



# RMS

# User's Guide

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Folsom Bridge Project  
Sacramento District - CESPCK

## Resident Management System

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

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## 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 also uses Firebird© as the software platform.

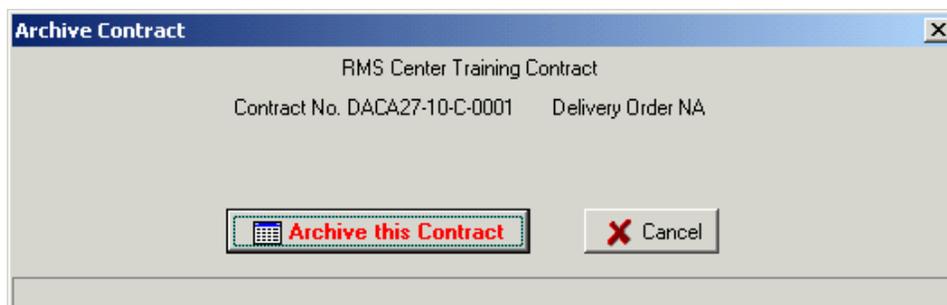
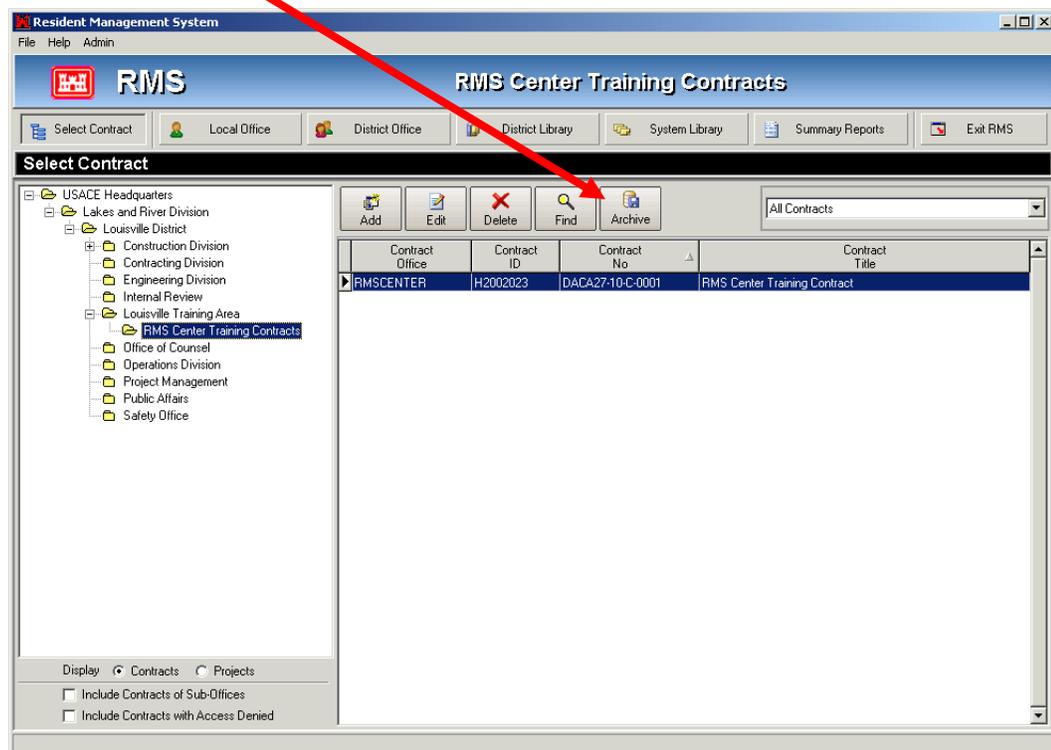
## Opening Screens

