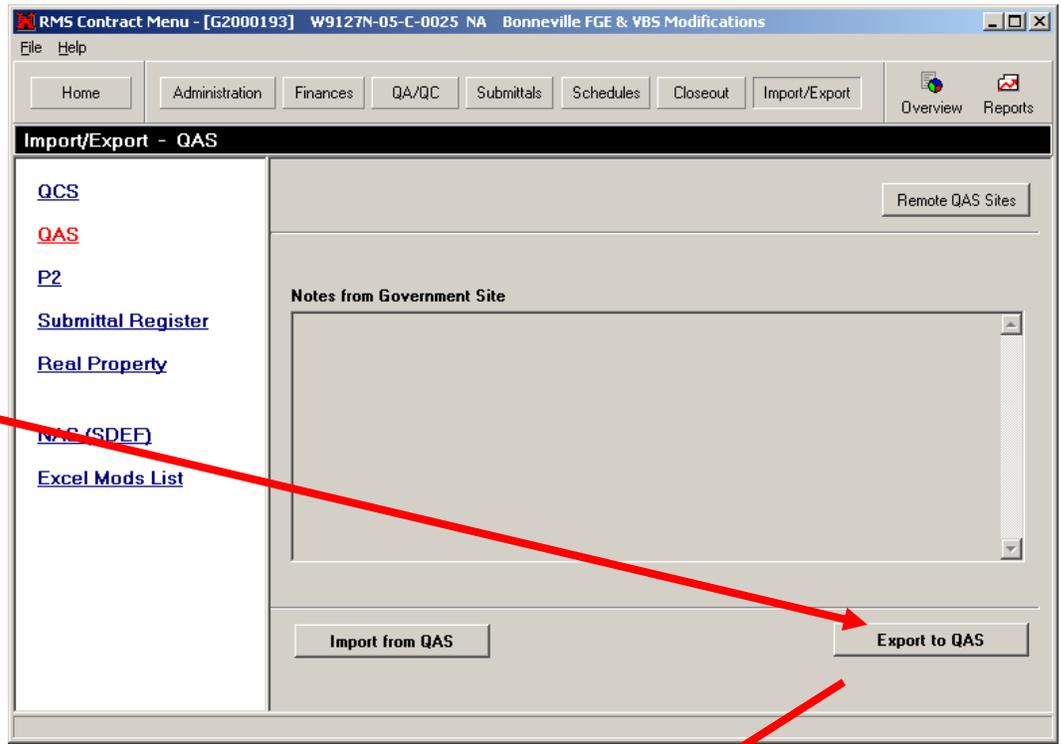
- Contract Title: Bonneville FGE & VBS Modifications
- Contract Short Title: Bonn FGS/VBS Mods
- Contract Long Title: Bonneville FGE & VBS Modifications
- Contract Number: W9127N-05-C-0025
- Delivery Order: NA
- Fiscal Year: 2005
- Contract Office: Portland Resident Office
- Contract Location: Bonneville Lock & Dam
- Contract Scope of Work: Bonneville Second Powerhouse Fish Guidance (FGE) Program Gatewell and Vertical Barrier Screen (VBS) Modifications

Two red arrows originate from the text above and point to the 'Contract Number' and 'Delivery Order' fields, highlighting their importance.

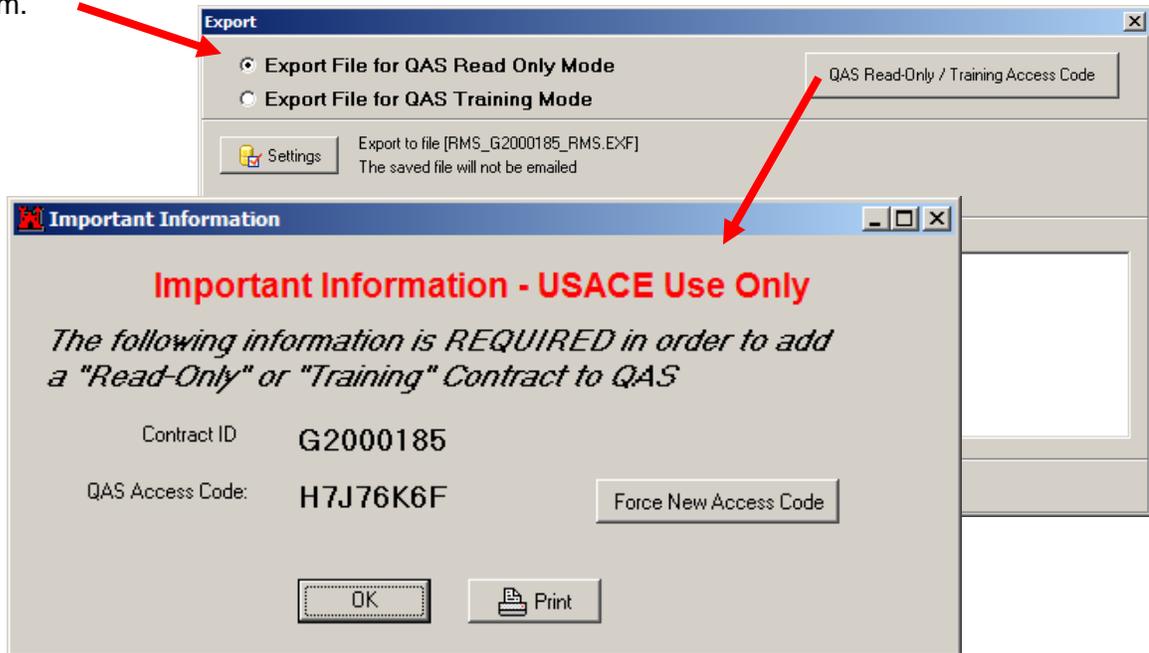
You are now ready to proceed to the next chapter and begin entering contract specific data.

Adding a Contract for Training or Read Only Purposes

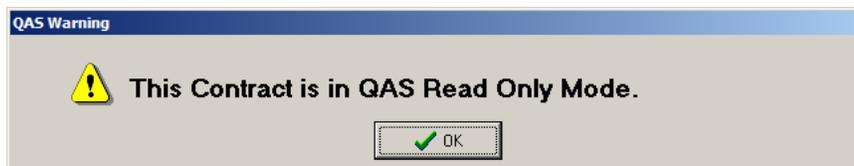
You can export contracts to QAS and/or QCS for use in **Training Mode** or to be **Read Only**. If you export a contract from RMS and have not established a remote QAS (QCS) site, you will receive this brief message:



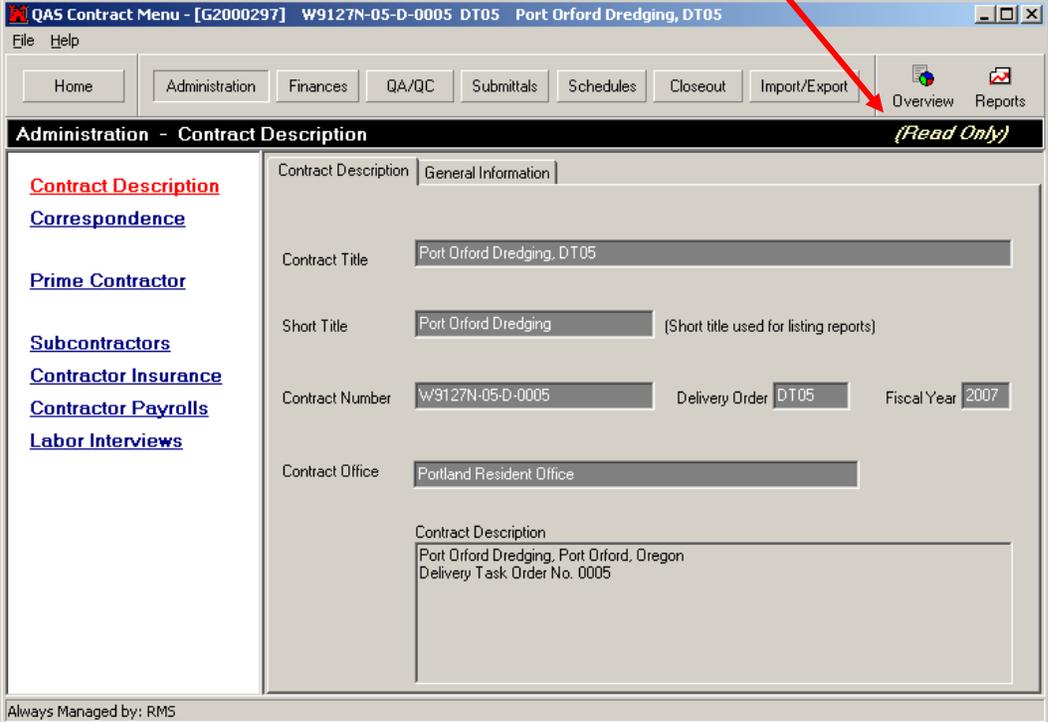
When you need to set up QAS or QCS for training purposes (or **Read Only**), it is quite simple to do so – simply choose the appropriate radial button. You will need to convey the Contract ID number and the QCS/QAS Access Code to the system desiring to add the contract to their program.



The program will then export the contract to the RMS SFTP repository or a file, whichever you have chosen. You then download the desired contract from the SFTP site (or file) and will be asked for the Contract ID and Access code.



You may then use the contract either for **Training Mode** or **Read Only** purposes. While in **Training Mode**, you are able to enter and manipulate data, but you are not able to export any files to QCS or RMS.



The screenshot displays the 'QAS Contract Menu' application window. The title bar shows the contract ID 'W9127N-05-D-0005' and the contract name 'Port Orford Dredging, DT05'. The menu bar includes 'File' and 'Help'. Below the menu bar is a navigation bar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. A red arrow points to the 'Import/Export' button. The main content area is titled 'Administration - Contract Description' and is marked as '(Read Only)'. On the left side, there is a vertical list of links: 'Contract Description' (highlighted in red), 'Correspondence', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', and 'Labor Interviews'. The main area contains a 'General Information' tab with the following fields: 'Contract Title' (Port Orford Dredging, DT05), 'Short Title' (Port Orford Dredging), 'Contract Number' (W9127N-05-D-0005), 'Delivery Order' (DT05), 'Fiscal Year' (2007), and 'Contract Office' (Portland Resident Office). A 'Contract Description' field contains the text: 'Port Orford Dredging, Port Orford, Oregon' and 'Delivery Task Order No. 0005'. At the bottom left, it says 'Always Managed by: RMS'.

Similar screens and procedures exist for the QCS program also.

Chapter 4 - Entering Contract Description and Status

What this Chapter presents:

- Entering Contract Information
- Contract Description
- Providing Contract Dates
- Contract Status



Entering Contract Description and Status

This chapter may be considered the true “*contracts control center*” for our work within the RMS program. RMS segregates specific tasks under this selection as can be seen on the Contract Menu: **Contract Description, Contract Status, Contract Setup, Contract Plans, Correspondence, Request for Information, User Defined Entries, Prime Contractor, Subcontractors, Contractor Insurance, Contractor Payrolls, and Labor Interviews.**

Contract Description Tab

This screen needs to be complete and accurate, as the information shown controls many different RMS reports. Each block should be populated.

The screenshot displays the 'RMS Contract Menu' window for contract W9127N-05-C-0025. The 'Contract Description' tab is active, showing a sidebar with navigation links and a main form area. A red arrow points to the 'Contract Long Title' field.

Field	Value
Contract Title	Bonneville FGE & VBS Modifications
Contract Short Title	Bonn FGS/VBS Mods
Contract Long Title	Bonneville FGE & VBS Modifications
Contract Number	W9127N-05-C-0025
Delivery Order	NA
Fiscal Year	2005
Contract Office	Portland Resident Office
Contract Location	Bonneville Lock & Dam
Contract Scope of Work	Bonneville Second Powerhouse Fish Guidance (FGE) Program Gatewell and Vertical Barrier Screen (VBS) Modifications

NOTE: The "Contract Long Title" block is provided to populate a built-in MACRO within RMS to allow you to use it in custom reports when needed. The macro appears as {contract_long_title}.

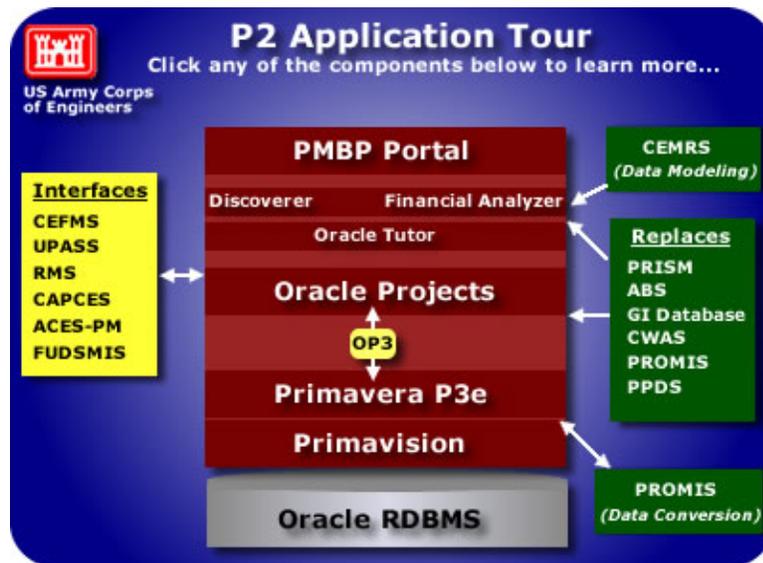
P2 Projects Tab

Refer to Chapter 1 of this manual for an explanation of how P2 and RMS work together.

What is all this talk about P2, and what does it mean to our Field Offices?

P2 is the tool (AIS) that enables USACE to implement its business processes and to change to its desired Project Management Business Process (PMBP) culture. USACE is committed to accomplishing work through project-focused teams, using proven project management practices.

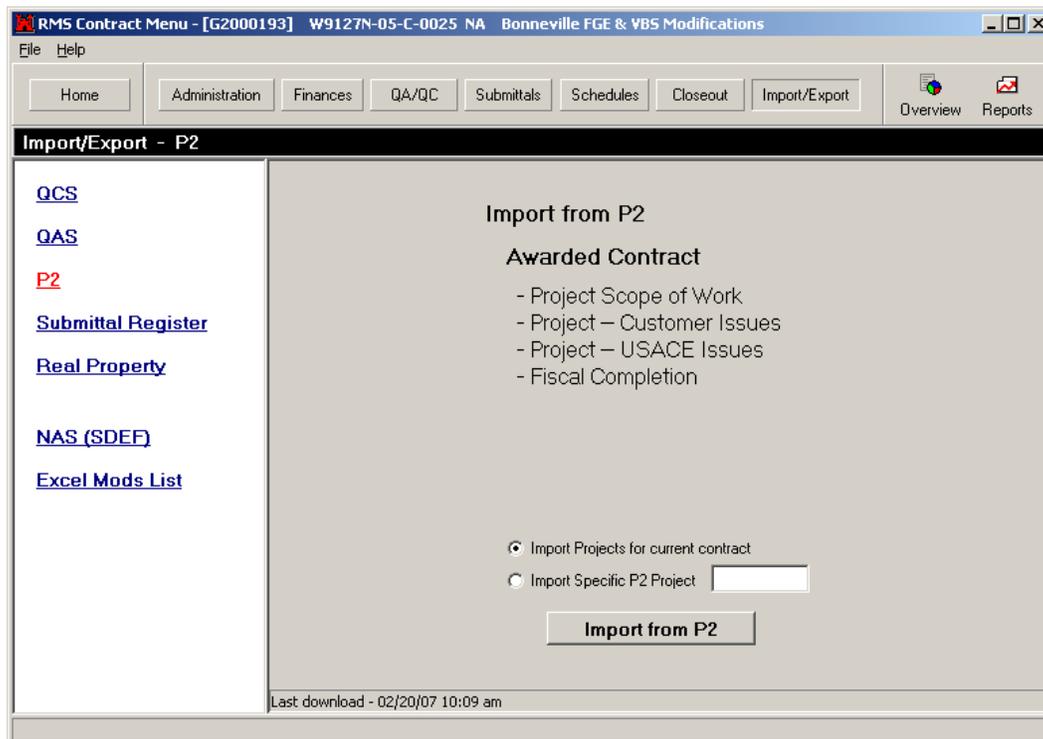
P2 is a suite of commercial-off-the-shelf (cots) software applications configured to support project execution in the Military, Civil Works, Environmental, Research & Development and Interagency and International Services (IIS) mission areas.



A project may be identified long before it becomes a construction contract. The project data is input into P2 for tracking and budget purposes. P2 will include information on FUTURE CONTRACTS, such as estimated contract amounts, scope of work, description, anticipated milestone dates, and other pertinent data. This is the information that will be downloaded into RMS until the contract is awarded.

The RMS User will benefit directly by being able to download information directly from P2 when initially setting up the contract in RMS. The information can be refreshed as needed by additional downloads for all the future data related to our Contracts that is stored in P2.

Here is the screen depicting what will be downloaded directly from P2:



P2 is meant to make our work easier in the field offices. We should be able to avoid manual input of data already entered and simply import it into our RMS program. Following the ACTUAL AWARD of a contract, P2 will automatically and behind the scenes gather necessary data directly from the Districts RMS databases. The information will reside in a new database, referred to as CRMS (**C**onsolidated **R**esident **M**anagement **S**ystem). CRMS will query the Districts RMS databases and forward the required reporting information to P2.

Only following the **Actual Award Date** (milestone date) will RMS upload the current contract data to P2. This will continue until the **Contractor Final Payment Date – Actual** has been entered.

Contract Information Tab

This screen is essential to complete, as this will separate your contracts into the proper programs for your placement reports and any **Contract Groups** you might create.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Description

Contract Description P2 Projects Contract Information Access Control Project Delivery Team

Contract Description

[Contract Status](#)

[Contract Setup](#)

[Contract Plans](#)

[Contract Documents](#)

[Correspondence](#)

[Request for Information](#)

[User Defined Entries](#)

[Prime Contractor](#)

[Subcontractors](#)

[Contractor Insurance](#)

[Contractor Payrolls](#)

[Labor Interviews](#)

Primary Fund Type BF - Multipurpose (CG) ...

Contracting Method J - Firm Fixed Price ...

Customer CIVIL - CIVIL WORKS ...

Contract Location

Longitude (example -117.171261)

Latitude (example 34.500465)

Contract Building Information Model (BIM) Compliant

Design Type Using Service or Agency

Design Cost \$0.00

Designer Name

Address

This is a field in RMS that you can use with the **Custom Report Designer** for custom reports. (This is not a topic covered in this Manual.)

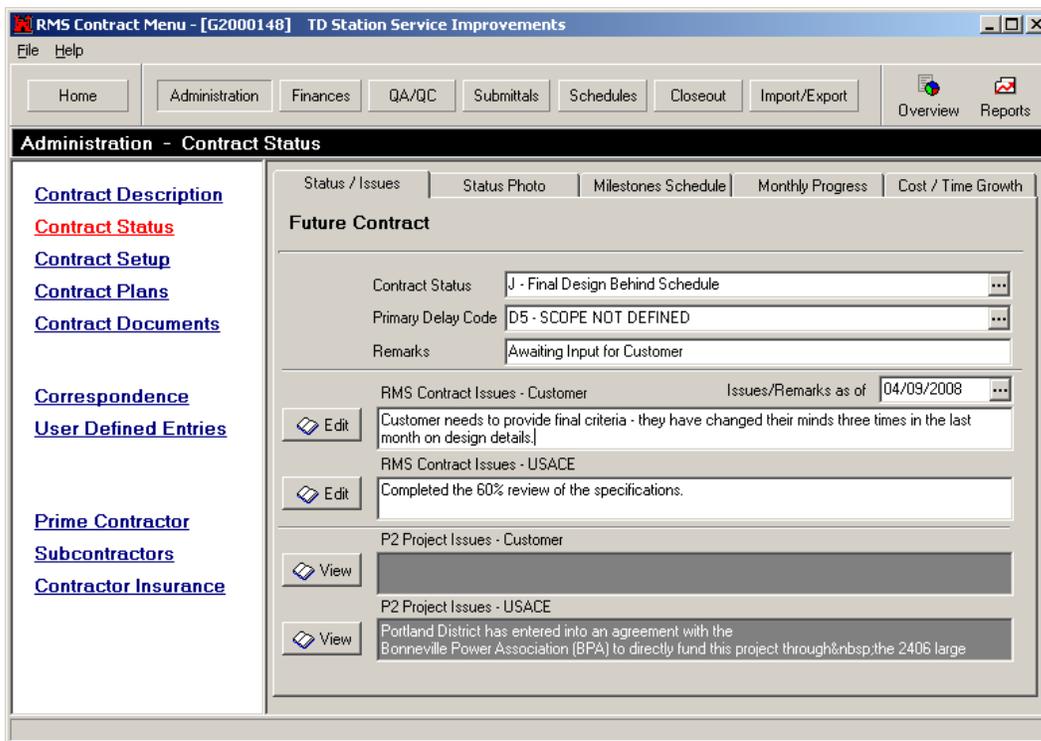
Contract Status

The Contract Status selection contains **THE** information used to update P2 for upward reporting of our contracts to Higher Headquarters. The Contract Status selection provides an easy way for management to keep up with the status of a contract; therefore it is critical that the data be consistent and accurate. This selection includes four (4) Tabs: **Status/Issues; Milestone Schedule; Monthly Progress** and **Cost/Time Growth (for active contracts only)**.

Contract Status – Future Contract

Status / Issues Tab

These contracts may also be in P2 – if it is not in P2, coordinate with the District Project Manager to have the data input into P2. All information on this screen should remain current at all times. The “grey” fields are downloaded from P2 prior to actual award of the contract.



Contract Status – Active Phase

Fortunately, most of our contracts will entail only a SINGLE PHASE. However, on those occasions where multiple phases are required, RMS has been modified to handle unlimited numbers of Projects and/or Phases (P2 refers to these phases as “bands”). If more than one phase is required, you will see the “*Contract Phase*” selection and will be able to update Status on each Phase.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Booneville FGE & YB5 Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Status

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[Request for Information](#)
[User Defined Entries](#)

[Prime Contractor](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Status / Issues Status Photo Milestones Schedule Monthly Progress Cost / Time Growth

Active Phase Contract Phase 01 - Primary Phase

Contract Status U - Construction Underway - On or Ahead of Schedule

Primary Delay Code D0 - NO CURRENT PROBLEMS (ALL PHASES)

Remarks Work season #2

RMS Phase 01 Issues - Customer Issues/Remarks as of 02/14/2007

Edit

RMS Phase 01 Issues - USACE

Field Work:
a. Modification of Units 11 and 16 is complete.

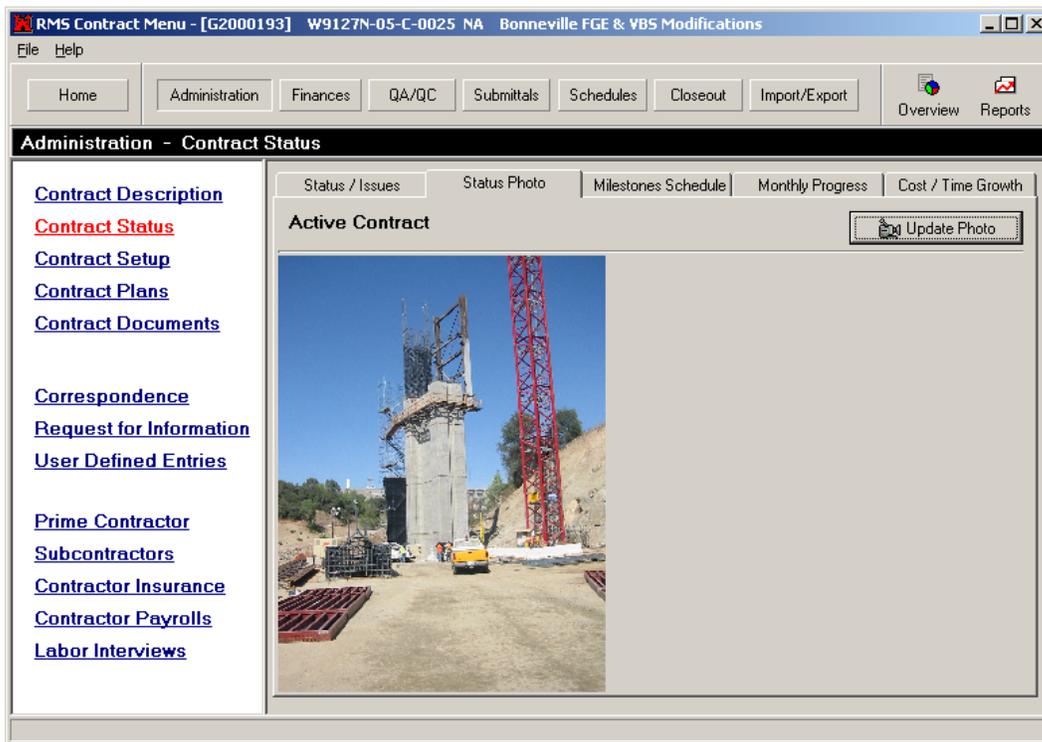
P2 Project Issues - Customer

P2 Project Issues - USACE

View View

Status Photo Tab

- This tab has been added to permit a photo depicting the contract to be filed within RMS. The photo can be updated as progress is made.
- You are cautioned to limit the size of the photo to around 150KB or less.
- To update the photo, use the **Update Photo** button and then use the **Delete** button on the following screen to delete your current picture, then you can use the **Select** button to update/change your photo. Only one photo at a time can be used.

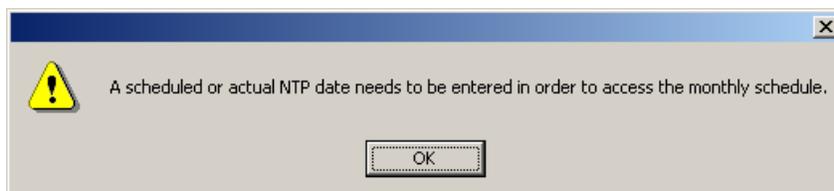


Milestones Schedule Tab

It is essential that you have the following critical information populated:

- Original Contract Duration (days)
- Contract Award (Scheduled date)
- NTP Acknowledged (Scheduled date)

If you have not input that information, you will not be able to prepare the monthly progress of work or anticipated placement of work and will not be able to complete your Milestones Schedule.



RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Status

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[Request for Information](#)
[User Defined Entries](#)

[Prime Contractor](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Status / Issues | Status Photo | Milestones Schedule | Monthly Progress | Cost / Time Growth

Active Phase Contract Phase: 01 - Primary Phase

Award Duration: 197 days Original w/ Options: 402 days Current Duration: 562 days

Add Edit Delete Find Show System Events Only All Events

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date
◆ Contract Award		10/31/2005		09/20/2005
◆ Construction NTP				10/31/2005
◆ NTP Acknowledged		09/10/2005		10/31/2005
◆ Construction Start Date		09/15/2005		11/01/2005
◆ Beneficial Occupancy Date		N/A		N/A
■ Completion Cert Completed		N/A		N/A
◆ Physical Completion		N/A		N/A
◆ Contract Required Completion	12/07/2006	05/16/2007		
◆ Contractor Evaluation Date		N/A		N/A
◆ Red Zone Meeting		07/30/2007		08/01/2007

◆ System Milestones ■ District Milestones ◆ Contract Milestones

Milestone Event 1 of 31 for [Primary Phase]

In reality, all Milestones should be entered into RMS. The System Milestones (HQ required) will be upward reported to the P2 Portal and will be used for **Consolidated Command Guidance in Command Management Reviews**.

The dates represented on this tab may reflect only those **SYSTEM** dates (milestones) that RMS requires for management, tracking and reporting. You may add other (optional) milestone dates in the **Local Library** and use them for all or selected contracts. You can also add milestones at the contract level that will only be reflected for that contract. Some Offices elect to enter the Key Milestones from the Contractor's scheduling program. You should enter the **Scheduled** dates

as soon as they become known. As the event takes place, enter the **Actual** date (“Hey, Roscoe!” – Do not enter “FUTURE” ACTUAL dates ☺).

Definitions of Milestone Dates for the RMS System

The following definitions are provided for the RMS System required Milestones (HQ/RMS/P2):

Contract Award (CC800) – Date the Contract Award Letter is signed by the Contracting Officer

NTP Acknowledged (CC810) – Date the Notice To Proceed (NTP) is acknowledged by the Contractor. Acknowledgement is the contractor’s signature or the receipt date of the NTP letter postal delivery receipt. RMS and P2 use only ONE NTP for a contract, even when the contract is a Design-Build contract.

Construction Start Date – Date construction is scheduled or actually started. This will begin the numbering system for the Daily QA and QC Reports. The start date will be Report #1 and they will be sequentially numbered after that and will include non-workdays and weekends.

Contract Required Completion (CC830) – (calculated) Uses the NTP Acknowledged date plus the original duration to compute the Original Required Completion Date. Uses the NTP Acknowledged date plus the current duration (includes signed mods with time) to compute the Scheduled (Current) Required Completion Date.

Construction Completion (CC820) – Date that the COE accepts the work (i.e. LD’s would no longer apply). This is synonymous with the term “Substantial Completion”.

Beneficial Occupancy Date (BOD) (CC850) – Customer acceptance and occupancy of the facility.

Original BOD - This is the date mutually established by the Project Delivery Team (PDT) (customer, user, Area/Resident, and Project Management) as to when the work will be transferred and accepted by the customer. This date should be established within 30 calendar days after contract award and remains fixed for the life of the contract.

Scheduled BOD – Initially matches the Original BOD established by PDT, then updated as necessary to reflect when it is currently expected or scheduled to occur.

Actual BOD – When it actually occurs. For military projects, the client should sign the initial 1354 on this date.

It is possible to have multiple BOD’s on a single contract. For projects without separate phases, the date in RMS should reflect the last or final BOD for the Contract. Local milestones can be added to track multiple BOD’s in RMS.

Physical Completion (CC840) – Date all contractor work is completed. All deficiencies/punch list items are completed. Note: Claims can be pending and this date excludes activities within government control, such as warranty inspections, CCASS evaluations, final 1354, etc.

Transfer Document Date (CC890) – Date Initial 1354 or Transfer Memo is accepted by the customer, which should occur at BOD.

Contractor Evaluation Date (CC870) – Date Contractor Evaluation completed, signed by the Reviewing Official.

Contractor Final Payment (CC880) – Date on the Check/EFT on the Final Payment to contractor. Actual date will be downloaded from CEFMS. Scheduled date is a manual entry of when you expect it to happen.

AE Evaluation Date (CC860) – Date AE Evaluation (after construction) completed, signed by the Reviewing Official.

Red Zone Meeting – Date of meeting with PDT to discuss all aspects of upcoming contract closeout. Initial Red Zone meeting is held approximately 60 days before the scheduled BOD or at 80% complete.

Project Fiscal Completion (ML260) – Date all project fiscal requirements are satisfied and all remaining design and construction funding returned to customer and the CEFMS Construction-In-Progress (CIP) asset account is closed by Resource Management. Scheduled and Actual date comes from P2.

Examples of District defined Milestones

Interim 1354 Date – Date the User Signs (last, if more than one) Interim 1354. Remember, that it is possible to have multiple Interim 1354 date's on a single contract. The date in RMS should reflect the last Interim 1354 Date on the Contract.

Final Pay to District – Date Final Pay Estimate Package Sent to the District Office

As-Builts to District - Date As-Built Drawings Sent to the District Office

Payrolls Sent to District - Date Payrolls Sent to the District Office

Contract Files Sent to District - Date Contract Files Sent to the District Office

Monthly Progress Tab

Once the **NTP Acknowledged** date (Scheduled) has been provided, you may proceed to the **Monthly Progress** tab and generate your monthly scheduled progress by copying the actual/projected % placement, choose from a selection of automated S curves, or choose to use the Contractor's activity scheduled start and finish dates. Quite a variety of Schedule options have been added to this latest version of RMS, as you can explore by using the selections at the bottom of the screen. You do this from selecting the **Generate Scheduled Progress** button.

The screenshot shows the RMS Contract Menu interface. The 'Monthly Progress' tab is active, displaying a table of progress data. A red arrow points to the 'Generate Scheduled Progress' button. A dialog box is open, showing options for generating the schedule. A second red arrow points to the 'Contractor's activity scheduled start and finish dates' option.

Month	Placement		Progress	
	Actual %	Projected %	Actual %	Scheduled %
Jan 07	80%		80%	74%
Feb 07	80%		80%	86%
Mar 07	80%		0%	93%
Apr 07	80%		0%	100%
May 07	80%		0%	100%
Jun 07	80%		0%	100%
Jul 07	80%		0%	100%
Aug 07	81%		81%	100%
Sep 07		100%	0%	100%
Oct 07		100%		100%
Nov 07		100%		100%
Dec 07		100%		0%

Generate Scheduled Progress dialog box options:

- Copy Actual/Projected % Placement
- Selected S Curve from District Library modified for actuals to date
- Contractor's activity scheduled start and finish dates

Contractor's activity scheduled start and finish dates:

- Early start
- Mid float start
- Late start

This information **MUST BE COMPLETED** for placement projection reports and is uploaded to HQUSACE via the P2 module. The initial schedule is typically based on a Sin² curve. If you are importing the contractor's NAS (via the SDEF), you should use the selection **Contractor's activity scheduled start and finish dates** for more accurate reporting.

Cost / Time Growth Tab

(Information screen only – you can only change the “Contract Phase” you wish to review.)

You should first complete your AWARD CWE before using this screen. You must have an NTP Date (scheduled or actual) and a contract DURATION entered before you will be able to access this tab.

The information on this screen depicts a succinct snapshot of the contract, as it was originally at Award, how it currently stands and, finally, what it is estimated to be in the future.

Administration - Contract Status

Contract Phase: 001 - Primary Phase

Current Contract Including Completed Mods

Base Award	\$4,956,947.00	197 days		
Options Exercised	\$5,231,929.00	205 days		
Original Contract	\$10,188,876.00	402 days		
Controllable Mods	\$547,841.00	160 days		
Uncontrollable Mods	\$335,787.00	0 days		
Current Contract	\$11,072,504.00	562 days		

Controllable		Total	
% Cost	% Time	% Cost	% Time
5.4 %	39.8 %	8.7 %	39.8 %

Original Required Completion: 12/07/2006
Current Required Completion: 05/16/2007

Contract Including Pending (5) Changes

Pending Options	\$0.00	0 days		
Controllable Changes	\$0.00	0 days		
Uncontrollable Changes	\$0.00	0 days		
Estimated Contract	\$11,072,504.00	562 days		

Controllable		Total	
% Cost	% Time	% Cost	% Time
5.4 %	39.8 %	8.7 %	39.8 %

Estimated Required Completion: 05/16/2007

Contract Including Pending (4) Changes

Pending Options	\$0.00	0 days		
Controllable Changes	-\$125,000.00	0 days		
Uncontrollable Changes	\$0.00	0 days		
Estimated Contract	\$10,947,504.00	562 days		

Controllable		Total	
% Cost	% Time	% Cost	% Time
4.2 %	39.8 %	7.4 %	39.8 %

Estimated Required Completion: 05/16/2007

Explanation of Options

Contract **Cost and Time Growth** is computed and updated by RMS from the **Award CWE** and all contract changes and/or modifications issued to-date.

The ORIGINAL contract amount is the AWARDED contract amount, plus OPTIONS exercised at award time. When you exercise an option that was originally identified it is considered as part of the original contract amount and time. Therefore, options exercised do not count against COST/TIME growth. As options are exercised the ORIGINAL contract amount will include the option as exercised.

Chapter 5 - Contract Setup and Planning Data

What this Chapter presents:

Entering Contract Setup and Planning Data For:

- Administration
- Funding
- Payment
- Modifications
- Quality Assurance
- Submittals
- Schedules



Contract Setup and Planning Data

This chapter will address the **HOW** and **WHO** of certain aspects of our contract. That is, **HOW** we want to do things and **WHO** will do them. The entries discussed in this module are typically referred to as “*Planning Activities*”.

Contract Setup – Administration / Funding Tab

The screenshot displays the 'RMS Contract Menu' interface. The title bar shows the contract ID 'W9127N-05-C-0025 NA' and the project name 'Bonneville FGE & VBS Modifications'. The 'Administration - Contract Setup' window is open, showing a navigation pane on the left with links like 'Contract Description', 'Contract Status', and 'Contract Setup'. The main area is divided into 'Administration' and 'Funding' sections. The 'Administration' section contains several checked options, including 'Will CEFMS be used for downloading Finances and uploading Payments?' and 'Will this contract be linked to P2?'. The 'Funding' section includes radio buttons for tracking 'CWE' and a checkbox for 'Continuing Funds', which is highlighted by a red arrow. At the bottom, the 'Program Amount' is set to '\$6,000,000.00' and the 'Currency Type' is 'US DOLLAR'.

Continuing Funds

The Continuing Funds box should be checked if it applies to your contract. This will cause RMS to recognize that your contract is not fully funded and will keep track of contingency, including negative contingency.

Funding: Track CWE -- Options

RMS will accommodate three basic methods to enter and track funding for the contract.

Option 1

“Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS”

This option allows you to pre-plan how you are going to pay for the *Contract Award, Changes, and Modifications*. This option gives you complete control of how the contract funds will be used. The option requires you to maintain a CWE for each Funding Account and requires you to predetermine obligation amounts for each Contract Line Item.

While this option gives you the most control, it also requires the most input.

Option 2

“Track CWE at Project Level, compute Obligation amounts for payment based on available funds”

This options does not require you to identify expenditures at the Funding Account level. It requires you to maintain only one CWE at the Contract level. Funding for pending changes or modifications does not require pre-planning. Contract payments are based on the available Obligations when the payment is made. Monthly payments will be based on the predetermined allocation split. Any payments made will not exceed the available funding.

This is the easiest of the options and is also recommended if the total source of contract funding is not known at award.

Option 3

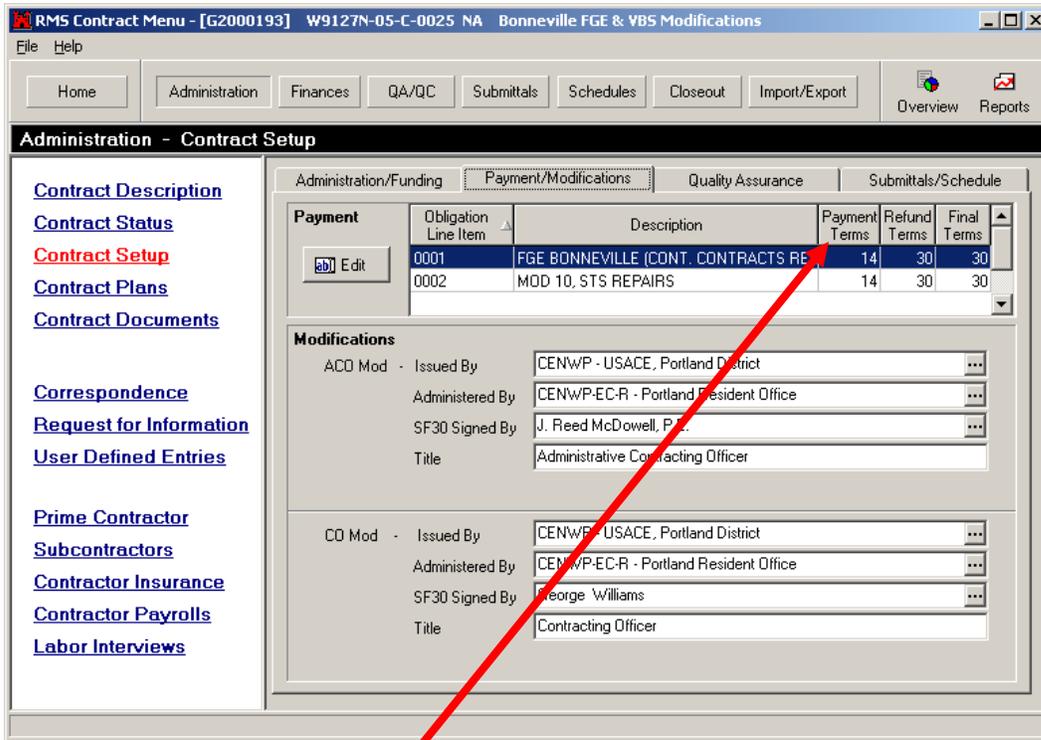
“Track CWE at Project Level, manually enter Obligation amounts for payment”

This option is basically the same as Option 2, except you decide how much should be allocated out of each Obligation when payment is made.

Currency Type

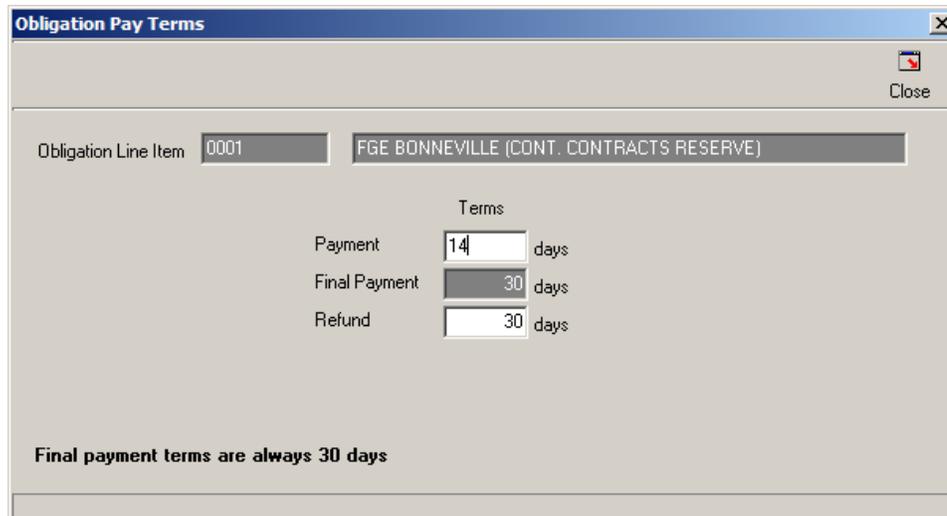
The foreign currency module in RMS matches the one in CEFMS. Foreign Currency contracts will honor exchange rates at the Obligation Line Item level at award.

Contract Setup – Payment / Modifications Tab



Obligation Payment Terms

This option allows different payment terms (days) for each Obligation Line Item for compliance to the *Prompt Payment Act*. The Payment and Refund Terms (days) may be changed in RMS and will be uploaded to CEFMS for the current payment only (if the Payment Terms are different in CEFMS, RMS will not be over-riden on the next exchange of data with CEFMS). The Final Payment terms are always 30 days.



CEFMS Set Up for ENG 93 Payments

You need to ensure that CEFMS has been set up to make Progress Payments (ENG 93). Now would be a real good time to take a look at the CEFMS screens to verify proper indication.

CEFMS Test database using test_ver code

Action Edit Block Field Record Query ESIG Help Window

v2.1.68 Obligation Create/Update Screen 2.40

Obligation Number: W9126C-05-C-0001 Delivery Order Number: NA

Constructive Acceptance Days: 7

Fast Pay Indicator:

Prompt Payment Act Exemption:

Cert. of Conformance Required:

Vendor For Credit Card Purchase:

Continuing Contract Clause Ind:

Advance Payment Code:

Progress Payment Indicator:

Release of Claims Code:

Clause Number	Country	
52.232-25	US	PROMPT PAYMENT

Authorized Receivers Obligation Discounts

Prev Page Prev Next Query List Save Exit Next Page

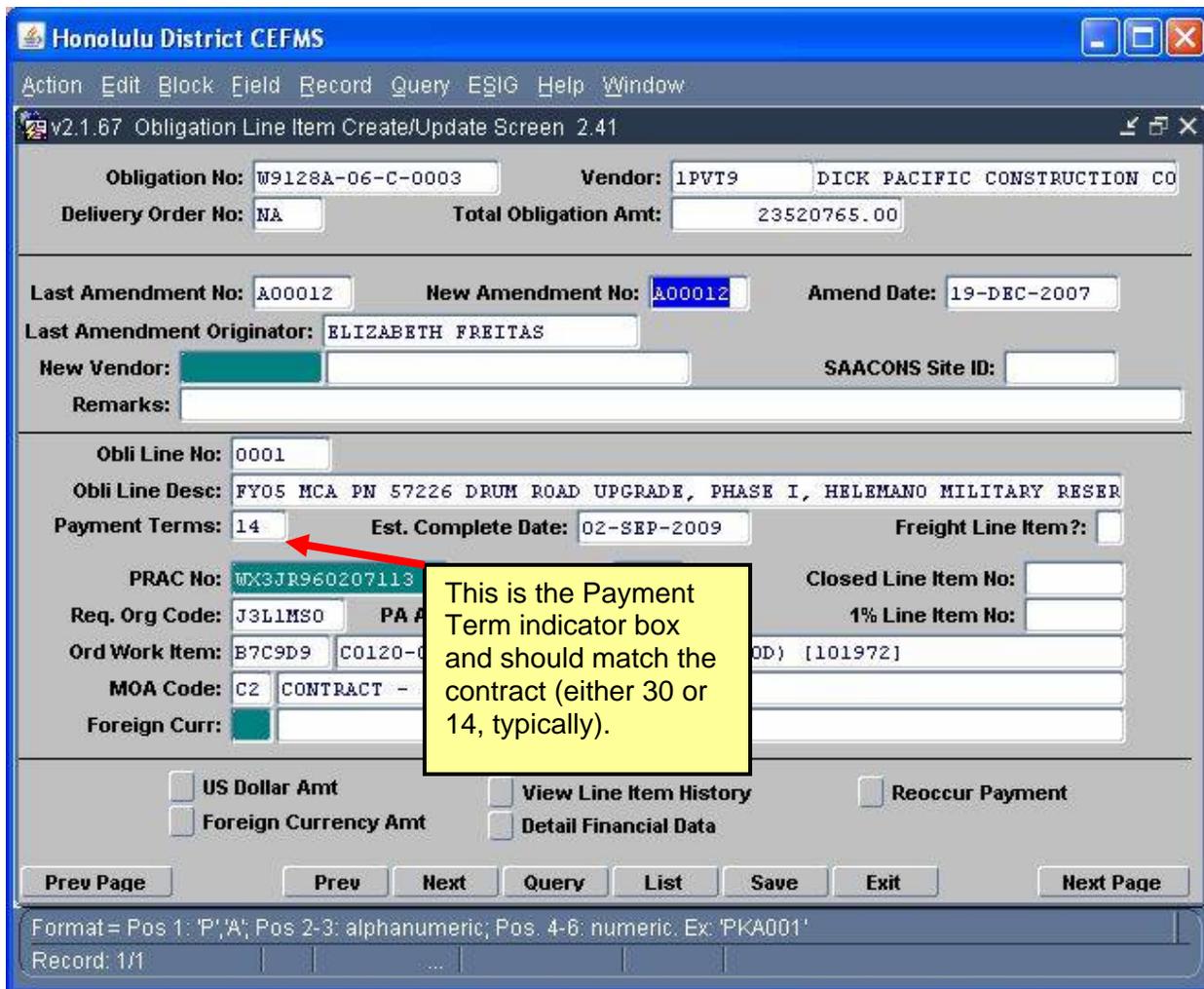
Enter the obligation constructive acceptance days.

Record: 1/1

This is the Progress Payment Indicator box and it must be set at "Y" (Yes).

CEFMS Set Up for Payment Terms

CEFMS needs to reflect the Payment Terms required by the contract. CEFMS defaults to 30 days, but many contracts have 14 day Payment Terms. The following screen (2.41) in CEFMS is set up for each Obligation Line Item and includes the box to indicate the proper Payment Terms.



Honolulu District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.67 Obligation Line Item Create/Update Screen 2.41

Obligation No: W9128A-06-C-0003 Vendor: 1PVT9 DICK PACIFIC CONSTRUCTION CO
Delivery Order No: NA Total Obligation Amt: 23520765.00

Last Amendment No: A00012 New Amendment No: A00012 Amend Date: 19-DEC-2007
Last Amendment Originator: ELIZABETH FREITAS
New Vendor: SAACONS Site ID:
Remarks:

Obli Line No: 0001
Obli Line Desc: FY05 MCA PN 57226 DRUM ROAD UPGRADE, PHASE I, HELEMANO MILITARY RESER
Payment Terms: 14 Est. Complete Date: 02-SEP-2009 Freight Line Item?:
PRAC No: WX3JR960207113 Closed Line Item No:
Req. Org Code: J3L1MS0 PA A 1% Line Item No:
Ord Work Item: B7C9D9 C0120-0 OD) [101972]
MOA Code: C2 CONTRACT -
Foreign Curr:

US Dollar Amt View Line Item History Reoccur Payment
 Foreign Currency Amt Detail Financial Data

Prev Page Prev Next Query List Save Exit Next Page

Format = Pos 1: 'P','A'; Pos 2-3: alphanumeric; Pos. 4-6: numeric. Ex: 'PKA001'
Record: 1/1

SPS Set Up for Payment Terms

Modifications created in SPS should also have the Payment Terms agree with the Contract and should agree with CEFMS. The following screen (6.1.1) in SPS is set up for each Obligation and includes the box to indicate the proper Payment Terms.

Honolulu District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.26 SPS Obligation Update Screen 6.1.1

Obligation Number: W9128A-06-C-0003 Obligation Type: C

Delivery Order No: NA Amendment No: A00001 Amendment Date: 30-SEP-2007

Description: CONTRACT

Vendor ID: LPVT9 DICK PACIFIC CONSTRUCTION CO LTD

US Amount: 23290518.00

Award/Mod Oblig US Amt: .00

Foreign Curr Amt: .0000000

CEFMS Calculated Mod Amt: -230247.00

Payment Indicator:

Pay Terms: 30

Assignment Inst ID:

Pay Seq No:

Prompt Pay: N

Fast Pay: N

Progress Pay:

Advance Payment:

Continuing Contract Clause:

Accept Days: 7

Discount Day: 0

Discount Percent: 0

Freight Code: D

Prev Page Prev Next Query List Save Exit Next Page

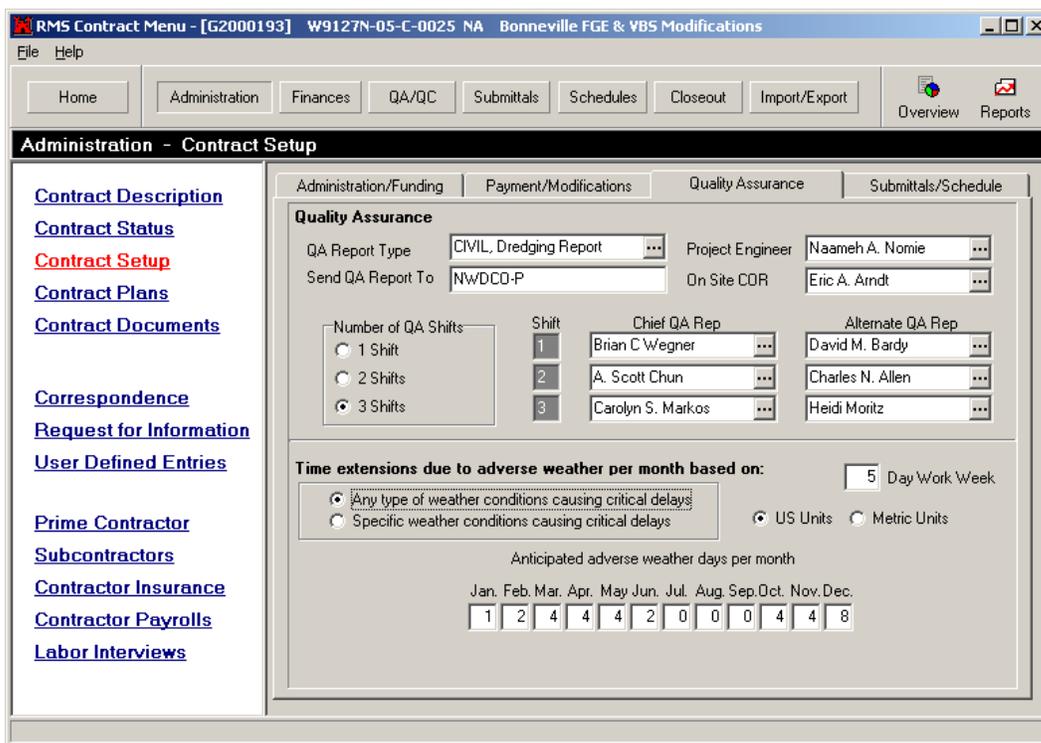
Enter Y if contract payment is by a disbursing office other than your own.

Record: 1/1

Contract Setup - Quality Assurance Tab

This is where you begin identifying, assigning and otherwise setting up the QA features for the contract. The type of report to be used is selected (Civil or Military, Dredging, or other special type), Personnel are identified (RMS will accommodate up to 3 shifts) and you enter the weather data from within the contract.

Contract Setup Window



Clicking the radial button: **Specific weather conditions causing critical delays**, you will see the following rows for entry of data:

- Precipitation Over ____ Inches (MM)
- Temperature Below 32° F (0° C)
- Surface Wind Over ____ MPH (KPH)

Contract Setup – Submittal/Schedule Tab

On the **Submittals/Schedule** tab, default submittal information is provided in order to generate the *Submittal Register*.

The screenshot shows the 'RMS Contract Menu' window with the 'Administration - Contract Setup' tab. The 'Submittals/Schedule' sub-tab is active. The 'Submittals' section contains the following fields and options:

- Will there be more than one Submittal Register? (indicated by a red arrow)
- Complete Submittal Need Dates based on Activity Schedule.
- Government Review Period: GA Days, FIO Days
- Contractor Resubmittal Period: Days
- Default Number of Copies: GA Copies, FIO Copies
- Default Government Reviewer: ...
- Default Review Office:
- Contractor to send submittals to:
 - The above Default Review Office only
 - The Office assigned to review the submittal
 - Both the Default Office and the Office assigned to review the submittal
- Activity Schedule:
 - Manually enter Scheduled Start/Finish Dates
 - Import Early and Late Start/Finish Dates from Contractor's Network Analysis System (NAS)

A table of existing submittal registers is visible on the right:

ID	Title
01	Main Register
02	Auxiliary Power Plant

Will there be more than one Submittal Register?

On the left side of the Submittal/Schedule tab, RMS defaults to a single *Main Register*. Each contract can be provided with any number of submittal registers.

The pop-up screen must be completed with a new **Submittal Register ID** number and a **Submittal Register Title**. RMS defaults to the next sequential number for the **Submittal Register ID**.

The 'Add Submittal Register' dialog box contains the following information:

Add New Submittal Register

To add a new submittal register, enter a unique 2 character identifier and a descriptive title.

Submittal Register ID:

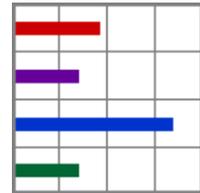
Submittal Register Title:

Buttons:

Compute Submittal Need Dates based on Activity Schedule

This selection will automatically populate the fields in the Submittal Register (ENG 4288) with the dates from the Contractor activity schedule (NAS) or from the dates manually entered if the SDEF import is not utilized.

Activity Schedule provides for either manually entering the Start/Finish Dates or Importing the Start/Finish Dates from the Contractor's NAS scheduling system. Choose the one specified by the contract, or being used by the Contractor.



Manually enter Scheduled Start/Finish Dates

If the Contractor is using a Gantt chart, manual entry of dates may be required. The Actual Dates will be imported from the Contractor QCS module, if it is being used.

Import Scheduled Start/Finish Dates from NAS

The easiest method to keep up-to-date with the Contractor is by use of a Network Analysis System (NAS) (often referred to as a CPM, Critical Path Method). RMS will automatically be able to import the Early and Late Start/Finish Dates that can be used to update P2.

The Actual Dates will be imported from the Contractor QCS module.

Chapter 6 - Correspondence

What this Chapter presents:

- Overview
- Adding Correspondence in RMS
- Generating Form Letters
- Copying a Document from another Library
- Request for Information (RFI) Procedure
- Contract Documents
- Supporting Documents



Overview

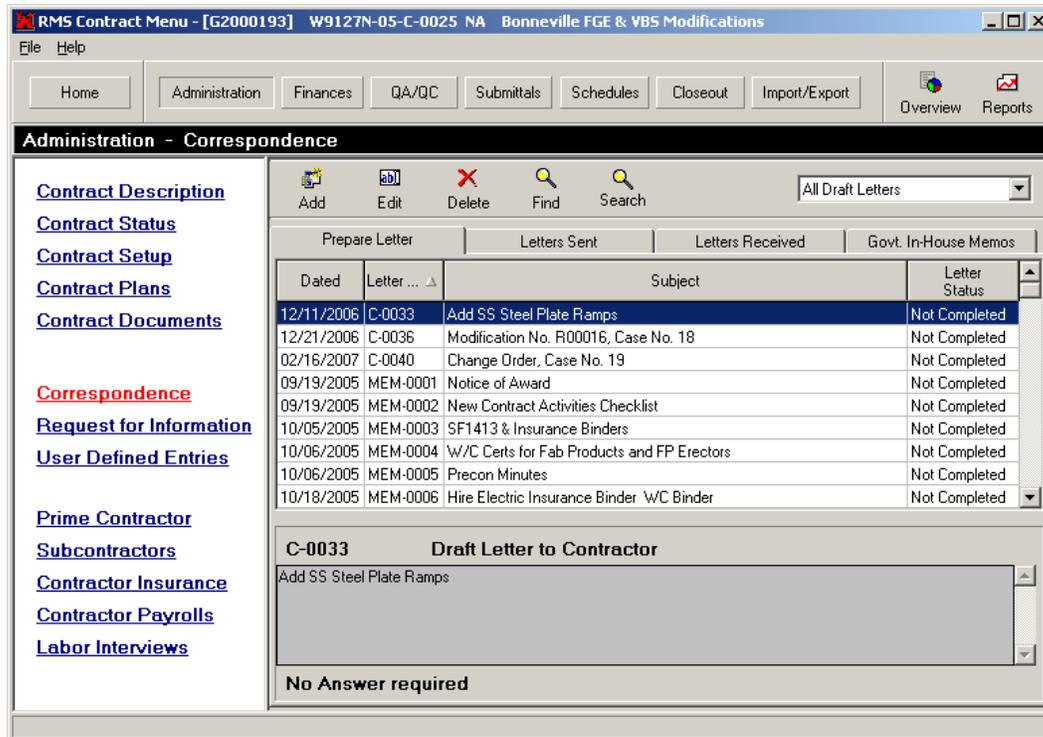


The correspondence option allows you to maintain a log of all documents sent or received on a contract. It has links to other menu choices so you can check pertinent correspondence at several points. For example, when you choose a particular modification, a subsequent menu choice allows you to view all correspondence on that modification.

This option also gives you access to word processing and assists you in generating form letters from a variety of templates. Both an RFI module and a Correspondence module is available to exchange information with the Contractor electronically regarding RFI and/or Correspondence subjects. All correspondence can be linked to Contractor Claims and/or Contract Changes/Modifications as **Supporting Documents**. In order to utilize the RFI and Correspondence modules in QCS, the appropriate boxes in **Contract Setup** must be checked.

Adding Correspondence in RMS

Correspondence is accessed from the **Contract Menu / Administration / Correspondence** menu, as shown. The screen is the primary correspondence window on which you can observe all letters at a glance. As you place the cursor on a letter, the letter number and brief description will appear at the bottom of the window.



Correspondence is separated into "status" categories. Those that are **SENT** or **RECEIVED** are on the second and third tabs, respectively. Those letters that have been prepared and are awaiting completion and/or approval are shown on the first tab (**Prepare Letter**). **Government In-House Memos** are on the fourth tab.

When adding a piece of correspondence, a drop-down menu presents a listing of the **categories** of all letters maintained within the program. This is the listing you will see when you are NOT using the QCS module for Correspondence or have chosen to have the Government enter the Contractor correspondence. The items marked with "-- **" will not appear if you have indicated that the Contractor will enter the Correspondence in **Contract Setup**.

- Letter to Contractor
- Request for Proposal to Contractor
- Letter to Other Agency
- Letter from Contractor Home Office -- **

- Letter from Contractor Site Office -- **
- Letter from Other Agency
- Government In-House Memo

The prefixes that RMS utilizes are recorded in the Library for all Agencies and other Customers. RMS requires certain predefined prefixes and these cannot be changed. These are used to sort letters on several of the Correspondence reports. The required predefined prefixes are as follows:

C	=	Letter to Contractor from the Government
RFP	=	Request for Proposal letter to the Contractor from the Government
MEM	=	In-house Memorandum for the Government
H	=	Letter to the Government from the Contractor Home Office
S	=	Letter to the Government from the Contractor Site Office
RFI	=	Request For Information from the Contractor ** to the Government

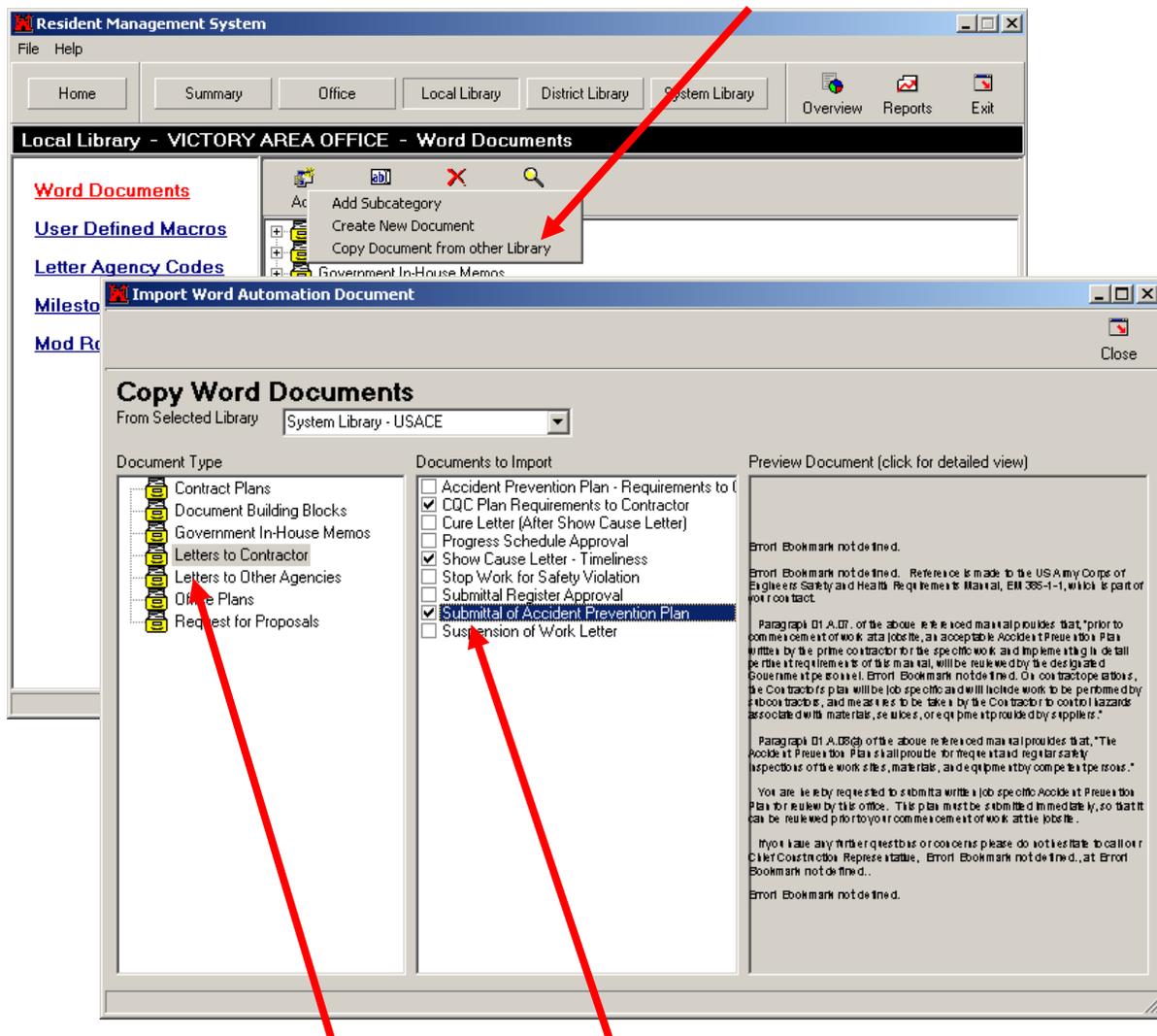
Generating Form Letters

Form letters and templates are compiled using MSWord © and make use of the many macros embedded in RMS (some are provided by the RMS program and others can be created by the RMS User). There are lots of samples included with the program for your use. It is suggested that you use the samples as a pattern and let them remain in your system. It is easy to COPY a letter to another file and modify it to meet your needs. (That way, you can always start over with one that functions.) You are encouraged to add all the form letters that you use to help speed up your processes and provide consistency in your office environment. It may help you to get started by printing out the RMS macros from the report Explorer, as follows.

The screenshot shows the RMS software interface. The 'Report Menu' window is open, displaying a 'Library Reports' pane on the left with a list of categories: Management, Finances, Quality Control, Quality Assurance, Submittals, **Word Macros**, Data Dictionary, and Contract Closeout. The 'Word Macro Report Options' window is also open, showing a 'Preview' button and the text 'Word Macros' and 'No options for this report'. A red arrow points from the 'Library' button in the Report Menu to a callout box that says 'Select the **Library** button on the Report Explorer window to access the report for **Word Macros**.' Another red arrow points from the 'Word Macros' link in the Library Reports pane to a callout box that says 'Select **Word Marcos** and **Preview** the report. It will give you about a five page listing of the available RMS Word Macros.'

Copying a Document from another Library

You can easily copy documents from other offices or the System Library into your **Local Library** so they will be available for all your contracts. Select **Local Library / Word Documents** and then the **Add** button, as shown below. Choose the selection “**Copy Document for other Library**” option.



Use the drop-down menu to select the office, followed by the **Document Type** you would like to import. As you select the **Document Type**, all the available documents will then be reflected in the middle window. You can select a particular document from the middle window, then click on it in the extreme right window to get a full screen view. If no documents appear, it is a sign that you (or someone else) has already copied the documents from that library.

Check each document, in each **Document Type**, you wish to import, when you are completed select **CLOSE** and they will be imported.

Setting up RMS and MS Word

Prior to using MS Word for creating form letters that make use of the RMS macros, you must first configure the two programs to work together. The following procedures will set up your MS Word © and create an Icon on your tool bar that will provide access to all RMS macros.

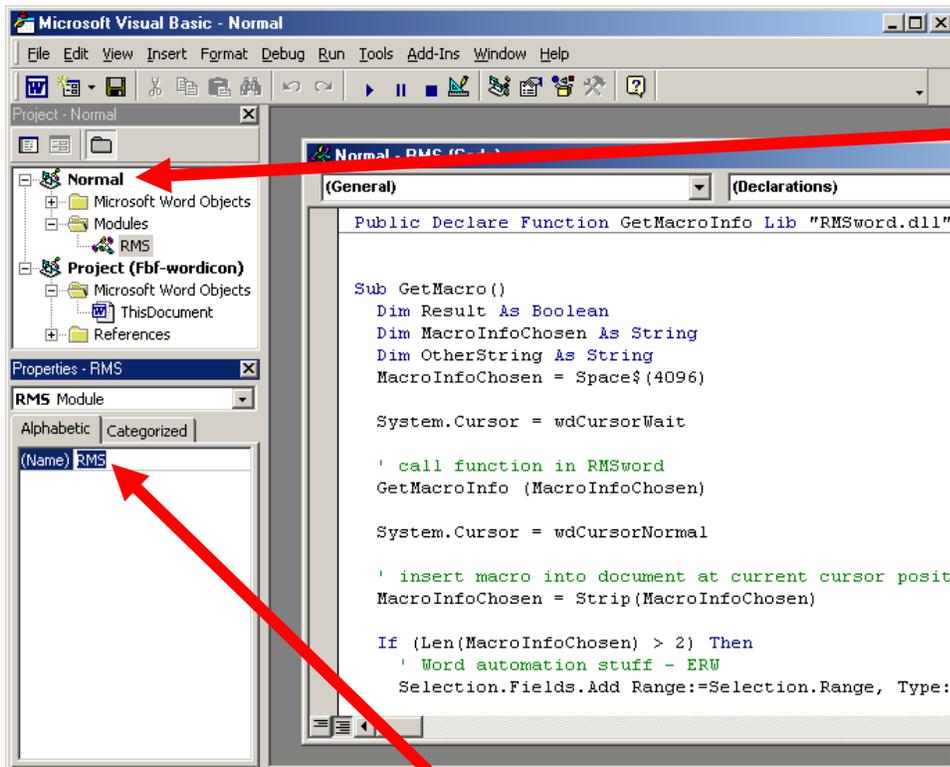
NOTE: This does not apply if your RMS program is on one of our CEAP servers (WPC or CPC), as it is already configured for you. This would only apply if you have a stand-alone RMS program or are using a Non-CEAP center RMS.

Using RMS with MS Word - Word Automation

The following steps are required in order to allow users of the RMS Word Document Automation features to select RMS Macros from an interactive interface when creating automated documents.

Use this procedure to copy the following declaration, subroutine, and function into the normal template:

1. Start Word.
2. Choose **Tools – Macro – Visual Basic Editor** menu option. The following screen appears.



3. Right click on the **Normal** icon and choose **Insert – Module**. A smaller window will appear and you paste the following data into the window (paste all text BETWEEN the words START and END as provided below – Do not include the words “start” and “end”).

The example module is named **RMS** – the module name can be changed here, at the top line in the lower left hand box.

START

```
Public Declare Function GetMacroInfo Lib "c:\winrms\RMSword.dll" (ByVal MacroChoice As String) As Boolean
```

```
Sub GetMacro()  
Dim Result As Boolean  
Dim MacroInfoChosen As String  
Dim OtherString As String  
MacroInfoChosen = Space$(4096)
```

```
System.Cursor = wdCursorWait  
' call function in RMSword  
GetMacroInfo (MacroInfoChosen)
```

```
System.Cursor = wdCursorNormal  
' insert macro into document at current cursor position  
MacroInfoChosen = Strip(MacroInfoChosen)
```

```
If (Len(MacroInfoChosen) > 2) Then  
' Word automation stuff - ERW  
Selection.Fields.Add Range:=Selection.Range, Type:=wdFieldEmpty,  
PreserveFormatting:=False  
Selection.TypeText Text:=MacroInfoChosen  
pos = Selection.Range.End  
Selection.SetRange Start:=pos + 2, End:=pos + 2  
End If  
End Sub
```

```
Function Strip(Incoming As String) As String  
Dim FoundAt As Long  
FoundAt = InStr(Incoming, Chr$(0))  
If (FoundAt <> 0) Then  
Incoming = Mid(Incoming, 1, FoundAt - 1)  
End If  
Incoming = Trim(Incoming)  
Strip = Incoming  
End Function
```

END

If you have problems selecting the code using a mouse, it is suggested that you point the cursor to the first character of the first line, hold down the shift key, and hit the down cursor key until all the code is highlighted.

4. Save changes and **exit from the Visual Basic editor**. Save changes and exit from the Normal document template. (<Ctrl>+5, then <alt>+Q)

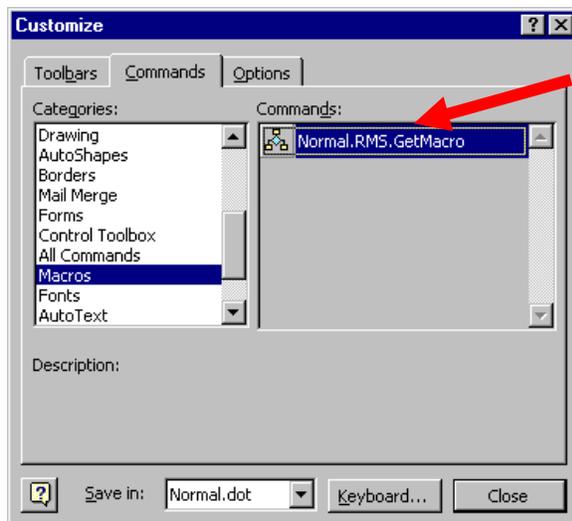
NOTE: When MS Word is called from RMS, the default directory is the same as that of the Winrms executable file (where RMSword.dll is located).

Some users may want to use Word for creation / updating of Word Automation documents when the RMS database is not available. In order to use the interactive method of inserting RMS macros, RMSword.dll needs to be located in one of the directories in the System Path (i.e., C:\windows\command).



A file named MacroLST.RMS containing all RMS macros currently defined MUST be located in the System Temp path (i.e., C:WINDOWS\TEMP). RMS periodically updates this file. Going to the Library menu in RMS and choosing Word Macros will force this file to be regenerated when you exit the macro listing. If you delete the temporary files in your system temp directory, you will need to locate that file and replace it. You can locate it from another computer that is using RMS, or contact the RMS Center for support.

Add an icon to the MS Word toolbar

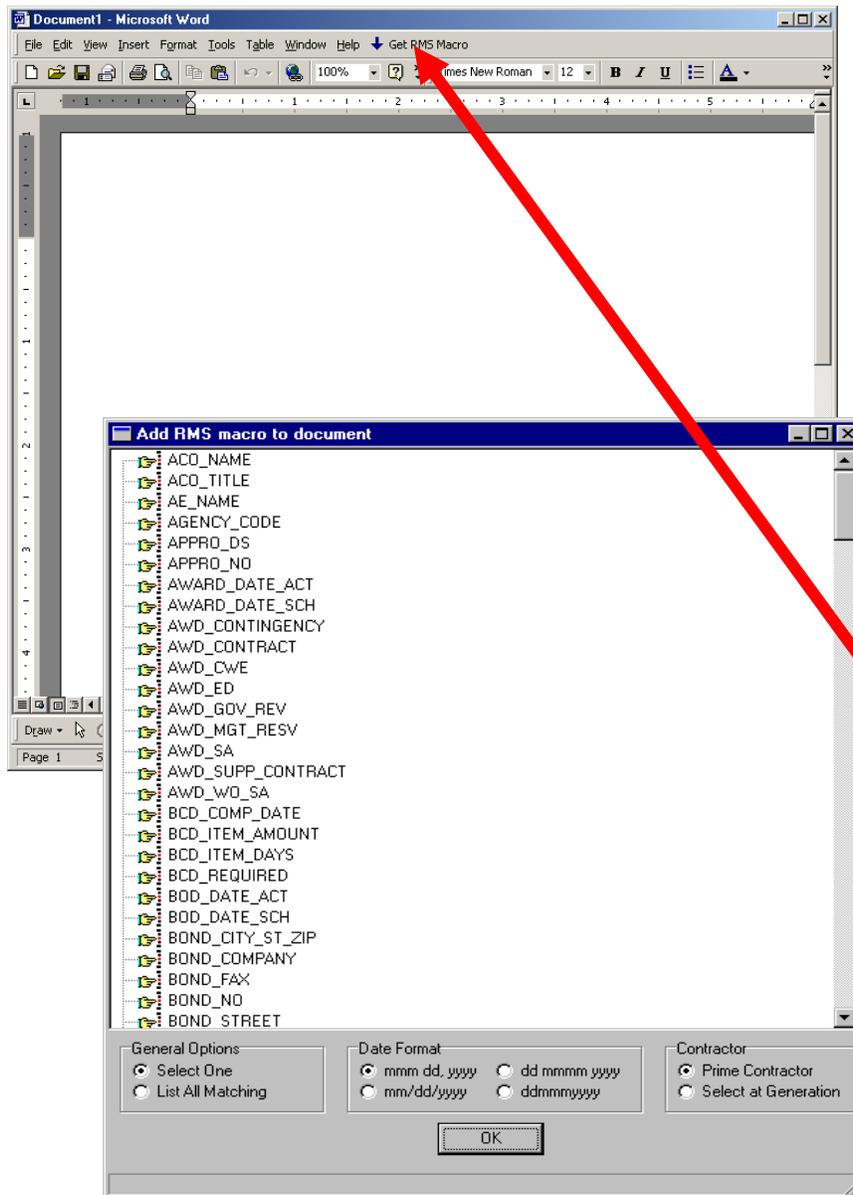


Right click on the top toolbar within MS Word (i.e., next to “Help” icon) – Choose **Customize** and click on the **C**ommands tab.

Choose the **Macros** category in the left window and highlight the **Normal.RMS.GetMacro** subroutine located in the right window. **Drag** the **Normal.RMS.GetMacro** subroutine to the standard toolbar and **drop** it (i.e., again, next to the “Help” icon).



Note: Dropping the button into empty space to the right of the toolbar will not work. Position the button on toolbar where you want icon to appear before letting go. The symbol it shows while you are dragging the button will change from an X to a + when you are located in a position where dropping is permitted.



Do not close the Customize window. Right click on the button that was just created on the toolbar. Where it says, "**Name**" change the name to **Get RMS Macro**. Further down on the drop down menu, select "**Change Button Image**" and select the **down arrow** to change the button icon.

Close the Customize window.

When the user clicks on the **Get RMS Macro** icon they should be met with the following window, which is a listing of the RMS macros.

You are now ready to begin using macros for generating form letters, plans, etc.

RFI's (Request for Information)

The **Request for Information (RFI)** module in QCS and RMS allows the contractor to request clarification of contract information, or to pose questions regarding the contract through the RMS/QCS interface. The RFI is transmitted between RMS and QCS using the import/export function.

Prepare RFI

The contractor prepares the RFI in QCS. When the Contractor checks that it is completed, the RFI is then submitted to the Government and includes the following key items:

- Information requested

- Date response Required
- Contractor's Recommendation
- Will the Contractor's Recommendation increase cost or time of the contract?
- Attachments from Contractor such as contract drawings, documents, or photos

The screenshot displays the 'Request for Information - RFI-0001' window within the 'QCS Contract Menu' application. The window title bar shows the project name: 'Bonneville FGE & YB5 Modifications'. The interface includes a menu bar (File, Options, Help) and a toolbar with buttons for Home, Administration, Quality Control, Submittals, Import/Export, Overview, and Reports. A sidebar on the left lists navigation options such as 'Contract Description', 'Action Items', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payroll', 'Correspondence', 'Request for Inform', 'Pay Activities', and 'Progress Payment'. The main form area contains the following fields and controls:

- Contractor Request for Information**: Tabbed interface.
- Date Requested**: 02/22/2005. Includes a checkbox for 'Completed - Ready to send to Government'.
- Requestor's Name**: Tim Morrow. Includes a checkbox for 'Subcontractor'.
- Answer Requested By**: 02/28/2005. Includes checkboxes for 'Potential Cost Impact' and 'Potential Schedule Impact'.
- RFI Subject**: Clarification on Handicapped Access. Includes a 'Feature of Work' dropdown.
- Specification Sections**: Empty text field.
- Drawings and Details**: Empty text field.
- Information Requested**: Text area containing 'The contract drawings do not show access for handicapped persons. No ramps or rails are provided anywhere and steps are designed at all entrances.' with an 'Edit' button.
- Contractor's Recommendation**: Text area containing 'Suggest the steps be converted to 1:12 ramps on all entrances except the loading dock.' with an 'Edit' button.
- Attachments from Contractor**: A table with columns for 'Title' and 'File Size'. The table is currently empty.

At the bottom of the window, there are buttons for 'Add', 'Edit', and 'Delete' attachments, and a status bar labeled 'RFI Detail'.

RFI Requiring Response

The RFI Requiring Response can be found in the Contract Administration Section, under Request for Information. The RFI module must be turned on in **Contract Setup** by checking the box that asks **Do you want to answer RFI's with two-way RFI form?** These screens show all RFI's that have been received by the Government for this contract.

The screenshot displays the 'Request for Information' screen in the RMS Contract Menu. The window title is 'RMS Contract Menu - [P0000004] W912ER-04-C-0007 NA 1ST CAVALRY HQ BUILDING'. The interface includes a menu bar (File, Help), a navigation pane with links like 'Contract Description', 'Contract Status', 'Contract Setup', 'Contract Plans', 'Correspondence', 'Request for Information', 'User Defined Entries', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', and 'Labor Interviews'. The main area shows a table of 'Outstanding RFI's' and 'RFIs Answered by the Gov't'. A table with one row is visible: Dated: 02/22/2005, RFI No.: RFI-0001, Subject: Clarification on Handicapped Access, Date Answer Requested: 02/28/2005, Date Answered: 03/14/2005. Below the table, there are sections for 'RFI-0001 - Information Requested' and 'RFI-0001 - Government Response'.

Dated	RFI No.	Subject	Date Answer Requested	Date Answered
02/22/2005	RFI-0001	Clarification on Handicapped Access	02/28/2005	03/14/2005

RFI-0001 - Information Requested
The contract drawings do not show access for handicapped persons. No ramps or rails are provided anywhere and steps are designed at all entrances.

RFI-0001 - Government Response
Provide 1:12 ramps, as suggested, and as referenced in Contract Specification 02222 and Contract Drawing S-13, detail 4a.

Government Response to RFI

The Government Response to the Contractor is entered on this screen. Required entries are:

- Response Dates (received and answered dates)
- Government Response to Contractor
- Answer Completed check box
- Approved – Ready to send to Contractor check box

Optional entries in the Government Response are:

- Secondary Respondents
- Attachments from the Government

Request for Information - RFI-0041

Contractor Request for Information | Government Response

Date Received: 09/09/2007 | Date Answered: 09/14/2007 | Answer Completed | Approved

Receipt acknowledged by: Fredrick Freeman | Modification Required | Change Request No.: 00017

Answer Prepared By: Scott A. Apple, P.E. - Administrative Contracting Officer | Date Answer Requested: 09/18/2007

Government Response to Contractor

We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.

1 Secondary Respondent

Respondent: Charles N. Allen | Secondary Response Due: 09/13/2007 | Secondary Response Completed: 09/13/2007

Response by Charles N. Allen: This construction is in agreement with ADAAG guidelines and should be approved.

0 Attachments from Government

Title	File Size

When the Government Response is marked as **Answer Completed**, it is ready for approval. All entries become read-only and cannot be changed unless the completed box is unchecked.

Request for Information - RFI-0041

Contractor Request for Information | Government Response

Date Received: 09/09/2007 | Date Answered: 09/14/2007 | Answer Completed | Approved

Receipt acknowledged by: Fredrick Freeman | Modification Required | Change Request No.: 00017

Answer Prepared By: Scott A. Apple, P.E. - Administrative Contracting Officer | Date Answer Requested: 09/18/2007

Government Response to Contractor

We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.

1 Secondary Respondent

Respondent: Charles N. Allen | Secondary Response Due: 09/13/2007 | Secondary Response Completed: 09/13/2007

Response by Charles N. Allen: This construction is in agreement with ADAAG guidelines and should be approved.

0 Attachments from Government

Title	File Size

The **Approved** box is checked when the Government is ready to export the Government Response to the Contractor. Once the RFI is exported to the Contractor it can no longer be edited (you can no longer 'uncheck' the **Answer Completed** or **Approved** boxes).

Screen after the RFI has been exported to QCS

Request for Information - RFI-0041

RFI Close

Contractor Request for Information
Government Response

Date Received	<input type="text" value="09/09/2007"/>	Date Answered	<input type="text" value="09/14/2007"/>	<input checked="" type="checkbox"/> Answer Completed
				<input checked="" type="checkbox"/> Approved

Receipt acknowledged by	<input type="text" value="Fredrick Freeman"/>	<input checked="" type="checkbox"/> Modification Required	Change Request No.	<input type="text" value="00017"/>
Answer Prepared By	<input type="text" value="Scott A. Apple, P.E. - Administrative Contracting Officer"/>	Date Answer Requested	<input type="text" value="09/18/2007"/>	

<input type="button" value="View"/>	Government Response to Contractor We concur with your recommendation to provide concrete ramps. An RFP will be issued for this work not later than tomorrow.
-------------------------------------	---

<input type="button" value="Add"/> <input type="button" value="Remove"/>	1 Secondary Respondent <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray; text-align: center;">Respondent</td> <td style="width: 50%;"></td> </tr> <tr> <td style="background-color: #4F81BD; color: white; text-align: center;">Charles N. Allen</td> <td></td> </tr> </table>	Respondent		Charles N. Allen		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Secondary Response Due</td> <td style="width: 50%;"><input type="text" value="09/13/2007"/></td> </tr> <tr> <td>Secondary Response Completed</td> <td><input type="text" value="09/13/2007"/></td> </tr> </table>	Secondary Response Due	<input type="text" value="09/13/2007"/>	Secondary Response Completed	<input type="text" value="09/13/2007"/>
Respondent										
Charles N. Allen										
Secondary Response Due	<input type="text" value="09/13/2007"/>									
Secondary Response Completed	<input type="text" value="09/13/2007"/>									
<input type="button" value="View"/>	Response by Charles N. Allen This construction is in agreement with ADAAG guidelines and should be approved.									

<input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delete"/>	0 Attachments from Government <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; border-bottom: 1px solid gray;">Title</th> <th style="width: 30%; border-bottom: 1px solid gray;">File Size</th> </tr> </thead> <tbody> <tr style="background-color: #4F81BD; color: white;"> <td style="border-bottom: 1px solid gray;"></td> <td style="border-bottom: 1px solid gray;"></td> </tr> </tbody> </table>	Title	File Size		
Title	File Size				

RFI Detail

RFI Notification in RMS and QCS

Both RMS and QCS will advise the Government or the Contractor of any new or answered RFI's following the export/import process.

QCS Correspondence Module

This module will allow the Contractor and Government to exchange correspondence letters within QCS and RMS. In addition, they will be able to include file attachments to the letters. The letters that will be able to be sent will include contractor Home (H-####) and Site (S-#####) letters. Basically, the contractor will be able to designate a remote QCS to be either Site or Home using the current check out scheme. The Government will accept the 'first' answer to a particular letter from either the H or S office and will ignore subsequent answers. Also, the Government will be able to generate both RFP- and C- letters to send to the Contractor. The generated letters are able to be answered by either the QCS Home or the QCS Site office.

The new feature operates very similar to the existing RFI modules.

The choice to use the new feature must be indicated in **Contract Setup**, the same as the RFI feature is presented. Once the Contractor is designated to enter the Correspondence, the RMS User will not be able to perform manual entry to the received correspondence.

The screenshot displays the 'RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VES Modifications' window. The 'Administration - Contract Setup' tab is active, showing various configuration options. A red arrow points to the 'Contractor Correspondence Entered By' dropdown menu, which is currently set to 'Contractor'. Other dropdown menus include 'Insurance Entered By' (Contractor), 'Payroll Entered By' (Contractor), 'RFI Entered By' (Both), and 'Category Codes for' (ARMY). The 'Funding' section is also visible, with 'Program Amount' set to '\$6,000,000.00' and 'Currency Type' set to 'US DOLLAR'.

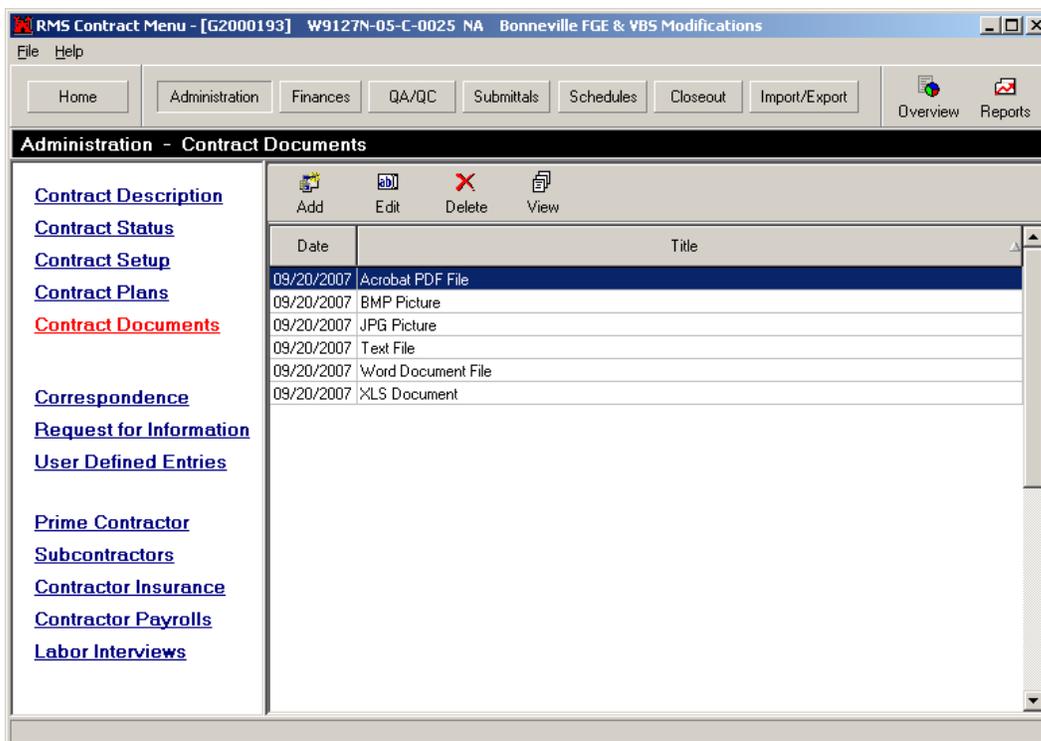
Contract Documents

This module will allow the RMS User to add various types of contract documents to a particular contract to be shared with other stakeholders of the contract. These may include:

- Word documents
- Text files
- JPG files
- BMP files
- XLS files
- PDF files
- And many others

When you “Add” a Contract Document, you will be presented with a screen on which to SELECT the attachments to add to the RMS database for your contract. Once you **Add** a document, you will be able to view it from this screen without having to drill down further into the screens.

You should use caution with this feature by limiting the size of the files (pictures) you include. This may later cause a problem with server sizing and the time it takes for downloading and uploading contracts.



Supporting Documents

A major feature of RMS is **Supporting Documents**. This function, designed for the Change/Modification modules, allow the user to:

- Generate Change Request and Modification Documents
- Search for and link all Supporting Documents and QA/QC Narratives
- Store Supporting Documents electronically
- List Supporting Documents chronologically
- Print a report of all Supporting Documents included in the Mod Package

Supporting Documents are divided into the following three categories:

New Documents

- Request for Proposal
- Modification Document

Reference Documents

- Request for Information Letters
- Letters to/from Contractor
- QA/QC Report Narratives

Attachments

- Photos
- Documents
- Excel spreadsheets

This module will allow the user to:

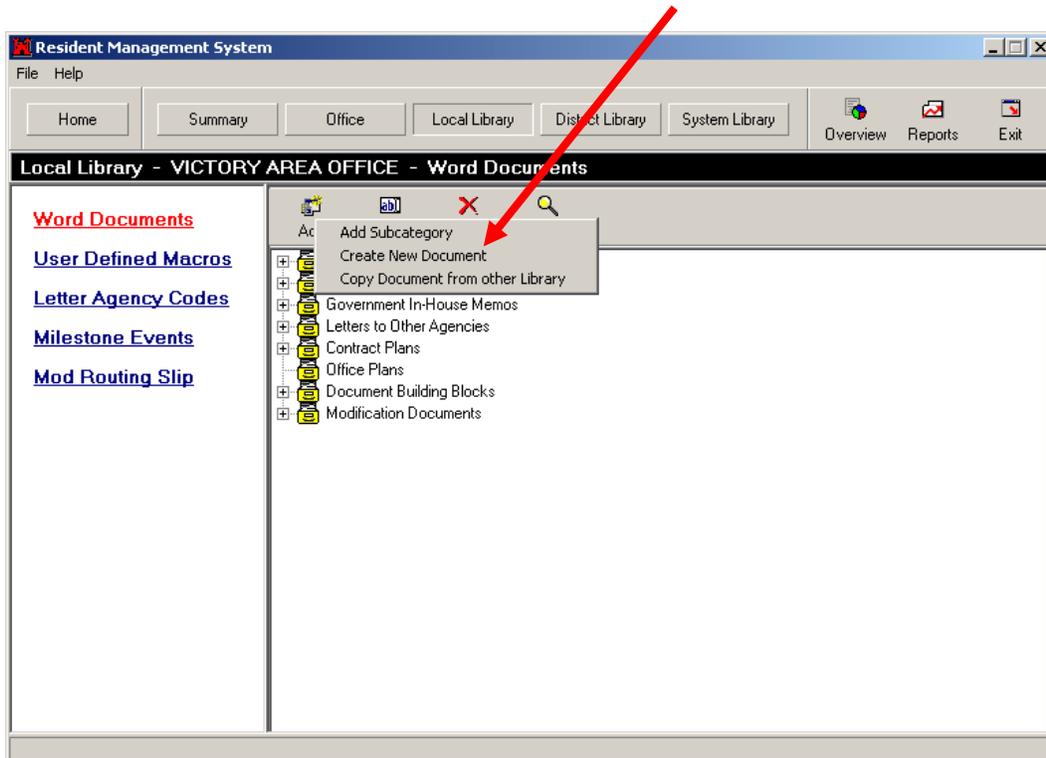
1. Create a library of Modification Documents in the Local Library, such as:

- a. Price Negotiation Memorandum
- b. Price Objective Memorandum
- c. Request for Consent Memorandum

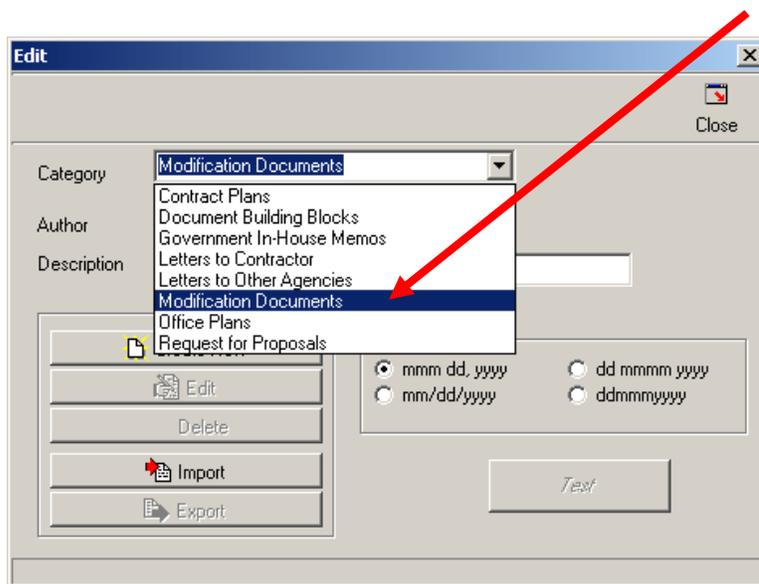
2. Add the Modification Documents to a Contract Change and/or Modification

Create a library of Supporting Documents

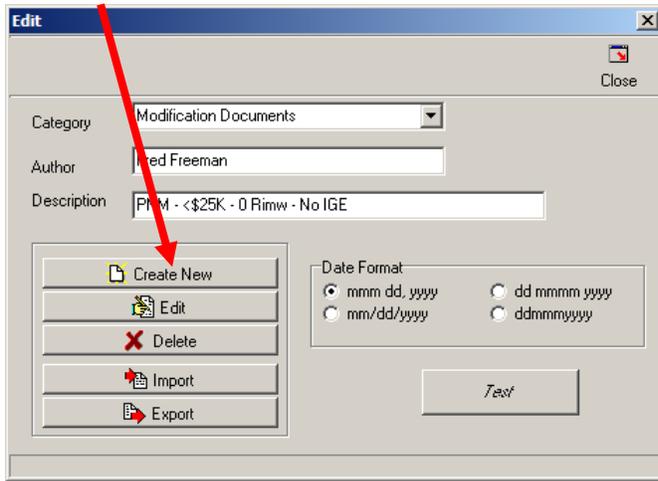
The **Modification Document templates** are created in the local library, under Word Documents. After clicking **Add** button, the user selects **Create New Document**.



From the **Category** drop down menu the user selects the type of document to create.



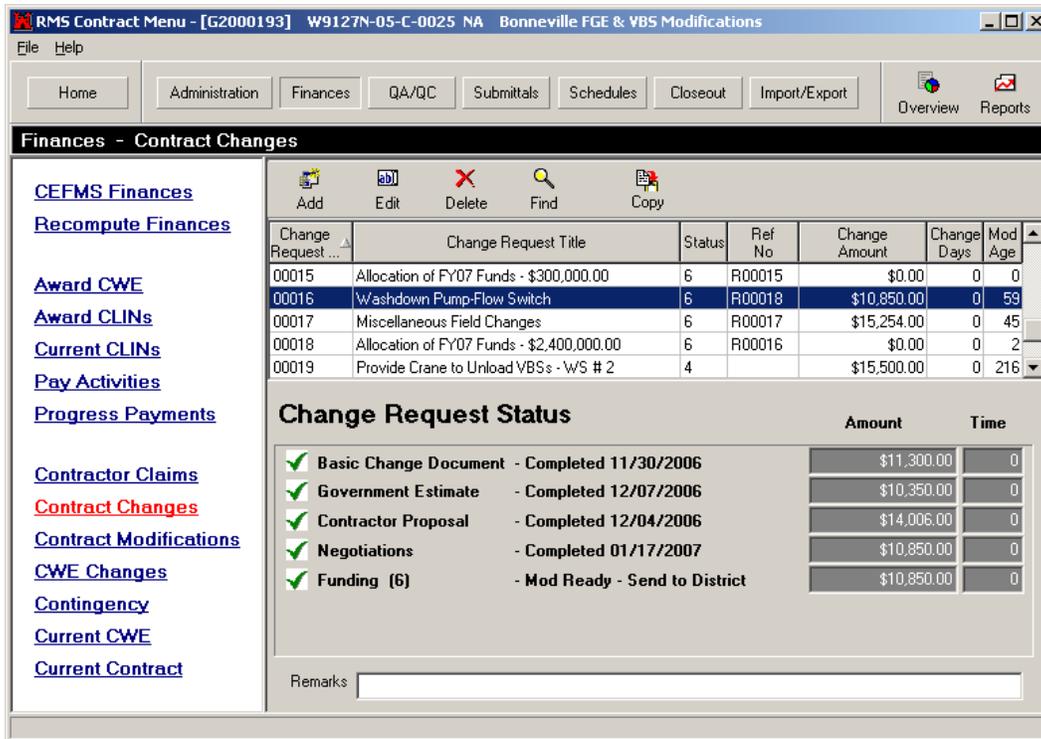
The user selects **Create New**, which will open **MS Word**, and allow the user to create a document template. After the document is complete it is saved in the RMS database.



You would then either create the document manually, or import an existing one. This is where you should make use of the RMS macros so the document applies to all your contracts.

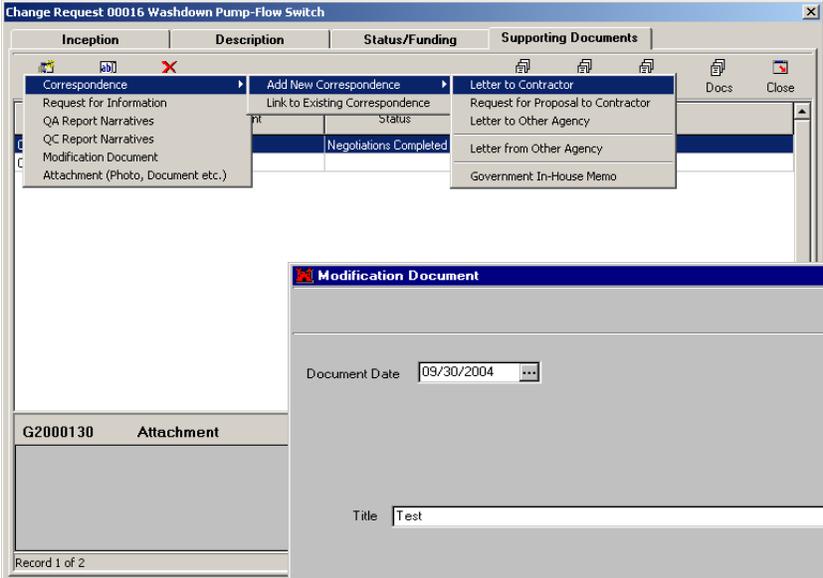
Add a Supporting Document

Supporting documents can be added to **Contract Changes** or **Contract Modifications**

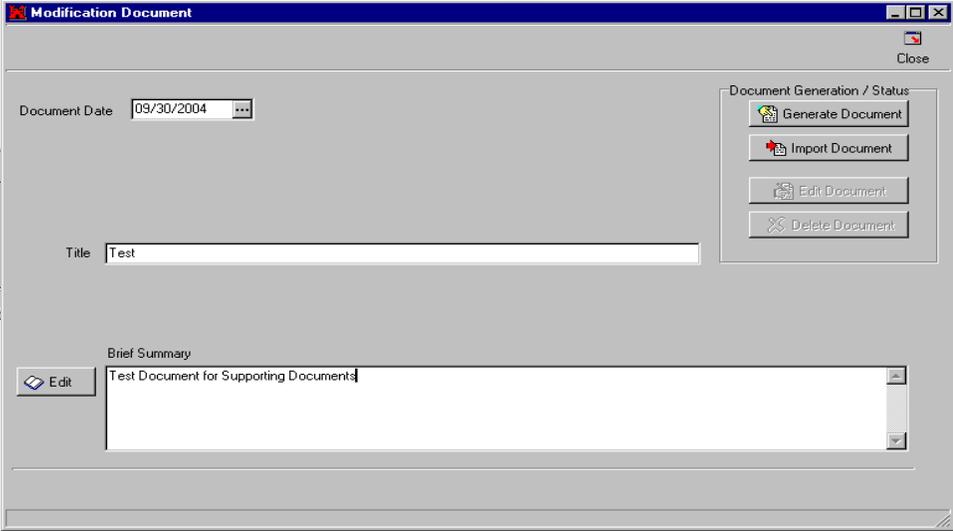


By selecting the **Supporting Documents** tab of the Change Request, the user selects the document type to be added.

Resident Management System

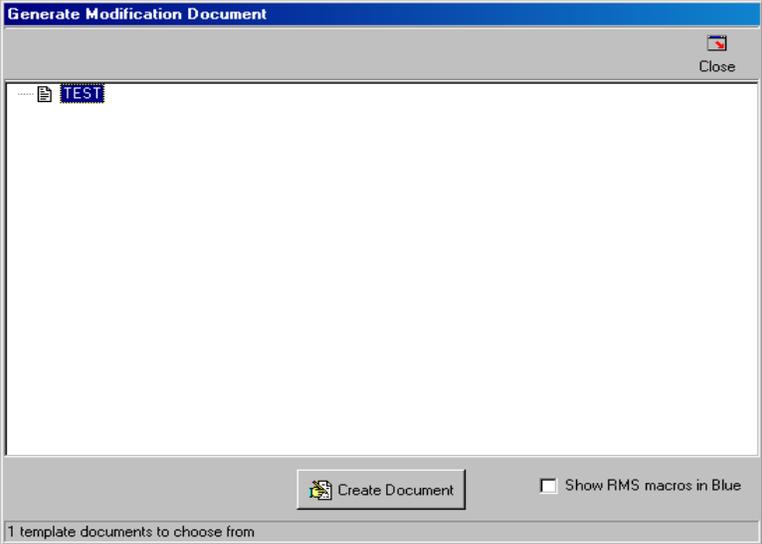


After choosing the document type the user selects **Generate Document** on this screen.



The document template is selected from this screen to add a new supporting document.

The user selects **Create Document**, which will open MS Word, and allow the user to create a document. After the document is complete it is saved in the RMS database.



Chapter 7 - CEFMS, Finances and the CWE

What this Chapter presents:

- Overview
- CEFMS
- Construction Working Estimate (CWE)
- Contract Line Items (CLINS)



Overview



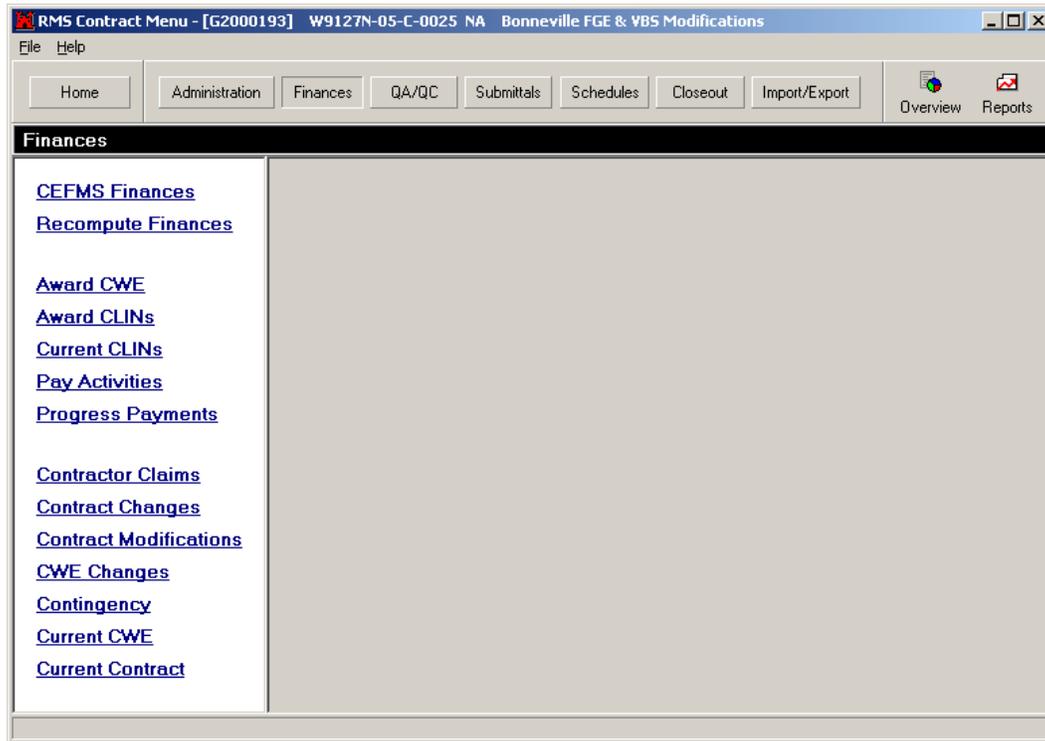
The chapter addresses the major elements of contract finances.

CEFMS, Finances and the CWE

Contract Finances are centrally located under the area of **Contract Menu/Finances** and consist of the following major elements:

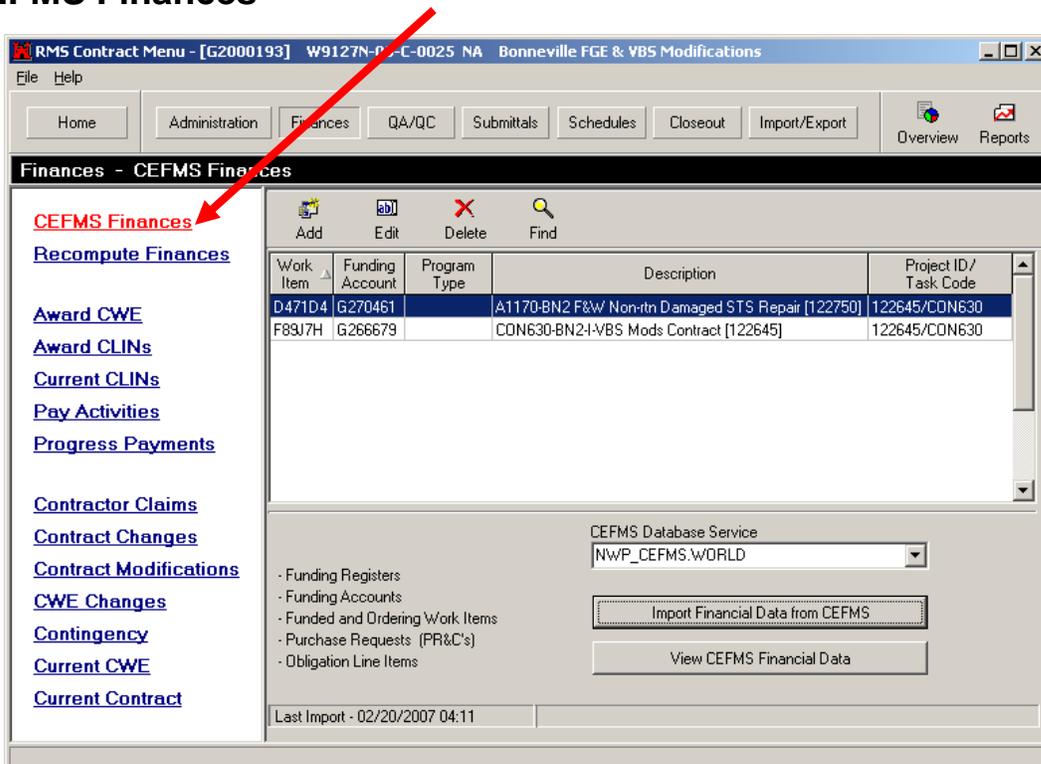


CEFMS Finances	Contractor Claims
Recompute Finances	Contract Changes
Award CWE	Contract Modifications
Award CLINS	CWE Changes
Current CLINS	Contingency
Pay Activities	Current CWE
Progress Payments	Current Contract



If the contract has been awarded and you have completed the **Contract Description** information, covered in Chapter 4, you are ready to download **CEFMS Finances** data into RMS and setup the finances for the contract.

CEFMS Finances



CEFMS Work Item Codes

CEFMS Work Items can be either created in P2, which, in turn, creates them in CEFMS or Created in CEFMS. In either case, the Work Items are downloaded from CEFMS into RMS and linked to the appropriate CWE element. These Work Items are transmitted periodically to P2 refreshing the P2 Current Working Estimate view on the Contract, Project and Funding levels.

The screenshot shows the 'RMS Contract Menu' window. The title bar reads 'RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The menu includes 'File', 'Help', 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The 'Finances - CEFMS Finances' section is active, showing a table with columns: Work Item, Funding Account, Program Type, Description, and Project ID/Task Code. The table contains two rows: one for 'D471D4' and one for 'F89J7H'. Below the table, there is a 'CEFMS Database Service' dropdown menu set to 'NWP_CEFMS.WORLD'. There are two buttons: 'Import Financial Data from CEFMS' and 'View CEFMS Financial Data'. A status bar at the bottom indicates 'Last Import - 02/20/2007 04:11'.

Work Item	Funding Account	Program Type	Description	Project ID/Task Code
D471D4	G270461		A1170-BN2 F&W Non-rtn Damaged STS Repair [122750]	122645/CON630
F89J7H	G266679		CON630-BN21-VBS Mods Contract [122645]	122645/CON630

Initially, this screen would not have any **Work Items** listed...it would be blank. Unique CEFMS **Work Items** identify each contract and each **Work Item** is, or has, a **Parent Work Item**. From these **Work Items**, *funding accounts* are setup for making progress payments to the contractor and for tracking available funds.

A CEFMS **Work Item** must be setup for each kind of money (*funding source*) used to fund the contract. Your Project Manager typically accomplishes this in **P2**. The Work Items are then downloaded from CEFMS into RMS following award of the contract, and then periodically whenever finances change on a contract (payments made to a contractor, modifications issued, PR&C's issued, etc.).

Prior to downloading, use the drop-down menu and select the CEFMS database you wish to use. (If the need arises, you can download any contract from any database at your CEAP center. Your ORACLE tnsnames.ora file will need to include the selected database.)

Push **Import Financial Data from CEFMS** to download the financial data from CEFMS after you have selected the correct database.

In getting the financial data from CEFMS, RMS will go to the **Funding Registers** and download the "*appropriation data*", and to the **Funding Accounts** to get the "*authorized amount*" for each of the funding accounts used on the contract.

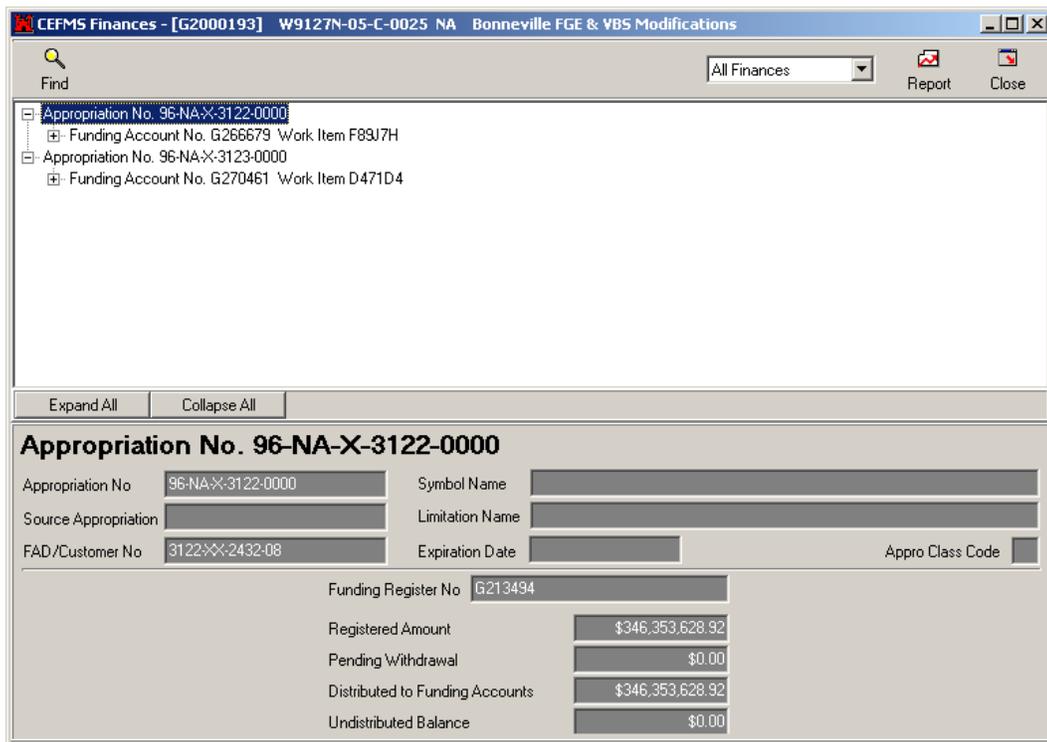
The screenshot shows a 'Database Login' dialog box. The text inside reads: 'Enter your user id and password to login to the CEFMS Oracle Database'. There are two input fields: 'User ID' and 'Password'. At the bottom, there are two buttons: 'OK' (with a green checkmark) and 'Cancel' (with a red X).

When you begin the download from CEFMS, you will need to enter your User Name and Password as assigned by your District.
 (User name -- Use your CEFMS ID.
 Password -- Use your ORACLE Password.)



You will not be granted access for downloading CEFMS unless you already have a User Name and Password assigned to you by your District IM. You must also have that privilege designated in the RMS Access control module.

RMS will then automatically login to CEFMS and complete the download of financial data and the following screen will appear.



Once the download is completed, you will be able to view the **Appropriations** on the top half of the screen and review particulars of the individual **Appropriations** on the bottom part of the screen as you scroll down through them. Of special note, is the ability to see what funds are truly available. The following diagrams will help explain how RMS actually gets the funding data from CEFMS.

Construction Working Estimate

- Once the Finances are properly set up in CEFMS, you will use RMS to establish the Construction Working Estimate (CWE).
- The funding accounts are used to fund the elements of the Construction Working Estimate.

Award CWE

The **Award CWE** is where the initial amounts of money are set-aside for each of the CWE elements.

Finances - Award CWE

[CEFMS Finances](#)
[Recompute Finances](#)
[Award CWE](#)
[Award CLINs](#)
[Current CLINs](#)
[Pay Activities](#)
[Progress Payments](#)

[Contractor Claims](#)
[Contract Changes](#)
[Contract Modifications](#)
[CWE Changes](#)
[Contingency](#)
[Current CWE](#)
[Current Contract](#)

Funding Account No.	Funded Work Item	Description	Award CWE
G266679	F89J7H	CDN630-BN21-VBS Mods Contract [122645]	\$100,000.00
G270461	D471D4	A1170-BN2 F&W Non-rtn Damaged STS Repair [122750]	\$173,251.00

Award CWE Funding Account No. G266679

Award Contract	\$4,531,947.00
Other Supporting Contract	\$0.00
Contingency	\$-4,431,947.00
S&A	\$0.00
Gov't Review Contractor Design	\$0.00
Design During Construction	\$0.00
Other Without S&A	\$0.00
Award CWE	\$100,000.00

Funds for Construction Working Estimate

Funding Account

Funding Account No. Funds for Construction Working Estimate
 Funded Work Item No. Funds for Management Reserve

Award CWE
 Enter the Total Award CWE Amount. Then, enter the award contract amount and the other award cwe element amounts.
 The award contingency will be computed by subtracting the CWE elements from the total award CWE.

Shared Funding Account

Enter Total Award CWE Amount for this Funding Account
 Current authorized amount in CEFMS for this account is

	Award CWE
Award Contract	\$4,531,947.00
Other Supporting Contract	\$0.00
Design During Construction	\$2,500.00
Gov't Review Contractor Design	\$0.00
Contingency	\$1,105,053.00
S & A	\$360,500.00
Other w/o S & A	\$0.00
Total Award CWE	\$6,000,000.00

Current Contract Obligations for Payment

Total Award CWE Amount

This amount will typically be the same as the **Current Authorized Amount** that is downloaded from CEFMS.

Award Contract

This amount as is indicated on the Award Letter or Delivery/Task Order.

The ORIGINAL contract amount is the AWARDED contract amount, plus OPTIONS exercised at award time. When you exercise an option that was originally identified it is considered as part of the original contract amount and time. Therefore, options exercised do not count against COST/TIME growth. As options are exercised the ORIGINAL contract amount will include the option as exercised.

Therefore, OPTIONS exercised do not count against COST/TIME growth.



Do not add any Modifications that may have been issued prior to completing this screen.

The Modifications will be automatically added to the CWE as they are issued. This screen will serve as a baseline to track changes made from the initial Award amount.

Other Supporting Contract

Enter any applicable amounts for the **Other Supporting Contract**. Examples of this element of the CWE could be equipment purchased by the Government to be installed by the Contractor or the User; A-E Design services after award, etc.

Design During Construction

These costs were previously referred to as *Engineering During Construction* (EDC), and are now called **Design During Construction**.

Gov't Review Contractor Design

This is for Design-Build Contracts where the Government must review the Contractors' design for conformance to criteria furnished by the Customer, review for Code compliance, etc.

Contingency

The **Contingency** block cannot be changed from this screen. The amount reflected here is *what is left over* after funding has been provided for all the other CWE elements. The amount will automatically adjust as Obligations in CEFMS are completed against the funding account. The Modifications issued the Construction contractor will not be the only items causing this to change. Other entities may be draining money away and you can only confirm this by refreshing the CEFMS download data prior to making any commitments or final negotiations.

S&A

The amount of S&A may vary on the type of funding and can be a fixed percentage or actual dollar amount. Your Project Manager is responsible for computing and verifying this amount.

Other w/o S&A

This represents project funds that are not subject to District S&A, such as PM costs.

Total Award CWE

This is computed automatically as each of the CWE elements are entered.

Funds for Management Reserve

Once the block for **Funds for Management Reserve** is checked, all the CWE Element fields disappear. This money cannot be used for CWE amounts for the same funding source as the other CWE elements. When the funds are ready to be used, they are deducted from the Management Reserve funding account and added into the Contingency of the other fund cite.

This is used when a Customer desires to approve all expenditures funded from a separate Funding Account, or you can use it to set up a separate NONCEFMS Contingency amount to keep a closer look on contingency – the amount of the contingency, if used this way, will need to be manually reduced with each Modification issued.

Award Contract Line Items

From the Contract Menu, select **Finances / Award CLINS**. These are currently referred to as **CLINS** and were formerly called **Bid Items** in many Districts and field offices.

At this point, a short discussion of CLINS would be useful to define what we really mean when dealing with the finances in RMS.

A Priced Parent CLIN will include Unit Price, Unit of Measure, Quantity and CLIN Amount. If a Priced CLIN is funded by one Obligation Line Item, the Priced Parent CLIN may be funded

directly. When a Priced Parent CLIN is funded by multiple Obligation Line Items, separate Information SubCLINs must be added for each Obligation Line Item. These Information SubCLINs are entered without unit price, unit of measure, or quantity – they simply identify the Obligation Line Item and obligation amount required to pay for the Parent CLIN.

An Information Parent CLIN is used when there is a need to have different unit prices for parts of a CLIN. An Information Parent CLIN can have multiple Priced SubCLINs when the elements of Unit Price, Unit of Measure, or Quantity differ for the same Parent CLIN. For example, if we had a Parent CLIN for Excavation, we could use a Priced SubCLIN to indicate the first 100 tons of material at \$40.00 / CY, and use another Priced SubCLIN to indicate the next level of tonnage, say, 100 – 500 tons would be priced at \$35.00 / CY.

The screenshot shows the 'Finances - Award CLINs' window in the RMS software. It features a navigation menu on the left with options like 'Award CWE', 'Award CLINs', 'Current CLINs', etc. The main area contains a table of CLINs and a summary table for obligations.

CLIN	Description	Award Amount	Award Obligations
1001	Mob/Demob	\$65,000.00	\$65,000.00
1002	Gate-well Modifications	\$1,246,355.00	\$1,246,355.00
1003	VBS	\$1,436,682.00	\$1,436,682.00
1004	STS Turning Vanes	\$107,634.00	\$107,634.00
1005	VBS Guides	\$479,148.00	\$479,148.00
1006	Gap Closure Devices	\$37,452.00	\$37,452.00
1007	Raw Water Wash Down System	\$134,400.00	\$134,400.00
1008	Electrical Work (Preasure Transducers, Preasure Tranduce	\$248,860.00	\$248,860.00
1009	Services of Skilled Craftsmen (Optional As-Directed by the	\$14,000.00	\$14,000.00
2017	Ready Building	\$25,000.00	\$25,000.00
2018	Club House for Troops	\$325,000.00	\$325,000.00
2019	Kitchen Equipment for Ready Building	\$75,000.00	\$18,000.00

Obligations for Award Contract			
Funding Account No.	Award Contract	Award Obligations	
G266679	\$4,956,947.00	\$4,956,947.00	Award Contract \$4,956,947.00
G270461	\$0.00	\$93,000.00	Award CLINs \$4,956,947.00
			Variance \$0.00

After all CLINS are balanced, the next step in setting up the finances in RMS are to enter the Contractor's Construction Activities, which is covered in the next Chapter.

Adding CLINS in RMS

You add CLINS from **Finances / Award CLINS** selection. Your options will be to add either a **Priced CLIN** or a **Priced SubCLIN** for payment. We will add the **Priced CLIN** first.

CLIN	Description	Award Amount	Award Obligations
1001	Mob/Demob	\$65,000.00	\$65,000.00
1002	Gate-well Modifications	\$1,246,355.00	\$1,246,355.00
1003	VBS	\$1,436,682.00	\$1,436,682.00
1004	STS Turning Vanes	\$107,634.00	\$107,634.00
1005	VBS Guides	\$479,148.00	\$479,148.00
1006	Gap Closure Devices	\$37,452.00	\$37,452.00
1007	Raw Water Wash Down System	\$134,400.00	\$134,400.00
1008	Electrical Work (Pressure Transducers, Pressure Transducers)	\$248,860.00	\$248,860.00
1009	Services of Skilled Craftsmen (Optional As-Directed by the I	\$14,000.00	\$14,000.00
2017	Ready Building	\$25,000.00	\$25,000.00
2018	Club House for Troops	\$325,000.00	\$325,000.00
2019	Kitchen Equipment for Ready Building	\$75,000.00	\$18,000.00

Funding Account No.	Award Contract	Award Obligations	
G266679	\$4,956,947.00	\$4,863,947.00	Award Contract
G270461	\$0.00	\$93,000.00	Award CLINS
			Variance

RMS will automatically default to the next CLIN number, but it can be changed if desired. Enter the **Unit Type**, and select **OK**.



CLINS must be four (4) numeric digits.

Enter the description for the Price CLIN, the Award Amount, and check the box to indicate you are ready to decide how you are going to fund the CLIN. The bottom of the screen will then be populated.

Award CLIN Price

Close

Priced CLIN 2018

Description: Club House for Troops

Award Unit Price: \$325,000.00

Award Quantity: 1 LS

Award Amount: \$325,000.00

Award Contract Amount: \$4,881,947.00

Sum of all Award CLINs: \$4,881,947.00

Variance: \$0.00

CLIN pricing complete - ready to fund

Reobligate Renumber

Obligations for this CLIN

SubCLIN	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
201801	w66QKZ51053963 / 1	FGE BONNEVILLE (CONT. CONTRACTS RESERVE)	0001	\$250,000.00
201802	w66QKZ61916284 / 1	MOD 10, STS REPAIRS	0002	\$75,000.00

Funding Account No.	Funded Work Item	Award Contract
G266679	F89J7H	\$4,881,947.00
G270461	D471D4	\$

Callout 1: If you desire to change the order of display of the SubCLINs, you use the "Renumber" button at the top of the screen.

Callout 2: If you need to change the Obligation amount on the SubCLINs, you use the "Reobligate" button.

Callout 3: Upon indicating you are ready to fund the CLIN, the Obligations and Funding Accounts will appear. This example has funded the CLIN with both SubCLINs (these SubCLINs are referred to as being "Information SubCLINs").

RMS Dialog: Only numbers (0-9) are allowed for numbering information SubCLINs

OK

Adding Priced SubCLINs in RMS

To fully comply with the DFARs, RMS supports and enforces SubCLIN numbering. This has some major impacts on the way RMS handles CLINS and the way that those CLINS are funded.

It is recommended that you use priced CLINS to include the Unit Price, Quantity, Amount, and use priced Sub-CLINS when you have to identify multiple sources of funding. The upgrade for RMS from 2.36 to 2.37 will convert all existing CLINS and treat them like priced parent-CLINS with informational sub-CLINS created as needed. When you use sub-CLINS, you will first ADD a CLIN, followed by the sub-CLIN. You are able to delete a CLIN if it has sub-CLINS linked to it – the funding sub-CLINS will be deleted automatically.

The screenshot displays the RMS software interface. The main window is titled "RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications". The "Finances - Award CLINs" section is active, showing a table of CLINs with columns for CLIN, Description, Award Amount, and Award Obligations. A context menu is open over CLIN 1007, with "Add Priced SubCLINs for Payment" selected. An "Add Contract Line Item" dialog box is open, showing "Enter a unique number for the new Contract Line Item" with "CLIN 2019" entered. Below it, another "Add Contract Line Item" dialog box is open, showing "Enter a unique number for the new Contract Line Item" with "CLIN 2019AA" entered and "Unit Type LS" selected. To the right, two error messages are shown: "SubCLINs must be six characters in length." and "Priced SubCLINs must use letters in the last two positions."

You will then add a Description for your CLIN and the Add Priced SubCLINs to that new CLIN. You must also follow the required numbering scheme for the SubCLINs.

Resident Management System

Enter the description and amount for the new Priced SubCLIN and check the box that you are ready to fund it. You will then need to use the ellipsis to verify which Obligation Line Item you want to use to fund the CLIN.

Award CLIN Price

Priced SubCLIN 2019AA

Description: Exterior Kitchen Equipment for B-B-Q Area

Award Unit Price: \$18,000.00
 Award Quantity: 1 LS
 Award Amount: \$18,000.00

Award Contract Amount \$4,956,947.00
Sum of all Award CLINs \$4,899,947.00
Variance \$57,000.00

CLIN pricing complete - ready to fund

Obligations for this CLIN

Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
G266679	F89J7H	W66QKZ51053963 / 1	FGE BONNEVILLE (CONT. CONTRACTS RESERVE)	0001	\$0.00
G270461	D471D4	W66QKZ61916284 / 1	MOD 10, STS REPAIRS	0002	\$0.00

Obligations for Award Contract

Funding Account No.	Funded Work Item	Award Contract	Award Obligations
G266679	F89J7H	\$4,956,947.00	\$4,899,947.00
G270461	D471D4	\$0.00	\$50,000.00

RMS

Do you want to use obligation line item 0001 to fund CLIN 2019AA ?

Award CLIN Price

Priced SubCLIN 2019AA

Description: Exterior Kitchen Equipment for B-B-Q Area

Award Unit Price: \$18,000.00
 Award Quantity: 1 LS
 Award Amount: \$18,000.00

Award Contract Amount \$4,956,947.00
Sum of all Award CLINs \$4,899,947.00
Variance \$57,000.00

CLIN pricing complete - ready to fund

Obligations for this CLIN

SubCLIN	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
2019AA	W66QKZ51053963 / 1	FGE BONNEVILLE (CONT. CONTRACTS RESERVE)	0001	\$18,000.00

Obligations for Award Contract

Funding Account No.	Funded Work Item	Award Contract	Award Obligations
G266679	F89J7H	\$4,956,947.00	\$4,849,947.00
G270461	D471D4	\$0.00	\$50,000.00

CLIN 0001 Amount \$18,000.00
CLIN 0001 Obligations \$18,000.00
Variance \$0.00

You repeat this process for adding additional Price SubCLINs as needed.

Award CLIN Price

Close

Info CLIN 2019 with Priced SubCLINs

Description: Kitchen Equipment for Ready Building

Priced SubCLINs

CLIN/ SubCLIN	Description	Award Amount	Award Obligations
2019AA	Exterior Kitchen Equipment for B-B-Q Area	\$18,000.00	\$18,000.00
2019AB	Interior Kitchen Equipment	\$43,000.00	\$43,000.00
2019AC	Propane Tank for Kitchen Equipment	\$14,000.00	\$14,000.00
Totals		\$75,000.00	\$75,000.00

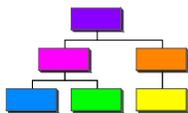
Chapter 8 – Contractor Pay Activities

What this Chapter presents:

- Overview
- Importing Contractor Pay Activities
- Standard Data Exchange Format
- Balancing Contractor Pay Activities
- Mandatory Entries for Pay Activities

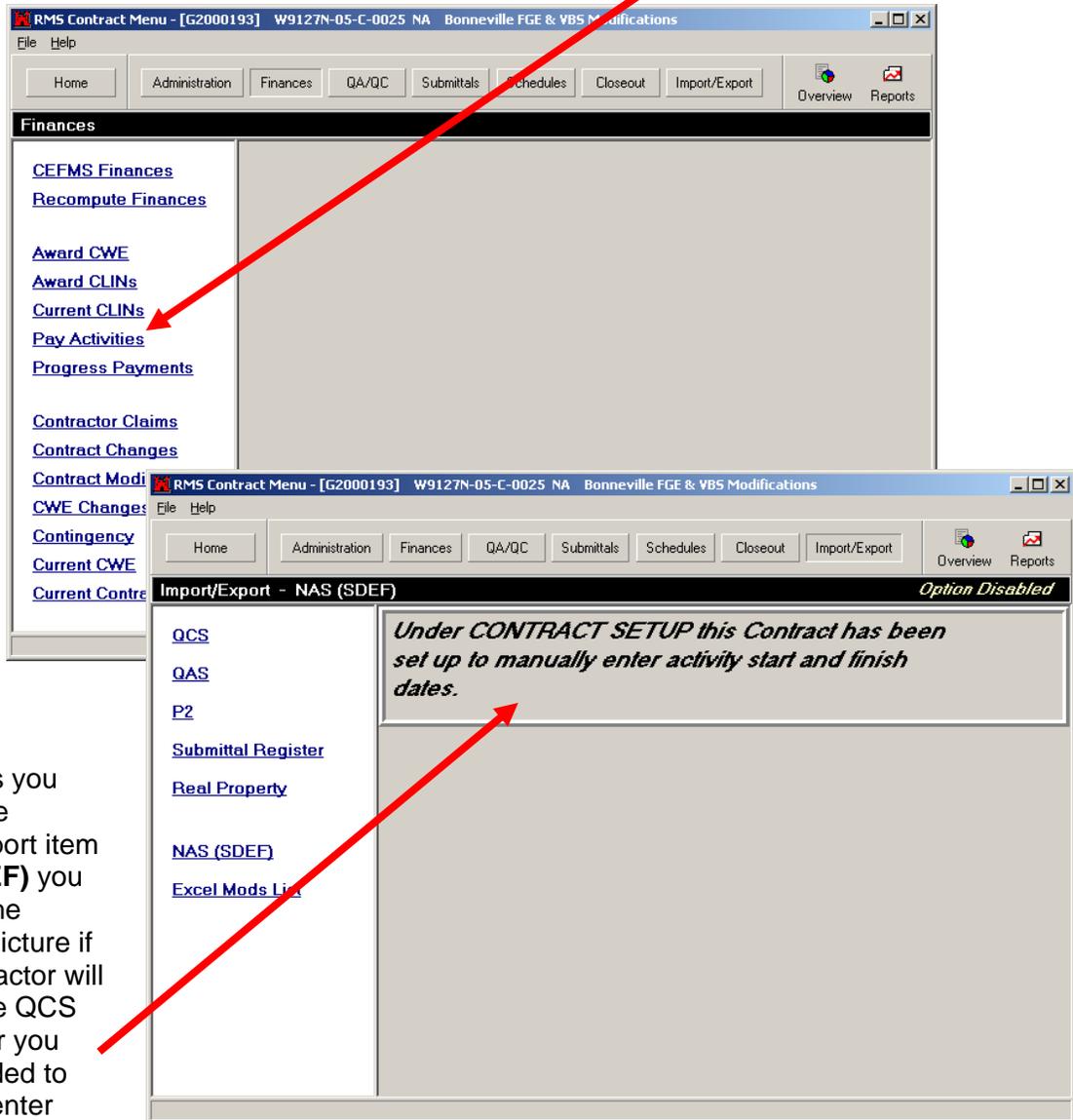


Importing Contractor Pay Activities



The next step in setting up our finances in RMS is to enter the Contractor's Construction (Pay) **Activities**. The easiest way to accomplish this would be to **IMPORT** the Activities electronically via the Standard Data Exchange Format (SDEF).

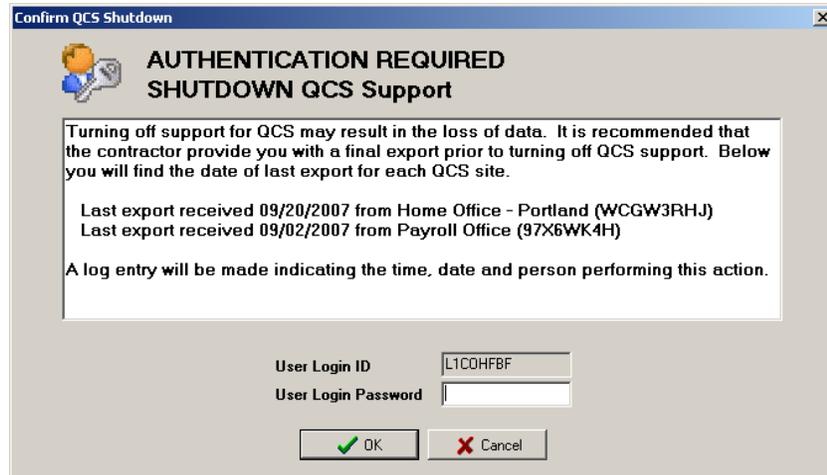
The Contractor's **Pay Activities** are located via the **Contract Menu / Finances**.



Notice: As you click on the Import/Export item **NAS (SDEF)** you may see the following picture if your contractor will not use the QCS program or you have decided to manually enter dates.

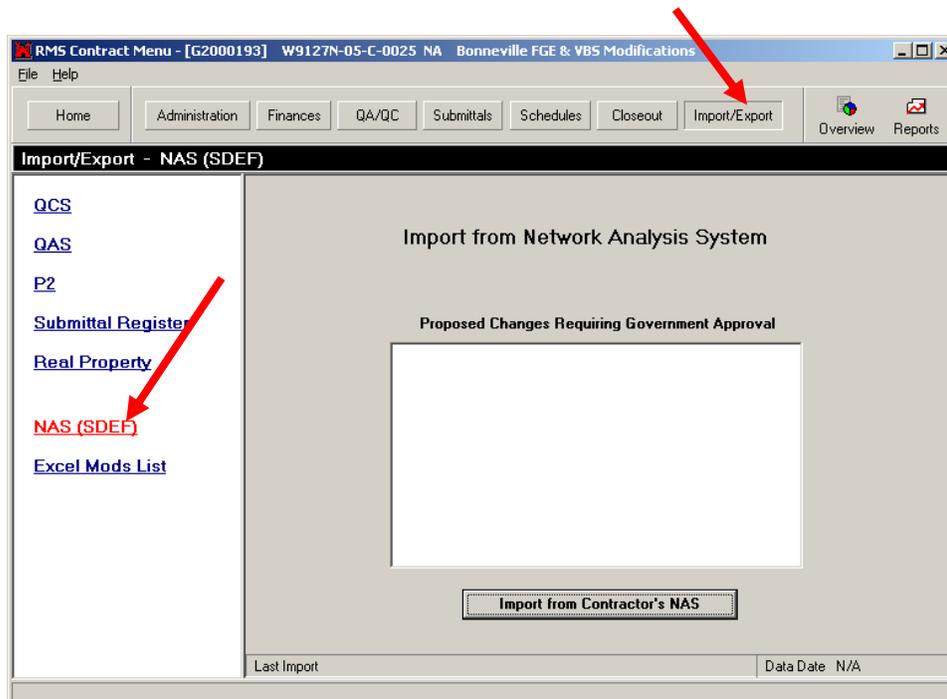
Turning Off QCS from Contract Setup

If you have previously indicated you wanted to use QCS and later decide to unclick that option, a log entry will track your doing so. You will see this message box. (Note: There are times when you may really need to turn off QCS and import the Contractor's SDEF file, in that case, ignore the message and face the consequences.



Import SDEF File

As previously stated, the easiest way to enter the Contractor activities is by utilizing the Import/Export features of RMS. From the top menu, push **Import / Export**.



Click on **NAS (SDEF)** to begin importing the contractor Activities. Then, determine if you wish to import all **Activity Changes**, or select just those items you need to import. If imports have already been made, this is the screen from which you would import the contractors **Pay Request** also.

Selecting the **Import from Contractor's NAS** button will send you to a window on which to select the items you wish to import. Then you will need to locate and highlight the **SDEF** file from the Contractor. Once selected, you can *double click on it* and the import process will begin.



An SDEF Merger utility (SDEF Companion) is available for this version for merging two SDEF files into one file and viewing the validity of the file.

Select the items you wish to Import from the Contractor

Import from Network Analysis System (SDEF)

What would you like to import?

Activity Changes - Add / Deleted / Edited Activities

Activity Change Options

Select All Options

Import CLIN

Import Activity Amount

Import Responsibility Code

Import Feature of Work

Import Contract Phase

Import Project Area

Import Work Category

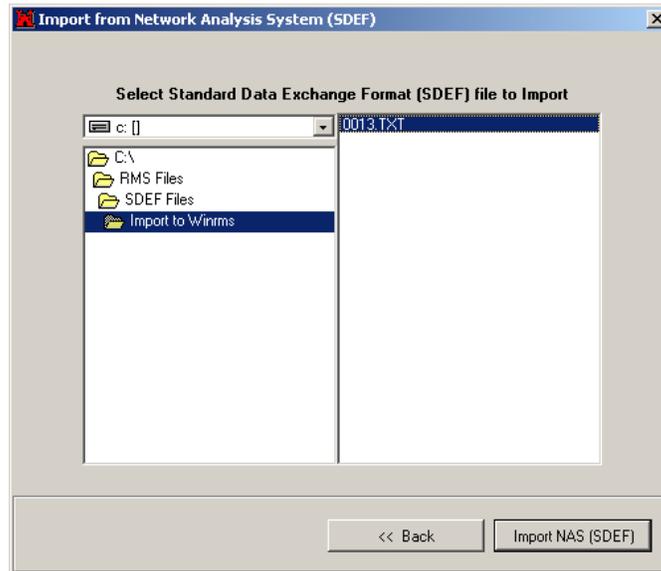
Import Duration

Activity Schedule - Scheduled / Actual (start & finish dates)

Pay Request No. 6 - Completed

Cancel Next >>

**Windows Explorer of
SDEF Folder and Files**



**Confirmation
Screen**

SDEF File Header Information	
Data Date:	Contractor Name:
04/30/2006	Perini Corporation
Project Name:	
Gulf Region South/C Project - Master	
Project Start Date:	Project End Date:
09/28/2005	03/16/2007

Push the **Continue with Import** button when ready.

When RMS completes the import process the data fields on the screen will be completed, reflecting the particulars of the import.

To review the activities imported, *double mouse-click* on any changes shown in the field in the above screen. The next screen is used for approving or disapproving the changes proposed by the contractor. You can use the buttons at the top of the screen for approval action on ALL items, or, alternatetively, you can individually approve or disapprove each item by using the check boxes on the right side of the screen.

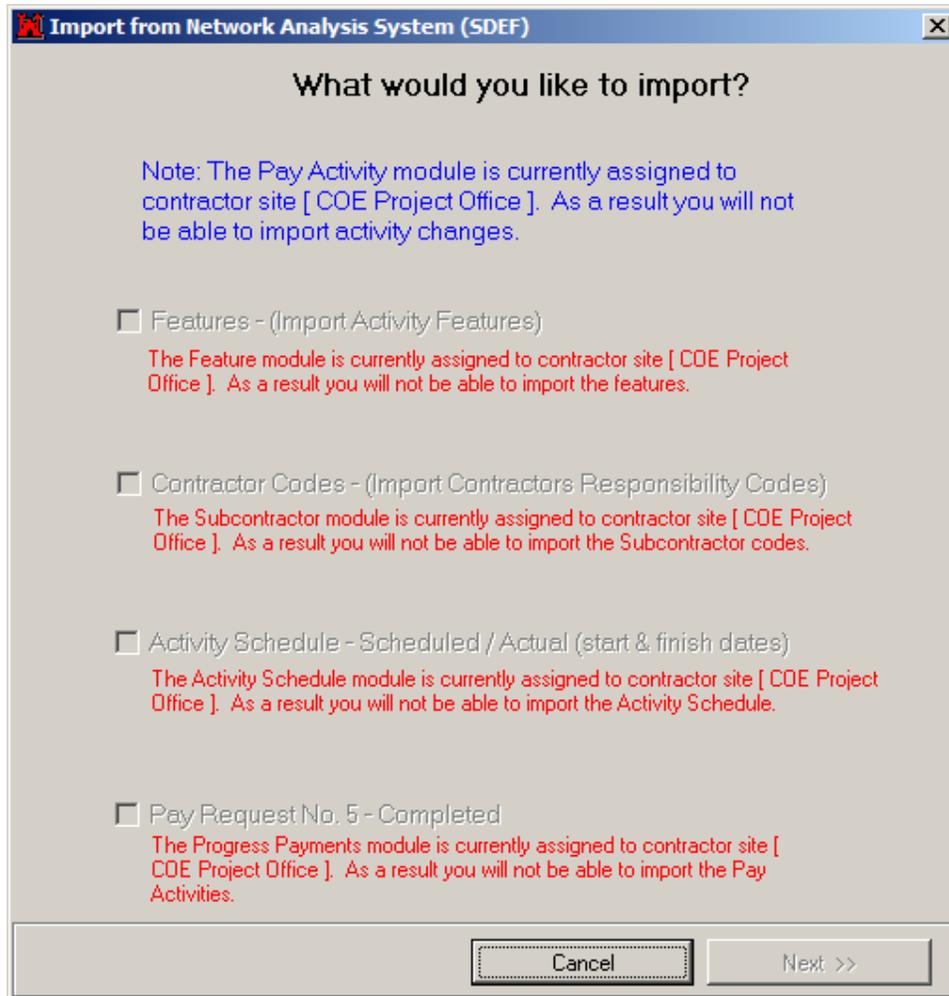
Item	Description	Change	Approved	Disapproved
A001	Notice To Proceed/Performance	Added	<input type="checkbox"/>	<input type="checkbox"/>
A002	50% Bldg/Utility Design	Added	<input type="checkbox"/>	<input type="checkbox"/>
A003	Complete All Design Work	Added	<input type="checkbox"/>	<input type="checkbox"/>
A004	Design Submittals 100%	Added	<input type="checkbox"/>	<input type="checkbox"/>
A005	100% Complete Design & Specs.	Added	<input type="checkbox"/>	<input type="checkbox"/>
A006	CQC/Safety/Proj Mgmt Plan	Added	<input type="checkbox"/>	<input type="checkbox"/>
A007	Assesst Abatement Plan	Added	<input type="checkbox"/>	<input type="checkbox"/>
A008	Contractor Mobilization	Added	<input type="checkbox"/>	<input type="checkbox"/>

A001. Notice To Proceed/Performance Added	
Current Activity	Proposed Activity
Description	Notice To Proceed/Performance
Bid Item	1.A.
Quantity	1
Amount	\$95,000.00
Feature	PRECON
Contractor Code	GEN
Area	GEN
Phase	1
Category	X
Duration	1

Show only information that has changed

QCS being Used

If you have indicated that QCS was going to be used in **Contract Setup**, you may have assigned certain items to be managed by the QCS staff. In such a case, you will see this screen that advises you you will not be able to import those items. You must use the QCS import.



Contractor Pay Activities

Finances - Pay Activities

Activities | CLINS

Activity ID	Description	CLIN	Amount
10005A	VBS Guides (For Use During The Following WS)	10005A	\$718,722.00
10006A	Gap Closure Devices (For Use During the Following	10006A	\$43,694.00
1001	Mob/Demob	1001	\$65,000.00
1002	Gate-well Modifications	1002	\$1,246,355.00
1003	VBS	1003	\$1,436,682.00
1004	STS Turning Vanes	1004	\$107,634.00
1005	VBS Guides	1005	\$479,148.00
1006	Gap Closure Devices	1006	\$37,452.00
1007	Raw Water Wash Down System	1007	\$134,400.00
1008	Electrical Work (Preassure Transducers, Pressure Tr	1008	\$248,860.00
1009	Services of Skilled Craftsmen (Optional As-Directe	1009	\$14,000.00

CLIN 10005A	\$718,722.00	Current Contract	\$10,632,004.00
Sum of Activities	\$718,722.00	Sum of All Activities	\$10,632,004.00
Variance	\$0.00	Variance	\$0.00

If you need to manually add or adjust the individual **Activities**, from the **Contract Menu / Finances / Pay Activities** screen, you can select either the **Add** or **Edit** button at the top of the screen, as appropriate. You can also **Delete** individual **Activities** from this screen.

The second tab of this screen will list all the CLIN's used for the contract.

Finances - Pay Activities

Activities | CLINS

CLIN	CLIN Description	CLIN Amount	Sum of Activities	Status
10005A	VBS Guides (For Use During The Following WS)	\$718,722.00	\$718,722.00	Balanced
10006A	Gap Closure Devices (For Use During the Follow	\$43,694.00	\$43,694.00	Balanced
1001	Mob/Demob	\$65,000.00	\$65,000.00	Balanced
1002	Gate-well Modifications	\$1,246,355.00	\$1,246,355.00	Balanced
1003	VBS	\$1,436,682.00	\$1,436,682.00	Balanced
1004	STS Turning Vanes	\$107,634.00	\$107,634.00	Balanced
1005	VBS Guides	\$479,148.00	\$479,148.00	Balanced
1006	Gap Closure Devices	\$37,452.00	\$37,452.00	Balanced
1007	Raw Water Wash Down System	\$134,400.00	\$134,400.00	Balanced
1008	Electrical Work (Preassure Transducers, Pressure	\$248,860.00	\$248,860.00	Balanced
1009	Services of Skilled Craftsmen (Optional As-Directe	\$14,000.00	\$14,000.00	Balanced
1010	Accel.Delivery of VBSs & STSs (U#13)	\$69,088.00	\$69,088.00	Balanced
1011	Misc. Elect. Changes-Mod.#R00008	\$20,261.00	\$20,261.00	Balanced
1012	StillWell Revision & Misc. Changes, Mod. #R000	\$15,129.00	\$15,129.00	Balanced
1013	Washdown Pump Piping Modification	\$59,393.00	\$59,393.00	Balanced
1014	Modify Lifting Beam End Blocks	\$2,344.00	\$2,344.00	Balanced
1015	STS Repair	\$146,246.00	\$146,246.00	Balanced

Add activities for each CLIN until the *Sum of Activities* equals the amount designated for the CLIN. Continue through all CLINS until the *Sum of Activities* equals the amount of the contract.

Activity #	10005A
Description	VBS Guides (For Use During The Following WS)
CLIN	10005A VBS Guides (For Use During The Following WS)
Unit Price	\$39,929.00
Quantity	18.0000 EA
Amount	\$718,722.00
Subcontractor	PRIM Fabrication Products Inc.
Feature	Structural Steel
Contract Phase	
Project Area	
Work Category	
Duration	0 Work Days

CLIN 10005A	\$718,722.00
Sum of Activities	\$718,722.00
Variance	\$0.00

Mandatory Entry Elements for Pay Activities

RMS will function properly financially if only the top portion of the input screen is completed. The lower portion of the screen is extremely useful and you are encouraged to complete all of it in detail. In any case, the following three (3) items must be completed.

Description

Enter a brief description of the activity into the **Description**. This field allows for up to 50-characters in length. However, when you are using the SDEF feature, the SDEF truncates the field to about 35 characters. Therefore, you might want to only use the first 35 characters so the description appears okay after imported from P3 (be sure to use the same description in P3).

CLIN

The **CLIN** field lookup should be selected so you can choose the appropriate **CLIN**. The **Quantity** field just below *will automatically populate*, based on prior entry of the **CLINS**.

Amount

The **Amount** of the activity is entered here. If a **Quantity** Item were chosen, the Amount field would be gray and you would enter the **Quantity**

Chapter 9 – Contract Change Requests

What this Chapter presents:

-
- **Overview**
- **Prefix Code for Change Requests**
- **Contract Change Requests**
- **Basic Change Document (BCD)**



Overview



For military projects: When an appropriation is made, contingency funds are generally allocated to cover modifications that arise. As modifications are proposed and funding entered, the necessary funds are automatically subtracted from the contingency amount and added to the unawarded estimated amount (for status 5 mods) on the **Construction Working Estimate** screen. When a modification is designated as **Complete** (status 6 mods), the funding amount is added to the award contract amount.

For civil projects: Contingency funds are not generally allocated for the contract. When modifications need to be funded, additional money is added to the contract.

RMS looks at modifications in four distinct parts:

1. The first part defines the change and tracks actions before the change becomes an official contract modification. During this time, RMS refers to the change by **Change Request Number**, using your **Office Prefix Code for Change Requests** and a sequential number. The **Prefix Code for Change Requests** is identified on the **Office/Office Description** screen as shown below.
2. The second part begins once all actions on the **Change Request** are complete.

3. The third part adds the **Reference Number** and creates the modification package.
4. The final step is the identification of the package through the **Standard Procurement System (SPS)**, referred to as **PD²** (*Procurement Desktop Defense*), which will provide the **A** or **P** modification number.

Prefix Code for Change Requests

The screenshot shows the 'Edit Office Information' dialog box with the following data:

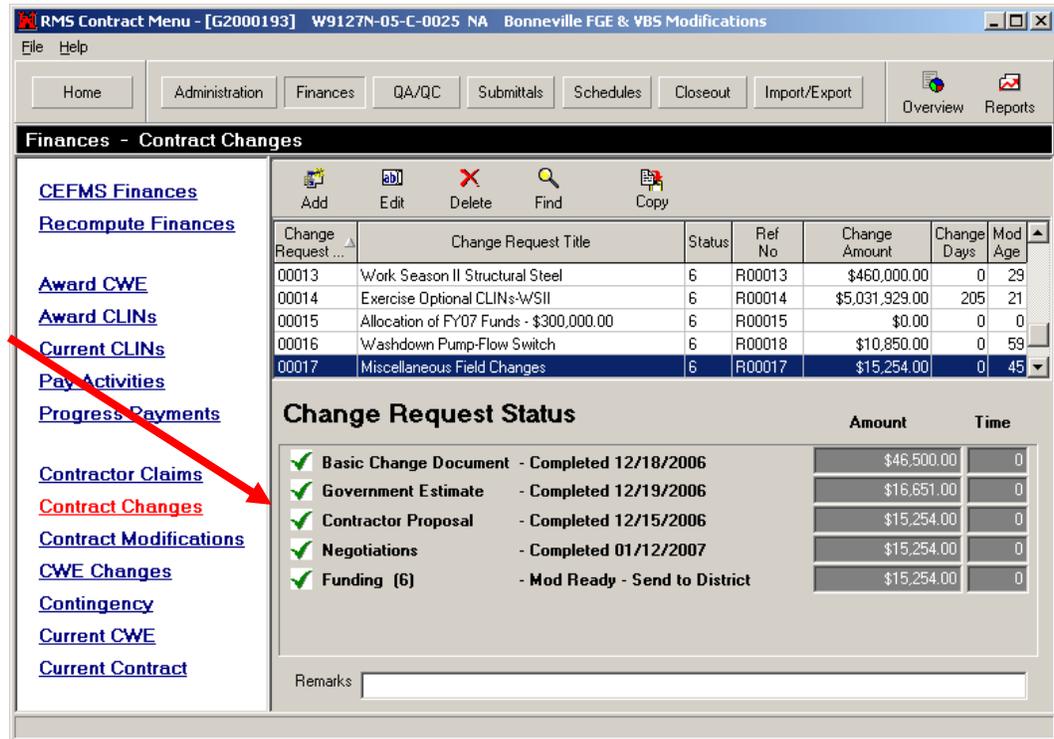
Field	Value
Office Type	RESIDENT OFFICE
Office Symbol	CENWP-EC-R
Office Code	DODAAC
Parent Office	CENWP-EC
Resident Engineer	Jeffrey R. McDowell
P2 Org Code	G2L1R00
Office Name	Portland Resident Office
Address	1060 NW Corporate Drive Troutdale, Oregon 97060-9540
Phone No.	503 661 2420
Fax No.	503 492 3850
Time Zone	(GMT-08:00) Pacific Time (US & Canada)
Observe daylight savings time	<input checked="" type="checkbox"/>
Prefix Code for Change Requests	AC

You must ensure the proper code is entered here.

Contract Change Requests

A **Change Request** is generated in anticipation of a potential or real Modification to the Contract. The process generates what is known as a **Basic Change Document (BCD)**. The **BCD** describes the change, the reason it is necessary, the initial estimated cost and time impact and may also be used to evaluate AE liability if Design Errors or Omissions cause the change.

The process of adding a Change Request is a matter of following logical steps and tracking to completion. In the example screen below, you can see that all steps have been completed, as is indicated by the presence of the **green** check marks on the bottom section of the screen.



Mod Reason Codes

Mod Reason Codes are divided into 3 categories as follows:

Award Options

- 5 Pre-negotiated Contract Option Exercised After Award

Controllable

- 1 Engineering Changes -- Includes possible and confirmed A-E Fault
- 8 Value Engineering Changes
- G Deficient Government Furnished Property Corrections
- S Suspension of Work
- T Termination of Work
- V Construction Changes Necessary to Complete Contract

Uncontrollable

- 4 User Changes -- Discretionary
- 6 Miscellaneous Changes
- 7 Differing Site Conditions not readily identifiable by thorough Site Investigation
- 9 Administrative Changes – Fund Cite, Paying Station, Address, etc.

Chapter 10 - Contract Modifications

What this Chapter presents:

- Overview
- Contract Modifications
- Current Construction Working Estimate (CWE)



Overview



This chapter furnishes instructions for processing construction contract modifications and other changes to the **CWE**. You are encouraged to review and follow your own District guidelines if a procedure or recommendation herein conflicts with your District policies.

Contract Modifications

A modification allows the Government to add or change information and/or requirements of the contract.

Ref No	Mod No	Title	Mod/Sign Date	Mod Amount
R00001		Allocation of FY06 Funds - \$200,000.00	10/28/2005	\$0.00
R00002		Allocation of FY06 Funds - \$538,900.00	11/30/2005	\$0.00
R00003		Allocation of FY06 Funds - \$36,169.00	12/02/2005	\$0.00
R00004		Addition of Davis Bacon Wage Rate	12/13/2005	\$0.00
R00005		Allocation of FY06 Funds - \$1,044,157.00	12/22/2005	\$0.00
R00006		Allocation of FY06 Funds - \$2,612,721.00	01/19/2006	\$0.00
R00007		Accel.Delivery of VBSs & STSs (U#13)	04/05/2006	\$69,088.00

Modification Status		Amount	Time
<input checked="" type="checkbox"/>	PR&C Requested	- Completed	
<input checked="" type="checkbox"/>	SF30 Signed	- Completed	
<input checked="" type="checkbox"/>	Funds Obligated	- Completed	
<input checked="" type="checkbox"/>	Activities Balanced	- Completed	
<input checked="" type="checkbox"/>	Modification	- Included in Current Contract	\$69,088.00

Like the Change Request, to add a Modification you follow logical steps and track the Modification until it is complete. The example screen above shows numerous Modification packages. The **Modification Status** at the bottom of the screen reflects the current progress of the entire effort for the Modification package.

It should be noted that the Modification Number will be assigned by the “Standard Procurement System” (SPS), called “**PD²**”, following completion of all signatures and processing through SPS.

In accordance with the FAR, Modifications signed by an ACO will begin with the letter “A”, and those signed by the Contracting Officer (Procurement Officer) will begin with the letter “P”.

SF30 - Page 1 Tab

There are two things to be accomplished from this screen:

1. Select Change Request(s) to be included on this Modification
(You select one or more existing Change Requests to be included in this new Modification package.)
2. Add/Edit Contract Line Item(s) to equal the Modification Amount
You have the choice to either **Automatically** add a CLIN equal to Modification, **Manually** Add a New CLIN, or to **Revise** an existing Lump Sum CLIN. The latter will present you with a listing of the existing CLINS to choose from.

The screenshot shows a software interface for a modification package. It is titled "R00019-Provide Crane to Unload VBSs - WS # 2". At the top, there are tabs for "SF30 - 1", "SF30 - 2", "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs". Below the tabs is a "Close" button.

The main content is divided into three sections:

- Change Requests included in this Modification:** This section contains a table with columns for "Change Request", "Change Request Title", "Change Amount", and "Change Days". One row is visible: "00019 | Provide Crane to Unload VBSs - WS # 2 | \$15,500.00 | 0". To the left of the table are buttons for "Select", "Edit", and "Remove".
- Contract Line Items changed by this Modification:** This section contains a table with columns for "CLIN", "CLINs Changed by R00019", and "Change Amount". One row is visible: "2016 | Provide Crane to Unload VBSs - WS # 2 | \$15,500.00". To the left of the table are buttons for "Add", "Edit", and "Delete".
- Funding for this Modification:** This section contains a table with columns for "Funding Account", "Title", "Funded Amount", and "PR&C Amount". One row is visible: "G266679 | CDN630-BN24-VBS Mods Contract [122645] | \$15,500.00 | \$15,500.00". To the left of the table is an "Edit" button.

At the bottom of each section, there is a summary label and a value in a grey box: "Modification Amount" is \$15,500.00, "Sum of CLIN Changes" is \$15,500.00, and "Modification Funding" is \$15,500.00.

SF30 - Page 2 Tab

SF30 Block 2

The modification number entered initially (i.e., R00019) will be replaced via SPS when the Modification is completed by Contracting. However, in most all cases, the Contractor will use this temporary number and may not even be aware of the final number.

SF30 Block 4

The Requisition number is typically the PR&C number and will be automatically populated by RMS in most cases. It may be changed if desired or needed.

SF30 Block 12

The Accounting and Appropriation Data memo field is an optional field if required by your District or this modification. There is a 'lookup' if you choose the EDIT button that may include standard wording if this feature is used in your District Library.

SF30 Block 13

Select the manner in which the Modification is being issued and select the appropriate FAR Clause(s) from the lookup provided.

Also, indicate whether or not the Contractor will be required to sign the Modification.

The screenshot displays a software window titled "Modification No. R00019 R00019-Provide Crane to Unload VBSs - WS # 2". The window contains several tabs: "SF30 - 1", "SF30 - 2", "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs". The "SF30 - 2" tab is active, showing the following fields:

- SF30 Block 2**: Modification No.
- SF30 Block 4**: Requisition No.
- SF30 Block 12**: Accounting and Appropriation Data (Optional Additional Notes). Includes an "Edit" button and a large text area.
- SF30 Block 13**: FAR Clause(s) selection. Radio buttons for:
 - A. Issued Pursuant to:
 - B. Administrative Changes
 - C. Supplemental Agreement
 - D. OtherThe "FAR Clause(s)" field contains "52.243-0004 'CHANGES'".
- IMPORTANT**: Contractor is is not required to sign this document.
- SF30 Block 14**: Modification Title

SF30 Block 14

The last section of the tab includes the entry for the **Modification Title**. This block (14) is continued on the next Tab.

If you are selecting more than one change request to a modification, verify that the title of the change reflects the basic scope of work of each item, if at all possible. The title should be easy to understand and use keywords that may help you identify it.

SF30 - Page 3 Tab

SF30 Block 14 (continued)

The first two memo fields are for entry of optional notes on the contract price and time and should reflect any particulars that were discussed or addressed during negotiations of the modification with the contractor. You may use the remaining memo fields for comments related to the **Change in Schedule** and enter a **Closing Statement**. The Closing Statement should reflect your District or Office policies. A lookup is available in the **Edit** screen to import statements already prepared. These can be found in your **District Library**, under **Standard Text**.

SF30 Block 15A

At the bottom of the screen, indicate the name of the Contractor representative that will sign this modification.

SF30 Block 16A

At the bottom of the screen, indicate whether the **Contracting Officer** or the **Administrative Contracting Officer** will sign this Modification and use the lookup to populate the fields.

Note: You can assign Signatures for each individual Modification and the signatures will be saved with the Modification it is associated with.

Release Mod Tab

This screen is to record the administrative progress of the modification. You must obtain a PR&C from CEFMS for funding and all required signatures must be entered with the appropriated date fields completed.

Notice the “instructions” in the bottom window of the screen.

Modification Signed	Required	Sent to Contractor	Date Due Back	Date Signed
SF30 - Contractor Signature	<input checked="" type="checkbox"/> Yes	09/28/2007	10/05/2007	09/23/2007
SF30 - Government Signature				

The above screen then turns into this screen when those boxes are completed.

Modification No. R00019 R00019-Provide Crane to Unload VBSs - WS # 2

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | Supporting Docs

Modification funded with PR&C in CEFMS

Modification Signed Required Sent to Contractor Date Due Back Date Signed

SF30 - Contractor Signature Yes 09/28/2007 ... 10/05/2007 ... 09/23/2007 ...

SF30 - Government Signature 09/23/2007 ...

Obligation Line Items Linked to CLIN Changes for Payment

CLIN	CLIN Title	Change Amount	Obligation Amount
2016	Provide Crane to Unload VBSs - WS # 2	\$15,500.00	\$15,500.00

Totals \$15,500.00 \$15,500.00

Modification funded with Obligations in CEFMS

Modification Completed - Include this Modification in Current Contract

After Modification is Completed adjust activities to equal new CLIN amounts

Enter the Obligation Amount and check the "Modification funded with Obligations in CEFMS" box.

When you indicate the Modification is complete by checking the box at the bottom, you will get this popup message

RMS

Activities will be required to be balanced prior to making payment - Proceed ?

Yes No

You should then balance the activities prior to exiting the modification area if you push **Yes**. If **Yes** is pushed the next screen appears, from which you enter the activities.

Modification No. R00019 R00019-Provide Crane to Unload VBSs - WS # 2

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | Supporting Docs

Modification funded with Obligations in CEFMS

Modification Completed - Include this Modification in Current Contract

After Modification is Completed adjust activities to equal new CLIN amounts

CLINs Changed by this Modification

BID_NO	BID_DS	CURRENT_AMT	SUM_OF_ACTIVITIES	VARIANCE
2016	Provide Crane to Unload VBSs - WS # 2	\$15,500.00	\$15,500.00	\$0.00

CLIN 2016 \$15,500.00
Sum of Activities \$15,500.00
Variance \$0.00

Push the **Edit** button and then the **Add** or **Edit** button on the next screen to enter or modify activity details.

Pay Activity Screen

This is the same *Contractor Activity Screen* that was discussed in Chapter 8 of this Manual. This screen will be filled in automatically, with this limited data, if you choose to let RMS automatically add activities to balance the CLIN.

Activity #	2016	Description	Provide Crane to Unload VBSs - WS # 2
CLIN	2016		Provide Crane to Unload VBSs - WS # 2
Quantity	1.0000	LS	
Amount	\$15,500.00		
Subcontractor			
Feature			
Contract Phase			
Project Area			
Work Category			
Duration	0	Work Days	

CLIN 2016	\$15,500.00
Sum of Activities	\$15,500.00
Variance	\$0.00

Supporting Documents

You can add documents for reference that include the following:

- Correspondence
- Request For Information
- QA Report Narratives
- QC Report Narratives
- Modification Documents
- Attachment (Photos, Documents, etc.)

The listing of such Supporting Documents can be created and attached to the package when finalized. You can view the attachment by pushing the **Docs** button.

Modification No. R00019 R00019-Provide Crane to Unload VBSs - WS # 2

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | **Supporting Docs**

Add Edit Delete Docs Close

Date	Change Request	Document	Status	Description
09/21/2007	00019	Negotiations	Negotiations Completed	

G2000183 Attachment

Supporting Documents for Modification R00001

US Army Corps of Engineers

1ST CAVALRY HQ BUILDING
W912ER-04-C-0007 NA

28 Mar 2005
Camp Victory, Iraq

Record 1 of 1

Date	Document	Status	Description
02/01/2004	BCD	BCD Completed	This change was initiated by the User and is not considered necessary by th
03/14/2005	Mod Document		Statement of Disagreement The Resident Office does not feel the change should be issued and provides, herewith, their rationale for disagreeing with the User.

You have now completed the Modification.

The screenshot shows the 'RMS Contract Menu' application window. The title bar indicates the project is 'Bonneville FGE & VBS Modifications'. The interface includes a menu bar (File, Help), a navigation pane on the left with various financial and contract-related links, and a main workspace. The workspace is divided into a table of contract modifications and a 'Modification Status' section. A red arrow points from the 'Modification' status line to a cartoon character falling, which is part of a callout box.

Ref No	Mod No	Title	Mod/Sign Date	Mod Amount
R00013		Work Season II Structural Steel	09/29/2006	\$460,000.00
R00014		Exercise Optional CLINs-WSII	10/13/2006	\$5,031,929.00
R00015		Allocation of FY07 Funds - \$300,000.00	11/30/2006	\$0.00
R00016		Allocation of FY07 Funds - \$2,400,000.00	12/21/2006	\$0.00
R00017		Miscellaneous Field Changes	01/25/2007	\$15,254.00
R00018		Washdown Pump-Flow Switch	01/25/2007	\$10,850.00
R00019	R00019	Provide Crane to Unload VBSs - WS # 2	09/23/2007	\$15,500.00

	Amount	Time
✓ PR&C Requested - Completed		
✓ SF30 Signed - Completed		
✓ Funds Obligated - Completed		
✓ Activities Balanced - Completed		
✓ Modification - Included in Current Contract	\$15,500.00	0



Your goal is to be able to view a green check mark on each of the areas at the bottom of the screen.

Other Change Orders

Not all Change Orders directly impact the Contractor for time and money. There are Change Orders that affect the Construction Working Estimate (CWE) that can also be tracked within RMS, CEFMS and PD².

The Change Orders dealing with other CWE items are broken into five (5) categories:

1. Supporting Contract Changes
2. Design During Construction Changes (DDC)
3. Review Contractor Design
4. Supervision and Administration (S&A)
5. Other without S&A

These changes are relatively simple to complete and are usually accomplished in RMS after they have actually taken place. However, they can be entered any time during the funding stages (Unfunded, Funded, and Complete). The financial information on these changes will typically originate with the Project Manager (PPMD) or Contracting Division.

The screen on which to accomplish these other Change Orders is located under **Finances / CWE Changes**.

The screenshot shows the RMS Contract Menu interface. The title bar reads "RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonnyville FGE & YB5 Modifications". The menu bar includes "File" and "Help". The main navigation bar has buttons for "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", "Overview", and "Reports". The "Finances" button is selected, and the sub-menu "Finances - CWE Changes" is active. On the left, a sidebar lists various financial options, with "CWE Changes" highlighted in red. The main window has a toolbar with "Add", "Edit", "Delete", and "Find" buttons. Below the toolbar are tabs for "Supporting Contract", "DDC", "Review Contractor Design", "S & A", and "Other Without S & A". The "Supporting Contract" tab is selected, showing a table with the following data:

Change Request	Title	Status	Change Amount
CWE0001	Furniture for Golf Shack	6	\$5,000.00

At the bottom of the window, a summary table displays the following information:

Award - Supporting Contract	\$0.00
Completed Changes (6)	\$5,000.00
Current - Supporting Contract	\$5,000.00

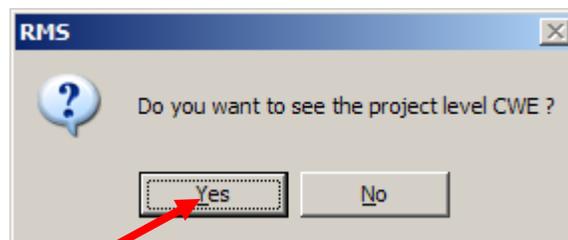
Current Construction Working Estimate (CWE)

Selecting the Current CWE will reflect the impacts of ALL changes and modifications issued.

Contract
W9127N-05-C-0025

	Award CWE	Completed Modifications	Current CWE
Contract	\$4,531,947.00	\$6,115,557.00	\$10,647,504.00
Pending (5) Contract Changes			\$0.00
Other Supporting Contract	\$0.00	\$5,000.00	\$5,000.00
Contingency	-\$4,258,696.00		-\$1,012,296.07
S&A	\$0.00	\$0.00	\$0.00
Design During Construction	\$0.00	\$0.00	\$0.00
Other Without S&A	\$0.00	\$0.00	\$0.00
CWE	\$273,251.00	\$6,120,557.00	\$9,640,207.93
Management Reserve	\$0.00		\$0.00
Pending (4) Contract Changes			\$0.00
Estimated Contingency including Pending (4) changes			-\$1,012,296.07

From this screen, you may view (**Read Only**) the CWE.



If you choose “**Yes**” you will see the financial information on the Contract and the Project.
 If you choose “**No**” you will see the financial information on the Contract, Appropriation, and the Funding Account.

Chapter 11 - Contractor Payments

What this Chapter presents:

-
- Overview
- Adding a Payment
- Pay Estimate Worksheet (GIG Sheet)
- Sending Payments to CEFMS
- Payment Reports



Overview



This chapter addresses instructions for processing construction contractor payments.

Progress Payments is located under the heading **Contract Menu / Finances**.



Prior to making any progress payment, you should verify that all finances are properly balanced, including CLIN's and Contractor Activities.

Adding a Progress Payment

Finances - Progress Payments

[Add](#)
[Edit](#)
[Delete](#)
[Find](#)

Invoice No	From	Thru	Earnings to Date	Earnings This Period	Due Contractor this Period
12	06/30/2006	08/31/2006	\$4,711,524.00	\$75,099.00	\$75,099.00
13	09/01/2006	10/15/2006	\$5,327,814.00	\$616,290.00	\$616,290.00
14	10/16/2006	10/31/2006	\$6,038,025.00	\$710,211.00	\$710,211.00
15	11/01/2006	11/17/2006	\$6,256,774.00	\$218,749.00	\$218,749.00
16	11/18/2006	11/30/2006	\$6,533,417.00	\$276,643.00	\$276,643.00
17	12/01/2006	12/16/2006	\$7,043,036.00	\$509,619.00	\$509,619.00
18	12/17/2006	01/10/2007	\$7,385,975.35	\$342,939.35	\$342,939.35
19	01/11/2007	01/31/2007	\$8,553,299.00	\$1,167,323.65	\$1,167,323.65
20	02/01/2007	08/10/2007	\$8,560,108.90	\$6,809.90	\$6,809.90

Payment Status

Invoice Received - Received Invoice Received: 08/27/2007
 Eng93 Completed - Completed Payment Due: 09/10/2007
 Contractor Paid - Not Paid Date Paid:

Payment overdue 13 days [Payment Details](#)

The Progress Payments screen is used to review and /or add pay periods.

You begin the process by pushing the **Add** button at the top of the screen. If a payment already exists, you can also **Edit** it from this location.

RMS will accommodate processing a *payment* and a *refund* on the same ENG Form 93.

NOTE: The ENG 93 does not exist in the Contractor module (QCS) until AFTER it is processed in RMS and returned to the Contractor.

You DO NOT NEED to have an ENG 93 to process Pay Requests for the Contractor, including CEFMS payments. What you should get from the Contractor is the "PROMPT PAYMENT CERTIFICATE" and his payment request via the QCS export – that is all that is needed.

The Contractor should be submitting his payment request based upon the agreed upon amount or percentages that has taken place between the Contractor and Government office personnel most familiar with the progress taken place.

Prompt Payment / Pay Requests from QCS

In accordance FAR 52.232-5 — “Payments Under Fixed-Price Construction Contracts”, RMS and QCS have been provided with screens to accommodate the information specified to be furnished by the Prime Contractor relative to any Subcontractor used on the contract.

Key items to be provided on Subcontractors:

- Listing of amount for work accomplished by each subcontractor.
- Listing of the total amount of each subcontract. (1st Tier Only)
- Listing of amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA)).

Contractor Requested Earnings

Activity Earnings | Subcontractor Earnings | Additional Earnings | Payment POCs

Update Previous Subcontractor Payments

Subcontractor Name	Total Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	Subcontractor Earnings Deducted by Contractor (Total to Date)
Accurate Concrete	\$521,830.00	\$0.00	\$0.00	\$0.00
FP Erectors, LLC	\$0.00	\$0.00	\$0.00	\$0.00
HIRE ELECTRIC	\$216,400.00	\$0.00	\$0.00	\$0.00
JH KELLY	\$117,928.00	\$0.00	\$0.00	\$0.00

Payment No. 21 Thru 09/21/2007 Invoice

Contractor Requested Earnings

Activity Earnings | Subcontractor Earnings | Additional Earnings | Payment POCs

Discount Terms
Discount Days: 0 Discount Percent: 0

Notice of Assignment
If Notice of Assignment has been filed, enter name of Assignee to whose payment is to be sent.
Name: _____
Title: _____
Phone: _____
Address: _____

Notice of Defective Invoice
Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice.
Name: Robert Browne
Title: President
Phone: 909-234-5435
Address: 1254 West Avenue
Upland, CA 92506

Certification by
I hereby certify, to the best of my knowledge and belief, that:
(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract.
(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds...
(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier...
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.
Name: Jack Mayberry, RFD
Title: Vice President, Finances

Payment No. 21 Thru 09/21/2007 Invoice Date 09/23/2007 Requested Earnings Completed Yes

Screens are available to provide data for **Assignments** and **Notification of Defective Invoice**.

The **Prompt Payment Certification** is also included on the screen and a report can also be generated within QCS to submit with the Contractor's Payment Request.

You will undoubtedly encounter Contractors reluctant (or even refusing) to indicate the Contract Amount of their Subcontractors. Reasons vary for Prime Contractors. Some Prime Contractors are fearful the Government will determine WAY TOO MUCH overhead/profit is being taken and will haunt them with deductive change orders. Other Prime Contractors may like to 'live' off the Subcontractor money. You never have to argue with a Prime Contractor on this, simply point out the FAR requirement and refuse to pay them anything until they comply. Prime Contractors have been barred for Government work due to violations of the Prompt Payment Act (PPA).

Prompt Payment Certification Report (Page 1)

Prompt Payment Certification And Supporting Data For Contractor Payment Invoice				Page 1 of 13 pages	
(1) Contract No.: DACW27-01-C-0030 NA		(2) Location and Description of Work: Olmsted, Illinois Maintenance and Operating Bulkheads		(3) Estimate No.: 42	
				(4) Invoice Date: 10/26/2005	
(5) Contractor Official (name and address) to whom payment is to be sent: Massman Construction Co. 8901 State Line Road Kansas City, MO 64114			(6) Discount Terms: 0 Days 0 Percent		
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:			(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice: Robert Brow ne, Ow ner 909-234-5679 1254 West Avenue Upland, CA 92506		
(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)	
BART	\$43,000.00	\$24,000.00	\$4,000.00	\$2,400.00	
Bar-Tie	\$23,445.00	\$0.00	\$0.00	\$0.00	
COE	\$13,253.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$160,000.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$75,000.00	\$0.00	\$0.00	\$0.00	
EGPT	\$12,005.00	\$1,200.00	\$1,200.00	\$120.00	
MCC	\$15,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing	\$80,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing, Inc.	\$0.00	\$0.00	\$0.00	\$0.00	
PLAT	\$12,500.00	\$0.00	\$0.00	\$0.00	
Plateau Electrical Constructor	\$250,000.00	\$125,000.00	\$50,000.00	\$12,500.00	
STW	\$46,500.00	\$0.00	\$0.00	\$0.00	
THMS	\$33,000.00	\$0.00	\$0.00	\$0.00	
Thomas Industrial Coatings Inc	\$35,600.00	\$0.00	\$0.00	\$0.00	
Triangle Enterprises	\$340,000.00	\$0.00	\$0.00	\$0.00	

** A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor, specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States, Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

 Signature

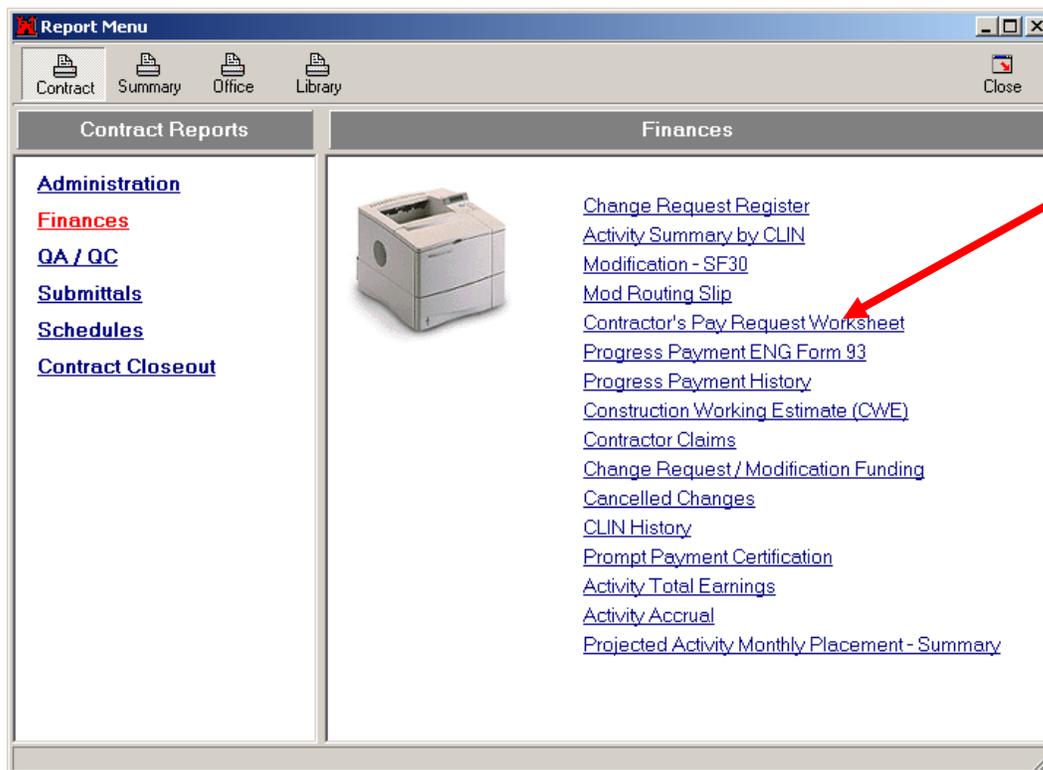
 Date

John Mayberry, Superintendent
 Typed Name and Title

Contractor's Pay Request Worksheet

Each pay period a **Contractor's Pay Request Worksheet** (aka, Gig Sheet) can be printed from the **Reports** menu. This worksheet shows the total amount for each activity, what has already been paid and any outstanding items that might impede or impact the amount the Contractor requested. This should be reviewed prior to making any final determination on the amount of the pay request to be processed.

The **Contractor's Pay Request Worksheet** is accessed from the **Reports** menu.



The worksheet report will give you a detailed listing of all items that are outstanding and/or delinquent on a given Activity. For example, if the Contractor is missing payrolls or insurance the worksheet will list them.

The Contractor is also able to print out this worksheet from the Contractor's QCS Module prior to requesting payment.

Sending Payment to CEFMS

With the Progress Payment completed, you can send it to **CEFMS** for signature and payment to the Contractor. Push the **Send to CEFMS** button to begin.

Progress Payment - Invoice No. 20 - Bonneville FGE & VBS Modifications

Request ENG 93 Close

Invoice	Activity Earnings	Additional Earnings	Obligations			
Line Item	Obligation Amount in CEFMS	Previous Earnings	CEFMS Accruals	Available for Payment	Obligation Payment Status	Earnings this Period
0001	\$9,400,829.00	\$8,478,200.00	\$0.00	\$322,629.00	COR Approval Required	\$6,809.90
0002	\$149,246.00	\$75,099.00	\$0.00	\$74,147.00	No Earnings this period	\$0.00

Refunds/Withholding for All Obligations

Obligations this Period: \$6,809.90
 Earnings this Period: \$6,809.90
 Variance: \$0.00

Line Item 0002 MOD 10, STS REPAIRS

	Previous Total Withheld	%	Withhold this Period	Refund this Period	Total Withheld To Date
Retained Percentage	\$0.00	0	\$0.00	\$0.00	\$0.00
Other Deductions	\$5,000.00		\$0.00	\$0.00	\$5,000.00
Liquidated Damages	\$0.00		\$0.00		\$0.00

ENG 93 Completed for this Pay Period

Send to CEFMS

CEFMS Pay Estimate Upload

Do you want to upload pay estimate to CEFMS ?

Database Login

Enter your user id and password to login to the CEFMS Oracle Database

User ID:

Password:

The Send to CEFMS

button will present a screen to ask you if you want to upload the pay estimate to CEFMS. If you choose **Yes**, RMS will ask you for your User Name and Password and log into CEFMS. The rest will be automatic and the payment will be placed into CEFMS for approval.

The CEFMS payment upload now sends Pay Period from and thru dates from RMS to CEFMS. (Instructions are also included in RMS to remove downloaded CEFMS information associated with a payment if that payment is deleted from RMS. This allows the RMS user to back up to previous payments and reprocess them as the current payment if needed, without having the CEFMS payments add back in automatically. The CEFMS payments will, however, add back in with the next CEFMS download.

Reports for Payments

Reports may be accessed from the Contract Menu. Push the Reports button and select Finances on the next screen. It is suggested that the various Reports available from the Report Explorer be printed out and filed with the Contract files.

Reports for all Progress Payments can be found via the Report Explorer shown below.

The screenshot displays the RMS Contract Menu interface. The main window is titled "Finances - Progress Payments" and contains a table of invoice data. A red arrow points to the "Reports" button in the top navigation bar.

Invoice No	From	Thru	Earnings to Date	Earnings This Period	Due Contractor this Period
12	06/30/2006	08/31/2006	\$4,711,524.00	\$75,099.00	\$75,099.00
13	09/01/2006	10/15/2006	\$5,327,814.00	\$616,290.00	\$616,290.00
14	10/16/2006	10/31/2006	\$6,038,025.00	\$710,211.00	\$710,211.00
15	11/01/2006	11/17/2006	\$6,256,774.00	\$218,749.00	\$218,749.00
16	11/18/2006	11/30/2006	\$6,533,417.00	\$276,643.00	\$276,643.00
17	12/01/2006	12/16/2006	\$7,043,036.00	\$509,619.00	\$509,619.00
18	12/17/2006	01/10/2007	\$7,385,975.35	\$342,939.35	\$342,939.35

The "Report Menu" window is open, showing a list of reports under the "Finances" category. A printer icon is visible in the center of the menu.

- Contract Reports
- Finances
 - Change Request Register
 - Activity Summary by CLIN
 - Modification - SF30
 - Mod Routing Slip
 - Contractor's Pay Request Worksheet
 - Progress Payment ENG Form 93
 - Progress Payment History
 - Construction Working Estimate (CWE)
 - Contractor Claims
 - Change Request / Modification Funding
 - Cancelled Changes
 - CLIN History
 - Prompt Payment Certification
 - Activity Total Earnings
 - Activity Accrual
 - Projected Activity Monthly Placement - Summary

Chapter 12 - Contractor Quality Control - Planning

What this Chapter presents:

Required Planning Activities:



Administrative:

- Prime Contractor Data
- Subcontractor Data

Quality Assurance / Quality Control:

- Features of Work
- 3 Phase Inspections
- Hazard Analysis
- QC Tests
- User Schools
- Transfer Property
- Installed Property



Overview

This chapter addresses information on the planning activities required for **Contractor Quality Control** and provides instructions for utilizing the **Quality Control** modules of the RMS program.

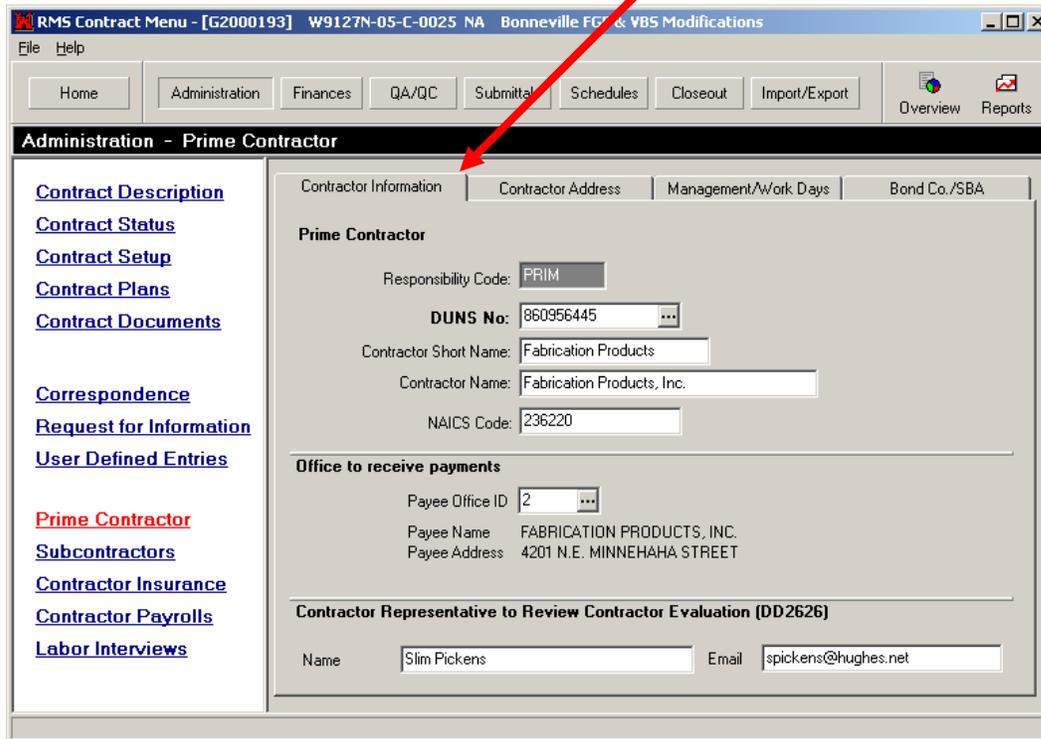
In contracts of \$1,000,000 or more, detailed CQC should be applied and a properly edited CEGS-01451 (01 45 04.00 10) should be included in the contract. Inclusion of detailed CQC in construction contracts under \$1,000,000 is discretionary. When construction services are obtained through an international governmental agreement, CQC should not be used unless it is specifically required by that agreement.

Quality Control Requirements

There are areas that must be addressed in the **Planning** of a contract before a Contractor can adequately prepare his Daily Quality Control Report. This includes, among many other things, what RMS refers to a **QC Requirements**.

Prime Contractor Data

The **Prime Contractor** window is comprised of four (4) tab entry screens, located under **Administration** from the RMS Contract Menu. Data is entered into each tab separately, beginning with the **Contractor Information** tab.



RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FCG & VBS Modifications

File Help

Home Administration Finances QA/QC Submittal Schedules Closeout Import/Export Overview Reports

Administration - Prime Contractor

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[Request for Information](#)
[User Defined Entries](#)

Prime Contractor

Contractor Information Contractor Address Management/Work Days Bond Co./SBA

Prime Contractor

Responsibility Code: PRIM

DUNS No: 860956445

Contractor Short Name: Fabrication Products

Contractor Name: Fabrication Products, Inc.

NAICS Code: 236220

Office to receive payments

Payee Office ID: 2

Payee Name: FABRICATION PRODUCTS, INC.
 Payee Address: 4201 N.E. MINNEHAHA STREET

Contractor Representative to Review Contractor Evaluation (DD2626)

Name: Slim Pickens Email: spickens@hughes.net

Responsibility Code –

This code should match the Contractor's scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. The responsibility code for the Prime Contractor is always **PRIM** and is automatically entered by RMS. If a subcontractor is performing more than one type (feature) of work, enter the code for his most 'significant' work. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as Primavera, and can easily be imported into the RMS program. The Corps of Engineer's Standard Data Exchange Format (SDEF) specifies numeric identifiers only, however, the RMS/QCS programs will accept either/or.

CEC (DUNS) No –

Enter the nine-digit (or thirteen-digit) Contractor CEC number (DUNS # or DUNS +4#), as it appears on the Contractor's proposal or contract award letter. A sample CEC number is "03-8074381". (FAR 52.204-4, Contractor Establishment Code (CEC)). The CEC is a 9-digit code

assigned to a Contractor that contracts with a Federal executive agency. The CEC system is a contractor identification coding system that is currently the Dun and Bradstreet Data Universal Numbering System (DUNS). The CEC system is distinct from the Federal Identification Numbering (TIN) system. The Government will obtain a CEC for any awardee that does not have or does not know its CEC. The CEC number should be found on the executed SF 1422, in block 14. It is also used in Block 2 of the DD Form 2626, **Performance Evaluation (Construction)**, form in CCASS.

The Data Universal Number (DUNS) is a unique nine-character (or thirteen-character) company identification number issued by Dun & Bradstreet. To verify or locate a DUNS number for the construction firm in the Central Contractor Registration (CCR) visit:

<http://www.bpn.gov/CCRINQ/scripts/search.asp>

Contractor Short Name / Contractor Name –

Enter the Contractor's Company short name that will be used on many reports and screens in RMS and QCS and enter the complete name that will be used for Correspondence, Payments, etc.

NAICS Code –

Enter the Contractor's NAICS code. A sample NAICS code is "236220", for "Commercial and Institutional Building Construction" (most of our Contractor will have this code).

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To locate your NAICS code for Construction, refer to the following website: <http://www.naics.com/naics23.htm>

Office to receive payments –

This entry will be completed automatically from CEFMS, if CEFMS is used. (If the contractor is in CEFMS more than one time, you will need to select which Payee Office to use.)

Contractor Representative to Review Contractor Evaluation (DD2626)

Enter the name and email address of the Contractor representative that will be authorized to review and comment electronically to the Contractor Evaluation (DD Form 2626) issued at the end of the contract.

The remaining tabs, (Contractor Address, Management/Work Days, and Bond Co./SBA are self explanatory and all applicable field should be completed.

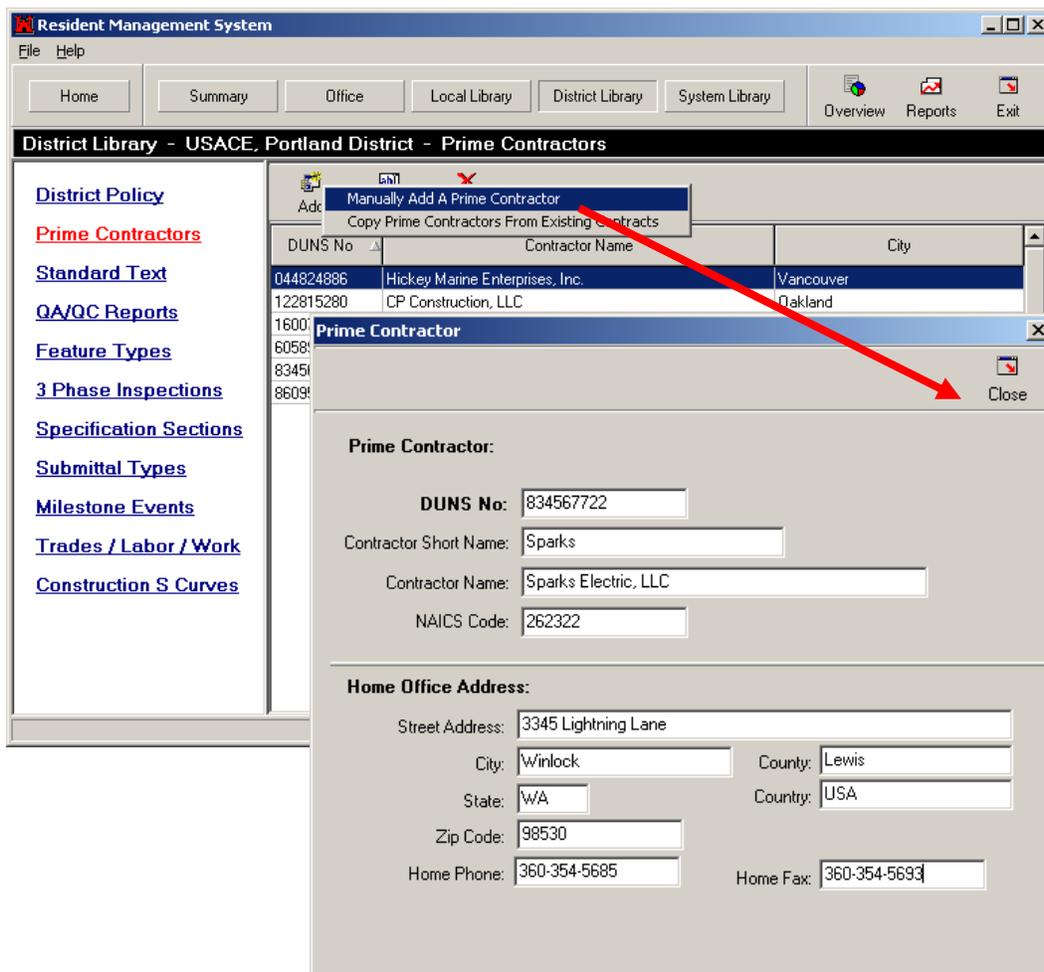
Prime Contractor Data in District Library

If your District is using the **Prime Contractors** module in the **District Library**, you will be able to import much of this information for your Prime Contractor.

You will need to ensure that Prime Contractors have first been entered in the District Library to be able to copy the information from there. Once entered, the information will be easily added to new contracts. You can also copy all contractors from the various offices directly into the District Library.

Manually Add Contractor to District Library

When you select the Add button you can **Manually Add a Prime Contractor**. Enter the appropriate information and click on the **Close** button to add the contractor.



The screenshot displays the Resident Management System interface. The main window is titled "District Library - USACE, Portland District - Prime Contractors". A dialog box titled "Manually Add A Prime Contractor" is open, showing a table of existing contractors and a form for adding a new one. A red arrow points to the "Close" button in the dialog box.

DUNS No	Contractor Name	City
044824886	Hickey Marine Enterprises, Inc.	Vancouver
122815280	CP Construction, LLC	Oakland

Prime Contractor

DUNS No: 834567722

Contractor Short Name: Sparks

Contractor Name: Sparks Electric, LLC

NAICS Code: 262322

Home Office Address:

Street Address: 3345 Lightning Lane

City: Winlock County: Lewis

State: WA Country: USA

Zip Code: 98530

Home Phone: 360-354-5685 Home Fax: 360-354-5693

Copy Prime Contractors From Existing Contracts

When you first use this feature from the **District Library**, you can simply copy the data from existing contracts into the library. A listing of existing contractors will appear and you select the ones you wish to add to the library. Choosing the **Close** button will add the selected contractors to the library.

Resident Management System
 File Help
 Home Summary Office Local Library District Library System Library Overview Reports Exit

District Library - USACE, Portland District - Prime Contractors

[District Policy](#)
[Prime Contractors](#)
[Standard Text](#)
[QA/QC Reports](#)
[Feature Types](#)
[3 Phase Inspections](#)
[Specification Sections](#)
[Submittal Types](#)
[Milestone Events](#)
[Trades / Labor / Work](#)
[Construction S Curves](#)

Add
 Manually Add A Prime Contractor
Copy Prime Contractors From Existing Contracts

DUNS No	Contractor Name	City
044824886	Hickey Marine Enterprises, Inc.	Vancouver
122815280	CP Construction, LLC	Oakland

Prime Contractor Library Lookup

Select All Clear All Close

	DUNS No	Contractor Name	City
<input checked="" type="checkbox"/>	122815280	CP Construction, LLC	Oakland
<input checked="" type="checkbox"/>	860956445	Fabrication Products, Inc.	Vancouver
<input checked="" type="checkbox"/>	044824886	Hickey Marine Enterprises, Inc.	Vancouver
<input checked="" type="checkbox"/>	605897420	Macro-Z-Technology	Santa Ana
<input checked="" type="checkbox"/>	160070538	Saybr Contractors, Inc.	Tacoma

Resident Management System
 File Help
 Home Summary Office Local Library District Library System Library Overview Reports Exit

District Library - USACE, Portland District - Prime Contractors

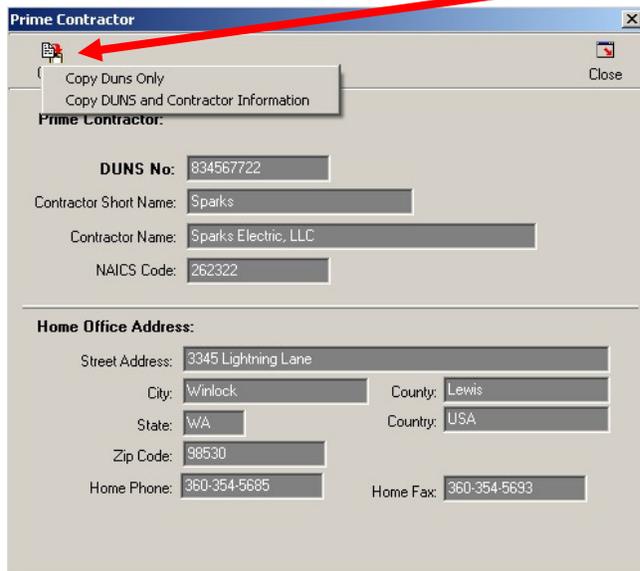
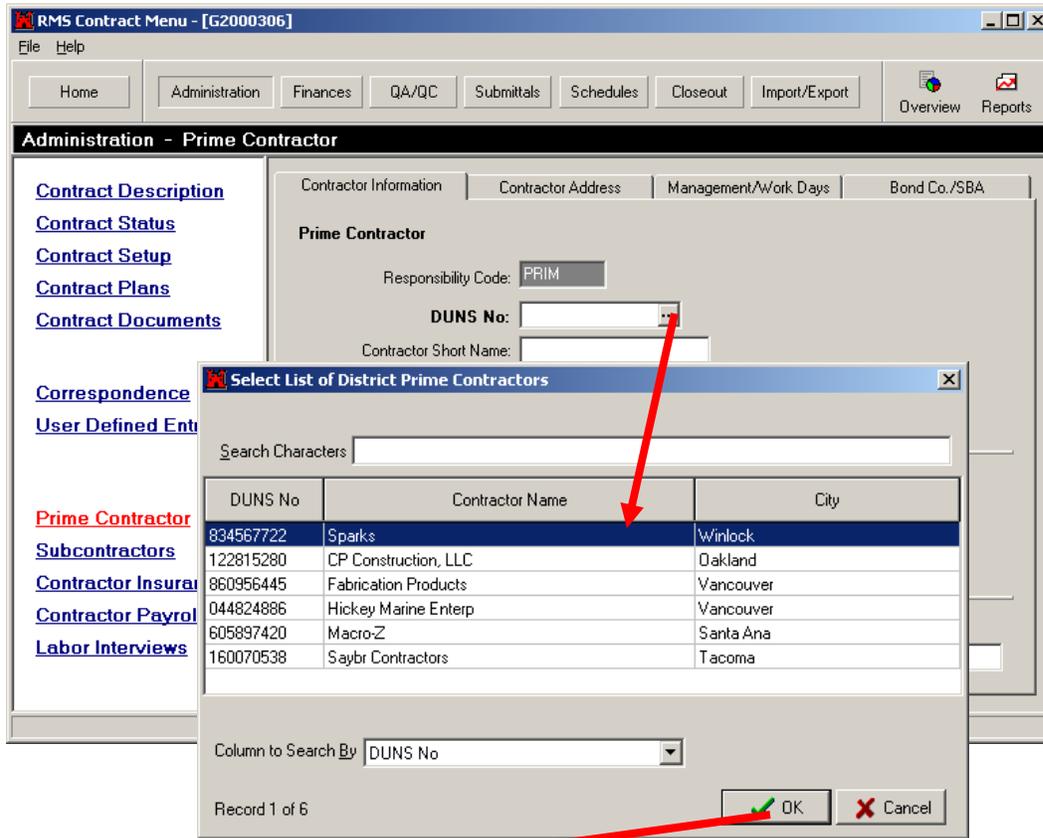
[District Policy](#)
[Prime Contractors](#)
[Standard Text](#)
[QA/QC Reports](#)
[Feature Types](#)
[3 Phase Inspections](#)
[Specification Sections](#)
[Submittal Types](#)
[Milestone Events](#)
[Trades / Labor / Work](#)
[Construction S Curves](#)

Add Edit Delete

DUNS No	Contractor Name	City
044824886	Hickey Marine Enterprises, Inc.	Vancouver
122815280	CP Construction, LLC	Oakland
160070538	Saybr Contractors, Inc.	Tacoma
605897420	Macro-Z-Technology	Santa Ana
834567722	Sparks Electric, LLC	Winlock
860956445	Fabrication Products, Inc.	Vancouver

Copy Prime Contractor Data From District Library

Adding a contractor to a new contract is easy when you already have them entered into the District Library. When you click on the **DUNS No:** elipsis, you get a pop-up screen that lists all contractors in the library. Choose your contractor and then select the **OK** button.



You then decide to either copy just the DUNS number, or all of the information on the screen.

If you've chosen all of the data, your work is streamlined and the Prime Contractor information is completed.

Prime Contractor Data is Copied to Contract

The information copied will spread across two screens (tabs) to complete the information on the Prime Contractor.

RMS Contract Menu - [G2000306]

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Prime Contractor

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[User Defined Entries](#)

Contractor Information | Contractor Address | Management/Work Days | Bond Co./SBA

Prime Contractor

Responsibility Code: PRIM

DUNS No: 834567722

Contractor Short Name: Sparks

Contractor Name: Sparks Electric, LLC

NAICS Code: 262322

RMS Contract Menu - [G2000306]

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Prime Contractor

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[User Defined Entries](#)

Prime Contractor
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Contractor Address | Management/Work Days | Bond Co./SBA

Government should send mail to: Contractor's Home Address Contractor's Site Address

Home Office Address:

Street Address: 3345 Lightning Lane

City: Winlock County: Lewis

State: WA Country: USA

Zip Code: 98530

Home Phone: 360-354-5685 Home Fax: 360-354-5693

Site Office Address:

Street Address: _____

City: _____ Country: _____

State: _____ County: _____

Zip Code: _____

Site Phone: _____ Site Fax: _____

Subcontractor Data

The subcontractor entry is an essential part of the RMS program, for example: attaching a subcontractor to each activity will link submittal items to the subcontractor. With the subcontractor linked to activities, RMS knows who has related responsibilities, such as for Preparatory and Initial Inspections.

A subcontractor list is necessary to document Labor Interviews. Without the subcontractor data, daily Labor Hours cannot be posted in the Daily Quality Control Report.

Subcontractor deficiencies are noted on the Pay Estimate Worksheet.

Subcontract amount and particulars are required per the Prompt Payment Act.



NOTE: The Prime Contractor should ONLY enter amounts for their 1st Tier Subcontractors. The should indicate that 2nd tier subcontractor as such and the amount of the subcontract will not be entered. Otherwise, RMS will total the amount twice for reports, such as the DD Form 2626. The amounts also appear on the Prompt Payment Certificate. Prime Contractors most often do not have access to the amount of any subcontracts beyond which they themselves initiate.

A listing of Subcontractors may be provided to the User at the conclusion of the contract for Warranty contacts.

Push the **Add** button to add a new Subcontractor, or the **Edit** button to edit information on an existing Subcontractor.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Subcontractors

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Contract Documents](#)

[Correspondence](#)
[Request for Information](#)
[User Defined Entries](#)

[Prime Contractor](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Add Edit Delete Find

Responsibility Code	Contractor Name	Trade	Amount Subcontracted
1	Accurate Concrete	Concrete Saw Cutting	\$621,830.00
2	HILL ELECTRIC	Electrical	\$216,400.00
3			
6050			

Subcontractors

Close

Responsibility Code: 1

Contractor: Accurate Concrete

Trade: Concrete Saw Cutting

Full Name: Accurate Concrete

Address: PO Box 5798
Vancouver, WA 98668

POC: Vern Balkowitsch Sr.

Phone: 360-694-8564 Fax: 503-285-6907

Amount Subcontracted: \$621,830.00

Contractor is a Small Business
 Are Insurances required to be sent to the Government
 Are Payrolls required to be sent to the Government
 Contractor is a Second Tier Sub

NOTE: ONLY enter amounts for 1st Tier Subcontractors. By checking the box "Contractor is a Second Tier Sub", the "Amount Subcontracted" entry will be removed from this screen.

QC Planning Data

The next area of Contract planning activities can be found on the **Contract Menu, QA / QC**, and includes the **Features of Work, 3 Phase Inspections, Hazard Analysis, and QC Requirements** as required by the contract.

Features of Work

In accordance with the terms of the contract, the **Definable Features of Work** are required to be listed in the contractors' **Quality Control Plan**. Using RMS to create that list is an easy way for the Contractor to meet these requirements. However, even more importantly, **Features of Work** are tied to the contractor's pay activities providing both the Government and the Contractor invaluable information and report capability.

Press the **Add** button to create each **Feature of Work**. Then, enter the data in the pop up screen by using the lookup provided, or by typing directly into the cells. Close the window when completed and repeat as needed. **Features of Work** can also be entered in QCS (and really should be if your Contractor is using QCS).

Features of Work are general categories of construction work that are referenced in the contract specifications. A feature can be thought of as a phase of work requiring a separate Preparatory Inspection (typically, there is at least one for every technical specification section, with many sections having multiple features).

Within RMS and/or QCS, **Features of Work** are tied to 3-phase inspection checks. As such, **Features of Work** are an integral part to the power of the RMS Inspection Check sheets and should be thought through quite carefully. Both the Government and Contractor are able to link Features of Work to 3 Phase Inspection checks. (See the QCS User Manual for the QCS process.)

QA/QC - Features of Work

QA/QC Daily Reports
 QA/QC Summary
Features of Work
 3 Phase Inspections
 Hazard Analysis
 QC Requirements
 Equipment Checks
 Dredging Equipment
 Exposure Hours
 Required Verifications
 QA Tests
 Planned Interviews

Add Edit Delete Find

Feature of Work	Number of days after Preparatory that Initial should be scheduled
CARPENTRY - FINISH	2
CARPENTRY - ROUGH	2
CONCRETE - FORMWORK	2
CONCRETE, CAST-IN-PLACE	1
CONCRETE, SIDEWALKS	1
ELECTRICAL, INTERIOR - FINISH	2
ELECTRICAL, INTERIOR - ROUGH	3
ELECTRICAL, UNDERGROUND	2
EXCAVATION	1
FIRE DETECTION & ALARM SYSTEMS	2
FIRE SPRINKLER SYSTEM-INTERIOR	3
HVAC SYSTEM	2
LANDSCAPING	3
PLUMBING, INTERIOR - FINISH	2
PLUMBING, INTERIOR - ROUGH	3
STRUCTURAL STEEL	2

3 Phase Inspections

The *3-Phase Inspections* within the QCS program, and the Government RMS program, utilize checks that are numbered, generally following the **CSI** specification format. The CSI-based numbering system is used in such references as *Sweets Catalogs*, *MEANS Estimating Books*, *Military Specifications*, and so forth. This is done in QCS and RMS to categorize various comments and items where they can easily be remembered and found and to minimize duplication of comments in various areas.

The linking of 3 Phase Inspection checks to the Features of Work is discussed extensively in the separate QCS Manual and will not be repeated here. Once the links have been made, you will see a screen similar to the following, which depicts the number of Checks linked for each of the 3 Phase Inspection periods.

The screenshot shows the 'RMS Contract Menu' window for project 'W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The 'QA/QC' menu is active, displaying a table titled 'QA/QC - 3 Phase Inspections'. The table lists various 'Feature of Work' items and their corresponding counts for 'Number of Preparatory Checks', 'Number of Initial Checks', and 'Number of Follow-up Checks'. A left-hand navigation pane contains links for 'QA/QC Daily Reports', 'QA/QC Summary', 'Features of Work', '3 Phase Inspections', 'Hazard Analysis', 'QC Requirements', 'Equipment Checks', 'Dredging Equipment', 'Exposure Hours', 'Required Verifications', 'QA Tests', and 'Planned Interviews'.

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
CARPENTRY - FINISH	8	6	1
CARPENTRY - ROUGH	19	18	0
CONCRETE - FORMWORK	27	26	2
CONCRETE, CAST-IN-PLACE	89	37	9
CONCRETE, SIDEWALKS	50	31	7
ELECTRICAL, INTERIOR - FINISH	19	23	6
ELECTRICAL, INTERIOR - ROUGH	81	29	7
ELECTRICAL, UNDERGROUND	67	39	3
EXCAVATION	19	14	3
FIRE DETECTION & ALARM SYSTEMS	39	11	9
FIRE SPRINKLER SYSTEM-INTERIOR	8	5	0
HVAC SYSTEM	39	20	5
LANDSCAPING	27	16	6
PLUMBING, INTERIOR - FINISH	9	3	8
PLUMBING, INTERIOR - ROUGH	22	12	2
STRUCTURAL STEEL	95	25	4

Hazard Analysis

The Contractor should prepare a **Hazard Analysis** for each Feature of Work. This is accomplished in the QCS program. After they are created in QCS, they will be available in RMS for review, comments, acceptance or rejection.

Resident Management System

We need to realize that the AHA is really keyed around the activities required to accomplish a certain feature of work and addresses any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

The Contractor is able to create the AHA in the **Contractor Library** for each feature he would add to the library. The library AHA's will be available to add (copy) to any contract. Thus, the Contractor, using QCS, will build the AHA on the **Features of Work** listed in the contractors' CQC Plan and (hopefully) in the QCS program.

Many of the items in the AHA are identical, or very similar, from one FOW to another. Therefore, the Contractor is able to COPY an AHA from one FOW to another. The idea is to simplify input.

The screenshot displays the RMS Contract Menu software interface. The main window is titled "QA/QC - Hazard Analysis" and shows a table of features of work with their respective principal steps, number of hazards, and status. A secondary window, "Hazard Analysis for Feature: EXCAVATION", is open, showing a detailed list of potential hazards for excavation work.

Feature of Work	Number of Principal Steps	Number of Hazards	Status
Concrete - Cast-In-Place	0	0	Not Received
Concrete - Sidewalks	0	0	Not Received
Electrical, Aerial	0	0	Not Received
Electrical, Interior - Finish	0	0	Not Received
Electrical, Interior - Rough	0	0	Not Received
Excavation	9	10	In Review

The "Hazard Analysis for Feature: EXCAVATION" window shows the following structure:

- Principal Steps / Potential Hazards
 - Principal Step - Equipment Excavation
 - Potential Hazard - Underground/Overhead Utilities
 - Potential Hazard - Struck By/Against Heavy Equipment
 - Potential Hazard - Sharp Objects
 - Potential Hazard - High Noise Levels
 - Potential Hazard - Slips, Trips, and Falls
 - Potential Hazard - Handling Heavy Objects
 - Potential Hazard - High/Low Ambient Temperature
 - Potential Hazard - Excavation Wall Collapse
 - Principal Step - Manual Excavation
 - Potential Hazard - Struck/Struck By
 - Potential Hazard - Overexertion

At the bottom of the window, there is a section for "Government Remarks to Contractor" with a "View" button and a checkbox labeled "Hazard Analysis Completed".

Hazard Analysis Report (Sample)

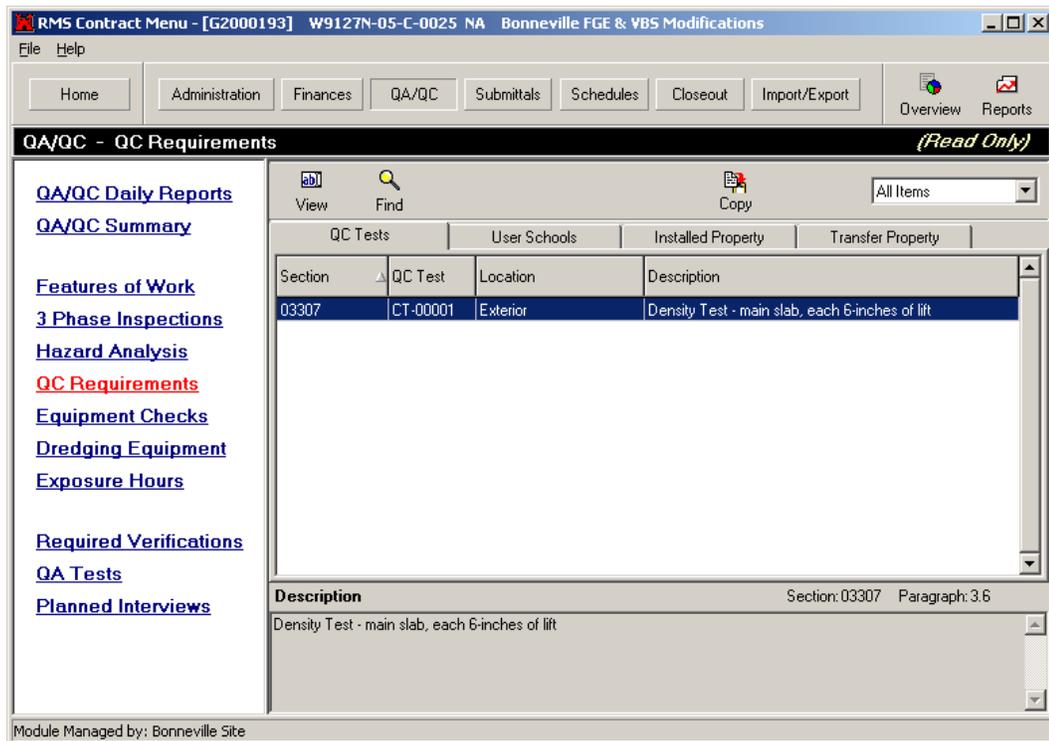
Principal Steps		Potential Safety/Health Hazards	Recommended Controls
Excavation Wall Collapse		Excavation Wall Collapse	1. Construct diversion ditches or dikes to prevent surface water from entering excavation 2. Provide good drainage of area adjacent to excavation 3. Store excavated material at least 2 feet from the edge of the excavation; prevent excessive loading of the excavation face 4. Provide sufficient stairs, ladders, or ramps when workers enter excavations over 4 feet 5. Treat excavations over 4 feet deep as confined spaces 6. Complete confined space permit entry procedure 7. Monitor atmosphere for flammable/toxic vapors, and oxygen deficiency 8. Slope, bench, shore, or sheet excavations over 5 feet deep if worker entry is required 9. Assign a competent person to inspect, decide soil classification and proper sloping 10. Inspect excavations (when personnel entry is required) daily, any time conditions change 11. Provide at least two means of exit for personnel working in excavations
Handling Heavy Objects		Handling Heavy Objects	1. Observe proper lifting techniques 2. Review proper lifting posture/techniques regularly at safety meetings 3. Obey sensible lifting limits (50 lb. Maximum per person manual lifting) 4. Use mechanical lifting equipment (hand carts, trucks) to move large, awkward loads 5. Avoid carrying heavy objects above shoulder level 6. Warm up muscles before engaging in manual lifting
High Noise Levels		High Noise Levels	1. Use hearing protection when exposed to excessive noise levels (greater than 85 dBA over an 8-hour work period) 2. Assess noise level with sound level meter 3. Do not attempt verbal communication in high noise backgrounds

Equipment to be used		Inspection Requirements	Training Requirements
1. Excavator 2. Shovels 3. LEL/IC2 (potential) 4. Sound Level Meter (to read dBA scale) P.P.E. Includes: a. Warning Vests b. Hard Hats c. Safety Glasses d. Steel-toes work boots e. Leather Gloves f. Ear Plugs		1. Daily equipment inspections as per Manufacturers requirements 2. Excavation inspection permit 3. Confined space permit (potential) 4. Inspection of all emergency equipment (i.e., first aid kits, fire extinguishers)	A. Review AHA with all tasks personnel (including all workers) B. Review operations/safety manuals for all equipment utilized for Excavation C. Review site specific chemical hazards and MSDS

QC Requirements

QC Requirements include four (4) separate items for control and tracking. Each of the items is located under a separate Tab, as can be seen below.

- QC Tests
- User Schools
- Installed Property
- Transfer Property



Quality Control Tests

Quality Control Tests are defined in the Contract and are based on engineering and construction judgment as to the type and number of tests to be accomplished. After the award of the contract, the Contractor will further define the method and quantity of tests based on the material quantity and/or equipment options he has chosen to incorporate into the work. The tests should also be addressed in the Contractor Quality Control Plan for the contract.

User Schools

User Schools represents the Training or Instructions the Contractor must provide the Customer on equipment or systems provided and installed as part of the contract. As each

session of the Training or Instruction is completed, it is reported as such within the Contractor's Daily QCR.

Installed Property

Installed Property is those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that may require maintenance, have serial numbers and can be accounted for individually. It is the Designer that specifies the equipment, based upon Design guidance provided by the Government Design or Using Agency. These items are given the prefix "IP" by RMS and take the form of "IP-####" for numbering and tracking purposes. As the **Installed Property** arrives at the jobsite, it is compared to approved Shop Drawings for conformance to the contract; the serial number and other information is recorded and reported within the Contractor's Daily QCR.

Transfer Property

Transfer Property is that property that "changes hands" during the construction process. Examples would include **Government Furnished Property (GFP)** that the Contractor would install or consume during the contract performance. It would also include spare parts and supplies that are furnished by the contractor as part of the contract requirements. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion.

RMS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

QA/QC - QC Requirements

QA/QC Daily Reports
QA/QC Summary

Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours

Required Verifications
QA Tests

Add Edit Delete Find Copy All Items

Section	Transfer Property	Description	Total Units	Units Transferred	Remaining Units	Unit Price
01015	TP-00001	CLIN 0011 - E-GLASS LAYER	2,117.00	0.00	0.00	0.00
01015	TP-00002	CLIN 0005 - E-GLASS LAYER	1,641.00	0.00	0.00	0.00
01015	TP-00003	CLIN 0002 - E-GLASS LAYER	1,587.00	0.00	0.00	0.00
01015	TP-00004	CLIN 0003 - E-GLASS LAYER	2,092.00	0.00	0.00	0.00
01015	TP-00005	CLIN 0004 - E-GLASS LAYER	2,598.00	0.00	0.00	0.00
01015	TP-00006	CLIN 0012 - E-GLASS LAYER	3,188.00	0.00	0.00	0.00
01015	TP-00007	CLIN 0013 - E-GLASS LAYER	1,688.00	0.00	0.00	0.00
01015	TP-00008	CLIN 0014 - E-GLASS LAYER	2,250.00	0.00	0.00	0.00
01015	TP-00009	CLIN 0015 - E-GLASS LAYER	657.00	0.00	0.00	0.00
01015	TP-00010	CLIN 0006 - E-GLASS LAYER	2,675.00	0.00	0.00	0.00
01015	TP-00011	CLIN 0007 - E-GLASS LAYER	1,999.00	0.00	0.00	0.00
01015	TP-00012	CLIN 0008 - E-GLASS LAYER	923.00	0.00	0.00	0.00

Description Section: 01015 Paragraph: 4.3.9
CLIN 0011 - E-GLASS LAYER, BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM)
ANACONDA DFAC #3
4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.

Equipment Checks

All Contractor equipment that requires a mechanic's inspection should be entered here – not 'hand tools'.

The entries will then be available to report their use and standby time on the Contractor Daily Quality Control Report (QCR).

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

QA/QC - Equipment Checks

QA/QC Daily Reports
 QA/QC Summary
 Features of Work
 3 Phase Inspections
 Hazard Analysis
 QC Requirements
Equipment Checks
 Exposure Hours
 Required Verifications
 QA Tests
 Planned Interviews

Add Edit Delete Find All Equipment

Equipment ID	Make/Model	Serial No	Description	Safe	Last Inspected
00000001	LINKBELT RTC 86	10916	65 TON CRANE	Y	11/01/2005
00000002	HYD 360 (2 EA) - /1		WALL SAWS	Y	11/10/2005
00000003	2 SP HY - ACCURA 2		2 SPEED HYD CORE DRILL	Y	11/10/2005

Equipment Checks

Equipment ID: 00000001 Serial No: 10916

Make and Model: LINKBELT RTC 8665

Description: 65 TON CRANE

Initial Inspection: 11/01/2005 Last Day On Site: []

Last Reinspection: 09/21/2007 Equipment In Safe Condition?

Hours authorized between inspections: 1240

Hours run since last inspection: 0

Remaining hours authorized: 1240

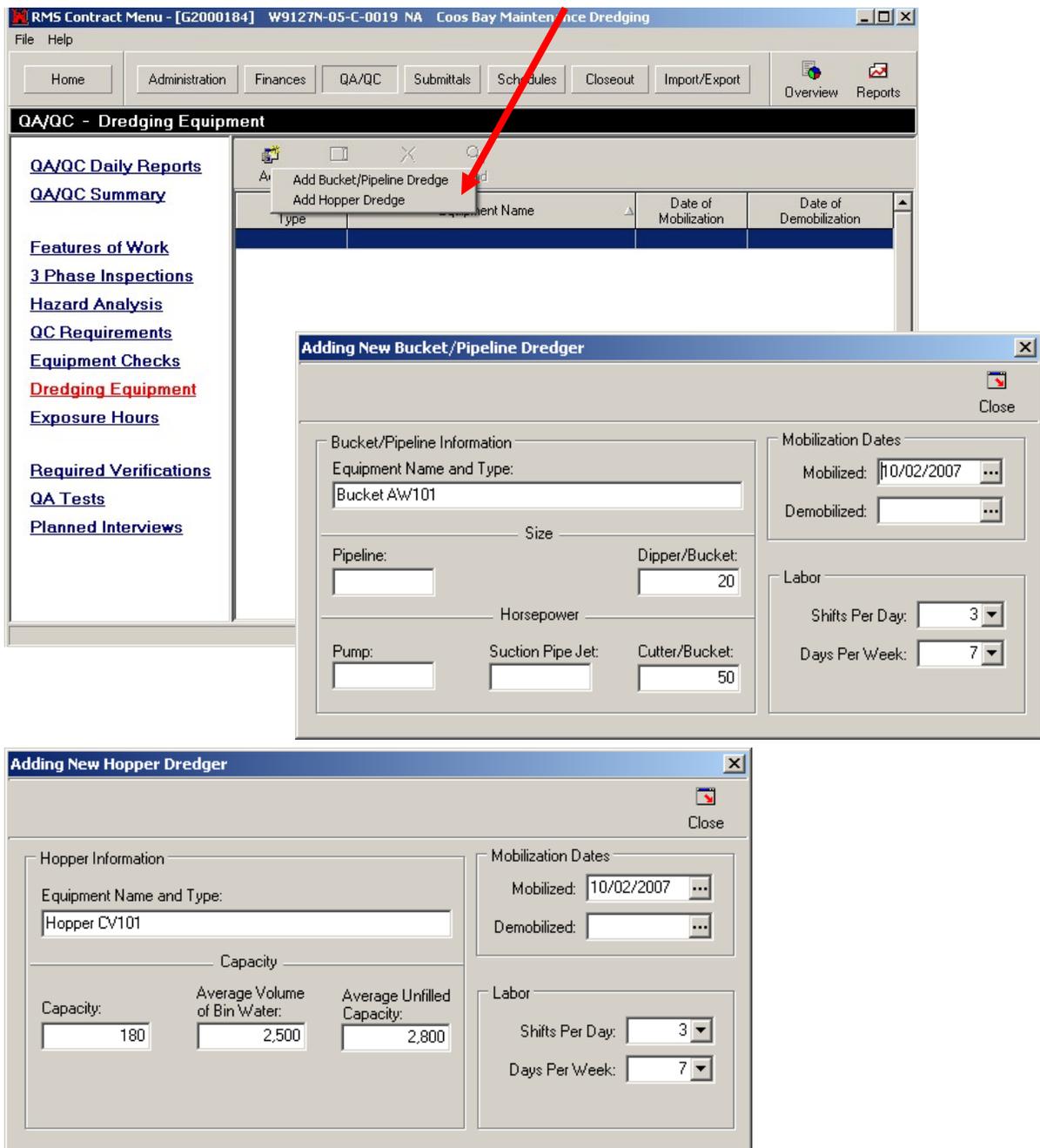
Notes

Edit: The local Linbelt Service Company is maintaining and servicing this equipment. They automatically come to the jobsite every Thursday, unless we call them earlier.

Dredging Equipment

If you have a dredging contract, the dredging equipment data must be entered to be able to complete a Daily Dredging Report in QCS.

You will add information for a bucket/pipeline dredge, or a hopper dredge. You make the selection after you choose the **Add** button. You then choose to add the Bucket/Pipeline Dredge or a Hopper Dredge and enter the appropriate information.



Resident Management System

Exposure Hours

The Contractor will enter the employee work hours in QCS (Exposure Hours) and transmit that information to RMS with each QCS-to-RMS export. After the hours are imported, the Government needs to decide to Accept the hours as submitted, or return to the Contractor for corrections – these selections are along the bottom of the screen.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

QA/QC - Exposure Hours

[QA/QC Daily Reports](#)
[QA/QC Summary](#)
[Features of Work](#)
[3 Phase Inspections](#)
[Hazard Analysis](#)
[QC Requirements](#)
[Equipment Checks](#)
[Exposure Hours](#)
[Required Verifications](#)
[QA Tests](#)
[Planned Interviews](#)

Month	Exposure Hours Total To Date	Exposure Hours For the Year	Exposure Hours For the Month	Status
Feb 06	3,261	3,261	3,261	Gov't Accepted
Mar 06	5,903	5,903	2,642	Returned for corrections
Apr 06	6,726	6,726	823	Gov't Accepted
May 06	7,677	7,677	951	In Review by Gov't

Safety Exposure Hours for May, 2006

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours For the Year	Exposure Hours For the Month
PRIM	Fabrication Products, Inc.	Prime	256	256	
1	Accurate Concrete	Subcontractor	2,634	2,634	23
6050	FP Erectors, LLC	Subcontractor	1,344	1,344	33
2	HIRE ELECTRIC	Subcontractor	512	512	12
3	JH KELLY	Subcontractor	289	289	25
Totals:			5,035	5,035	951

Name of person submitting record for contractor: Tim Morrow

Government Remarks to Contractor:

In Review Hours Accepted Hours not accepted. Return to Contractor for corrections.

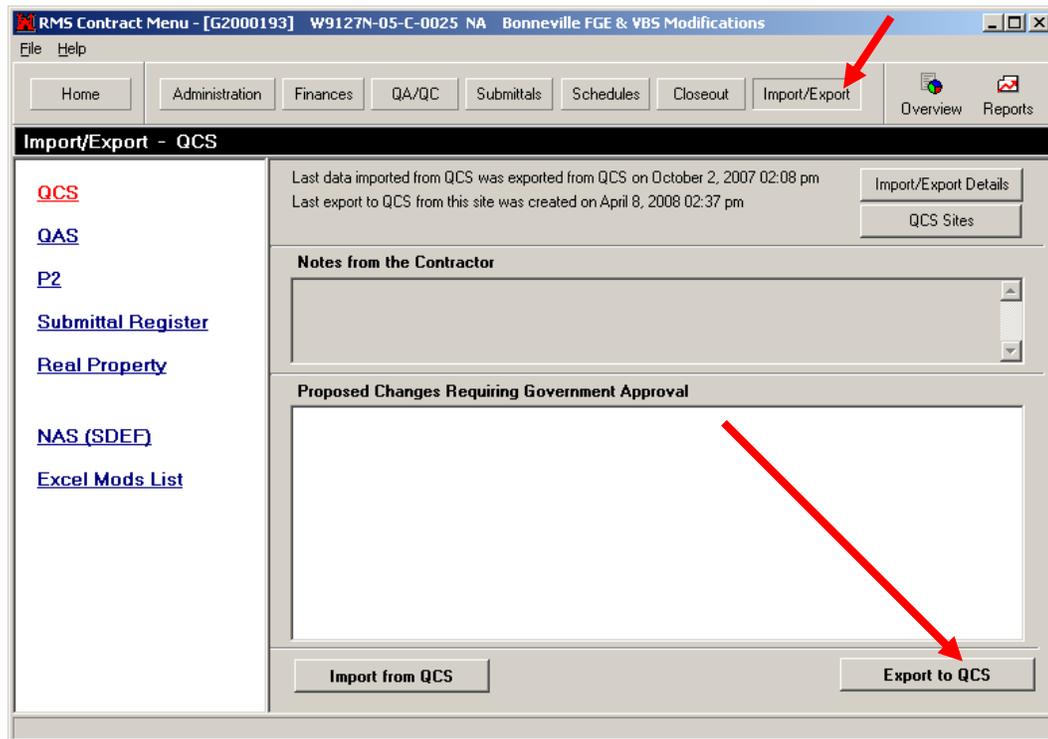
The Safety and Health Requirements Manual, EM 385-1-1, at section 01 (Program Management), Paragraph 01.D (Accident Reporting and Recording), sub-paragraph 01.D.05, requires the Prime Contractor to provide a monthly record of all exposure and accident experience of the Prime Contractor and all Subcontractors relative to the work. The information is captured and will produce the required exposure report.

Exchanging Data between RMS/QAS and QCS

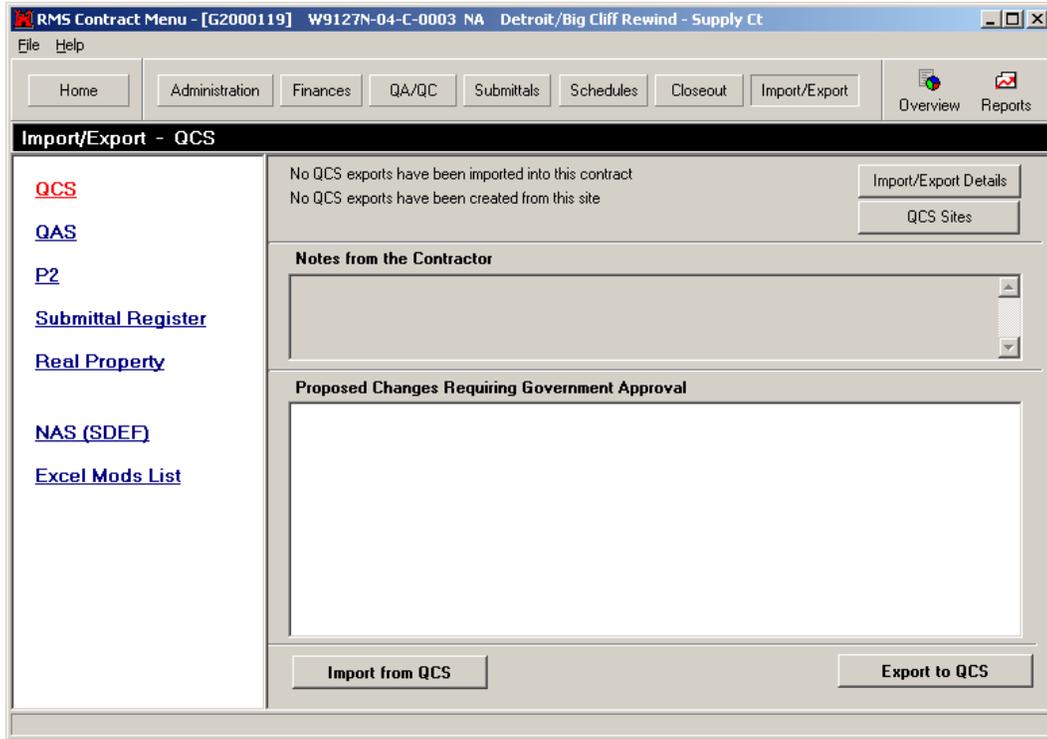
Export from RMS Using SFTP Server

The procedures to exchange files with the Contractor has been significantly streamlined and made easier to use. We will start by selecting the **Import/Export** (QCS) function from the main contract menu and push the **Export to QCS** button at the bottom of the window. The procedure for importing or exporting from QAS is the same as from RMS.

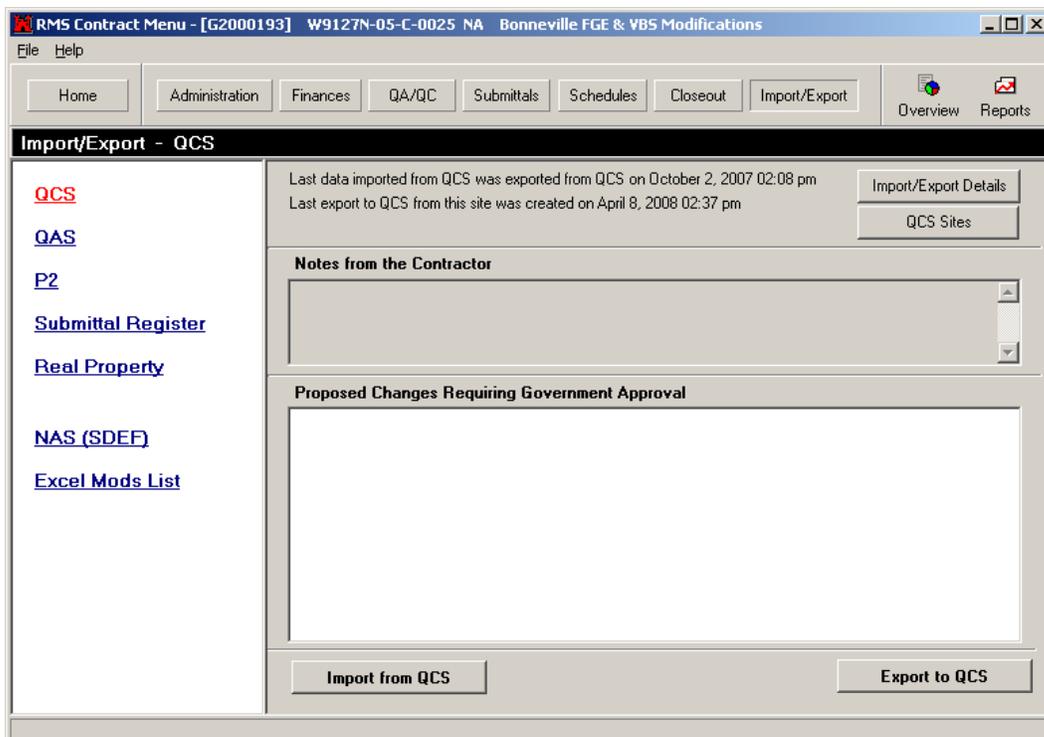
This is how the screen appears after you have exchanged data with QCS.



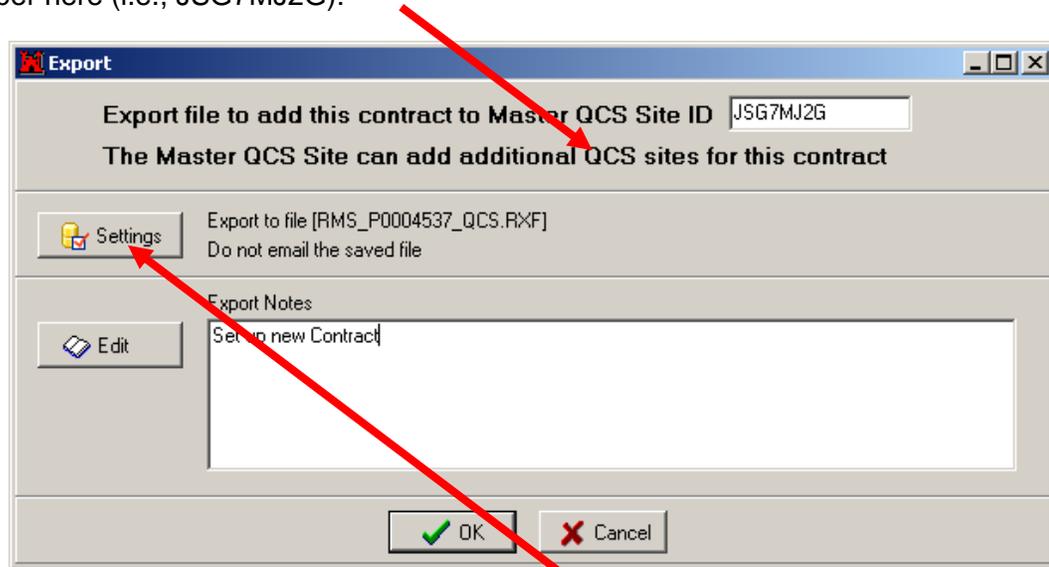
If the Contract has yet to export (exchange) a file with RMS you will see the following screen. It advises you when you exported a file to QCS and lets you know that all exports will include ALL data (libraries, etc.) until the Master QCS site acknowledges and returns a file.



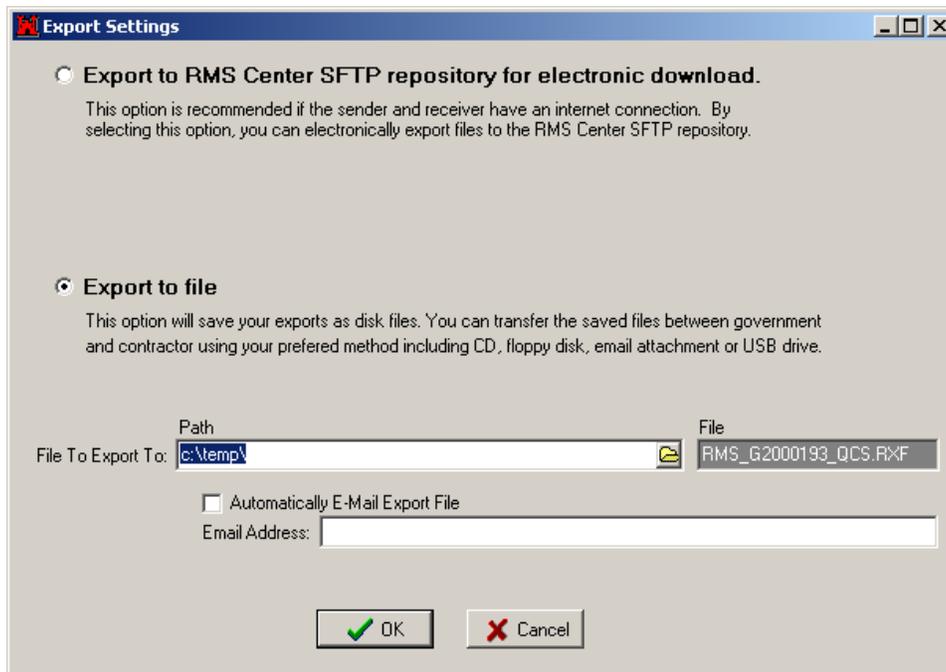
After you have imported a file from QCS the foregoing screen changes to advise you of the last date of the QCS import.



When the contractor installs the QCS program, a **SITE ID** is automatically assigned for the Contractor. This ID must be conveyed to the Government to enable the transfer of files. Enter the number here (i.e., JSG7MJ2G):

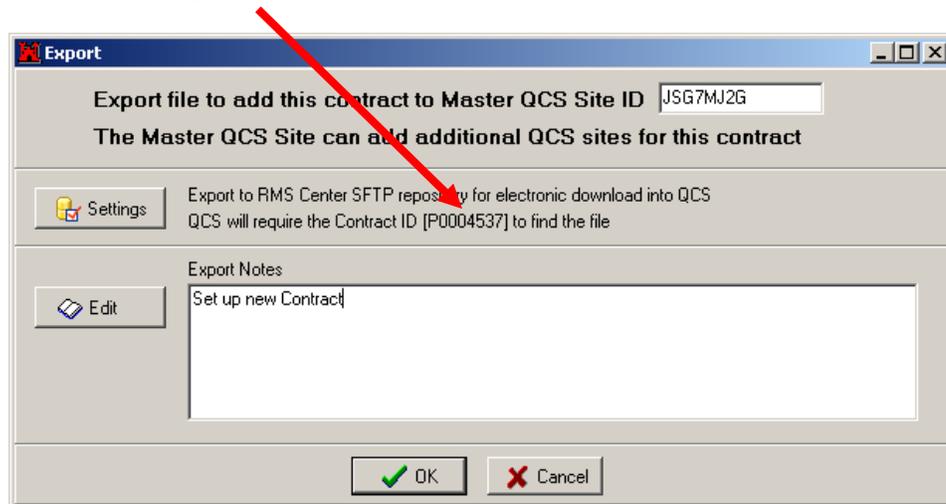


You will then need to determine how you prefer to transfer the file to the contractor. Use the **Settings** feature for this purpose.



The preferred way to transfer files is to make use of the RMS Center *Secure File Transfer Protocol* (SFTP). The other method is to export a file that you would email or furnish on another media to the contractor. In this example, use the SFTP method and push **OK**.

The Government Representative will need to advise the Contractor of the Contract ID number so he can select it from within QCS. This number is the number automatically assigned to a project in RMS when it is first entered into RMS and cannot be changed. This example shows the Contract ID as being **P0004537**.



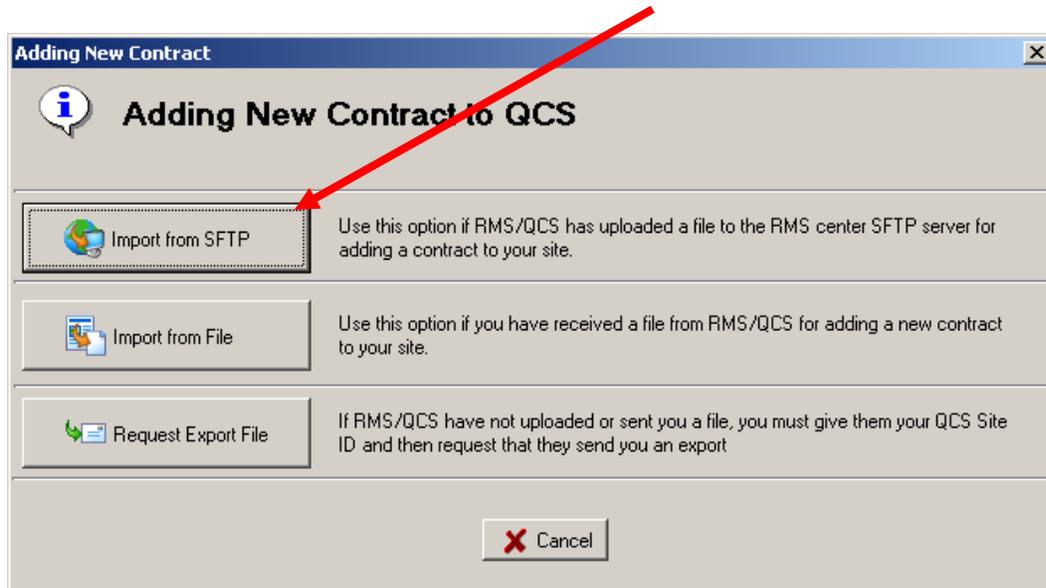
RMS will upload the file to the SFTP server and it will then be available for the Contractor to add the contract to his QCS program.



The contract is now placed on the RMS SFTP server and is available for the Contractor.

Import from RMS/QAS to QCS Using SFTP Server

When the Contractor is ready to import the project into his QCS program, he must first be advised of the **Contract ID** number (i.e., **P0004537**). The Contractor will then add the contract to his program after importing your file from the SFTP site, as follows.



Enter the **Contract ID** here:



Push **OK**.

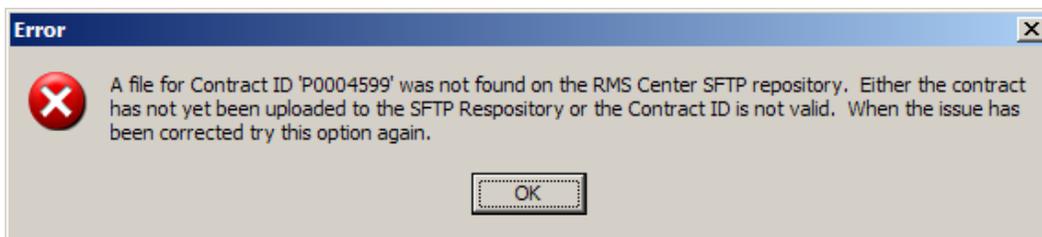
QCS will complete the import and it will then appear on the Contract Menu of the program (opening screen).



If the Contractor does not use, or enters an incorrect **Contract ID** number, the following message will appear:



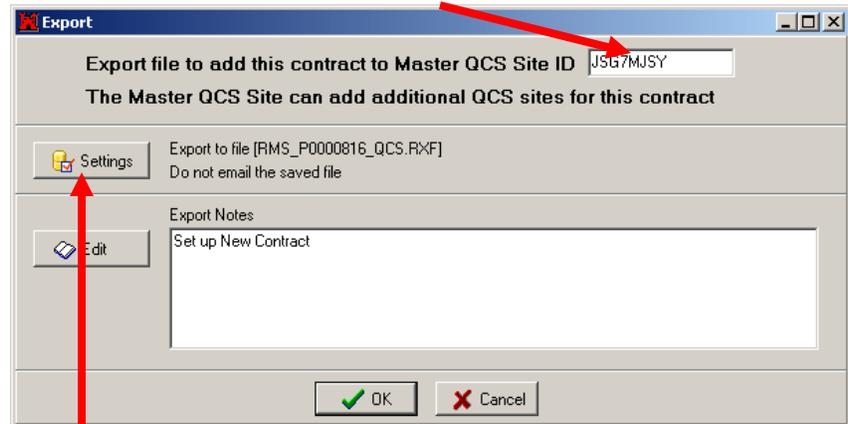
Or, you may see:



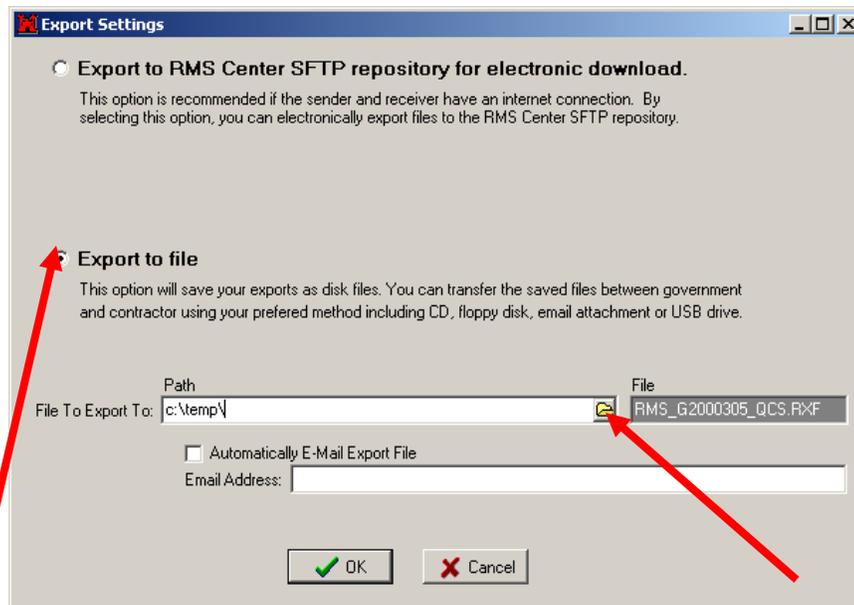
Export from RMS/QAS by Exporting File

If, for some strange reason, you do not wish to utilize the SFTP method of transfer, you can elect to prepare a file and transmit (email, floppy disk, CD, etc.) the file to the Contractor. The method to do so is similar to the above. That is, you start from the Import/Export screen of RMS/QAS and push the **Export to QCS** button. The following screen will appear.

You must enter the QCS Site ID obtained from the Contractor for his QCS program and enter it here.

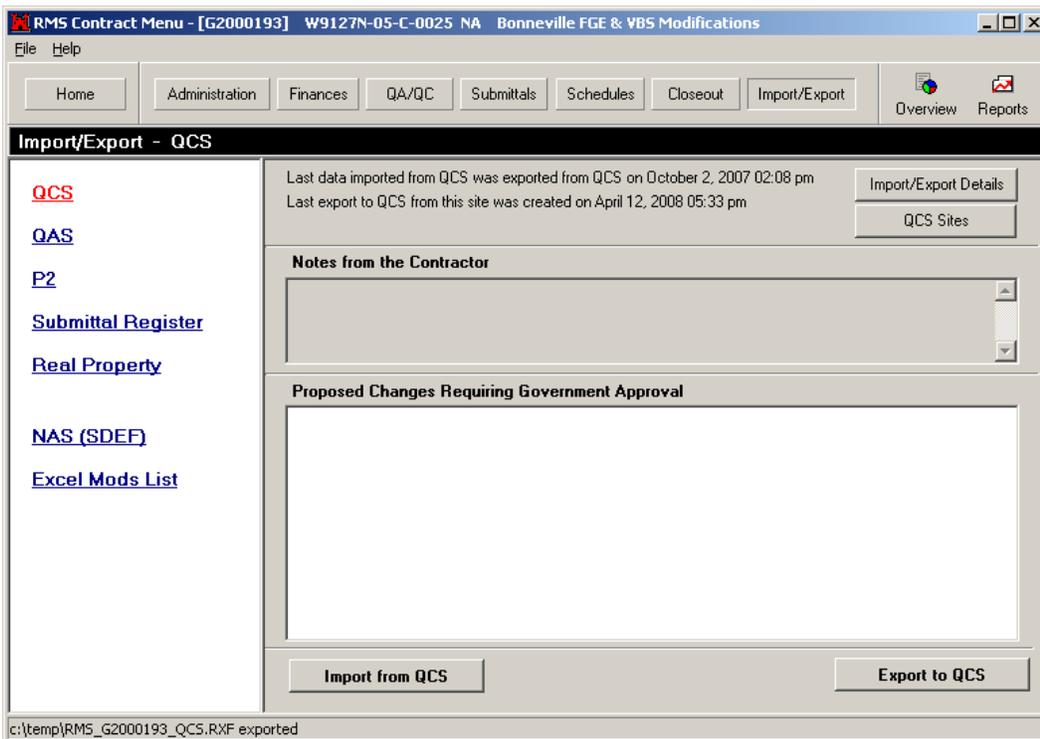
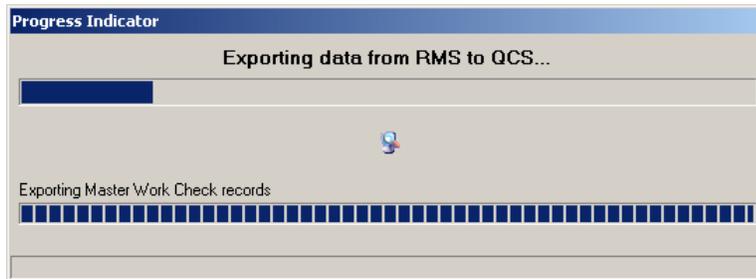


Push the **Settings** button to set up **Export to file** method of transfer.



Check the *radial button* next to **Export to file** and use the *Browse button* to indicate where you want RMS to store the created file (i.e., C:\temp\RMS_P0000816_QCS.RXF). Press **OK** (twice) to begin the export.

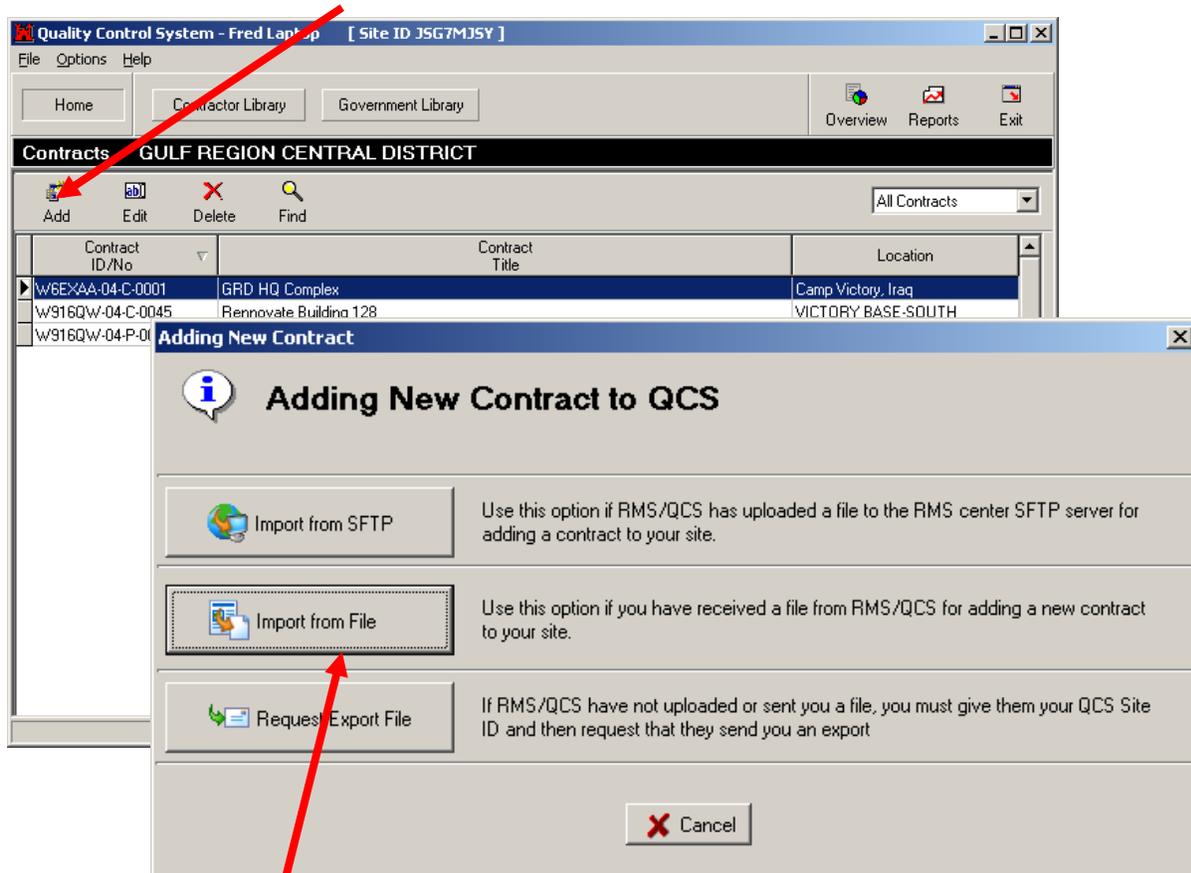
RMS will create the file and place it where you indicated.



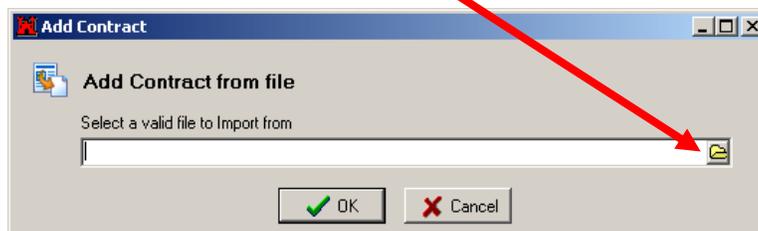
The location of the file is then indicated at the bottom of the **Import/Export** screen (i.e., C:\temp\RMS_G2000193_QCS.RXF).

Import from RMS into QCS by Exported File

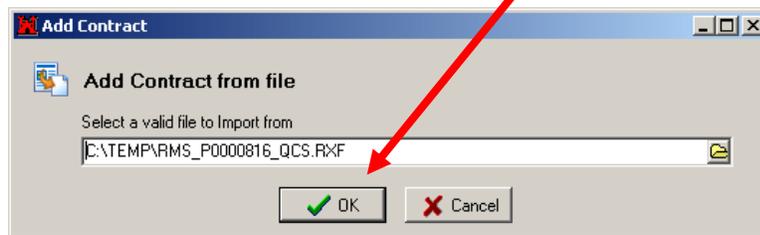
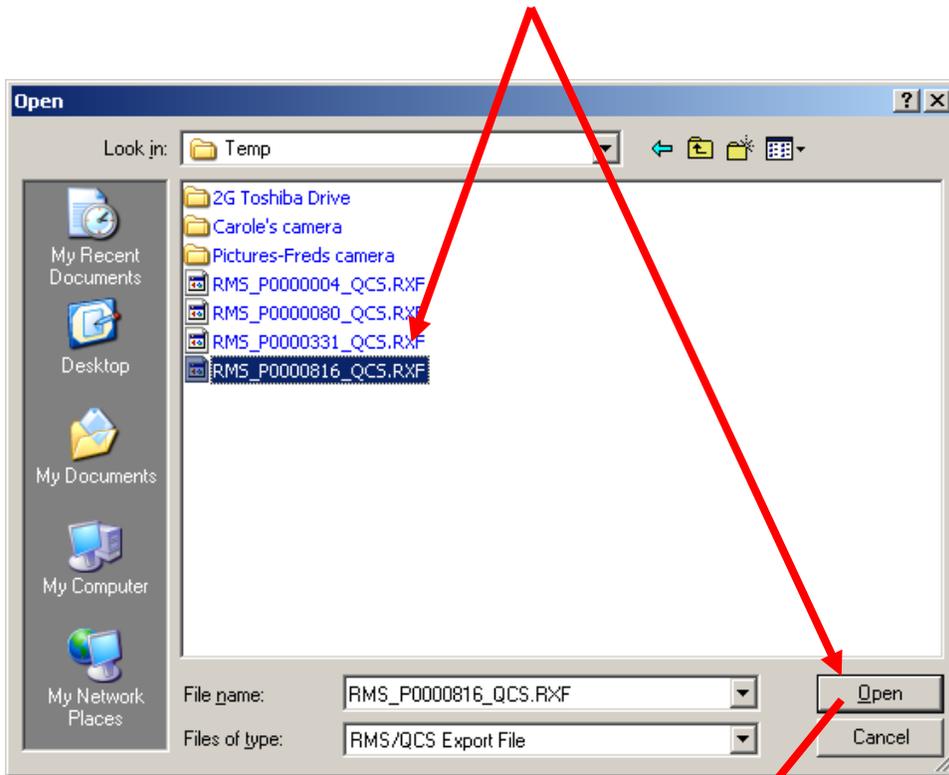
The procedure for adding a contract via an Import file is very similar to using the SFTP server. The first step is to push the **Add** button on the Contracts menu.



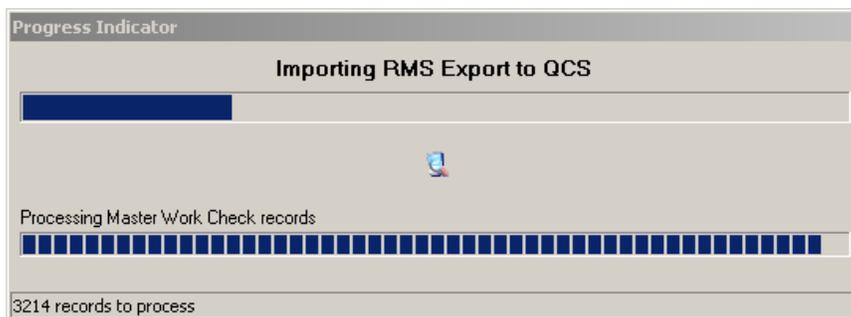
Select **Import from File**. Use the *Browse* button to locate the desired file.



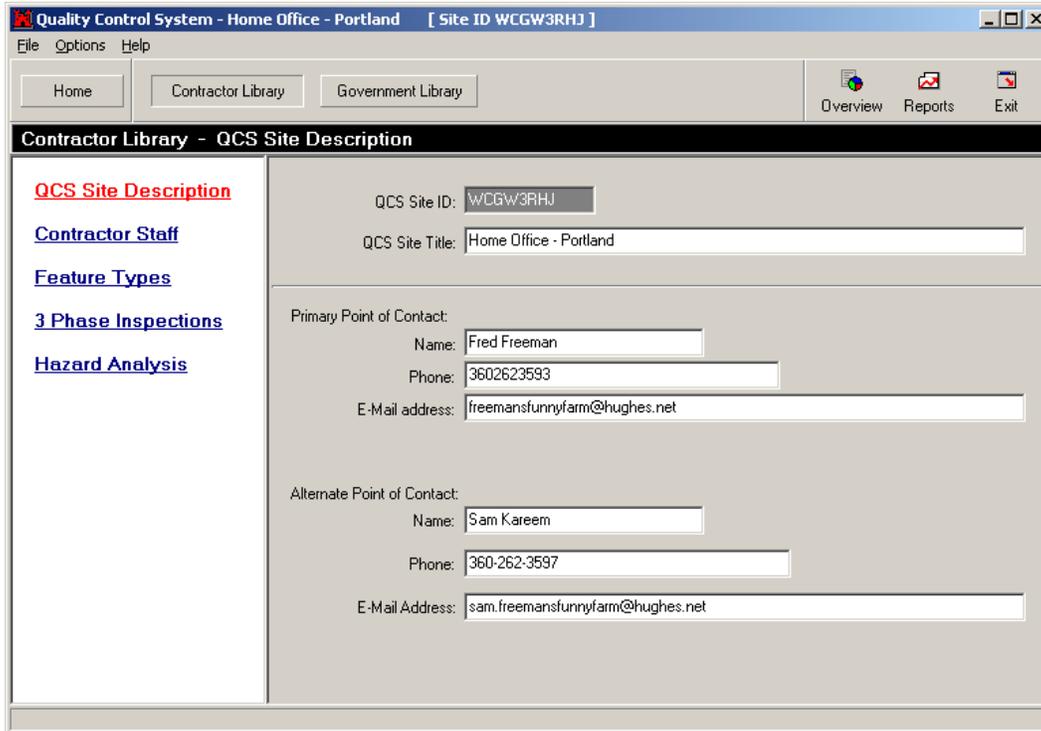
Locate and highlight the file and then push **Open** followed by **OK**.



QCS will then import the file.



When the import is complete, the program will automatically open the contract to the **Contractor Library / QCS Site Description** screen, as shown below. You will then need to add the QCS Site Title, Primary Point of Contact Name and EITHER a telephone number or email address.



Quality Control System - Home Office - Portland [Site ID WCGW3RHJ]

File Options Help

Home Contractor Library Government Library Overview Reports Exit

Contractor Library - QCS Site Description

[QCS Site Description](#)

[Contractor Staff](#)

[Feature Types](#)

[3 Phase Inspections](#)

[Hazard Analysis](#)

QCS Site ID: WCGW3RHJ

QCS Site Title: Home Office - Portland

Primary Point of Contact:

Name: Fred Freeman

Phone: 3602623593

E-Mail address: freemansfunnyfarm@hughes.net

Alternate Point of Contact:

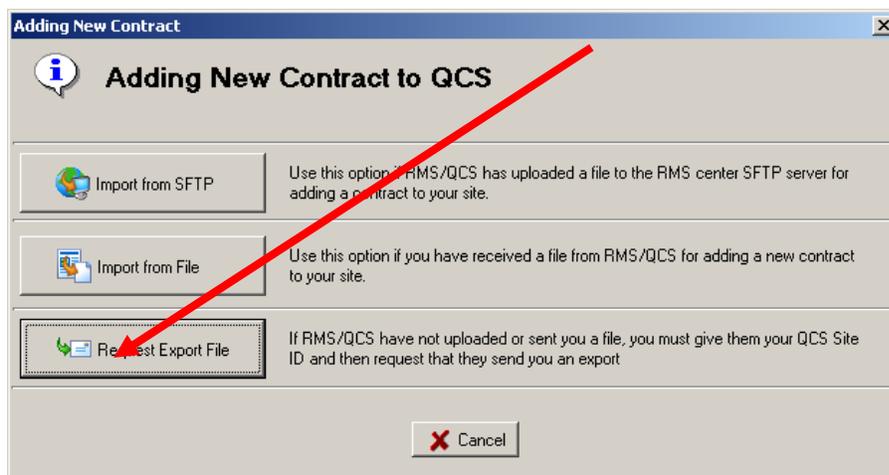
Name: Sam Kareem

Phone: 360-262-3597

E-Mail Address: sam.freemansfunnyfarm@hughes.net

Request Export File for Adding Contract

As above, when you push the Add button on the main menu, select **Request Export File** if you have not yet been provided one by the Government. The next screen will provide instructions on getting the export. In either of the cases, you will need to have your site registered to be able to import a contract.



Adding New Contract

Adding New Contract to QCS

Import from SFTP Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.

Import from File Use this option if you have received a file from RMS/QCS for adding a new contract to your site.

Request Export File If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export

Cancel

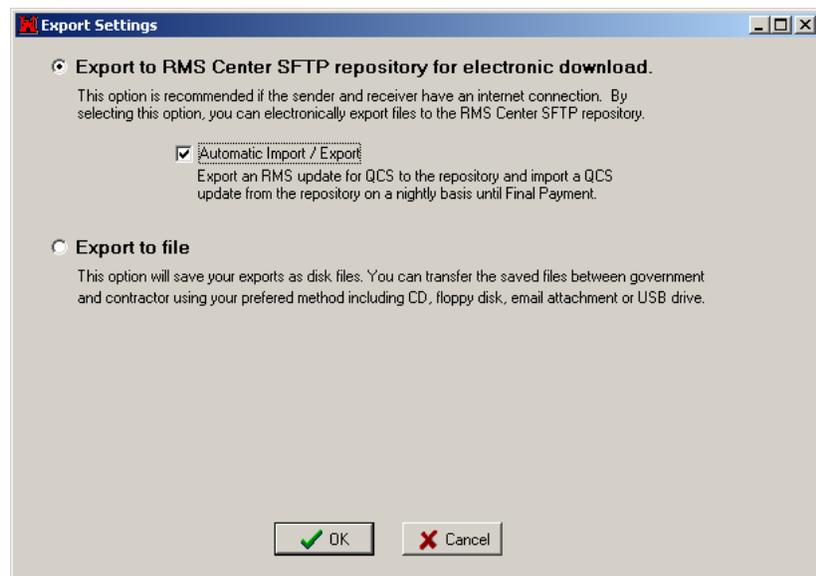


Automated Import and Export

RMS can perform automated imports and exports for QCS. Users that use the SFTP repository option will have exports automatically sent to the SFTP repository on a nightly basis.

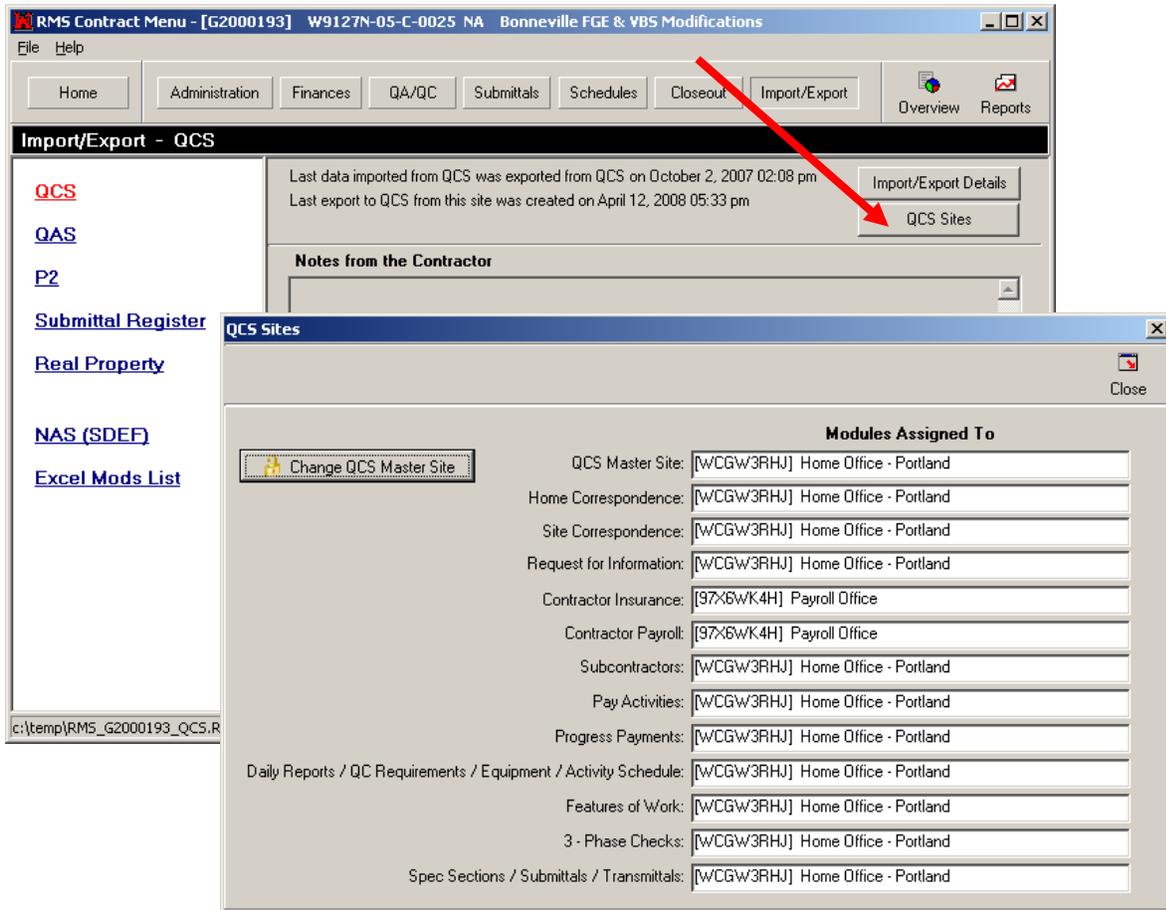
In order for this function to operate, the “Export Settings” and “Import Settings” must indicate that you are using the SFTP transfer method, as opposed to the “Export to File” option. Also, the box entitled “Automatic Import / Export” must be checked.

This is beneficial to users that are working on multiple contracts, because RMS will send exports for all contracts that have the settings set to use the SFTP repository. This feature will do automated imports from the Contractors (QCS) if the Contractor has manually sent an export from QCS to the RMS Center SFTP repository. The imports/exports will be done during off hours. Users will still have the option of doing manual imports and exports for individual contracts. RMS will filter this feature to those contracts that have identified a QCS Site ID and have not yet received Final Payment on the contract.



Adding QCS site within RMS

Push the QCS Sites button to view the listing of registered sites. In order to assign the various Modules to other QCS sites, you must have the QCS site ID number. If needed, RMS can change the QCS Master Site from one QCS site to another, etc.



CHAPTER 13 - Government Quality Assurance - Planning

What this Chapter presents:

Quality Assurance and RMS

- Overview
- QA Staffing
- QA Tests
- Planned Labor Interviews



Overview

This chapter addresses information on **Government Quality Assurance** and provides instructions for utilizing the **Quality Assurance** areas of the RMS program for planning purposes.

Contract Setup – Quality Assurance Tab

This is where you begin identifying, assigning and otherwise setting up the QA features for the contract. The type of report to be used is selected (Civil, Military, Dredging, or other special that is set up in the District Library), Personnel are identified (RMS will accommodate up to 3 shifts) and you enter the weather data from tables or listings that are included within the contract specifications.

Contract Setup/Quality Assurance Tab

The screenshot shows the 'RMS Contract Menu' application window. The title bar includes the contract ID 'W9127N-05-C-0025 NA' and the project name 'Bonneville FGE & VBS Modifications'. The main menu includes 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The 'Administration - Contract Setup' window is open, with the 'Quality Assurance' tab selected. The interface contains several input fields and sections:

- Quality Assurance Section:**
 - QA Report Type: CIVIL
 - Send QA Report To: NWDCO-P
 - Project Engineer: Naameh A. Nomie
 - On Site COR: Eric A. Arndt
- Number of QA Shifts:**
 - 1 Shift
 - 2 Shifts
 - 3 Shifts (Selected)
- Personnel Assignments:**

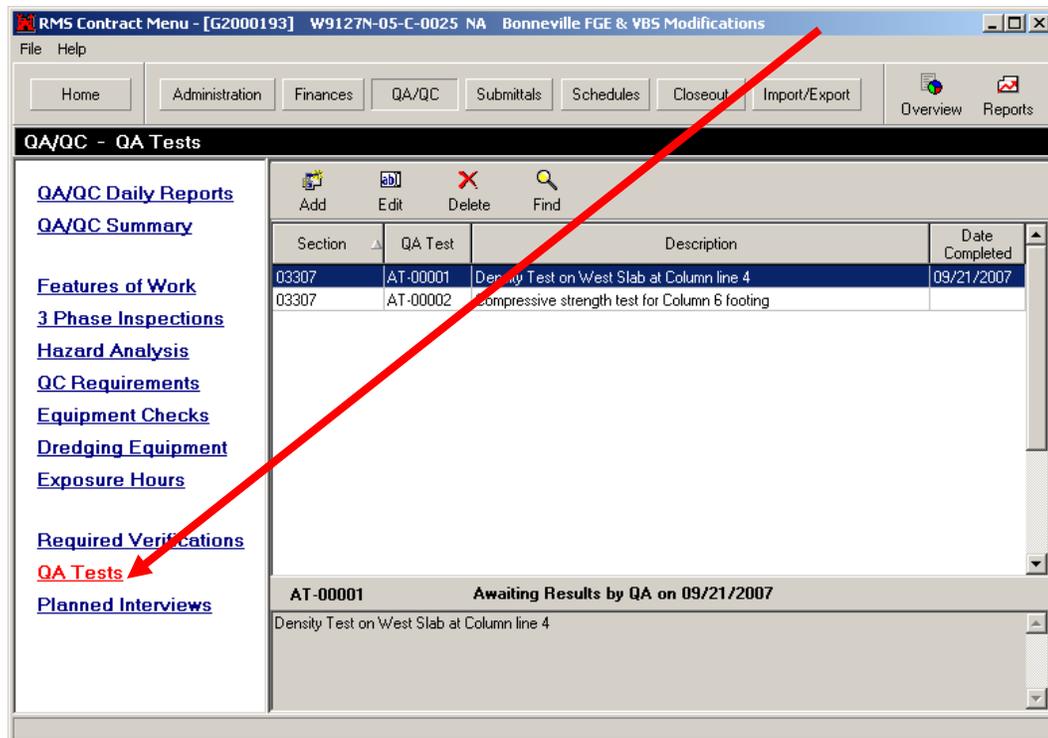
Shift	Chief QA Rep	Alternate QA Rep
1	Brian C Wegner	David M. Bardy
2	A. Scott Chun	Charles N. Allen
3	Carolyn S. Markos	Heidi Moritz
- Time extensions due to adverse weather per month based on:**
 - Any type of weather conditions causing critical delays
 - Specific weather conditions causing critical delays
 - Units: US Units (Selected), Metric Units
- Anticipated adverse weather days per month:**

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1	2	4	4	4	2	0	0	0	4	4	8

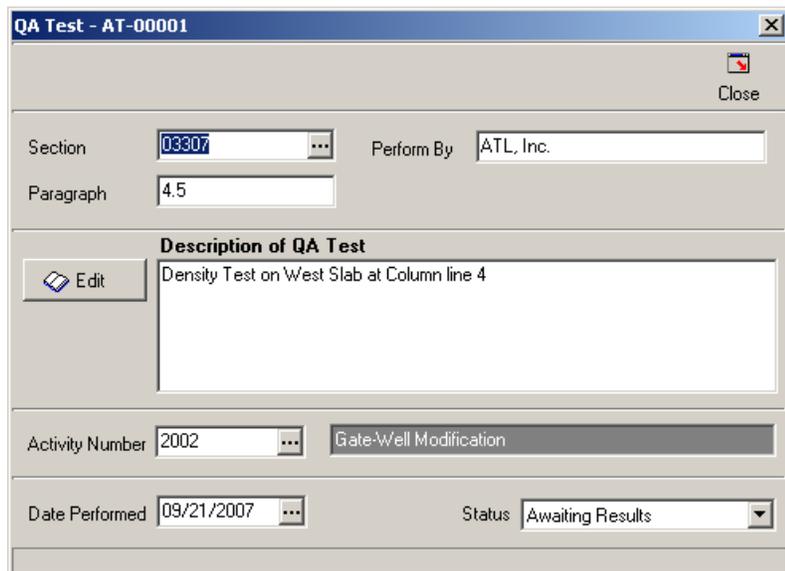
A left-hand sidebar contains navigation links: Contract Description, Contract Status, Contract Setup (highlighted in red), Contract Plans, Contract Documents, Correspondence, Request for Information, User Defined Entries, Prime Contractor, Subcontractors, Contractor Insurance, Contractor Payrolls, and Labor Interviews.

QA Testing

The **QA Tests** option is located from the main **Contract Menu** at **QC/QA, QA Tests**. Tests are entered that are to be performed by, or on behalf of, the Government. This information can be obtained from either the contract specifications and/or the submittal register, but should be coordinated with Contractor QC Plan for precise type and quantity of tests (i.e., we should be doing at least 5% of the number of QC Tests performed by the Contractor).



QA Test Window



Planned Labor Interviews

If selected in **Contract Setup**, Labor Standard Interviews, using SF 1445, are held with labor-type workers by Government Representatives as a spot-check to verify that the contractors are in compliance with the labor standard provisions of the contract.

Planned Labor Interview Window

QA/QC - Planned Interviews

Contractor Code	Contractor Name	Trade	Number of Labor Interviews Planned
PRIM	Fabrication Products	PRIM	4
1	Accurate Concrete	Concrete Saw Cutting	6
2	HIRE ELECTRIC	Electrical	2
3	JH KELLY	Services/Manpower	2
6050	FP Erectors, LLC	Services/Manpower	2

QA Labor Interview

Interview Date: 11/21/2002

Employer: 001 Starub

Employee: George Strait

Address: 1324 Bullride Road, Austin, Texas 78704

Classification: SUPER - JOB

Required Rate \$ 21.00 hr

Paid Rate \$ 155.00 hr

Difference Due \$ 0.00

In Compliance

The actual Labor Interview is part of the Daily QA Report process.

Please review ER 1180-1-8, **Contracts Labor**

Relations, Chapter 7, which speaks to the interview process. It is very important that the enforcement procedure and reporting be accomplished as required by regulations. This chapter may be obtained at the following website address:

[Contract Labor Relations - ER 1180-1-8](#)

CHAPTER 14 - CQC – Daily Report

What this Chapter presents:

Quality Control Report and RMS

- Overview
- Daily QC Report
- Sample Daily QC Report Form



Overview



This chapter addresses information on the **Contractor Daily Quality Control Report** and provides general information for utilizing the **Quality Control Report** module of the RMS program.

Daily Quality Control Report

The Government and Contractor reports are accessed from the same location within RMS. The dates shown reflect the **QA/QC Report Dates**, and you select the **QC Report** from the next screen. This screen depicts a standard "Civil Report". This contract has been set up to utilize Dredge Reports and if you need to add a dredge report you will simply check the radial button and view the 2nd screen below.

The image displays two screenshots of the RMS software interface, illustrating the process of switching between report types. A red arrow points from the 'Civil Reports' radio button in the top screenshot to the 'Dredge Reports' radio button in the bottom screenshot.

Top Screenshot: QA/QC Daily Reports (Civil Reports selected)

Report Date	Weather	QA Report Status	QC Report Status
09/21/2007 Friday	Weather Caused No Delay	Not Completed	Not Received
08/28/2007 Tuesday	Weather Caused No Delay	Completed	Returned for corrections
08/27/2007 Monday	Weather Caused No Delay	Completed	Received

Bottom Screenshot: QA/QC Daily Reports (Dredge Reports selected)

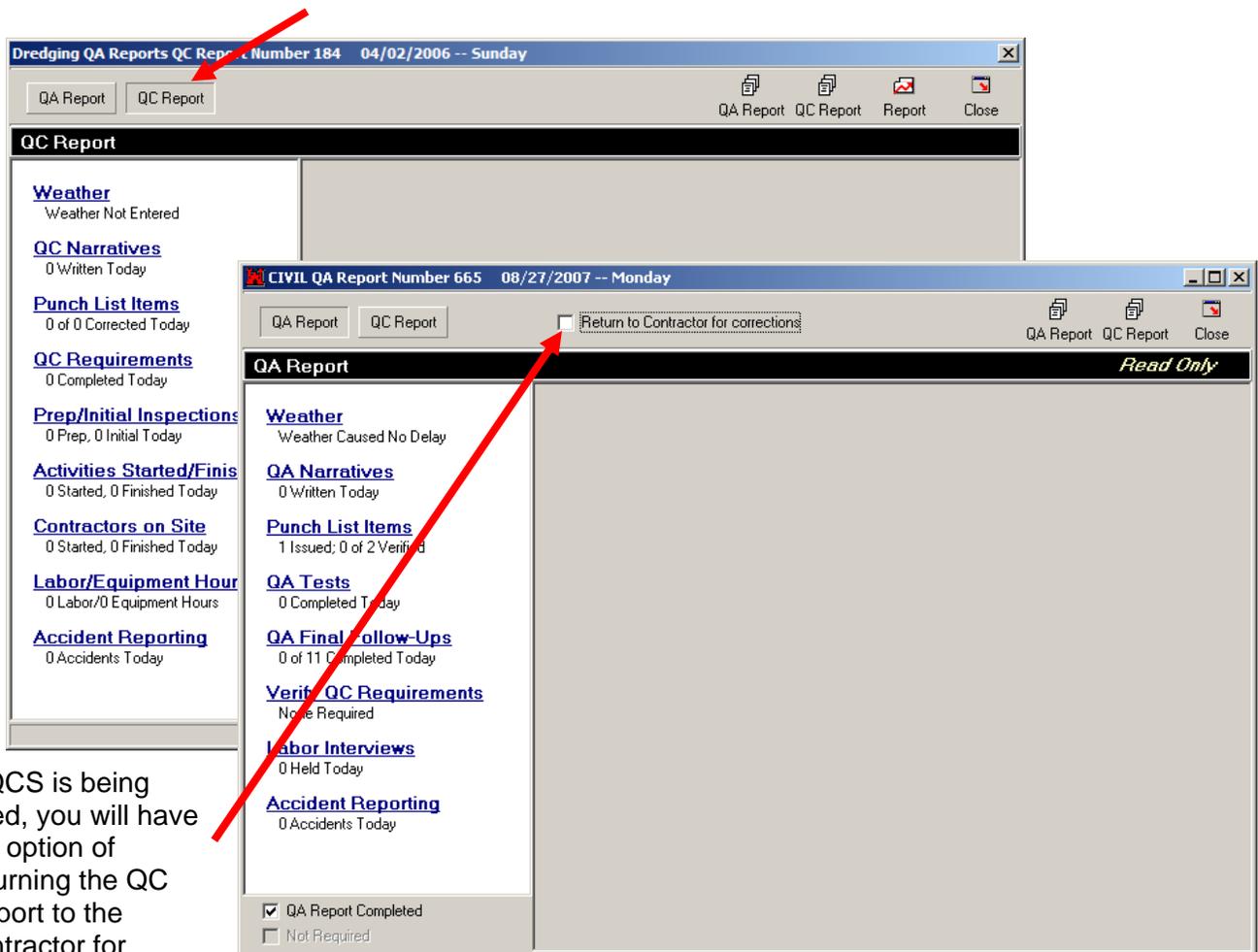
Report Date	Equipment Name	Weather
10/02/2007 Tuesday	Bucket Dredge No. 3	Weather Caused No Delay
10/02/2007 Tuesday	Hopper Dredge #2	Weather Caused No Delay
09/24/2007 Monday	Bucket Dredge No. 3	Weather Caused Non-Critical Delay
09/24/2007 Monday	Hopper Dredge #2	Weather Caused No Delay

Report is not marked as completed.

With this next window, push the **QC REPORT** button to access the “CIVIL” QC report. *If the Contractor is using the QCS program (as indicated during **Contract Setup**) this option will not be available from within RMS, except you may VIEW a QCR submitted by the Contractor.*

At the top of the screen is the *REPORT NUMBER* for this particular date (E.g., 184). This report number coincides with the DAY construction commenced onsite. It is computed from the Milestone identified as **Construction Start Date**. The date entered will result in the report being QA/QC Report Number 1. Both the QA and the QC report use the same number for a particular calendar day. Non-work days are included in the tabulation, therefore, the report numbers will not always be sequential.

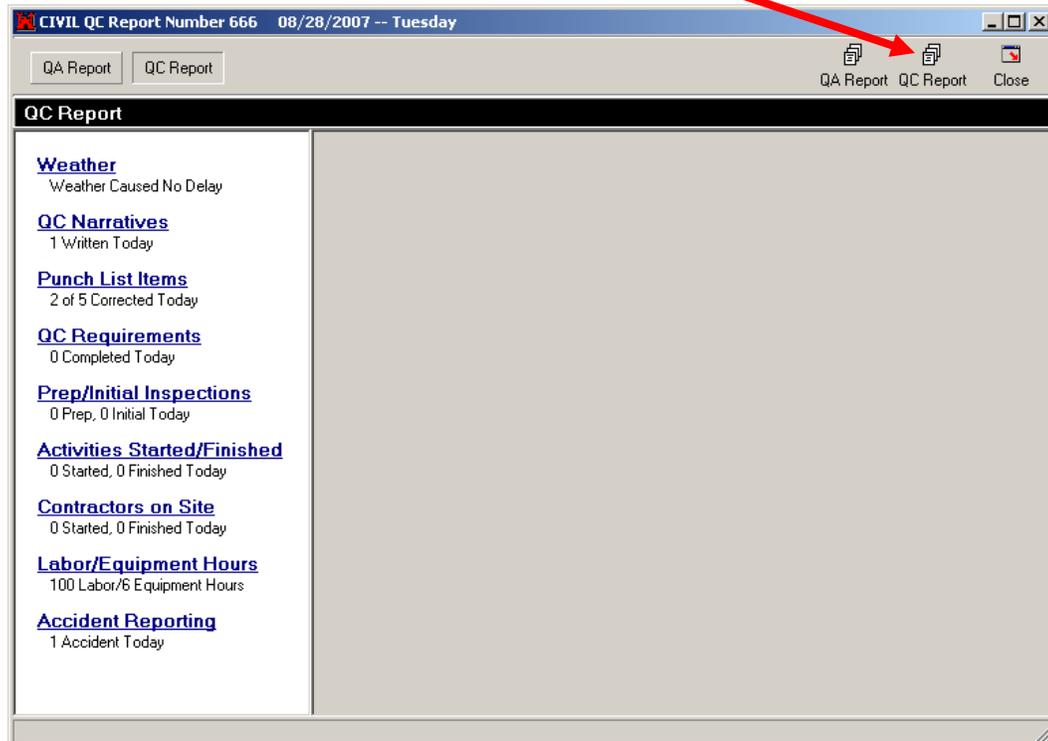
The contractor will complete each of the items shown on the left of the screen and can print out or view the QC Report as needed. A **HARD COPY (with QC Signature and Superintendent initials)** of the report should be supplied to the Government to be included in the Contract File.



If QCS is being used, you will have the option of returning the QC Report to the contractor for needed corrections.

Sample Quality Control Report Form

After all desired entries have been made, it is time to print the report and archive as a permanent document for the contract. Press the **QC Report** button from this screen to generate the report.



CIVIL QC Report Number 666 08/28/2007 -- Tuesday

QA Report QC Report

QC Report

QC Report

Weather
Weather Caused No Delay

QC Narratives
1 Written Today

Punch List Items
2 of 5 Corrected Today

QC Requirements
0 Completed Today

Prep/Initial Inspections
0 Prep, 0 Initial Today

Activities Started/Finished
0 Started, 0 Finished Today

Contractors on Site
0 Started, 0 Finished Today

Labor/Equipment Hours
100 Labor/6 Equipment Hours

Accident Reporting
1 Accident Today

QA Report QC Report Close

See a sample **QC Report** on the following two pages.

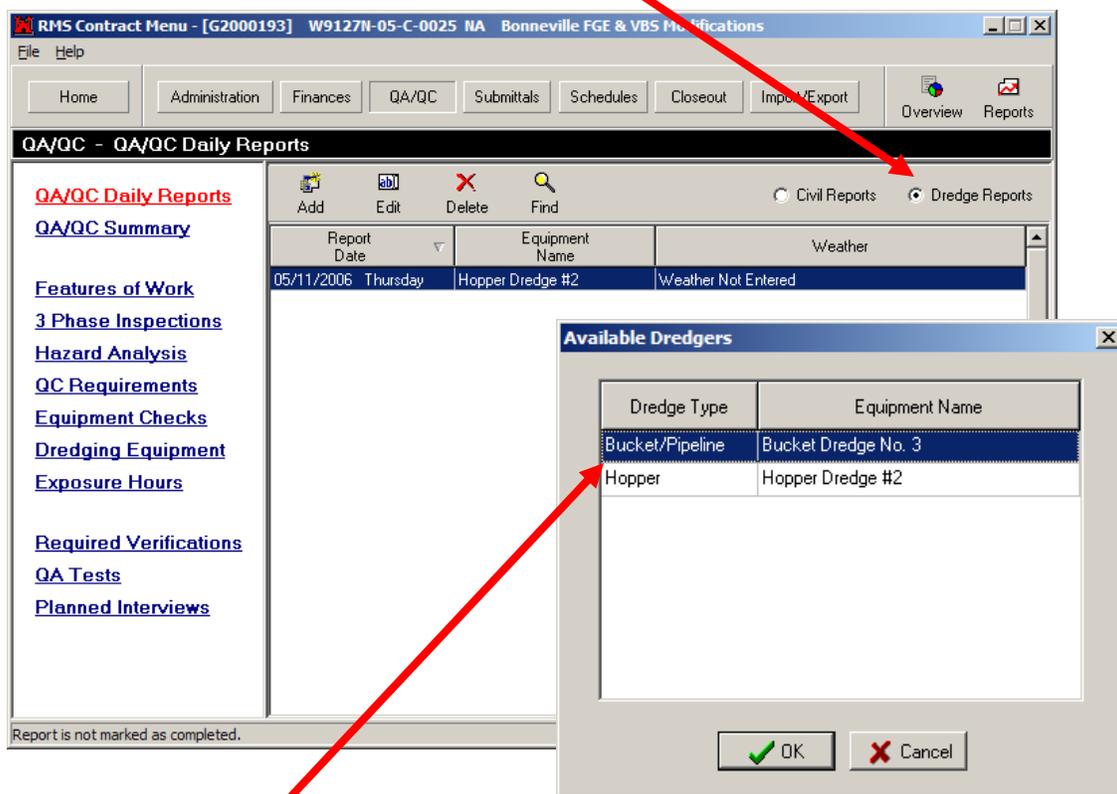
Sample – Quality Control Report Form – Page 1 of 2

CONTRACTORS QUALITY CONTROL REPORT (QCR) DAILY LOG OF CONSTRUCTION - MILITARY		REPORT NUMBER 482	Page 1 of 2																				
		DATE 01 Apr 2002 - Monday																					
PROJECT Facility Modernization of DeCA		CONTRACT NUMBER DACA09-99-D-0020 0005																					
CONTRACTOR Straub Pacific, LLC	WEATHER Weather Not Entered																						
QC NARRATIVES Did anything develop that may lead to a Change Order/Claim? The Government Inspector insists that we don't do any work onsite without an adequate number of Quality Control Representative present. This is unreasonable.																							
PREP/INITIAL DATES (Preparatory and initial dates held and advance notice) Preparatory inspections were held today for the following 2 features: CARPENTRY ELECFINISH Initial inspections were held today for the following 2 features: DEMO ELECFINISH																							
ACTIVITY START/FINISH The following activity was started today: Activity No Description 02924 Approve for Sodding The following activity was finished today: Activity No Description 0025A Add lights																							
QC REQUIREMENTS The following 4 QC requirements were completed today: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Requirement No</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Results</th> </tr> </thead> <tbody> <tr> <td>CT-00002</td> <td>QC Testing</td> <td>Perform load test per ANSI A 17.1</td> <td>Awaiting Results</td> </tr> <tr> <td>IP-00001</td> <td>Installed Property</td> <td>Ionization smoke detectors, CP-101-J, addressable, plug-in</td> <td>Completed</td> </tr> <tr> <td>TP-00001</td> <td>Transfer Property</td> <td>Acoustical wall covering that will be installed by User at a later date (after customer move-in is completed.</td> <td>Completed</td> </tr> <tr> <td>US-00002</td> <td>User Schooling</td> <td>Provide programming training (3-days, minimum) for addressable Fire Alarm Control Panel.</td> <td>Completed</td> </tr> </tbody> </table>				Requirement No	Type	Description	Results	CT-00002	QC Testing	Perform load test per ANSI A 17.1	Awaiting Results	IP-00001	Installed Property	Ionization smoke detectors, CP-101-J, addressable, plug-in	Completed	TP-00001	Transfer Property	Acoustical wall covering that will be installed by User at a later date (after customer move-in is completed.	Completed	US-00002	User Schooling	Provide programming training (3-days, minimum) for addressable Fire Alarm Control Panel.	Completed
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US-00002	User Schooling	Provide programming training (3-days, minimum) for addressable Fire Alarm Control Panel.	Completed																				
QA/QC PUNCH LIST (Describe QC Punch List items issued, Report QC and QA Punch List items corrected) The following QC Punch List item was issued today: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item No</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>QC-00002</td> <td>Roof</td> <td>Replace all roofing insulation. Insulation was not properly protected and is all wet due to the rain we had this morning.</td> </tr> </tbody> </table> The following 3 Punch List items were corrected today: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item No</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>QA-00019</td> <td>Bldg. 950</td> <td>Damper actuators, at the VAV's, shall not be installed such that they cover the schematic.</td> </tr> <tr> <td>QA-00028</td> <td>Corridors</td> <td>Verify that the wiremold/cable tray covers can be removed for access to the data cables at the corridors.</td> </tr> <tr> <td>QA-00035</td> <td>Attic</td> <td>All of the roof framing and bridging pieces, that have been removed for hvac equipment installation, shall be replaced.</td> </tr> </tbody> </table>				Item No	Location	Description	QC-00002	Roof	Replace all roofing insulation. Insulation was not properly protected and is all wet due to the rain we had this morning.	Item No	Location	Description	QA-00019	Bldg. 950	Damper actuators, at the VAV's, shall not be installed such that they cover the schematic.	QA-00028	Corridors	Verify that the wiremold/cable tray covers can be removed for access to the data cables at the corridors.	QA-00035	Attic	All of the roof framing and bridging pieces, that have been removed for hvac equipment installation, shall be replaced.		
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QC-00002	Roof	Replace all roofing insulation. Insulation was not properly protected and is all wet due to the rain we had this morning.																					
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QA-00035	Attic	All of the roof framing and bridging pieces, that have been removed for hvac equipment installation, shall be replaced.																					

Sample – Quality Control Report Form – Page 2 of 2

CONTRACTORS QUALITY CONTROL REPORT (QCR) DAILY LOG OF CONSTRUCTION - MILITARY		REPORT NUMBER 482 Page 2 of 2	
		DATE 01 Apr 2002 - Monday	
PROJECT Facility Modernization of DeCA		CONTRACT NUMBER DACA09-99-D-0020 0005	
CONTRACTORS ON SITE (Report first and/or last day contractors were on site) No contractors had their first or last day on site today			
LABOR HOURS The following labor hours were Reported today:			
Employer	Labor Classification	Number of Employees	Hours Worked
Straub Pacific	CARPENTER	8.0	64.0
Total hours worked to date: 128.0		Total	8.0 64.0
EQUIPMENT HOURS The following equipment hours were Reported today:			
Equipment ID	Description	Standby Hours	Operating Hours
00000001	Track Hoe	0.0	8.0
Total operating hours to date: 14.0		Total	0.0 8.0
ACCIDENT REPORTING (Describe accidents) The following accident was reported today: Operator should have had seatbelt on when in the cab. This was just discussed at our Safety Meeting at 6:00 a.m. today. What a dummy!			
CONTRACTOR CERTIFICATION On behalf of the contractor, I certify that this Report is complete and correct and all equipment and material used and work performed during this Reporting period are in compliance with the contract plans and specifications, to the best of my knowledge, except as noted above.			
QC REPRESENTATIVE'S SIGNATURE	DATE	SUPERINTENDENT'S INITIALS	DATE

With this next window, check the **Dredge Report** radial button to access the QC Dredge report options. This sample contract has been setup to use both the Bucket/Pipeline and the Hopper Dredge. You will add these reports by choosing the **Add** button, selecting the **Date** of the report and, finally, the **Dredge Type** you wish to report on.



We will choose the **Bucket Dredge** to view first.



NOTE: For these Dredge Types to appear, you must have created them in the District Library and selected them in Contract Setup on the contract you are using them.

The contractor will complete each of the items shown on the left of the screen and can print out or view the QC Report (Form 4267) after the report is checked as being completed. You may also COPY a report from a previous day and make any changes to it as necessary.

Report for Bucket Dredge No. 3 05/11/2006 -- Thursday

Copy Form 4267 Close

Dredge Report - Character of Report

Character of Report
Maintenance Report

Weather / Work
Weather Caused No Delay

Distribution of Work
Total Time: 24 hours and 0 minutes.

Attendant Plants
Total Time: 0 hours and 0 minutes

QC Narratives
0 Written Today

Character of Report
 Maintenance New Work Environmental

Crew Size
 Dredge: Shore: Other:

Location of Work
 Reached Dredge:
 Disposal Area Used:
 Quantity Deposited:

Character of Material
 Clay: Hardpan: Sand: Silt: Other: **100%**
 Gravel: Mud: Shell: Stone:

Channel Condition
 Average Depth Before Dredging: Average Depth After Dredging:

River/Tide Stage

	Min	Time	Max	Time	Gauge Location:
First Tide:	<input type="text" value="0"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="00:00"/>	<input type="text"/>
Second Tide:	<input type="text" value="0"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="00:00"/>	Gauge Datum: <input type="text" value="0"/>

Report Completed

Sample Bucket Dredge Report Form 4267 – Page 1 of 2

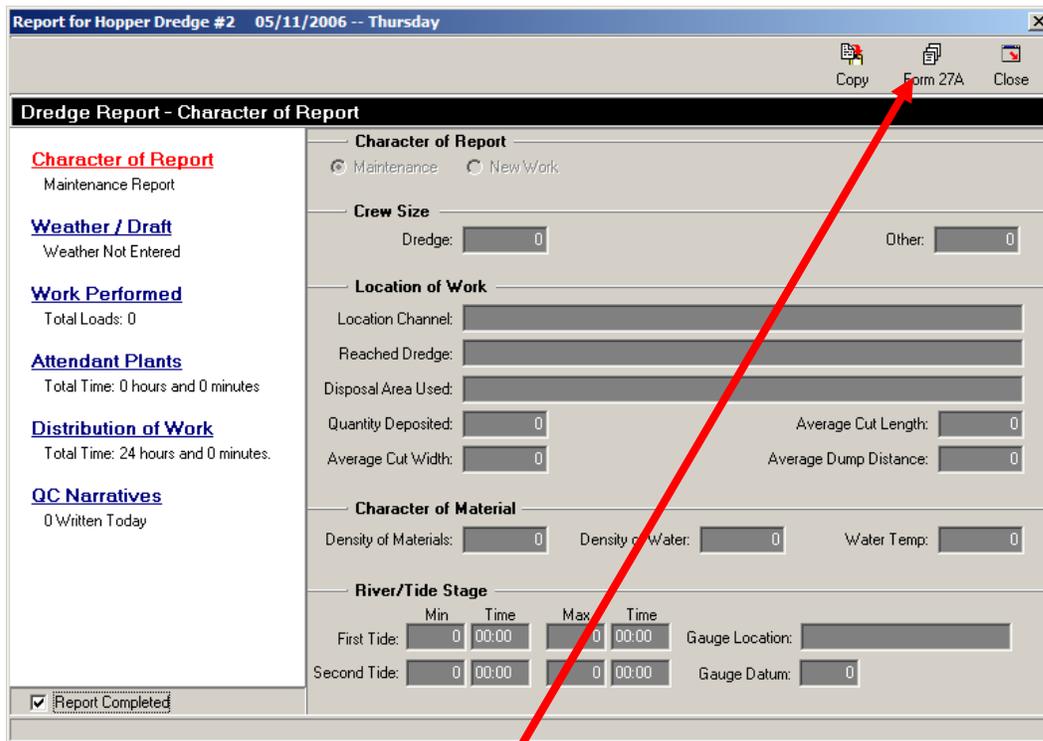
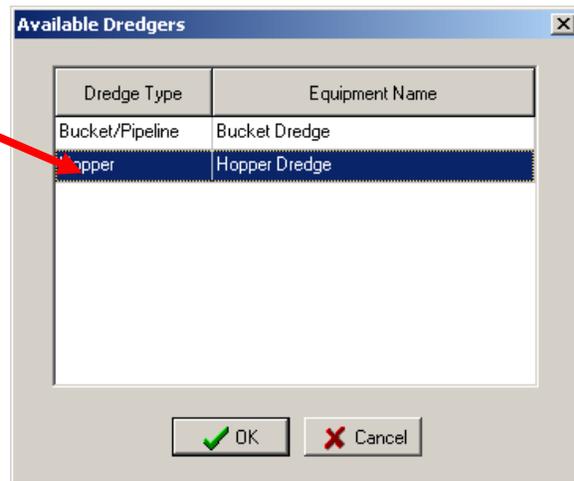
After all desired entries have been made, it is time to print the report and archive as a permanent document for the contract. Press the **Form 4267** button to generate the report.

QUALITY CONTROL REPORT-BUCKET/PIPELINE										PAGE NO. Page 1 of 2	
CONTRACT NO. W912ER-04-C-0013		CONTRACT TITLE CONTRACTOR VILLAGE				CONTRACTOR Structural Engineers LLC				REPORT NO. 440	
CHARACTER OF REPORT		<input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> NEW WORK <input type="checkbox"/> ENVIRONMENTAL						DATE 15 Mar 2005 - Tuesday		DAYS PER WEEK 7	
DREDGE		NAME AND TYPE Bucket Dredge				SHIFTS PER DAY 3		DAYS PER WEEK 7			
		SIZE		HORSEPOWER		NO. OF CREW MEMBERS					
		PIPELINE	DIPPER OR BUCKET	DREDGE PUMP	SUCTION PIPE JET	CUTTER OR BUCKET	DREDGE	SHORE	OTHER	TOTAL	
		6	12	50	20	10	0	0	0	0	
LOCATION/CHANNEL OF WORK											
LOCATION OF WORK		REACH DREDGED; STATION TO STATION				DISPOSAL AREA USED		QTY DEPOSITED GROSS (CY) 0		CUMULATIVE AND QTY DEPOSIT FOR DA (CY) 0	
CHARACTER OF MATERIAL (%)		GRAVEL	SAND	CLAY	MUD	SILT	HARDPAN	STONE	SHELL	OTHER	100
		0	0	0	0	0	0	0	0	0	
CHANNEL CONDITION		AVERAGE DEPTH				BEFORE DREDGING		AFTER DREDGING			
						0		0			
RIVER/TIDE STAGE		MIN	TIME	MAX	TIME	GAGE LOCATION					
		0	00:00	0	00:00						
		0	00:00	0	00:00	GAGE DATUM	0				
WEATHER CONDITION		WEATHER Weather Caused No Delay			TEMP (min / max) 0 °C / 5 °C		VISIBILITY 16		WIND 16		
WORK PERFORMED						DISTRIBUTION OF WORK					
ITEM		UNIT		QUANTITY		EFFECTIVE WORKING TIME (CHARGEABLE TO COST OF WORK)			HR.	MIN.	
AVERAGE WIDTH OF CUT		FT		0		PUMPING OR DREDGING			24	0	
TOTAL ADVANCE THIS PERIOD		FT		0		PCT OF EFFECTIVE TIME			100 %		
TOTAL ADVANCE PREVIOUSLY		FT		0		BOOSTER (IN LINE)					
TOTAL ADVANCE TO DATE		FT		0		NON-EFFECTIVE WORKING TIME (CHARGEABLE COST OF WORK)					
FLOATING PIPE		SHORE PIPE		SUBMERGED PIPE		HANDLING PIPE LINES			0	0	
0		0		0		HANDLING ANCHOR LINES			0	0	
TOTAL LENGTH OF DISCHARGE PIPE		FT		0		CLEARING PUMP AND PUMP LINES			0	0	
						CLEARING CUTTER OR SUCTION HEAD			0	0	
						WAITING FOR SCOWS			0	0	
CUBIC YARDS REMOVED		GROSS		CREDITED		TO AND FROM WHARF OR ANCHORAGE			0	0	
AMOUNT DREDGED THIS DATE		0		0		CHANGING LOCATION OF PLANT ON JOB			0	0	
AMOUNT PREVIOUSLY REPORTED		0		0		LOSS DUE TO OPPOSING NATURAL ELEMENTS			0	0	
TOTAL AMOUNT DREDGED TO DATE		0		0		SHORE LINE AND SHORE WORK			0	0	
AMOUNT DREDGED PER PUMPING/CUTTING HR		0.00		0.00		WAITING FOR BOOSTER			0	0	
						MINOR OPERATING REPAIRS (EXPLAIN IN REMARKS)			0	0	
						WAITING FOR ATTENDANT PLANT			0	0	
COMMODITY		CONSUMED		CREDITED		PREPARATION AND MAKING UP TOW			0	0	
ITEM		UNIT		QUANTITY		TRANSFERRING PLANT BETWEEN WORKS			0	0	
FUEL		BBL		0		LAY TIME OFF SHIFT AND SATURDAYS			0	0	
						SUNDAYS AND HOLIDAYS			0	0	
ELECTRICITY		KW		0		FIRE DRILL			0	0	
						MOVING OUT OF WAY OF TRAFFIC			0	0	
LUBRICANTS		GAL		0		MISCELLANEOUS (EXPLAIN IN REMARKS)			0	0	
						TOTAL NON-EFFECTIVE TIME			0	0	
MOB DATE		DREDGE START		DEMOB DATE		PCT. OF NON-EFFECTIVE			0 %		
03/01/2005		03/15/2005				TOTAL EFFECTIVE AND NON-EFFECTIVE TIME (CHARGEABLE TO COST OF WORK)			24	0	

Sample Bucket Dredge Report Form 4267 – Page 2 of 2

QUALITY CONTROL REPORT-BUCKET/PIPELINE					PAGE NO. Page 2 of 2	
CONTRACT NO. W912ER-04-C-0013		CONTRACT TITLE CONTRACTOR VILLAGE		CONTRACTOR Structural Engineers LLC		REPORT NO. 440
DREDGE		NAME AND TYPE Bucket Dredge			DATE 15 Mar 2005 - Tuesday	
ATTENDANT PLANT				LOST TIME (NOT CHARGEABLE TO COST OF WORK)		
ITEM	NAME OR NUMBER	H.P.	HOURS		HR.	MIN.
				MAJOR REPAIRS	0	0
				CESSATION	0	0
				COLLISIONS	0	0
				MISCELLANEOUS	0	0
				TOTAL LOST TIME	0	0
				PERCENTAGE OF TOTAL TIME	0 %	
				TOTAL TIME IN PERIOD	24	0
<p>QC NARRATIVE(S)</p> <p>No QC Narratives were reported today</p>						

Next, we will view the **Hopper Dredge** Report:



As with the previous Dredge Report, when you report the entries as completed, you may view/print the Report itself. Click on the **Form 27A** button to view the report. Also, you are able to COPY a report from a previous day and make any necessary changes.

Sample Hopper Dredge Report Form 27A – Page 1 of 2

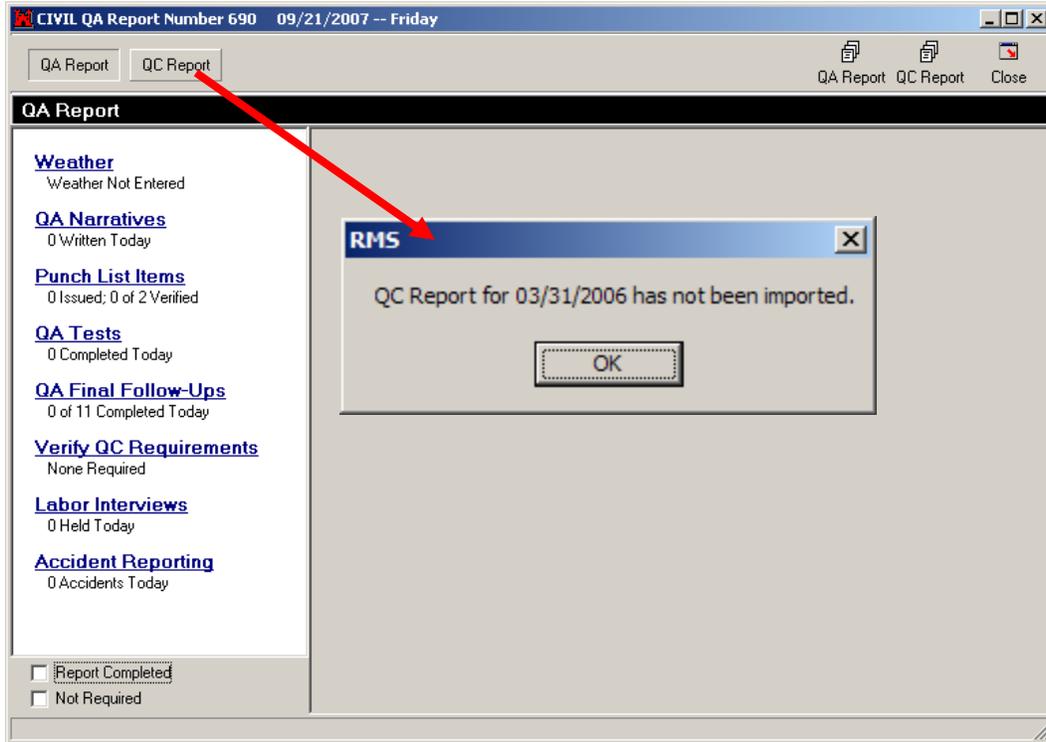
QUALITY CONTROL REPORT-HOPPER DREDGE						PAGE NO. Page 1 of 2	
CONTRACT NO. W912ER-04-C-0013		CONTRACT TITLE CONTRACTOR VILLAGE			CONTRACTOR Structural Engineers LLC		REPORT NO. 440
CHARACTER OF REPORT		<input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> NEW WORK				DATE 15 Mar 2005 - Tuesday	
DREDGE	HOPPER CAP: 150 CY		AVG VOL OF BIN WATER: 10 CY		AVG UNFILLED CAP: 500 CY		
	NO. OF CREW MEMBERS	DREDGE	OTHER PLANT	WORK SCHEDULE	SHIFTS PER DAY	DAYS PER WEEK	
LOCATION OF WORK	LOCATION CHANNEL		REACH DREDGED; STA TO STA		DISPOSAL AREA USE		QTY DEPOSITED GROSS(CY)
	AVG LENGTH OF CUT 0 FT		AVG WIDTH OF CUT 0 FT		AVG DIST TO DUMP 0 NM		
CHARACTER OF MATERIAL	DENSITY OF MATERIALS				GMS/LITER 0		
	DENSITY OF WATER				GMS/LITER @ 0 °C		
RIVER/TIDE STAGE	MIN	0	TIME	00:00	MAX	0	TIME
	MIN	0	TIME	00:00	MAX	0	TIME
WEATHER CONDITION	WEATHER		TEMP (min / max)		VISIBILITY		WIND
	Weather Caused No Delay		0 °C / 0 °C				
DRAFT				DISTRIBUTION OF TIME AND MILES RUN			
FORWARD	LIGHT	LOADED		AGITATING (MIN)	DREDGE & HAUL (MIN)	MILES RUN (NAUT MI)	
		0					
AFT		0		EFFECTIVE WORKING TIME:			
		0		PUMPING:	24:00	00:00	0.0
DRAG DEPTH MAX _____ MIN _____ 0				TURNING:	00:00	00:00	0.0
INDICATORS LAST CHECKED ON 12/30/1899				TO DUMP:	00:00	00:00	0.0
AVERAGE SPEED OF DREDGE DURING LOADING		FT/MIN		DUMPING:	00:00	00:00	0.0
AVERAGE SPEED OF DREDGE DURING AGITATING		FT/MIN		TO CUT:	00:00	00:00	0.0
GALLONS OF FUEL OIL CONSUMED		GAL		TOTALS:	24:00	00:00	0.0
GALLONS OF WATER CONSUMED		GAL		NON-EFFECTIVE WORKING TIME:			
WORK PERFORMED				TAKING ON FUEL AND SUPPLIES:	00:00	00:00	0.0
DREDGING AND HAULING		AGITATING		TO AND FROM WHARF OR ANCHORAGE:	00:00	00:00	0.0
NO. OF LOADS	TOTAL CYS	DISPOSAL AREA	TOTAL CYS	LOSS DUE TO NATURAL ELEMENTS:	00:00	00:00	0.0
0	0		0	LOSS DUE TO TRAFFIC AND BRIDGES:	00:00	00:00	0.0
				MINOR OPERATING REPAIRS:	00:00	00:00	0.0
				TRANSFERRING BETWEEN WORKS:	00:00	00:00	0.0
				LAY TIME:	00:00	00:00	0.0
				FIRE AND BOAT DRILLS:	00:00	00:00	0.0
ATTENDANT PLANT				MISCELLANEOUS:	00:00	00:00	0.0
ITEM	NAME OR NUMBER	H.P.	HOURS	TOTALS:	00:00	00:00	0.0
				LOST TIME:			
				MAJOR REPAIRS AND ALTERATIONS:	00:00	00:00	0.0
				CESSATION:	00:00	00:00	0.0
				COLLISIONS:	00:00	00:00	0.0
				TOTALS:	00:00	00:00	0.0
				TOTAL TIME/MILES:	24:00	00:00	0.0

Sample Hopper Dredge Report Form 27A – Page 2 of 2

QUALITY CONTROL REPORT-HOPPER DREDGE			PAGE NO.
			Page 2 of 2
CONTRACT NO. W912ER-04-C-0013	CONTRACT TITLE CONTRACTOR VILLAGE	CONTRACTOR Structural Engineers LLC	REPORT NO. 440
DREDGE	NAME AND TYPE Hopper Dredge	DATE 15 Mar 2005 - Tuesday	
<p>QC NARRATIVE(S)</p> <p>No QC Narratives were reported today</p>			

Contractor QC Report Not Imported

If you have not yet imported the Contractors' QC Report, and click on the QC Report option, you will get this message:



Contractor QC Report Imported – Opportunity to Return

If you have imported the Contractors' QC Report and have identified items that need to be corrected, you can click on the **Return to Contractor for Corrections** box and it will be returned with your next RMS to QCS export.

The screenshot shows the 'CIVIL QA Report Number 666' window with the 'Return to Contractor for corrections' checkbox checked. A red arrow points to this checkbox. Below it, the 'QA Report' window shows a table of 'QA/QC Daily Reports'. A second red arrow points to the 'Return for corrections' entry in the 'QC Report Status' column of the table.

Report Date	Weather	QA Report Status	QC Report Status
09/21/2007	Friday	Weather Caused No Delay	Not Completed
08/28/2007	Tuesday	Weather Caused No Delay	Completed
08/27/2007	Monday	Weather Caused No Delay	Completed
02/19/2007	Monday	Weather Caused No Delay	Not Completed
02/16/2007	Friday	Weather Caused No Delay	Not Completed
02/15/2007	Thursday	Weather Caused No Delay	Not Completed

The 'Return for corrections' entry is highlighted in the screenshot. The interface also shows various navigation tabs like 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', and 'Import/Export'.

The QC Report will then be returned and unchecked as being complete in the QCS program on the next export to QCS.

CHAPTER 15 - Government QA Daily Report

What this Chapter presents:

Quality Assurance and RMS

- Overview
- Daily QA Report
- Sample Daily QA Report Form
-



Overview



This chapter addresses information on the **Government QA Report** and provides general information for utilizing the associated **Quality Assurance** modules of the RMS program.

Quality Assurance is required on all construction contracts. The extent of assurance should be commensurate with the value and complexity of the contracts involved and the requirements of this regulation.

Elements of Quality Assurance

- Daily QA Report
- Government Staff
- QA Tests
- Required QA Verifications
- 3 Phase Inspection Checks
- Planned Labor Interviews
- Anticipated Adverse Weather

Quality Assurance Requirements

These are areas that have to do with **Planning** that is required before the Government or the Contractor can adequately prepare their respective Daily Reports. The Government, or the Designer accomplishes some of the planning before the contract exists. This includes what RMS refers to a **QC Requirements** as was discussed previously.

Although the government data is entered in the **QA Report** menu option and the contractor data is entered in the **QC Report** menu option, much of the data is interdependent. For example, a QC requirement such as a **QC Test** must be reported as *completed* in the **QC Report** option before it can be verified in the **QA Report, Verify QC Requirements** option.

Creating a Daily QA REPORT

The **QA Daily Report** is generated in RMS to document the Quality Assurance progress of the Government and to record, among other items, any conflicts, claims, or disagreements with the Contractor. QA Reports can be either the Military or Civil format (or other special), depending on how it was setup. RMS also includes Dredging Reports.

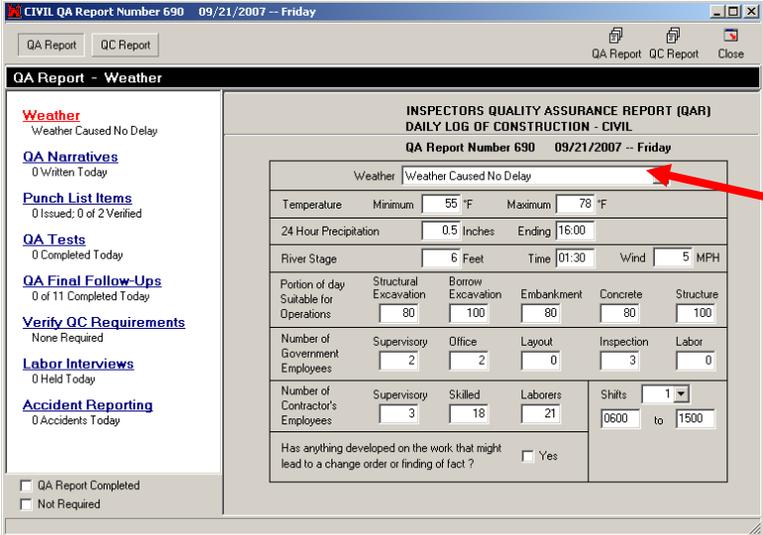
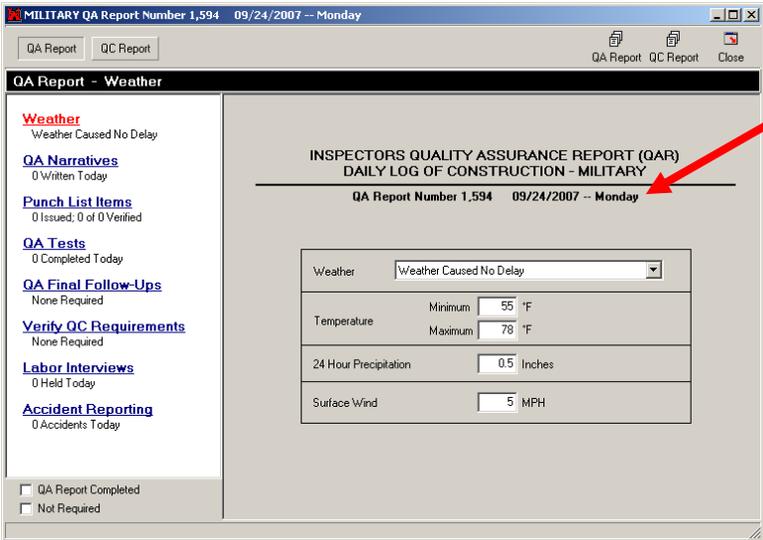
Keep in mind a simple thought: **“The report should be a ‘record-of-fact’, not a ‘record of your opinions’”.**

Report Date	Weather	QA Report Status	QC Report Status
09/21/2007 Friday	Weather Caused No Delay	Not Completed	Not Received
08/28/2007 Tuesday	Weather Caused No Delay	Completed	Returned for corrections
08/27/2007 Monday	Weather Caused No Delay	Completed	Received
02/19/2007 Monday	Weather Caused No Delay	Completed	Received
02/16/2007 Friday	Weather Caused No Delay	Completed	Received
02/15/2007 Thursday	Weather Caused No Delay	Completed	Received
02/14/2007 Wednesday	Weather Caused No Delay	Not Completed	Received
02/13/2007 Tuesday	Weather Caused No Delay	Not Completed	Received
02/12/2007 Monday	Weather Caused No Delay	Not Completed	Received
02/08/2007 Thursday	Weather Caused No Delay	Not Completed	Received
02/07/2007 Wednesday	Weather Caused No Delay	Not Completed	Received
02/06/2007 Tuesday	Weather Caused No Delay	Not Completed	Received
02/05/2007 Monday	Weather Caused No Delay	Not Completed	Received
02/03/2007 Saturday	Weather Caused No Delay	Not Completed	Received
02/02/2007 Friday	Weather Caused No Delay	Not Completed	Received
02/01/2007 Thursday	Weather Caused No Delay	Not Completed	Received
01/31/2007 Wednesday	Weather Caused No Delay	Not Completed	Received
01/30/2007 Tuesday	Weather Caused No Delay	Not Completed	Received
01/29/2007 Monday	Weather Not Entered	Not Completed	Received

Civil or Military Format for QA Report

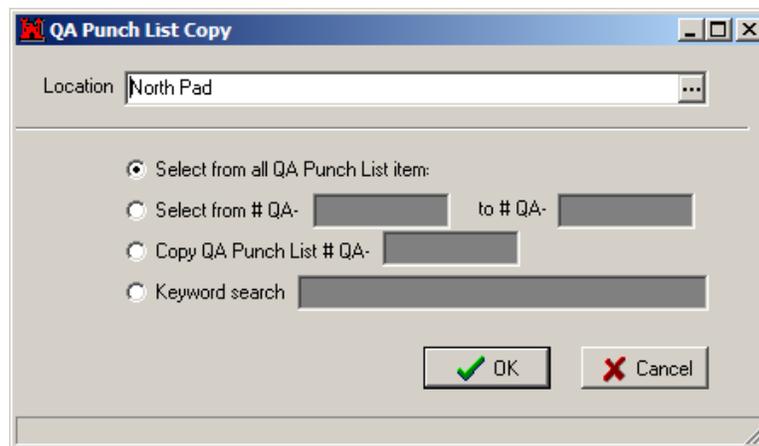
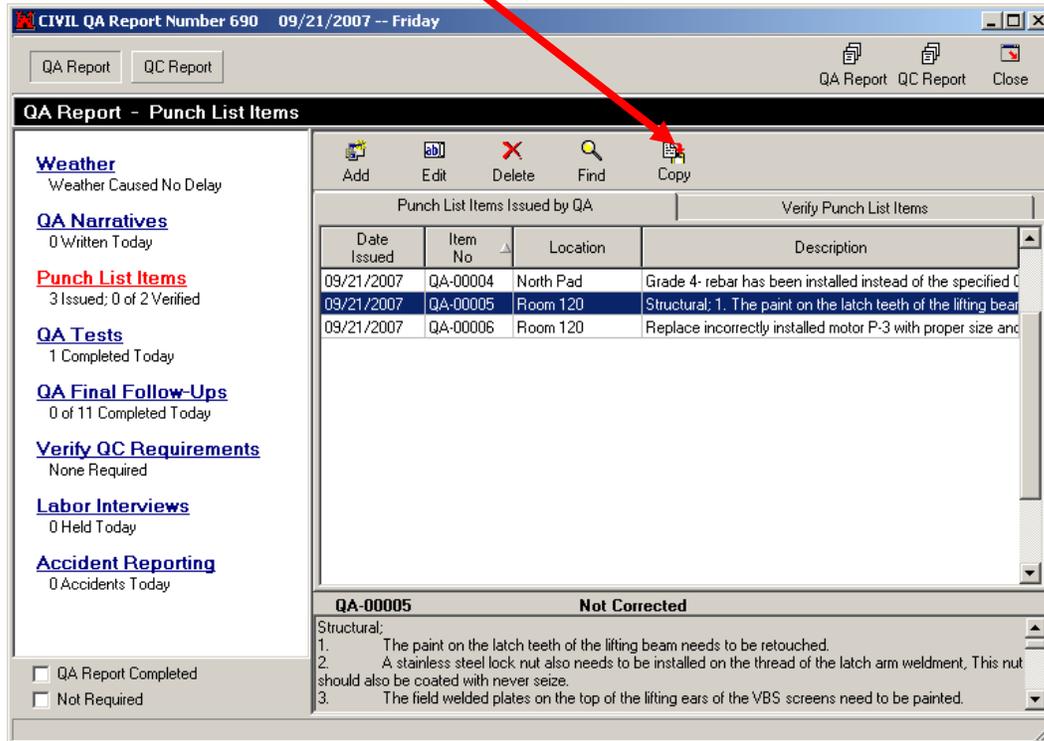
The only difference in the **Civil** and **Military** format is reflected on the **Weather** option of the QA Report. All other elements are identical.

At the top of the screen is the *REPORT NUMBER* for this particular date (E.g., 492). This report number coincides with the *DAY* construction commenced onsite. It is computed from the Milestone identified as "Construction Start Date". The date entered will result in the report being QA/QC Report Number 1. Both the QA and the QC report use the same number for a particular calendar day. Non-work days are included in the tabulation, therefore, the report numbers will not always be sequential.

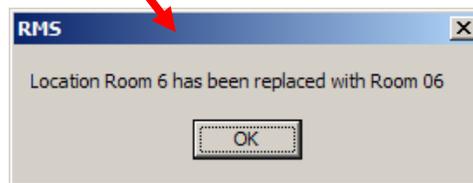
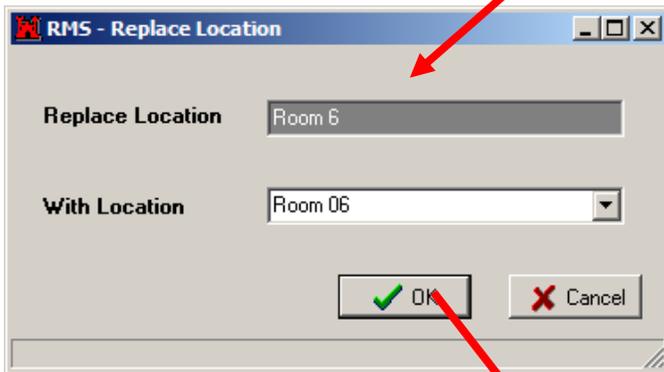
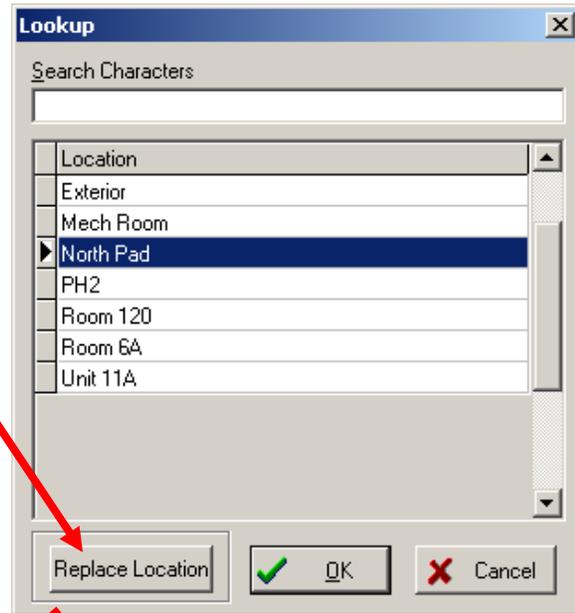


Punch List Items

You are able to **Copy** punchlist items from one location to another. This is especially beneficial in contracts such as dormitories, offices, etc., where the same comment is applicable to various locations.



You are also able to Replace on location with another location (change the name of any location globally). This will assist in having the Punch List sort correctly.



Sample Daily QA Report Form - Military

The *Daily QA Report* is accessed by pushing the **QA Report** button at the top of the screen.

INSPECTORS QUALITY ASSURANCE REPORT (QAR) DAILY LOG OF CONSTRUCTION - MILITARY <i>(ER 415-1-302)</i>		REPORT NUMBER 409 Page 1 of 1	
PROJECT Facility Modernization of DeCA		DATE 18 Jan 2002 - Friday	
CONTRACTOR Straub Pacific, LLC		CONTRACT NUMBER DACA09-99-D-0020 0005	
		WEATHER Weather Caused No Delay Temperature Min 45 °F, Max 65 °F; 0.3 Inches Precipitation, 12 MPH Wind	
QA NARRATIVE(S)			
Comments Pertaining to Contractor's CQC Activities Very bad job here. Fred B. Freeman			
QA FINAL FOLLOW-UPS (Evaluation of Contractors' performance on activities reported finished)			
Final follow-up inspections were held today on the following Activities:			
<u>Activity #</u>		<u>Contractors' QC Performance</u>	
P0012C	Provide Service and Telephone	Outstanding QC	
P0012D	Revise Site Water Line	Above Average QC	
P0013	Provide Mech Testing and Balan	Unsatisfactory QC	
P0014	Misc. Changes	Satisfactory QC	
P0015	Add Moulding	Satisfactory QC	
QA PUNCH LIST (Describe QA Punch List items issued, verify QA Punch List items reported corrected by contractor)			
The following QA Punch List items were issued today:			
<u>QA Punch List Item</u>	<u>Location</u>	<u>Description</u>	<u>Status</u>
QA-00171			Outstanding
QC-00001	North Pad	Must remove all fill and recompact. Subcontractor did not use water and it is too dry.	
QA TESTING (Include test description, and results)			
The following QA test was performed today:			
<u>QA Test #</u>	<u>Description</u>	<u>Results</u>	
AT-00001	Verify smoke detector sensitivity tests are accomplished.	Awaiting Results	
LABOR INTERVIEWS			
The following employees were interviewed today:			
<u>Employer</u>	<u>Employee/Classification</u>	<u>Required Rate</u>	<u>Paid Rate</u>
Downhill	Jerry Johnson PLUMBER	\$23.50	\$20.00
Straub Pacific	John Jacobs LABORER, CARPENTRY	\$18.50	\$19.00
			Disputed \$3.50 None
ACCIDENT REPORTING (Describe accident, cause and QA recommendations)			
The following Accident occurred today:			
The track hoe operator was warned yesterday, and the day before that, that seatbelts are required. He has refused to wear it.			
The Doctor reported that at least two days off work was required.			
INSPECTOR'S SIGNATURE	DATE	SUPERVISOR'S INITIALS	DATE

ENG FORM 2538-1, Aug 89 (Facsimile) The QCR will be attached to or filed with the QAR

Sample Daily QA Report Form - Civil

The *Daily QA Report* is accessed by pushing the **QA Report** button at the top of the screen. The bottom portion of the report would be the same layout as the Military Report on the previous page.

INSPECTORS QUALITY ASSURANCE REPORT (QAR) DAILY LOG OF CONSTRUCTION - CIVIL <small>(ER 1180-1-6)</small>					THE QCR WILL BE ATTACHED TO OR FILED WITH THE QAR				
TO					REPORT NUMBER 439 Page 1 of 1				
PROJECT CONTRACTOR VILLAGE, Camp Victory, Iraq					DATE 14 Mar 2005 - Monday				
CONTRACTOR (Or hired Labor) Structural Engineers LLC					CONTRACT NUMBER W912ER-04-C-0013 NA				
PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS					WEATHER Weather Caused No Delay				
STRUCTURAL EXCAVATION	BORROW EXCAVATION	EMBANKMENT	CONCRETE	STRUCTURE	MINIMUM	TEMPERATURE			
100 %	100 %	100 %	50 %	75 %	15 °C	MAXIMUM 25 °C			
HAS ANYTHING DEVELOPED ON THE WORK WHICH MIGHT LEAD TO A CHANGE ORDER OR FINDING OF FACT?					24 HOUR PRECIPITATION				
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Explain)					MM		ENDING		
					5.00		17:00 M		
NUMBER OF GOVERNMENT EMPLOYEES					RIVER STAGE				
SUPERVISORY	OFFICE	LAYOUT	INSPECTION	TOTAL	LABOR	FEET	TIME		
2	1	1	5	9	0	2.0	2300 M		
NUMBER OF CONTRACTOR'S EMPLOYEES					NUMBER OF SHIFTS <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3				
SUPERVISORY	SKILLED	LABORERS	TOTAL	FROM	TO	FROM	TO	FROM	TO
6	38	245	289	0600 M	1800 M	M	M	M	M
Attach list of the following: (a) Major items of equipment either idle or working, and (b) Number and classification of contractor personnel onsite. Note: If the contractor's Quality Control Report (QCR) contains the information it need not be repeated.									
INSPECTOR'S SIGNATURE					DATE		SUPERVISOR'S INITIALS		DATE

CHAPTER 16 - Contract Submittals and SpecsIntact

What this Chapter presents:

-
- **Overview**
- **SpecsIntact Submittal Program**
- **Contract Setup**
- **Submittal Requirements**
- **Specification Sections**
- **Submittal Details & Register (ENG Form 4288)**
- **Transmittal Log (ENG Form 4025)**
- **Submittal Reviewers**



Overview



This chapter furnishes information on **Submittals** for our contracts and provides general instructions for utilizing the associated **Submittal** related modules of the RMS program.

The SpecsIntact Specification Production System

The use of SpecsIntact (Specifications-Kept-Intact) in both Military and Civil contracts is mandatory, as established within Engineering Regulation ER 1110-2-1201 and CEMP-EA (1110) Memorandum of 14 April 1997, for all FY00 and future projects. This policy has been incorporated into ER 1110-345-700, "Drawings, Design Analysis, and Specifications".

Contract Setup

During an earlier Chapter of this Manual, we setup the submittal register(s) for our contract. This was done using the **Contract Setup** screen shown below. RMS can have as many different Submittal Registers as needed.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Contract Setup

Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule

Submittals

Will there be more than one Submittal Register?

Compute Submittal Need Dates based on Activity Schedule.

Government Review Period GA Days FIO Days

Contractor Resubmittal Period Days

Default Number of Copies GA Copies FIO Copies

ID	Title
01	Main Register
02	Auxiliary Power Plant

Default Government Reviewer Default Review Office

Contractor to send submittals to:

The above Default Review Office only

The Office assigned to review the submittal

Both the Default Office and the Office assigned to review the submittal

Activity Schedule

Manually enter Scheduled Start/Finish Dates

Import Early and Late Start/Finish Dates from Contractor's Network Analysis System (NAS)

Specification Sections

If you are using the Import feature from **SpecsIntact**, this selection is not absolutely required to be used. However, this area is used if you need to change or modify a title of a specification section, or if you need to manually enter a section that is not otherwise included.

Your revisions to this area will affect the current contract only and will not alter the specification sections listed in the **District Library**. The nice feature of this area of the program is that you can have submittal section numbers and titles that do not agree, and do not conflict with those in the library. That is, a section in the library could have the same *number* as a section in the contract, but a totally different *title* assigned to it.

RMS (**District Library**) includes the older format of **MasterFormat 1995** and also includes the **MasterFormat 2004**. The older version basically included 16 Specification Divisions and the new format includes 50+ Divisions. When downloaded from SpecsIntact you will download all of the fourteen characters available. With this format we are able to link the submittal items to various other data, such as QC Test or QA Tests.

The image shows two overlapping windows from the Resident Management System. The top window is titled "District Library - USACE, Portland District - Specification Sections". It features a menu bar with "File" and "Help", and a toolbar with "Add", "Edit", "Delete", and "Find". Below the toolbar, there are two tabs: "MasterFormat 1995" and "MasterFormat 2004". The "MasterFormat 2004" tab is active, displaying a table with the following data:

Section	Section Name
00 00 00	Procurement and Contracting Requirements
00 01 01	Project Title Page
00 01 05	Certifications Page

The bottom window is titled "RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications". It has a menu bar with "File" and "Help", and a toolbar with "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", and "Import/Export". The "Submittals" tab is active, displaying a table with the following data:

Section	Section Title
00 01 20	List of Schedules
01 32 13	Scheduling of Work
01525	Safety and Occupational Health Requirement
03307	Concrete for Minor Structures
03600	Concrete Removal
03730	Resin Systems for Concrete Repair and Bonding
05055	Metalwork Fab, Mach Work, Misc Provision
09900	Painting, General
15050	Compressed Air System
15200	Pipelines, Liquid Process Piping
16050	Electrical Work & Equipment
16120	Insulated Wire and Cable
16768	Fiber Optic Data Transmission System

Submittal Details and Requirements

Notice the distinct sections of this screen:

- Identification section
- Classification section (modified now to address Design-Build Contracting)
- Drawing and Submittal Type references
- Submittal Schedule section
- Primary/Secondary Reviewer sections
- Activity link and Time periods section on the Submittal Schedule section.

Submittal Requirements Window

The screenshot shows the 'Submittal Register' window with the following data:

Field	Value
Section No.	01525
Section Title	Safety and Occupational Health Requirement
Item No.	1 . 0
Item Description	Accident Prevention Plan (APP)
Paragraph	1.3.5
Classification	GA - Government Approval
Drawing	C-2
Submittal Type	19 STATEMENTS
Primary Reviewer Name	Eric A. Arndt
Primary Reviewer Office	Portland District Eng/Const
Secondary Reviewer	Scott A. Apple
Required For Activity	1001 Mob/Demob
Submittal need dates based on Activity Start Date	11/01/2005A
Material Delivery Lag/Lead ±	-15 Days
Material Needed by	10/17/2005
Procurement Period	21 Days
Approval Needed by	09/26/2005
Government Review Period	30 Days
Submit Needed by	08/27/2005

After all submittal items are entered, a **Submittal Register** (ENG Form 4288) can be generated as shown on the next page.

Sample Submittal Register Form (ENG Form 4288)

SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION Bonneville FGE & VBS Modifications, Bonneville Lock & Dam				DATE 24 Jun 2006							
				CONTRACTOR Fabrication Products Inc.		CONTRACT NUMBER W9127N-05-C-0025 NA									
ACTIVITY No.	TRANSMITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION	REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
								FIO GA, DA or CR	OFFICE / NAME	SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE
SECTION - 01525 Safety and Occupational Health Requirement															
	1	1	01525 1.3.5	Accident Prevention Plan (APP)		GA	RO Arndt, Eric A.					A	21 Oct 05	B	25 Oct 05
	1	2	01525 1.3.5	Activity Hazard Analysis		GA	RO Arndt, Eric A.					A	21 Oct 05	B	25 Oct 05
	3	3	01525 1.3.5	Crane Critical Lift Plan		GA	RO Arndt, Eric A.					A	31 Oct 05	F	11 Nov 05
		4	01525 1.3.6	Accident Report		FIO	RO Arndt, Eric A.								
		5	01525 1.3.6	Monthly Exposure Reports		FIO	RO Bechtel, Gary L.								
		6	01525 1.3.6	Regulatory Citations and Violations		FIO	RO Arndt, Eric A.								
1002	4	7	01525 1.3.6	Crane Reports		FIO	RO Arndt, Eric A.	21 Sep 05	01 Oct 05	01 Oct 05		A	31 Oct 05	F	10 Feb 06
1002		8	01525 1.3.6	Confined Space Entry Permit		FIO	RO Bechtel, Gary L.	21 Sep 05	01 Oct 05	01 Oct 05					
1002		9	01525 1.3.7	Certificate of Compliance	CERTIFICATES	GA	RO Bechtel, Gary L.	01 Sep 05	01 Oct 05	01 Oct 05					
1002	5	9.1	01525 1.3.7	CRANE OPERATOR CERTIFICATION	CERTIFICATES	FIO	RO Arndt, Eric A.	21 Sep 05	01 Oct 05	01 Oct 05		A	31 Oct 05	F	19 Dec 05
1002	5	9.2	01525 1.3.7	CRANE OPERATOR CERTIFICATION	CERTIFICATES	FIO	RO Arndt, Eric A.	21 Sep 05	01 Oct 05	01 Oct 05		A	31 Oct 05	F	19 Dec 05
1002	5	9.3	01525 1.3.7	OSHA 30 TRAINING CERTIFICATION	CERTIFICATES	FIO	RO Arndt, Eric A.	21 Sep 05	01 Oct 05	01 Oct 05		A	31 Oct 05	F	19 Dec 05
1002	5	9.4	01525 1.3.7	OSHA 30 TRAINING CERTIFICATION	CERTIFICATES	FIO	RO Arndt, Eric A.	21 Sep 05	01 Oct 05	01 Oct 05		A	31 Oct 05	F	19 Dec 05
1002	1	10	01525 1.3.5	Quality Control Plan		GA	RO Arndt, Eric A.	01 Sep 05	01 Oct 05	01 Oct 05		A	21 Oct 05	B	25 Oct 05
1002	2	11	01525 1.3.5	WORK PLAN & SCHEDULE		GA	RO Arndt, Eric A.	01 Sep 05	01 Oct 05	01 Oct 05		A	25 Oct 05	F	17 Nov 05

Features – Submittals/Transmittals

1. Multi-delete for Submittal and Transmittal screens. You are able to perform multiple deletes.
2. Submittal COPY feature is available for all users. Previous versions only had this option available for the System Administrators. You are able to copy a submittal register from one contract to another contract or one register to another register. If you copy from register to register, you will need to ensure that **Contract Setup** is configured to use more than one submittal register.
3. RMS includes a “Notify Label” on the QCS IMPORT screen that lets User’s know when transmittals have been imported from the Contractor so they can be timestamped in.

Transmittal Log (ENG Form 4025)

The form provided by the Contractor to track submittal items is the **Transmittal Log**. This log will include one or more submittal items for one (and only one) technical specification section. QCS will print this form for the Contractor as part of the Submittal Control process.

Submittals - Transmittal Log [01 Main Register]

All Transmittals

Transmittal Number	Submittal Items included on Transmittal	Received by Government	Review Due Date	Sent to Contractor
01525-1	1,2,10	10/21/2005	11/20/2005	10/25/2005
01525-2	11	10/25/2005	11/24/2005	11/17/2005
01525-3	3	10/31/2005	11/30/2005	11/11/2005
01525-4	7	10/31/2005	11/10/2005	02/10/2006
01525-5	9.1,9.2,9.3,9.4	10/31/2005	11/10/2005	12/19/2005
01525-6	12	12/05/2005	01/04/2006	12/20/2005
03307-1	5,10	11/02/2005	12/02/2005	11/09/2005
03307-1.1	5	11/15/2005	11/25/2005	11/28/2005
03307-1.2	5	12/09/2005	12/19/2005	12/12/2005
03307-2	1,2,3,6,7,8,9,11	11/12/2005	11/22/2005	12/12/2005
03307-3	4	12/07/2005	12/07/2005	12/20/2005
03307-3.1	4	01/23/2006	02/22/2006	01/24/2006

Submittal Items included on Transmittal 01525-1

Display Items
 Display Remarks

Item	Primary Reviewer	QC Code	Variation	QA Code
1	Eric A. Arndt	A	<input type="checkbox"/>	B
2		A	<input type="checkbox"/>	B

Item Record 1 of 3

Transmittal Record 1 of 72

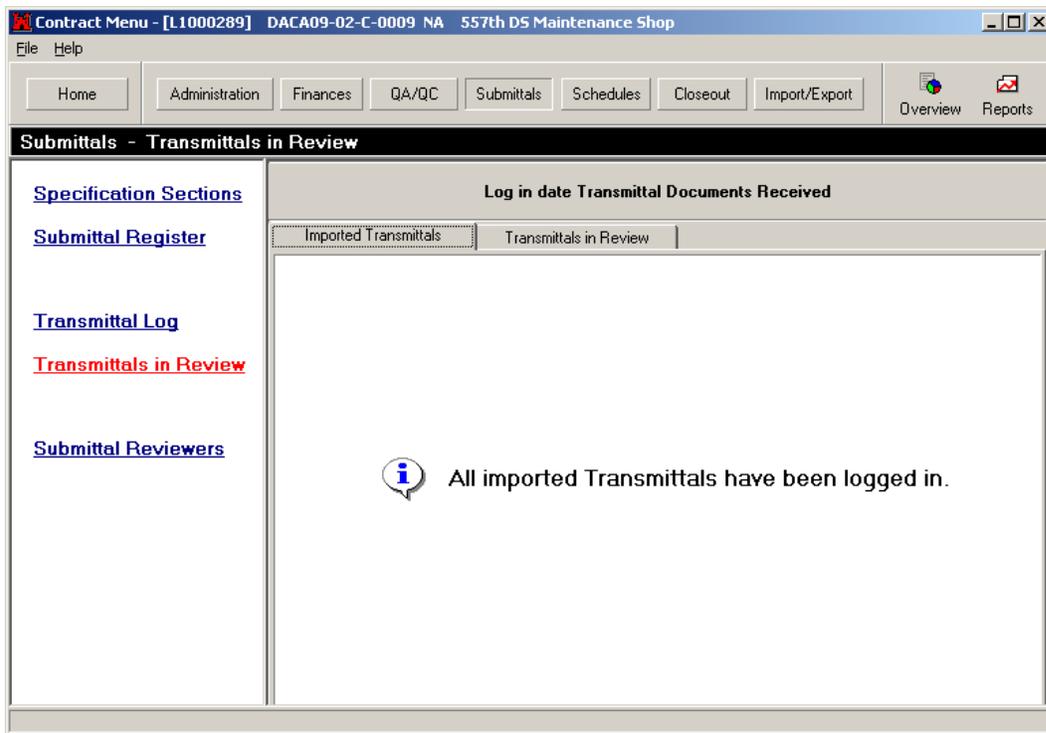
Sample Transmittal Form (ENG Form 4025)

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE <small>(Read instructions on the reverse side prior to initiating this form)</small>					DATE 10/21/2005		TRANSMITTAL NO. 01525-1	
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS <small>(This section will be initiated by the contractor)</small>								
TO: Portland District Eng/Const P.O. Box 2946 Portland, Oregon 97208-2946			FROM: Fabrication Products Inc. 4201 N.E. Minnehaha Street Vancouver, Washington 98661		CONTRACT NO. W9127N-05-C-0025 NA		CHECK ONE: <input checked="" type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____	
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 01525 Safety and Occupational Health Requirement			PROJECT TITLE AND LOCATION 01-Main Register Bonneville FGE & VBS Modifications Bonneville Lock & Dam				CHECK ONE: THIS TRANSMITTAL IS FOR <input type="checkbox"/> FIO <input checked="" type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR	
ITEM NO. <small>a.</small>	DESCRIPTION OF ITEM SUBMITTED <small>(Type size, model number/etc.)</small> <small>b.</small>	MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. <small>(See instruction no. 8)</small> <small>c.</small>	NO. OF COPIES <small>d.</small>	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE <small>g.</small>	VARIATION <small>(See Instruction No. 6)</small> <small>h.</small>	FOR CE USE CODE <small>i.</small>
				SPEC. PARA NO. <small>e.</small>	DRAWING SHEET NO. <small>f.</small>			
1	Accident Prevention Plan (APP)		5	1.3.5		A		B
2	Activity Hazard Analysis		5	1.3.5		A		B
10	Quality Control Plan		5	1.3.5	TOM WEIS	A		B
REMARKS					I certify that the above submitted items have been reviewed in detail and are correct and in the strict conformance with the contract drawings and specifications except as otherwise stated. _____ NAME AND SIGNATURE OF CONTRACTOR			
SECTION II - APPROVAL ACTION								
ENCLOSURES RETURNED (List by item No.)			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		

Transmittals in Review

Imported Transmittals

If you have imported transmittals from the Contractor they will be listed here until such time as they are logged in. If they have all been logged in, RMS will indicate that also.



Review Status

This area reflects the review status and actions taken on transmittals until such time as they are sent to the Contractor. Once they are sent to the Contractor they no longer appear on this screen.

Submittals - Transmittals in Review [01 Main Register]

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Specification Sections

Submittal Register

Transmittal Log

Transmittals in Review

Submittal Reviewers

Imported Transmittals Transmittals in Review

Transmittal Number	Submittal Items included on Transmittal	Received by Government	Review Due Date	Sent to Contractor
15050-5	1,14	09/02/2007	10/02/2007	

Transmittal Items - [2]

Item	Primary Reviewer	QA Code	QC Code
1	Scott A. Apple		A
14	Scott A. Apple		A

Secondary Reviewer - [0]

Secondary Reviewer	Review Due	Review Completed

Submittal Reviewers

This feature allows you to revise and/or reassign Submittal Reviewers to a particular submittal item, to a section, and so forth. You may modify the screen directly by selecting the **Reviewer** or **Review Days** on the main screen shown.

Section	Item No.	Description	SD No.	Info Only	Reviewer	Review Days
01525	1	Accident Prevention Plan (A	19	GA	Eric A. Arndt	30
01525	2	Activity Hazard Analysis	19	GA	Scott A. Apple	30
01525	3	Crane Critical Lift Plan	19	GA	Scott A. Apple	30
01525	4	Accident Report	20	FIO	Scott A. Apple	10
01525	5	Monthly Exposure Reports	20	FIO	Scott A. Apple	10
01525	6	Regulatory Citations and Vi	20	FIO	Scott A. Apple	10
01525	7	Crane Reports	20	FIO	Eric A. Arndt	10
01525	8	Confined Space Entry Perm	20	FIO	Scott A. Apple	10
01525	9	Certificate of Compliance	07	GA	Scott A. Apple	30
01525	9.1	CRANE OPERATOR CERT	07	FIO	Scott A. Apple	10
01525	9.2	CRANE OPERATOR CERT	07	FIO	Scott A. Apple	10
01525	9.3	OSHA 30 TRAINING CERT	07	FIO	Scott A. Apple	10
01525	9.4	OSHA 30 TRAINING CERT	07	FIO	Scott A. Apple	10
01525	10	Quality Control Plan	19	GA	Scott A. Apple	30
01525	11	WORK PLAN & SCHEDUL		GA	Scott A. Apple	30
01525	12	Environlogic Biodegradable	19	FIO	David M. Bardy	30
01525	13			FIO	Scott A. Apple	0
01525	14			FIO	Naameh A. Nomie	10
03307	1	Air-Entraining Admixture Cur	12	FIO	Scott A. Apple	10

Alternatively, you may push the **Update** and have the following choices:

- Assign Primary Reviewer for Unassigned Submittals
- Assign Primary Reviewer for Selected Office
- Replace Reviewer: _____ With: _____
- Replace Invalid Reviewers with a Valid Reviewer
- Set Government Review Period

Chapter 17 – Schedules & the Standard Data Exchange Format (SDEF)

What this Chapter presents:



Contractor Schedule Requirements

- Overview
- Standard Data Exchange Format (SDEF)
- RMS and the SDEF
- Contract Specified Project Schedule
- Milestone Schedule
- Monthly Schedule
- Activity Schedule
- Feature Schedule

Schedules and the SDEF



Overview

This chapter furnishes basic information on the **Schedules** and the **Standard Data Exchange Format** and provides general instructions for utilizing the associated modules of the RMS program.

RMS maintains four types of schedules

Milestone Schedule

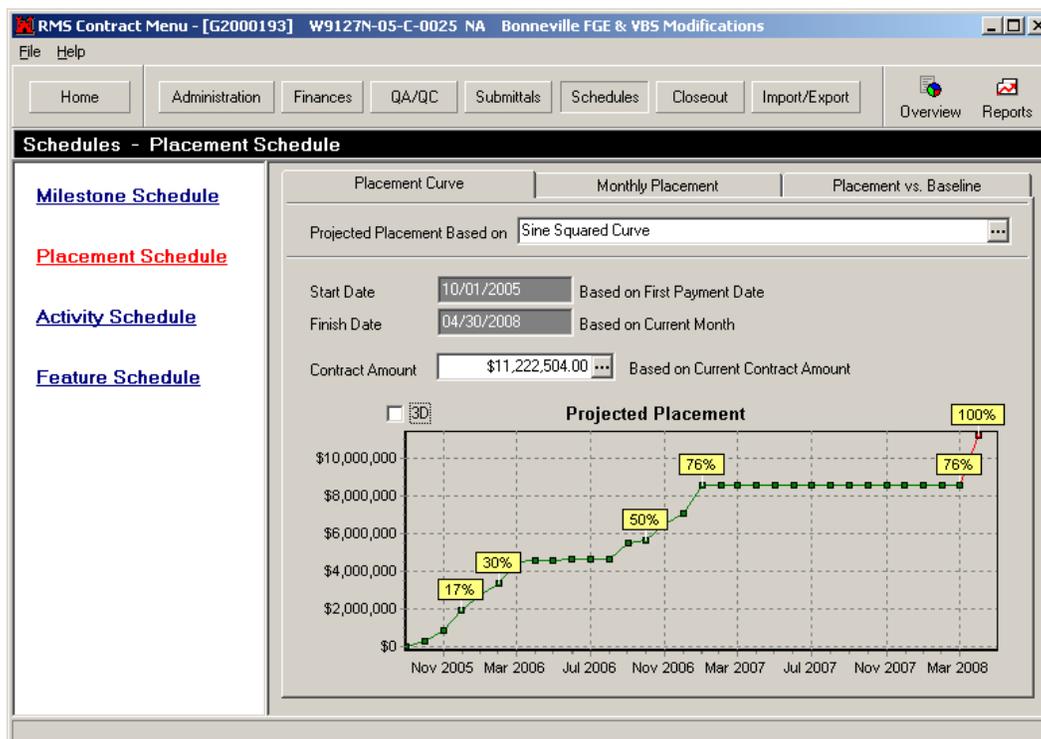
Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date
◆ Contract Award		10/31/2005		09/20/2005
◆ NTP Acknowledged		09/10/2005		10/31/2005
◆ Construction Start Date		09/15/2005		11/01/2005
◆ Contract Required Completion	12/07/2006	05/16/2007		
◆ Red Zone Meeting		07/30/2007		08/01/2007
◆ Construction Completion		08/27/2007		

The most important schedule to the customer is the **Milestone schedule**. This schedule includes not only major milestones like the Contract Award Date, Notice To Proceed, Construction Start Date, and BOD, but can also include important milestones for the customer, like partial turnover for installing customer furniture, scheduling User Training classes, O&M turnover, etc. During construction these types of milestones should be reviewed at the weekly planning meetings with the contractor and updated in RMS as part of the daily QA reporting process. Prior to construction award, milestone dates should come from P2 to RMS, but after

Resident Management System

construction award the construction milestone dates will come from RMS to P2. Some offices choose to include the Milestones the contractor may indicate on his project schedule.

Placement Schedule



This is the area from which you create your Placement Curve and should ensure that the projected placement reaches 100%. You can create this manually, use an S-curve, or use the Contractor's activity scheduled start and finish dates.

A Baseline Schedule can be entered from this selection also. You can create the Baseline manually, or simply copy any placement to the Baseline. The baseline should be completed to make use of the **District Baseline Schedules** from the Summary Level.

Activity Schedule

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float
2003	VBS	09/16/06A	03/25/07			0
2003-A	VBS (For Use During The Following WS)	10/01/06A	12/15/07			0
2004	STS Turning Vanes	10/01/06A	03/15/07			0
2005	VBS Guides (For Use During The Followin	10/01/06A	12/15/07			0
2006	Gap Closure Devices	10/16/06A	03/15/07			0
2007	Electrical Work (Pressure Transducers)	11/02/06A	03/31/07			0
2008	Services of Skilled Craftsmen	01/15/07A	03/31/07			0
2013	Provide Trnsducer Desiccant Modules in	01/15/07A	02/16/07			0
2015	Washdown Pump-Flow Switch	01/05/07A	02/16/07			0
2016	Provide Crane to Unload VBSs - WS # 2					0

This is the schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc. The level of detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite. It would not make sense to duplicate this schedule in P2.

Feature Schedule

As part of the contractor's QC Plan, **Definable Features of Work** for a construction contract are identified by the contractor to plan Preparatory, Initial and Follow-Up inspections of the work. RMS generates a **feature schedule** by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Most construction contracts (even those with 1000's to tens of 1000's of work activities) have fewer than 30 features of work. This rolled up feature schedule makes an excellent schedule for monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Interior Electrical, Roofing, etc.

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Schedules - Feature Schedule

[Milestone Schedule](#)
[Placement Schedule](#)
[Activity Schedule](#)
[Feature Schedule](#)

Edit Find

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
CARPENTRY - FINISH				
CARPENTRY - ROUGH				
CONCRETE - FORMWORK				
CONCRETE, CAST-IN-PLACE	10/01/05 A	03/30/06 A	11/01/05 A	11/01/05 A
CONCRETE, SIDEWALKS				
ELECTRICAL, INTERIOR - FINISH				
ELECTRICAL, INTERIOR - ROUGH	11/01/05 A	03/31/07	12/06/05 A	12/05/05 A
ELECTRICAL, UNDERGROUND				
EXCAVATION				
FIRE DETECTION & ALARM SYSTEMS				
FIRE SPRINKLER SYSTEM-INTERIOR				
HVAC SYSTEM				
LANDSCAPING				

Feature - CONCRETE, CAST-IN-PLACE
First Activity 1002 Gate-well Modifications Start **10/01/2005A**
Last Activity 1002 Gate-well Modifications Finish **03/30/2006A**
 Feature start and finish dates computed from the activity schedule.
 Preparatory and Initial Inspection Dates from Daily QC Reports.

Standard Data Exchange Format (SDEF)

The SDEF was developed by the U.S. Army Construction Engineering Research Laboratories (USACERL) in conjunction with the Corps of Engineers Headquarters, Corps Field Offices, construction management consultants, scheduling software vendors, and professional associations.

Implementation of the SDEF makes data transfer between the Corps of Engineers and construction companies easier by establishing a standard format for the exchange of scheduling data.



NOTE: As of 2001, only Primavera is providing a Windows program (P3) with SDEF compatibility.

Feature for the SDEF

You can merge two SDEF files into one file with the available “SDEF Merger Utility”. This utility is available on the RMS and QCS Websites.

RMS and the SDEF

This guide specification covers the requirements for use of RMS for contract monitoring and administration. (QCS = 01 45 02.00 10) (Construction Quality Control = 01 45 00.00 20)

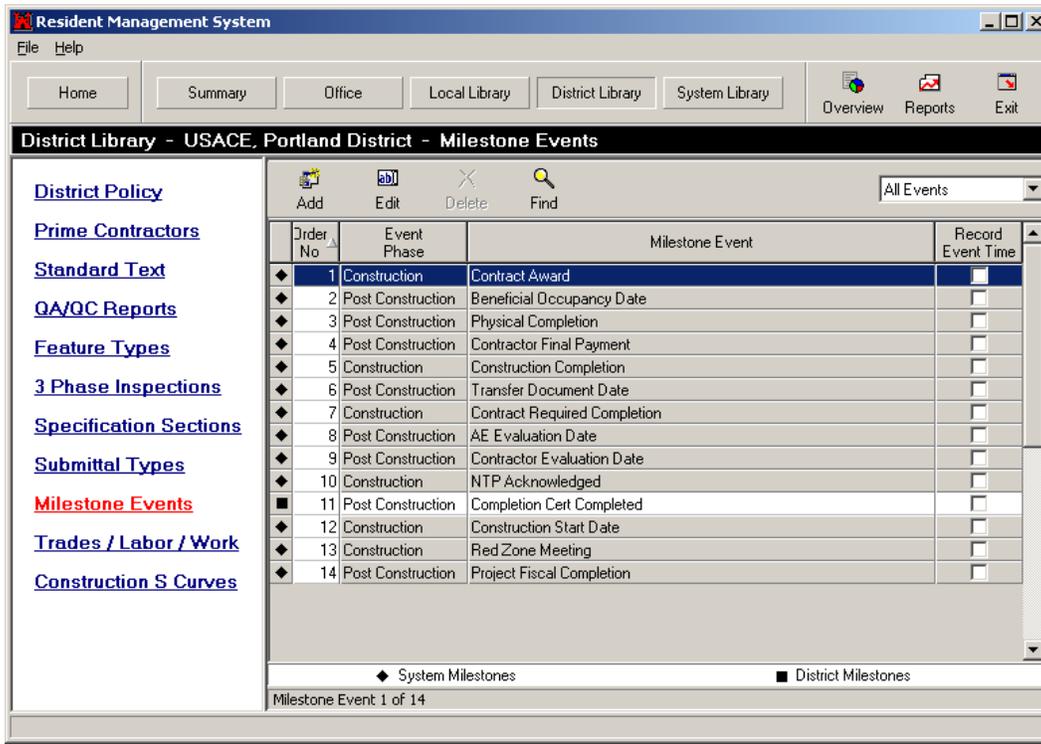
Contract Specified Project Schedule

This guide specification covers the requirements for the preparation and maintenance of the project schedule. (Project Schedule = -1 31 19.00 40) (NAS = 01 32 17.00 20)

District Milestone Events – District Library

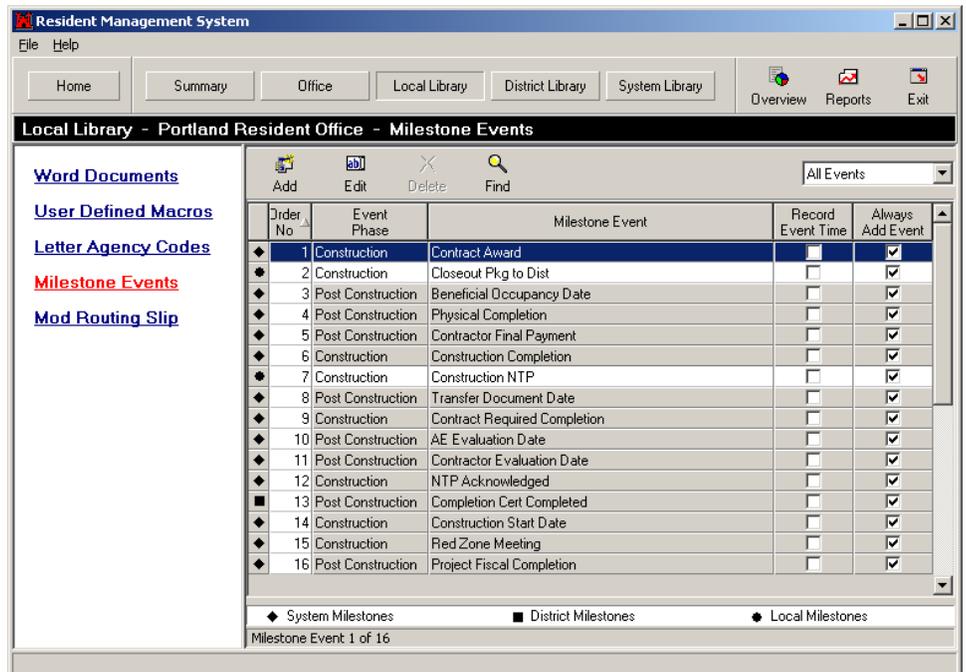
Milestones are arranged in sub-groups and are based on the time period in which they occur. The sub-groups you may select are listed below:

All Events	= Listing of All Milestone Events
Design	= Events occurring prior to award
Construction	= Events occurring during construction
Post Construction	= Events occurring following construction



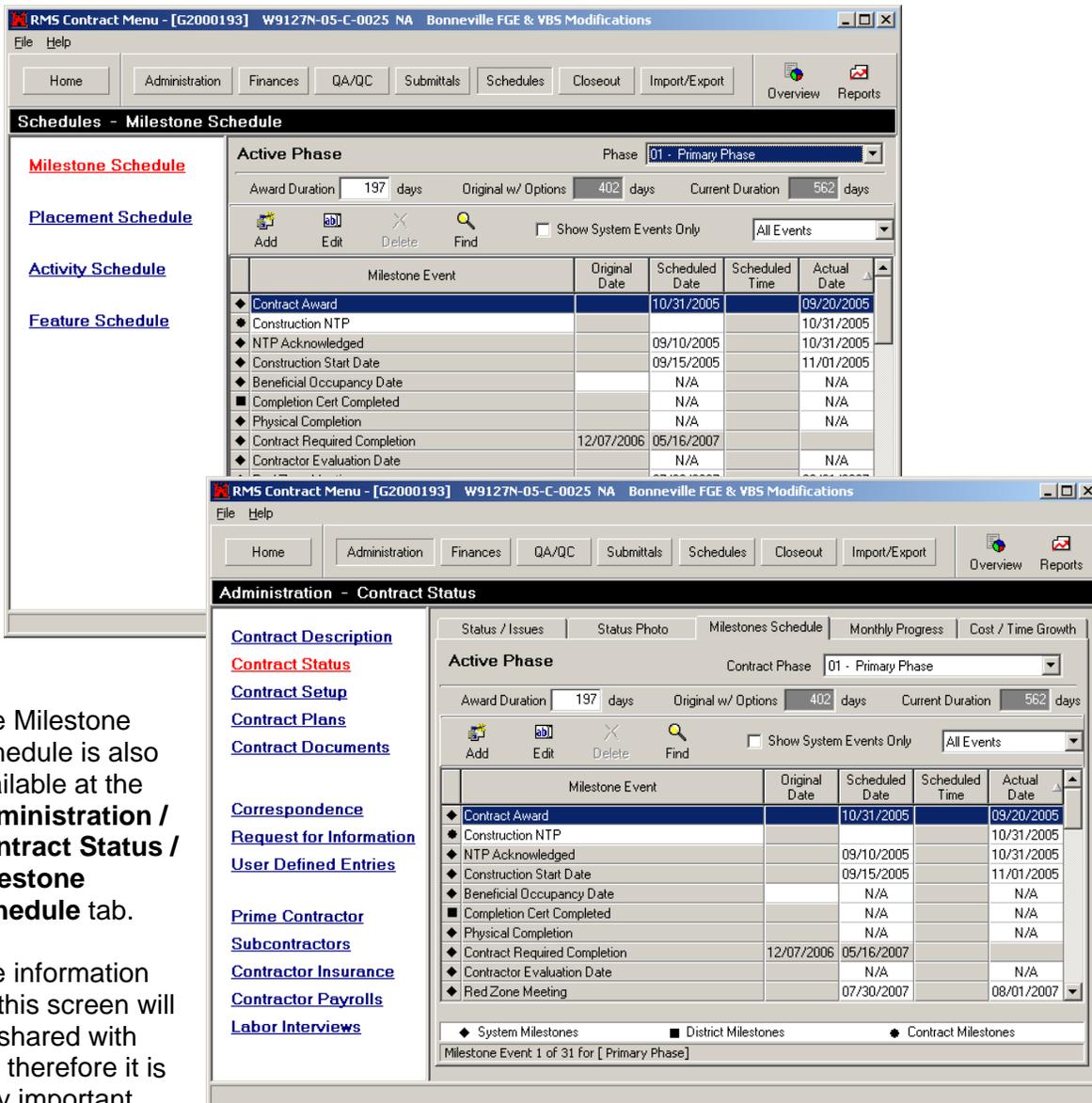
Milestone Events – Local Library

Milestones that are “gray” on this screen are mandatory milestones and originate from either the RMS program, or the District Library. They are **Read Only** and only the “Order No.” can be modified. You can choose to record the time of the milestone and whether to add the milestone to contracts as they are entered into the RMS program.



Resident Management System

The **Milestone Schedule** in the contract reflects all the milestones from the RMS Program (System Milestones), the District and the Local Libraries. You are also able to add milestones that are unique to an individual contract, but these would not be listed in the Local Library, nor would they be available for other contracts. Remember, if you have multiple phases on a contract you can choose to use them, or roll them up into only one phase (**Contract Setup**).

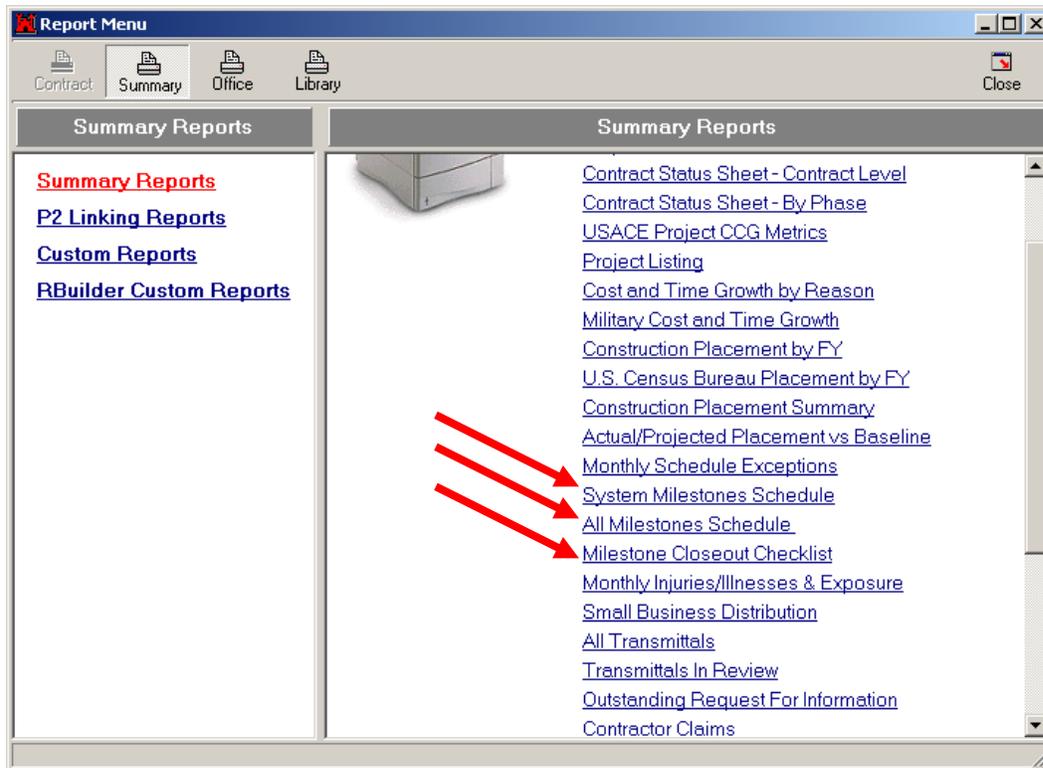


The Milestone Schedule is also available at the **Administration / Contract Status / Milestone Schedule** tab.

The information on this screen will be shared with **P2**; therefore it is very important that it be kept current.

Milestone Schedules - Summary Reports

There are three Milestone related reports available from the Reports Explorer, from the Summary area of RMS.



Resident Management System

Monthly Progress

This selection should always be completed to provide either *scheduled* or *projected* earnings for the monthly projections.

The **Monthly Progress** shows earnings to-date figures that are automatically posted from each Contractor pay estimate. You can generate the Scheduled Progress from this selection.

The screenshot shows the RMS Contract Menu interface. The main window displays the 'Administration - Contract Status' section with the 'Monthly Progress' tab selected. A table shows progress data for months from Jan 07 to May 07. A red arrow points from the 'Generate Scheduled Progress' button in the main window to a dialog box titled 'Generate Scheduled Progress'.

Generate Scheduled Progress

Scheduled Progress must be maintained by the RMS user. You may copy/generate a progress schedule based on any of the options below. Once generated, you must manually adjust the scheduled progress as needed or return to this option to regenerate a new progress schedule.

- Copy Actual/Projected % Placement
- Selected S Curve from District Library modified for actuals to date
- Contractor's activity scheduled start and finish dates

Contractor's activity scheduled start and finish dates

- Early start
- Mid float start
- Late start

OK Cancel

Month	Placement		Progress	
	Actual %	Projected %	Actual %	Scheduled %
Jan 07	80%		80%	80%
Feb 07	80%		80%	80%
Mar 07	80%		80%	80%
Apr 07	80%		80%	80%
May 07	80%		80%	80%

Resident Management System

Activity Schedule

This option gives you a quick overview of your activity schedule. The information in this section is either entered directly into RMS or imported from the QC module (QCS) or scheduling software package. There is an opportunity to review imported data before incorporating it into RMS. Choosing **Activity Schedule** brings up the following screen.

Schedules - Activity Schedule *(Read Only)*

Find

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float
10005A	VBS Guides (For Use During The Followi	03/01/06A	06/25/06A			0
10006A	Gap Closure Devices (For Use During the	03/01/06A	06/25/06A			0
1001	Mob/Demob	11/01/05A	11/01/05A			0
1002	Gate-well Modifications	10/01/05A	03/30/06A			0
1003	VBS	10/01/05A	03/31/06A			0
1004	STS Turning Vanes	10/01/05A	03/31/06A			0
1005	VBS Guides	10/01/05A	03/31/06A			0
1006	Gap Closure Devices	10/01/05A	03/31/06A			0
1007	Raw Water Wash Down System	11/01/05A	04/06/06A			0
1008	Electrical Work (Pressure Transducers, P	11/01/05A	04/06/06A			0
1009	Services of Skilled Craftsmen (Optional As	02/25/06A	02/25/06A			0
1010	Accel.Delivery of VBSs & STSs (U#13)	03/30/06A	03/31/06A			0
1011	Misc. Elect. Changes-Mod.#R00008	05/02/06A	05/02/06A			0
1012	StnWell Revision & Misc. Changes, Mod.	05/02/06A	05/02/06A			0
1013	Washdown Pump Piping Modification	08/23/06A	10/03/06A			0
1014	Modify Lifting Beam End Blocks	07/28/06A	01/01/07A			0
1015	STS Repair	08/01/06A	10/03/06A			0

Scheduled and Actual Dates - Imported from NAS

Imported from NAS

This is a **Read Only** screen if the Contractor is using the QCS program and no changes can be made from this screen. The scheduled dates are either imported from the Contractor's NAS or manually updated. The actual dates are imported (or manually extracted from) the Contractor's Daily QC Report.

By using the drop-down menu, at the upper righthand side of the screen, you can view the activities sorted by any of the following:

- All Activities (Default)
- Critical Activities
- Activities Not Started
- Activities in Progress
- Activities Not Finished
- Activities Finished

CHAPTER 18 - Closeout Activities

What this Chapter presents:

- Overview
- Closeout Activities
- Real Property
- Installed Property
- Transfers - DD Form 1354
- Requisitions - DD Form 1149
- Contractor Evaluations - DD Form 2626
- Warranty Inspections



Overview

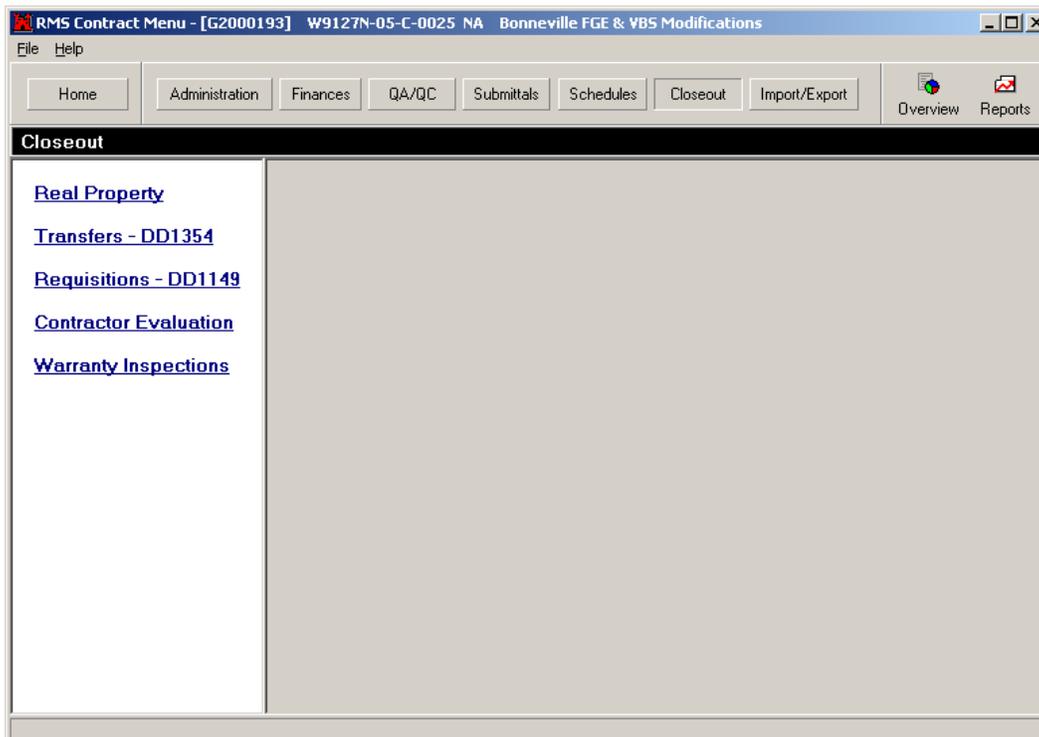


This chapter addresses requirements for Transfer of Completed Facilities and Warranty enforcement procedures as addressed in **ER 415-345-38** (30 June 2000). The referenced **Engineering Regulation** is the basic regulation that prescribes USACE policy and procedures for transfer of completed construction projects. We will discuss how the RMS program is setup to assist us in closing out a contract.

Closeout Activities in RMS

RMS provides the following input screens and forms for closing out a construction contract and more are under consideration for future releases:

- Real Property Screens
- Transfers - DD Form 1354 Input screens and reports
- Requisitions - DD Form 1149 Input screens and reports
- Contractor Evaluations - DD Form 2626 Input screens and reports
- Warranty Inspection screens and reports



Resident Management System

Real Property

For Military construction contracts, **Real Property** is required to be documented by use of the DD Form 1354, “*Transfer and Acceptance of Military Real Property*”. This form is used to transfer a facility, or part of a facility, to the Using Service prior to either partial or complete occupancy. This form may be supplemented by DA Form 2877, “*Real Property Record*”, on Army construction contracts.

As shown above, **Real Property** is accessed from **Contract Menu / Closeout / Real Property**. This screen will show all items of **Real Property** that have been entered during the contract.

The screenshot displays the 'RMS Contract Menu' application window. The title bar shows 'W912DW-07-C-0006 NA FY07 Air Support Operations Squadron'. The main menu includes 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', and 'Import/Export'. The 'Closeout' menu is active, showing a sub-menu for 'Real Property' with options for 'Transfers - DD1354', 'Requisitions - DD1149', and 'Contractor Evaluation'. A table lists real property items:

Order No	Real Prop ID	Facility	Category Code	Description
1	RP-00001	03101	14112	Aviation Unit Operations Building
2	RP-00002	03099	44263	Vehicle Storage Building, Installation
3	RP-00003	03071	44263	Vehicle Storage Building, Installation
4	RP-00004	03072	44263	Vehicle Storage Building, Installation

An 'Edit Real Property' dialog box is open, showing details for Item No. RP-00001. The fields are as follows:

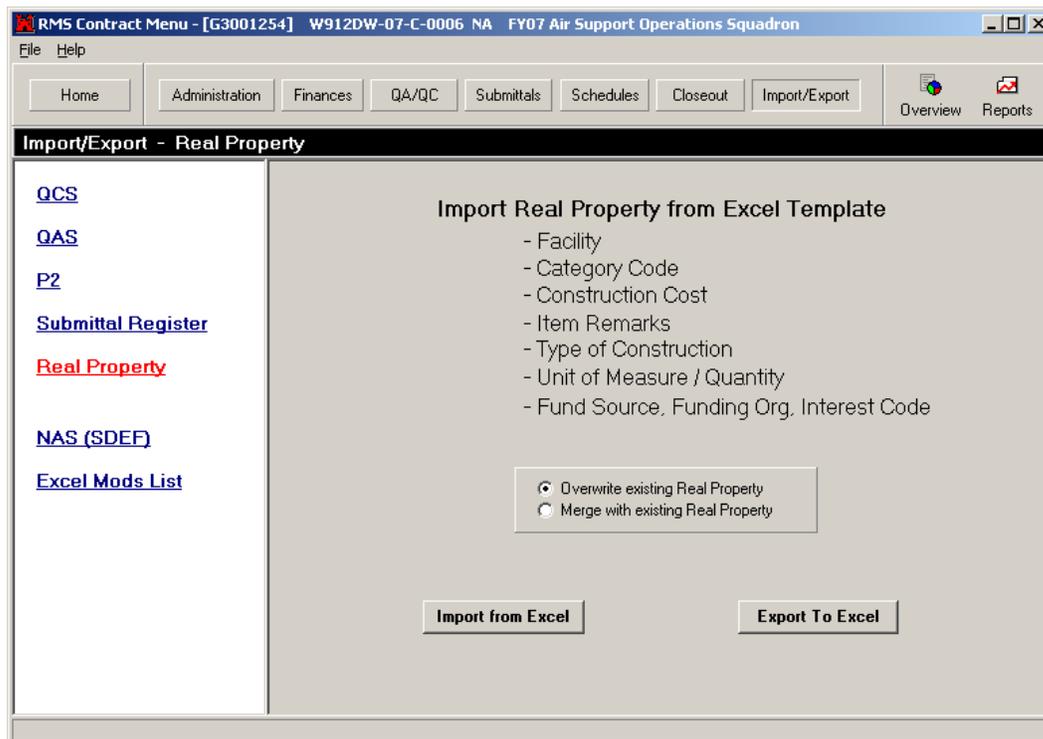
- Item No: RP-00001
- Order No: 1
- Facility: 03101
- Category Code: 14112
- Category Description: Aviation Unit Operations Building
- Type of Construction: Permanent
- Unit of Measure / Quantity:
 - 1. SF - SQUARE FOOT: 40097
 - 2. NA - NOT APPLICABL: 0
- Construction Cost: \$10,720,200.00
- Fund Source: 01 - MILCON
- Funding Org: 00 - ARMY
- Interest Code: 01 - DoD
- Item Remarks: New Air Support Operations Squadron (ASOS) with attached 21410 Vehicle Maint Shop

Real Property Import from Spreadsheet

As an alternative to entering the Real Property directly into the RMS screens, an Excel Template is available to allow entry via a spreadsheet. The template can be downloaded from the RMS website at the following URL:

http://www.rmssupport.com/datafiles/RealPropertyTemplate_ver1_final.zip

You will use the Import/Export screen to use the Excel Template as follows:



For Design-Build contracts, where the Contractor is using QCS and must also provide the Real Property Listing and DD Form 1354, this will be most helpful.

Transfers – DD Form 1354

Once the **Real Property** is entered, you may prepare a *DD Form 1354* and link one or more pieces of the Real Property to the form. It is not uncommon on larger projects to have multiple Transfer Documents, as you need to provide one for the Customer to sign with each phase or portion of the contract turned over to them.

The screenshot displays the 'RMS Contract Menu' application window. The main window is titled 'Closeout - Transfers - DD1354' and contains a navigation menu on the left with options: Real Property, Transfers - DD1354, Requisitions - DD1149, Contractor Evaluation, and Warranty Inspection. The main area shows a table with one entry:

Trans No	Date	Transferred From	Transferred To
1	05/15/2007	NORTHWEST AREA OFFICE	DIRECTOR FT LEWIS PUBLIC WORKS

An 'Edit Transfer No 1' dialog box is open, showing the following details:

Header

Real Property	Deficiencies	Remarks
1. From: Installation: NORTHWEST AREA OFFICE Activity: USACE, SEATTLE PO BOX 610 Service/Zip: DUPONT, WA 98327-0610		2. Date Prepared: 05/15/2007 3. Project/Job No: 57437 4. Serial No: N/A 6. Site/Installation No: FT LEWIS/53465 8. Drawing Numbers: 22s/141-10-01

9. Transaction Details

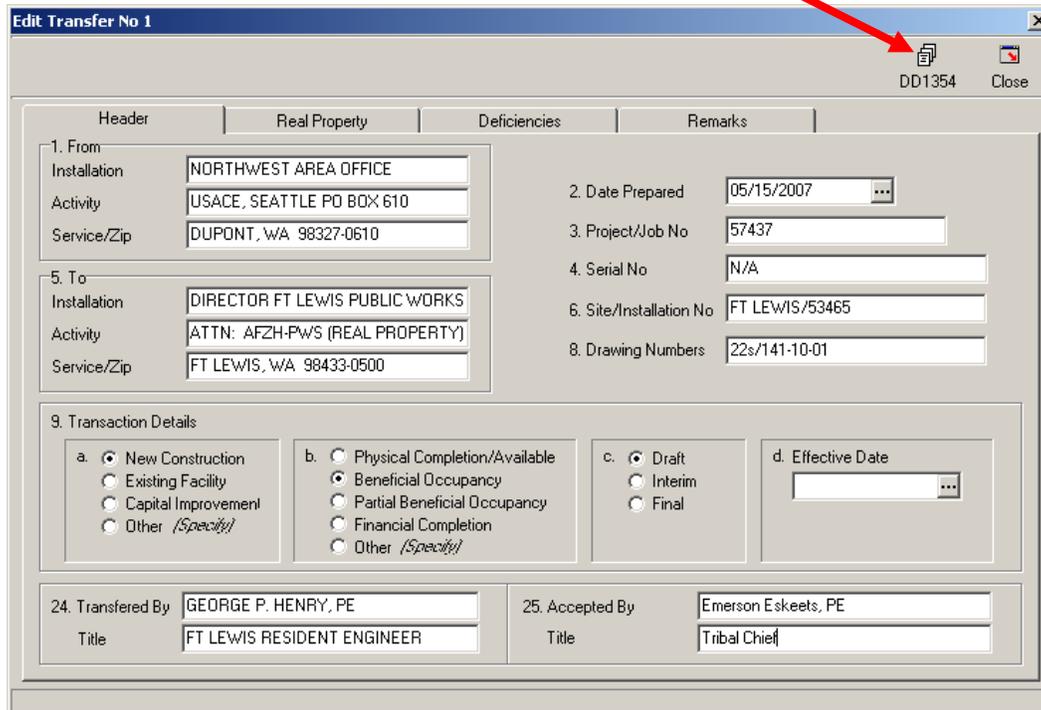
a. <input checked="" type="radio"/> New Construction <input type="radio"/> Existing Facility <input type="radio"/> Capital Improvement <input type="radio"/> Other (Specify)	b. <input type="radio"/> Physical Completion/Available <input checked="" type="radio"/> Beneficial Occupancy <input type="radio"/> Partial Beneficial Occupancy <input type="radio"/> Financial Completion <input type="radio"/> Other (Specify)	c. <input checked="" type="radio"/> Draft <input type="radio"/> Interim <input type="radio"/> Final	d. Effective Date:
---	--	---	--------------------

24. Transferred By: GEORGE P. HENRY, PE
Title: FT LEWIS RESIDENT ENGINEER

25. Accepted By: Emerson Esketees, PE
Title: Tribal Chief

Sample - DD Form 1354 Report Form

You may view and print the form itself by selecting the **DD1354** button at the top of the screen.



The screenshot shows a software window titled "Edit Transfer No 1" with a standard Windows-style title bar. In the top right corner of the window, there is a button labeled "DD1354" with a printer icon, and a "Close" button. A red arrow points to the "DD1354" button. The main content area of the window is divided into several sections:

- Header:** A tabbed interface with "Real Property", "Deficiencies", and "Remarks" tabs.
- 1. From:** Installation (NORTHWEST AREA OFFICE), Activity (USACE, SEATTLE PO BOX 610), Service/Zip (DUPONT, WA 98327-0610).
- 2. Date Prepared:** 05/15/2007
- 3. Project/Job No:** 57437
- 4. Serial No:** N/A
- 5. To:** Installation (DIRECTOR FT LEWIS PUBLIC WORKS), Activity (ATTN: AFZH-PWS (REAL PROPERTY)), Service/Zip (FT LEWIS, WA 98433-0500).
- 6. Site/Installation No:** FT LEWIS/53465
- 8. Drawing Numbers:** 22s/141-10-01
- 9. Transaction Details:**
 - a. New Construction, Existing Facility, Capital Improvement, Other (Specify)
 - b. Physical Completion/Available, Beneficial Occupancy, Partial Beneficial Occupancy, Financial Completion, Other (Specify)
 - c. Draft, Interim, Final
 - d. Effective Date (calendar icon)
- 24. Transferred By:** GEORGE P. HENRY, PE (Title: FT LEWIS RESIDENT ENGINEER)
- 25. Accepted By:** Emerson Eskeets, PE (Title: Tribal Chief)

Resident Management System

Sample - Real Property Form – DD Form 1354

Transfer and Acceptance of Military Real Property – Page 1 of 7

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY													Form Approved OMB No. 0704-0188				
													PAGE 1 OF 7 PAGES				
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</small>																	
1. FROM (Installation/Activity/District and Zip Code) NORTHWEST AREA OFFICE USA CE, SEATTLE PO BOX 610 DUPONT, WA 98327-0610					2. DATE PREPARED (YYYYMMDD) 20070515		3. PROJECT/JOB NUMBER 57437		4. SERIAL NUMBER N/A		9. TRANSACTION DETAILS a. <input checked="" type="checkbox"/> NEW CONST. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify)					b. <input checked="" type="checkbox"/> PHYS. COM. AVAIL. <input type="checkbox"/> BENF/O <input type="checkbox"/> PARTIAL BOD <input type="checkbox"/> FINANCIAL COM. <input type="checkbox"/> OTHER (Specify)	
5. TO (Installation/Activity/Service, Zip Code and INSNO) DIRECTOR FT LEWIS PUBLIC WORKS ATTN: AFZH-PWS (REAL PROPERTY) FT LEWIS, WA 98433-0500					6. SITE/INSNO NAME FT LEWIS/53465		7. CONTRACT NUMBER(S) W912DW-07-C-0006		8. DRAWING NUMBER(S) 22s/141-10-01		c. <input checked="" type="checkbox"/> DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/> INTERIM					d. EFFECTIVE DATE (YYYYMMDD)	
10. ITEM NO.	11. FACILITY NO.	12. CATEGORY CODE	13. CATCODE DESCRIPTION	14. TYPE	AREA		OTHER		19. COST	20. FUND SOURCE	21. FUND ORG	22. INTER-EST CODE	23. ITEM REMARKS				
					15. UNIT OF MEAS 1	16. TOTAL QUANTITY UM 1	17. UNIT OF MEAS 2	18. TOTAL QUANTITY UM 2									
1	03101	14112	AVN UNIT OPS	P	SF	40097	NA	0	\$10,720,200.00	01	00	01	New Air Support Operations Squadron (ASOS) with attached 21410 Vehicle Maint Shop				
2	03099	44263	VEH STOR INST	P	SF	2304	NA	0	\$150,497.00	01	00	01	New HMMVV 16 Bay Vehicle Storage Building				
3	03071	44263	VEH STOR INST	P	SF	2592	NA	0	\$169,309.00	01	00	01	New HMMVV 18 Bay Vehicle Storage Building				
4	03072	44263	VEH STOR INST	P	SF	1902	NA	0	\$124,226.00	01	00	01	New Stryker 16 Bay Vehicle Storage Building				
5	03073	44224	ORG STR BLDG	P	SF	432	NA	0	\$28,218.00	01	00	01	New Lawnmower Storage Building with attached 83312 Dumpster Enclosure				
6	ROAD1	85110	ROADS, PAVED	P	SY	0	MI	0	\$516,652.00	01	00	01	New 24' wide asphalt concrete driveways: curb/gutter (LF)				
7	OPKG1	85210	ORG PARK PAVED	P	SY	0	NA	0	\$0.00	01	00	01	New 5 vehicle space Ops Parking inside fence @VMS				
8	NPKG1	85215	NONORG PK PAVED	P	SY	0	NA	0	\$0.00	01	00	01	New POV Parking-63 spaces; curb/gutter (LF)				
9	WALK1	85220	SIDEWALKS SURFA	P	SY	0	NA	0	\$57,532.00	01	00	01	New Walkways-see information below.				
Additional Item Information: New Walkways: Standard Concrete Sidewalk (SY) Patterned Concrete (Patio) (SY) Concrete Ramps (SY) Concrete Stairs (SY) 3' Wide Path (SY)																	
10		87150	RETAIN STRUCTUR	P	NA	0	LF	43	\$4,480.00	01	00	01	New Concrete Retaining Wall				
11	PADSR	85225	PAD	P	SY	0	NA	0	\$5,000.00	01	00	01	New Concrete Equipment Pads-see information below.				
24. STATEMENT OF COMPLETION: The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										25.a. ACCEPTED BY (Typed Name and Signature) Emerson Eskeets, PE			b. DATE SIGNED (YYYYMMDD)				
a. TRANSFERRED BY (Typed Name and Signature) GEORGE P. HENRY, PE					b. DATE SIGNED (YYYYMMDD)					c. TITLE (DPWR/PAC) Tribal Chief			26. PROPERTY VOUCHER NUMBER				
c. TITLE (Area Engr./Base Engr./DPW) FT LEWIS RESIDENT ENGINEER																	

DD FORM 1354, 20040303

PREVIOUS EDITION IS OBSOLETE.

Installed Property

Included in the category of **Installed Property** are those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that require maintenance, have serial numbers and can be accounted for individually. This property is printed out on a separate report and is meant to accompany the *DD Form 1354* for the Customer. **Installed Property is not entered on the DD Form 1354 directly** but, rather is one of the **QC Requirements** addressed earlier.

QC Installed Property
Close

Installed No <input type="text" value="IP-00001"/>	Location <input type="text" value="Room 120"/>
Section <input type="text" value="16050"/>	Unit Type <input type="text" value="EA"/>
Paragraph <input type="text" value="15"/>	Unit Cost <input type="text" value="\$1,615.50"/>
Performed by <input type="text" value="Osmosis, Inc."/>	

Required for Activity <input type="text" value="2003"/> <input type="text" value="VBS"/>	Activity Start Date <input type="text" value="09/16/2006A"/>
Requirement Lag/Lead <input type="text" value="14"/> (days)	Requirement Needed by <input type="text" value="09/30/2006"/>

Description, ID, Manufacturer, Model, Serial Number

Edit

Refrigerator, Whirlpool, Model DHW2820, S/N WP20074567G

Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.

Edit

145 CF, 220-volt, 1-phase

Transfer Property (Requisitions - DD Form 1149)

Transfer Property is that property that “*changes hands*” during the construction process. Examples would include **Government Furnished Property (GFP)** that the Contractor would install or consume during the contract performance. It would include spare parts and supplies that are furnished by the contractor as part of the contract requirements, but not actually installed. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion.

Requisition and Invoice Screen

When you choose **Requisitions – DD1149**, this screen appears and lists all the DD Form 1149’s previously entered into the system.

Trans No.	Date	Shipped From	Shipped To
1	09/28/2007	Bonneville Resident Office	Clackamas County

The *DD Form 1149* is used to document the transfer of property to the customer and should include transfers to/from the Contractor, and the Corps of Engineers. This transfer may take place in more than one stage; if so, you will do one DD Form 1149 for each transfer.

DD 1149 Input Screens

The screens are pretty much self-explanatory and are used to compile the actual report. The information should be as complete as necessary to provide on audit trail of where each piece of transferred property actually was delivered.

The image shows three overlapping windows for entering DD 1149 transfer data. The top window is partially obscured by the middle one, which is in turn obscured by the bottom one.

Top Window (Transfer No. 1):

- Buttons: DD1149, Close
- Sections: DD1149 - Header Part 1, DD1149 - Header Part 2, Transfer Property
- Date: 04/28/2006
- From: Prime Contra, Bonneville
- To: USACE at Bc
- Ship to-Mark for: Eric Arndt

Middle Window (Transfer No. 1):

- Buttons: DD1149, Close
- Sections: DD1149 - Header Part 1, DD1149 - Header Part 2, Transfer Property
- Requisition Date: 04/28/2006, Requisition#: 2006-193
- Date Material Required: 04/28/2006, Priority: Low
- Authority or Purpose: Spare Parts in Contract
- Signature: Dupree, Voucher #: 193-20
- Date Shipped: 04/28/2006, Voucher Date: 04/28/2006

Bottom Window (Transfer No. 1):

- Buttons: DD1149, Close
- Sections: DD1149 - Header Part 1, DD1149 - Header Part 2, Transfer Property
- Table with 7 columns: Transfer Property, Description, Supply Action, Container Type, Container No., Quantity Requested
- Row 1: TP-00001, Provide 3 spare air compressor, PU, Pallet, 33, 3
- Buttons: Include, Remove
- Status: 1 Transfer Properties have been included.

Resident Management System

Sample Transfer Property Form – DD Form 1149

Requisition and Invoice/Shipping Document – Page 1 of 1

SHIPPING CONTAINER TALLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Form Approved
OMB No. 0704-0246
Expires Dec 13, 1996

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Dec 13, 1996			
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES, RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2													
1. FROM: (Include ZIP Code) Sundt Corporation Tucson, Arizona				SHEET NO. NO. OF SHEETS		5. REQUISITION DATE 02/04/2002		6. REQUISITION NUMBER COE-0020					
				7. DATE MATERIAL REQUIRED 02/06/2002				8. PRIORITY					
2. TO: (Include ZIP Code) Tucson Resident Office Davis-Monthan AFB, Arizona				9. AUTHORITY OR PURPOSE Spare Parts/Supplies Required									
3. SHIP TO-MARK FOR Received by _____ Date: _____ CESPL-CO-AD				10. SIGNATURE				11a. VOUCHER NUMBER AND DATE D-AD99000					
				12. DATE SHIPPED 02/06/2002				b. 02/06/2002					
				13. MODE OF SHIPMENT Pickup Truck				14. BILL OF LADING NUMBER N/A					
				15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
4. APPROPRIATION SYMBOL AND SUBHEAD DECA DACA09-99-D-0020 0005				OBJECT CLASS		EXPENDITURE ACCOUNT (From) (To)		CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.		BUREAU CONTROL NO.	AMOUNT
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)						UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
TP-0000	Acoustical wall covering that will be installed by User at SA later date. Complete boxes for move-in. 1,235 cobs. \$382												\$500.00
TP-0000	Spare laminate for wall signs and directories. Even number for all reports. Complete boxes and sizes. \$4.75												\$475.00
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										17. SPECIAL HANDLING			
RECEIPT	18. ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION			TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
	CHECKED BY									QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	PACKED BY									POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	TOTAL												

DD Form 1149, DEC 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

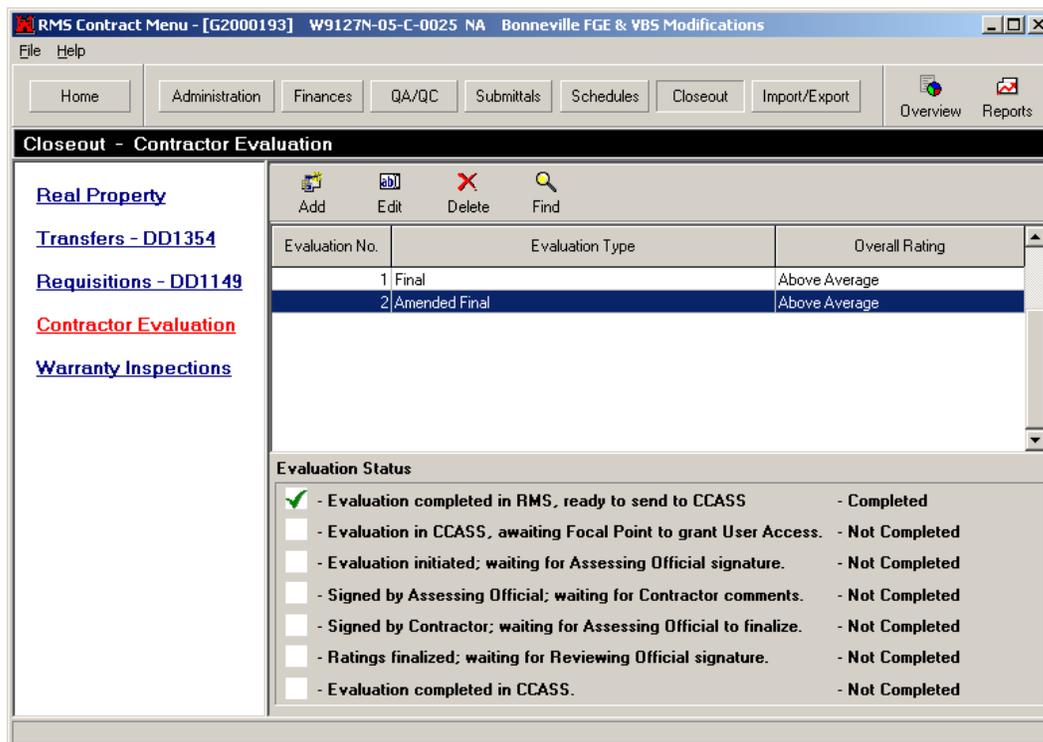
Contractor Evaluations – DD Form 2626

It is USACE standard operating procedure that the Contracting Officer evaluate contractor's performance and prepare a performance report using the DD Form 2626, *Performance Evaluation – Construction Contracts*, for each construction contract of:

\$100,000 or more;

\$25,000 or more, if any element of performance is either unsatisfactory or outstanding;

\$10,000 or more, if the contract is terminated for default.



RMS / CCASS Interface

The interface between RMS and CCASS is now available. Additional information can be obtained from the ACASS/CCASS the following website:

<http://www.cpars.csd.disa.mil/ccassmain.htm>

The Construction evaluation will be prepared in RMS. When the evaluator has prepared the evaluation to the point it is ready to be sent to the Assessing Official, it will be marked completed and ready to be sent to CCASS in RMS. It has been suggested that the evaluation be sent to the Contractor before it is sent to CCASS. This will give you the opportunity to fine-tune the evaluation prior to formal submission.

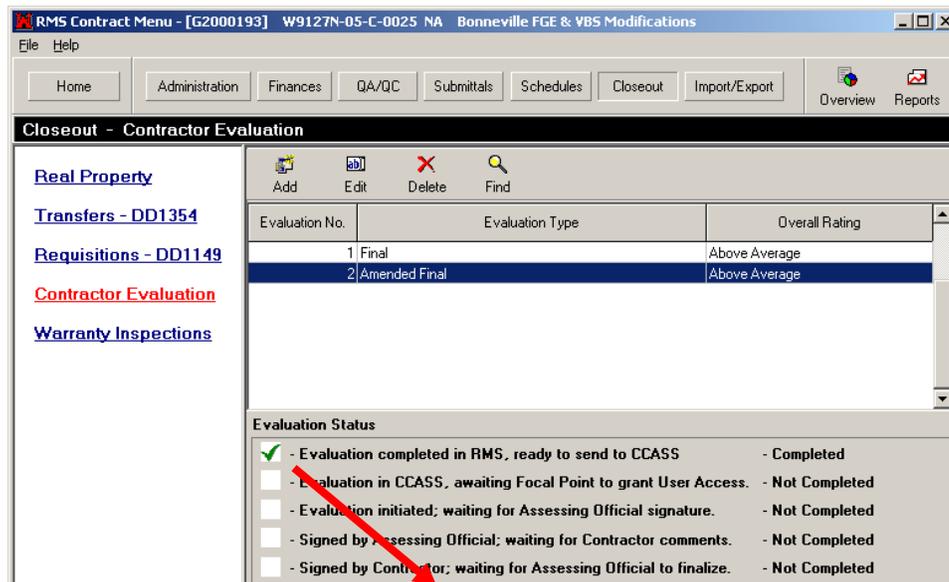
Resident Management System

The evaluation will be exported from RMS to CCASS. When the evaluation from RMS is imported into CCASS, the contract will automatically be registered. It is not necessary to "pre-register contracts" in CCASS when using the RMS-CCASS interface.

It is recommended (but not necessary) that the CCASS Focal Point authorize access to contracts prior to the evaluation being sent to CCASS from RMS. This will allow the Assessing Official (Evaluator), once notified that the evaluation is copied to CCASS, to login to CCASS and continue processing the evaluation to the Contractor Representative. It is further recommended that the Focal Point give access to not only the Assessing Official, but the Contractor Representative and Reviewing Official at the same time.

The Focal Point is required to include email addresses when authorizing access to allow CCASS to send the system email notifications as the evaluation is moved through the workflow process. The Contract Data Entry Representative role is not required for evaluations being exported from RMS. (The only roles required are Assessing Official, Contractor Representative, and Reviewing Official.)

CCASS will provide RMS with updated status of the evaluation each time the evaluation is updated in CCASS all the way through completion.



The screenshot shows the 'RMS Contract Menu' application window. The title bar includes the window name and project details: 'RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The interface features a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The main content area is titled 'Closeout - Contractor Evaluation' and contains a sidebar with navigation links: 'Real Property', 'Transfers - DD1354', 'Requisitions - DD1149', 'Contractor Evaluation', and 'Warranty Inspections'. The main panel has a toolbar with 'Add', 'Edit', 'Delete', and 'Find' icons. Below this is a table with columns 'Evaluation No.', 'Evaluation Type', and 'Overall Rating'. The table contains two rows: '1 Final' with 'Above Average' rating, and '2 Amended Final' with 'Above Average' rating. At the bottom, the 'Evaluation Status' section lists five status options, each with a checkbox and a completion status. A red arrow points to the first status: 'Evaluation completed in RMS, ready to send to CCASS - Completed', which has a green checkmark in its checkbox.

Evaluation No.	Evaluation Type	Overall Rating
1	Final	Above Average
2	Amended Final	Above Average

Evaluation Status

- Evaluation completed in RMS, ready to send to CCASS - Completed
- Evaluation in CCASS, awaiting Focal Point to grant User Access. - Not Completed
- Evaluation initiated; waiting for Assessing Official signature. - Not Completed
- Signed by Assessing Official; waiting for Contractor comments. - Not Completed
- Signed by Contractor; waiting for Assessing Official to finalize. - Not Completed

Once you have indicated you are complete with the evaluation in RMS and indicate that is ready to be sent to CCASS, this green check will appear and RMS will automatically send the evaluation to CCASS as scheduled within the RMS program.

Is your Contractor having trouble gaining access to CCASS?

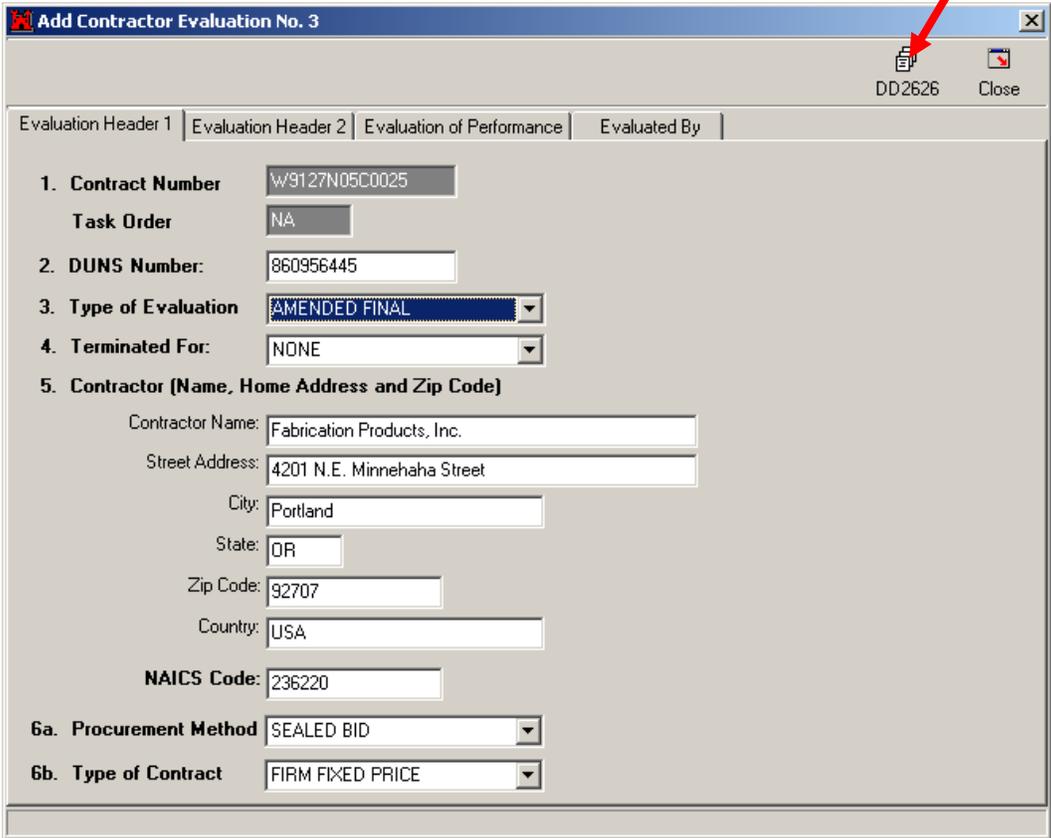
Contractors are required to obtain a PKI certificate in order to access the system. In addition to US contractors, contractors from only 4 other countries are able to obtain the PKI certificate: Canada, New Zealand, Australia, UK. All others must use a work around.

It works like this: Contractors from other countries need to use the login selection labeled, "Contractor Logon (Pending PKI)". This selection is available to all contractors from the date that the Focal Point initially enters them into the system through the next 90 days. (This is one reason not to set up these contractors at time of contract award, i.e. pre-registration.) However, since this pass through is only temporary (90 days), the Focal Point must send an email to the CCASS helpdesk requesting an extension of the 90-day period for the foreign contractor, as many times as necessary until the contractor has completed his commenting. The requests do not need to overlap. Once a contractor is in the system, the next time this contractor has a contract, a similar email can be sent to the helpdesk to initiate a new 90-day window.

Bottom line: There is no reason that any contractor cannot access CCASS to do their part, regardless of their country of origin.

The DD Form 2626 Report Form

You may access the report form directly from this screen by selecting the **DD2626** button.



The screenshot shows a web application window titled "Add Contractor Evaluation No. 3". The window has a blue title bar and a toolbar with a "DD2626" button and a "Close" button. A red arrow points to the "DD2626" button. The main content area is divided into tabs: "Evaluation Header 1", "Evaluation Header 2", "Evaluation of Performance", and "Evaluated By". The "Evaluation Header 1" tab is active, displaying the following fields:

1. Contract Number	W9127N05C0025
Task Order	NA
2. DUNS Number:	860956445
3. Type of Evaluation	AMENDED FINAL
4. Terminated For:	NONE
5. Contractor (Name, Home Address and Zip Code)	
Contractor Name:	Fabrication Products, Inc.
Street Address:	4201 N.E. Minnehaha Street
City:	Portland
State:	OR
Zip Code:	92707
Country:	USA
NAICS Code:	236220
6a. Procurement Method	SEALED BID
6b. Type of Contract	FIRM FIXED PRICE

Resident Management System

Sample - DD Form 2626 Report Form - Page 1 of 2

FOR OFFICIAL USE ONLY (WHEN COMPLETED)				
PERFORMANCE EVALUATION (CONSTRUCTION)			1. CONTRACT NUMBER W9127N05C0025 NA	
			2. DUNS NUMBER 97-989965	
IMPORTANT: Be sure to complete Part III - Evaluation of Performance Elements on reverse.				
PART I - GENERAL CONTRACT DATA				
3. TYPE OF EVALUATION (X one)			4. TERMINATED FOR DEFAULT	
<input type="checkbox"/> INTERIM (List Percentage _____%) <input checked="" type="checkbox"/> FINAL			<input type="checkbox"/> AMENDED	
5. CONTRACTOR (Name, Address, and ZIP code) Fabrication Products Inc. 4201 N.E. Minnehaha Street Bonneville OR 98867 NAICS Code: 012345			6.a. PROCUREMENT METHOD (X one) <input checked="" type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATED	
			b. TYPE OF CONTRACT (X one) <input checked="" type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT	
			<input type="checkbox"/> OTHER (Specify)	
7. DESCRIPTION AND LOCATION OF WORK Bonneville Second Powerhouse Fish Guidance (FGE) Program Gatewell and Vertical Barrier Screen (VBS) Modifications Bonneville Lock & Dam				
8. TYPE AND PERCENT OF SUBCONTRACTING 14% Concrete Saw Cutting 12% Services/Manpower 5% Electrical				
9. FISCAL DATA	a. AMOUNT OF BASIC CONTRACT \$4,531,947	b. TOTAL AMOUNT OF MODIFICATIONS \$35,000	c. LIQUIDATED DAMAGES ASSESSED \$0	d. NET AMOUNT PAID CONTRACTOR \$3,367,909
10. SIGNIFICANT DATES	a. DATE OF AWARD 09/15/2005	b. ORIGINAL CONTRACT COMPLETION DATE 04/15/2006	c. REVISED CONTRACT COMPLETION DATE 05/15/2006	d. DATE WORK ACCEPTED 04/28/2006
PART II - PERFORMANCE EVALUATION OF CONTRACTOR				
11. OVERALL RATING (X appropriate block)				
<input type="checkbox"/> OUTSTANDING <input checked="" type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> MARGINAL <input type="checkbox"/> UNSATISFACTORY (Explain in item 20 on reverse)				
12. EVALUATED BY				
a. ORGANIZATION ((Name and Address (Include Zip Code)) NWDC0-BO			b. TELEPHONE NUMBER (Include Area Code) 505-456-7866	
c. NAME AND TITLE Brandt D. Bannister Project Engineer		d. SIGNATURE		e. DATE
13. EVALUATION REVIEWED BY				
a. ORGANIZATION ((Name and Address (Include Zip Code))			b. TELEPHONE NUMBER (Include Area Code)	
c. NAME AND TITLE		d. SIGNATURE		e. DATE
14. AGENCY USE (Distribution, etc.)				

Resident Management System

Sample - DD Form 2626 Report Form - Page 2 of 2

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PART III - EVALUATION OF PERFORMANCE ELEMENTS								CONTRACT NUMBER W9127N05C0025 NA						
N/A = NOT APPLICABLE O = OUTSTANDING A = ABOVE AVERAGE S = SATISFACTORY M = MARGINAL U = UNSATISFACTORY														
15. QUALITY CONTROL								16. EFFECTIVENESS OF MANAGEMENT						
a. QUALITY OF WORKMANSHIP				X				a. COOPERATION AND RESPONSIVENESS		X				
b. ADEQUACY OF THE CQC PLAN				X				b. MANAGEMENT OF RESOURCES / PERSONNEL			X			
c. IMPLEMENTATION OF THE CQC PLAN				X				c. COORDINATION AND CONTROL OF SUBCONTRACTORS			X			
d. QUALITY OF QC DOCUMENTATION		X						d. ADEQUACY OF SITE CLEAN-UP				X		
e. STORAGE OF MATERIALS		X						e. EFFECTIVENESS OF JOB-SITE SUPERVISION					X	
f. ADEQUACY OF MATERIALS			X					f. COMPLIANCE WITH LAWS AND REGULATIONS					X	
g. ADEQUACY OF SUBMITTALS			X					g. PROFESSIONAL CONDUCT		X				
h. ADEQUACY OF QC TESTING			X					h. REVIEW/RESOLUTION OF SUBCONTRACTOR'S ISSUES			X			
i. ADEQUACY OF AS-BUILTS				X				i. IMPLEMENTATION OF SUBCONTRACTING PLAN	X					
j. USE OF SPECIFIED MATERIALS			X					18. COMPLIANCE WITH LABOR STANDARDS						
k. IDENTIFICATION / CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER			X					a. CORRECTION OF NOTED DEFICIENCIES	X					
17. TIMELY PERFORMANCE								19. COMPLIANCE WITH SAFETY STANDARDS						
a. ADEQUACY OF INITIAL PROGRESS SCHEDULE			X					a. ADEQUACY OF SAFETY PLAN			X			
b. ADHERENCE TO APPROVED SCHEDULE				X				b. IMPLEMENTATION OF SAFETY PLAN			X			
c. RESOLUTION OF DELAYS			X					c. CORRECTION OF NOTED DEFICIENCIES			X			
d. SUBMISSION OF REQUIRED DOCUMENTATION				X										
e. COMPLETION OF PUNCHLIST ITEMS			X											
f. SUBMISSION OF UPDATED AND REVISED PROGRESS SCHEDULES			X											
g. WARRANTY RESPONSE	X													
<p>20. REMARKS (Explanation of unsatisfactory evaluation is required. Other comments are optional. Provide facts concerning specific events or actions to justify the evaluation. These data must be in sufficient detail to assist contracting officers in determining the contractor's responsibility. Continue on separate sheet(s), if needed.)</p> <p>EVALUATOR REMARKS: Very good and responsive Contractor. A pleasure to work with Professionals.</p>														

Warranty Inspections

The warranty provisions on each fixed-price construction contract are described in FAR clause 52.276.21, "Warranty of Construction". The provisions of this clause state that the contractor must provide a warranty that the work required by the construction contract conforms to the contract requirements and is free of any defect in equipment, material, and workmanship for a period of 1 year after the date of final acceptance of the work or 1 year from the date the Government takes possession. Further guidance on implementing instructions concerning the warranty provisions is found in ER 415-345-38, "Transfer and Warranties".

We are required to conduct Post-Completion Inspections during the period of Warranty and report any deficiencies out to the Contractor for correction. These intervals of inspection are referred to a 4, 9 and 12 Month Warranty Inspections.

You begin this process by selecting the **Add** button.

The screenshot shows the 'RMS Contract Menu' application window. The main window has a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', 'Overview', and 'Reports'. The 'Closeout - Warranty Inspections' section is active, showing a table with columns for 'Facility', 'Description', 'Warranty Period Start Date', and 'Warranty Period End Date'. The table contains three rows of data. A red arrow points from the 'Add' button in the toolbar to the 'Warranty Inspections' dialog box. The dialog box is titled 'Warranty Inspections' and contains the text 'Add Warranty Inspection for completed facility'. It has two input fields: 'Facility Short title' with the value 'Engine Room' and 'Warranty Period Start Date' with the value '11/01/2007'. There are 'OK' and 'Cancel' buttons at the bottom.

Facility	Description	Warranty Period Start Date	Warranty Period End Date
Bonneville FGE	Bonneville Second Powerhouse Fish Guidance (FGE)	09/28/2007	09/26/2008
Fish Ladder	Fish Ladder along west side of dam	10/30/2007	10/30/2008
VBS Room	VBS Room and Controls	08/26/2007	08/26/2008

Give the Facility a Short Title and enter the date the Warranty Period commences. Select the **OK** button. If you have more than one phase, you will need to choose which phase to add the Facility to.

You will then be able to enter and track deficiencies identified during the inspection. These work very similar to QA Punch List Items.

You enter the Warranty Items on the Tab labelled **Warranty Items**.

Warranty Facility

Items Inspection Close

Facility Title: Engine Room Facility Short Title: Engine Room

Facility Description: Engine Room for 500 KW Diesel Generators - includes switchboards, ATS, and Fuel System

Warranty Period Start Date: 11/01/2007 Duration: 12 Months End Date: 10/31/2008

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Closeout - Warranty Inspections

Real Property
 Transfers - DD1354
 Requisitions - DD1149
 Contractor Evaluation
Warranty Inspections

Add Edit Delete

Facility	Item No.	Item Description	Status	Scheduled Correction	Actual Correction
VBS Room	WI-00001	Wall Covering Failure	Warranty	09/10/2007	09/09/2007
Bonneville FGE	WI-00002	Severe Concrete Cracking and Sp	Warranty		
Bonneville FGE	WI-00003	Concrete Deficiencies	Warranty		

WI-00001 Item Description: Wall Covering Failure

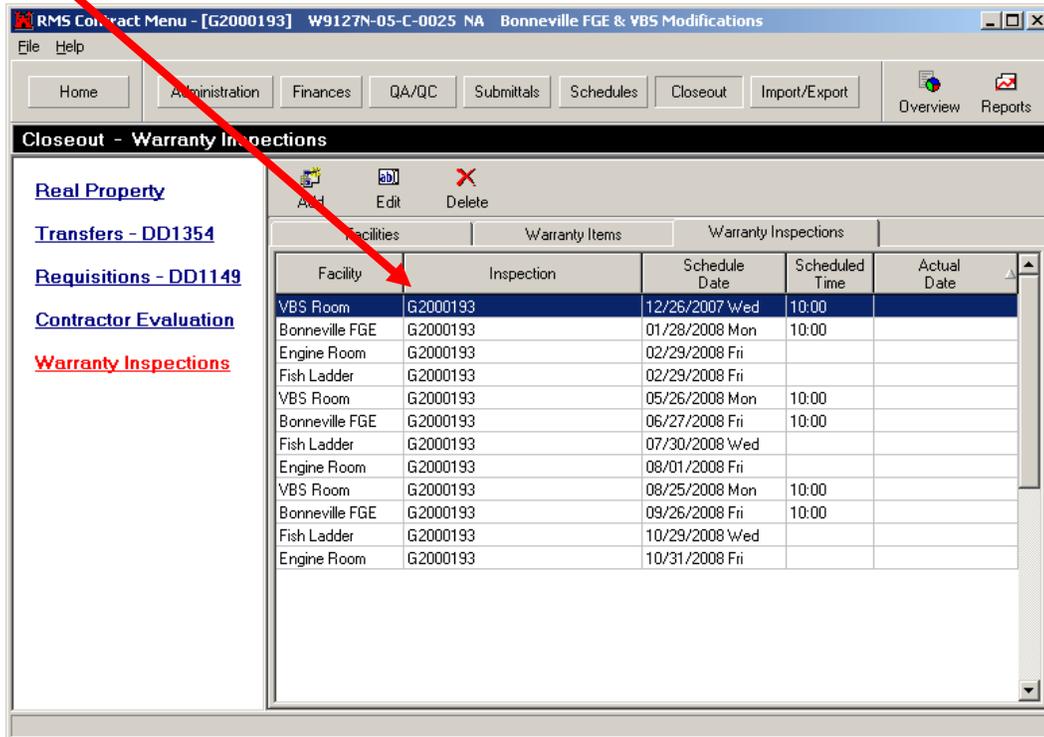
Government Remarks: Replace defective wall covering in Mech Room of VBS Control Building.

Contractor Remarks: Replaced all wall covering in Mech Room with different type as approved and requested by your Site Representative, Mr. Harry Ronstadt.

Warranty dates are automatically calculated and tabulated when you enter the Start date on the previous screens.

4 Month, 9 Month, and 12 Month Warranty Inspection

Choose the Inspection you are going to conduct by highlighting and hitting the Edit button.



Warranty Dates will recalculate whenever the START DATE of the Warranty period changes.

Add Attendees participating in the Inspection.

Add any Warranty Items discovered during the inspection

Warranty Inspection: VBS Room - 4 Mo. Wty

Items Inspection Close

Engine Room - 4 Month Warranty Inspection

Scheduled Date: 12/26/2007 Time: 10:00 Actual Date:

Attendees for 4 Month Warranty Inspection

Attendee Name	Organization	Phone No.

Warranty Items for 4 Month Warranty Inspection

Item No.	Item Description	Status	Scheduled Correction	Actual Correction

Warranty Attendee

Attendee Name: John Wiesmuller
 Organization: City of The Dallas
 Phone No.: 703-245-9756

Facility - VBS Room

Close

Warranty Item #: W1-00004 Location: Room 120

Item Description: Wall Covering Failure

Status

Item in Review - Warranty Status Undetermined
 Warranty Item
 Non-Warranty Item

Dates

Date Reported by Owner: 12/13/2007 Date Contractor Notified: 01/04/2008
 Date Corrected - Scheduled: Date Corrected - Actual:

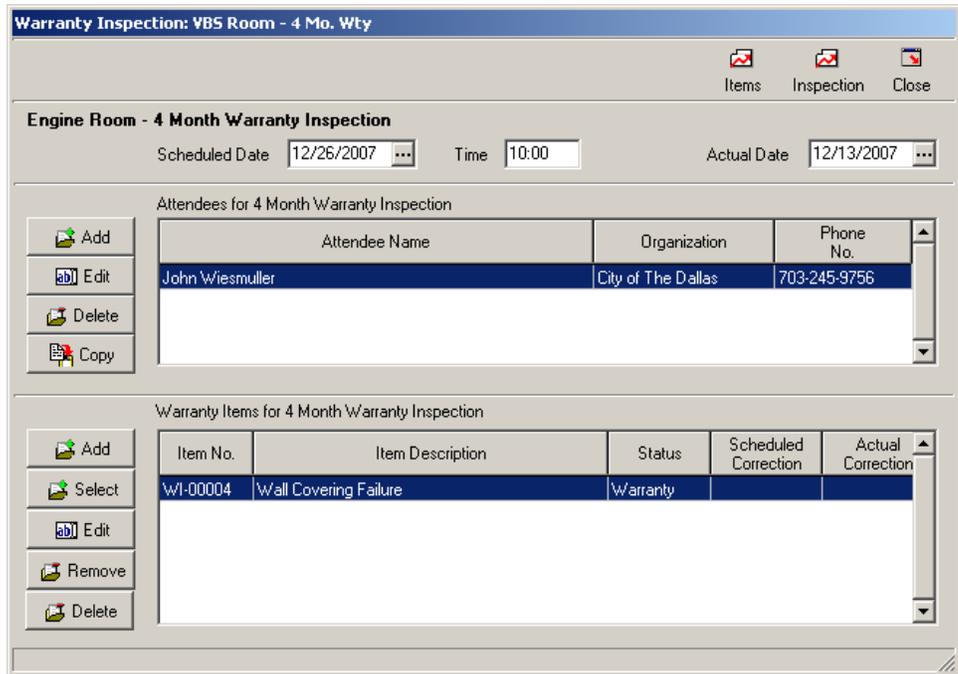
Government Remarks: Wall Covering on North Wall is falling off completely. Appears to be an adhesive failure.

Contractor Remarks:

Evaluation of Contractor Performance on this Item

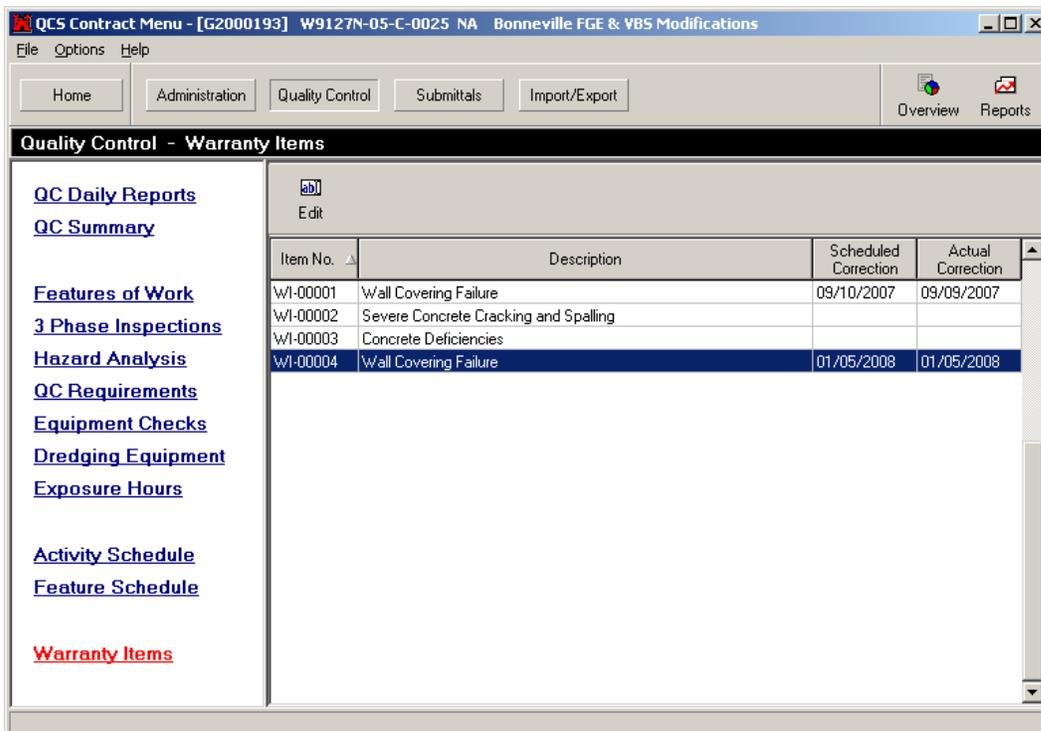
Quality Control: Timely Performance: Effectiveness of Management:

You are now ready to export the Warranty Item to the Contractor.



Transfer Warranty Items to Contractor (QCS)

If you are using QCS on your contract, the Warranty Items will be sent electronically to the Contractor for resolution.



The Contractor should address the Warranty Items and return the results/findings electronically to close out the action.

The screenshot shows a window titled "Warranty Item" with a "Close" button in the top right. The form contains the following fields:

- Warranty Item #: WI-00004
- Location: Room 120
- Description: Wall Covering Failure
- Dates section:
 - Date Reported by Owner: 12/13/2007
 - Date Contractor Notified: 01/04/2008
 - Date Corrected - Scheduled: 01/05/2008
 - Date Corrected - Actual: 01/05/2008
- Government Remarks: Wall Covering on North Wall is falling off completely. Appears to be an adhesive failure.
- Contractor Remarks: Wall covering was not installed as part of our Contract. The Customer installed this after we were completed.

The Government (RMS) receives the Warranty Item response from the Contractor and Evaluates the Contractor's performance on completing the item. Following the Import from QCS, you need to click on the Warranty Item Change and either approve or disapprove the submission. That will "clear" it from the window and place it in the proper location within RMS.

The screenshot shows the "RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications" window. The "Import/Export - QCS" section is active, displaying a sidebar with navigation links (QCS, QAS, P2, Submittal Register, Real Property, NAS (SDEF), Excel Mods List) and a main content area. The main content area shows "Notes from the Contractor" and "Proposed Changes Requiring Government Approval". A red arrow points to the link "1 Warranty Item Change" under the "Proposed Changes" section. At the bottom, there are "Import from QCS" and "Export to QCS" buttons.

Close the screen.

Compare Warranty Item Records

Approve All Disapprove All Clear All Find

Item ID	Description	Change	Approved	Disapproved
WI-00004	Wall Covering Failure	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Warranty Item WI-00004, Wall Covering Failure Edited

	Current	Contractor Proposed Changes
Correction Scheduled		01/05/2008
Corrected By Ktr		01/05/2008

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Closeout - Warranty Inspections

Real Property

Transfers - DD1354

Requisitions - DD1149

Contractor Evaluation

Warranty Inspections

Add Edit Delete

Facility	Item No.	Item Description	Status	Scheduled Correction	Actual Correction
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VBS Room	WI-00004	Wall Covering Failure	Warranty	01/05/2008	01/05/2008
Bonneville FGE	WI-00002	Severe Concrete Cracking and Sp	Warranty		
Bonneville FGE	WI-00003	Concrete Deficiencies	Warranty		

Facility - VBS Room

Warranty Item # WI-00004 Location Room 120

Item Description Wall Covering Failure

Status

Item in Review - Warranty Status Undetermined

Warranty Item

Non-Warranty Item

Dates

Date Reported by Owner 12/13/2007 Date Contractor Notified 01/04/2008

Date Corrected - Scheduled 01/05/2008 Date Corrected - Actual 01/05/2008

Government Remarks

Wall Covering on North Wall is falling off completely. Appears to be an adhesive failure.

Contractor Remarks

Wall covering was not installed as part of our Contract. The Customer installed this after we were completed.

Evaluation of Contractor Performance on this Item

Quality Control Timely Performance Effectiveness of Management

Outstanding Outstanding Outstanding

Rate the performance of the Contractor on this item and you have completed the process.