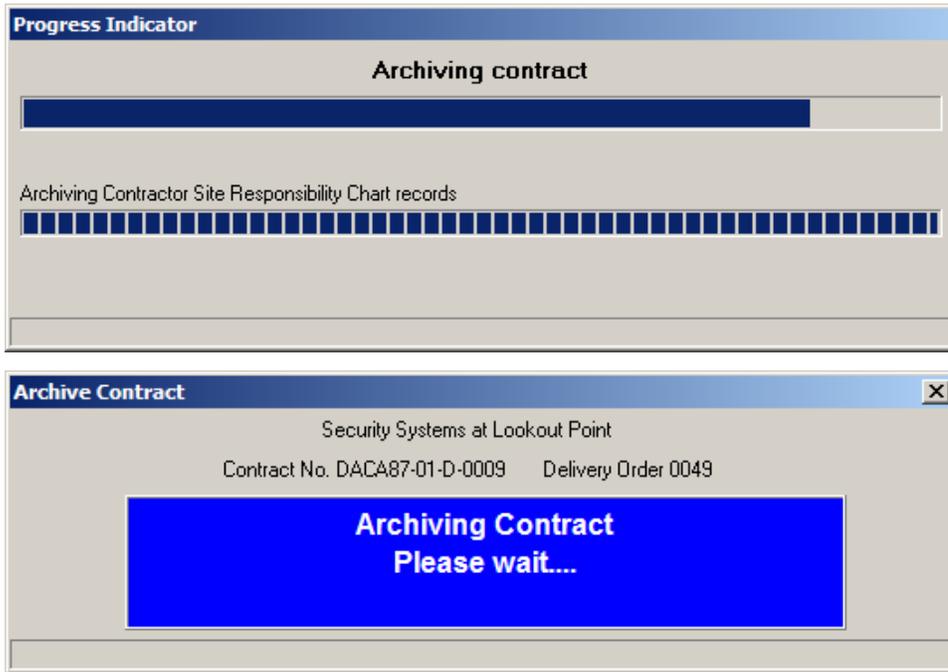
### RMS Opening Screen

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:

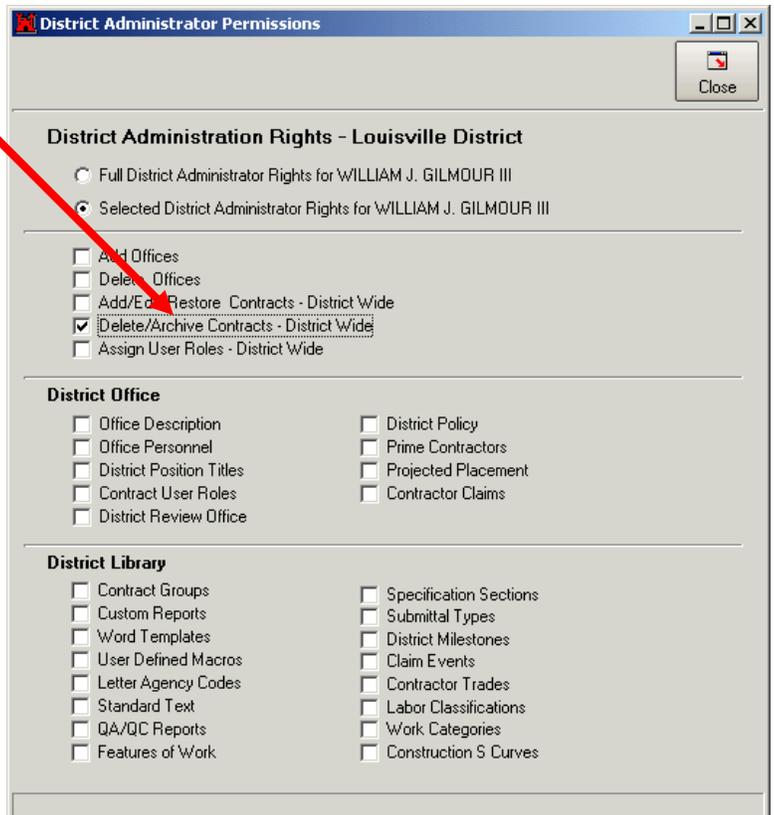




### How the Archive Feature Works

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.

Eventually, 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.



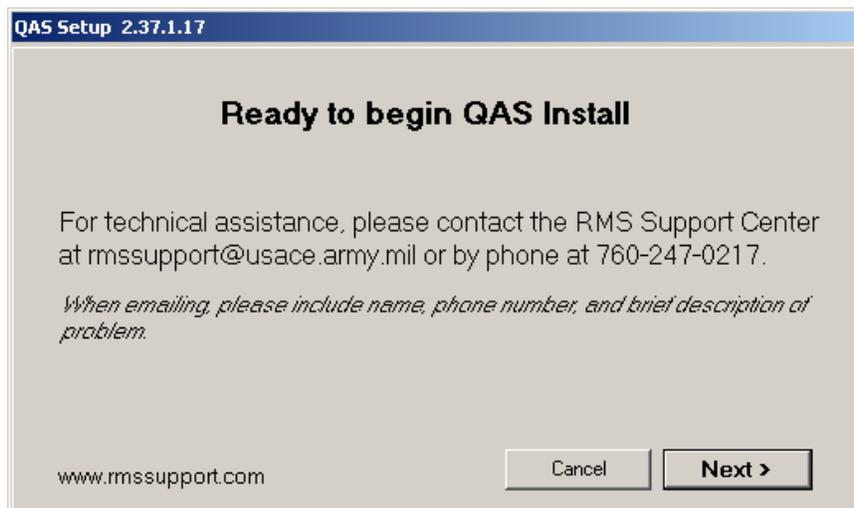
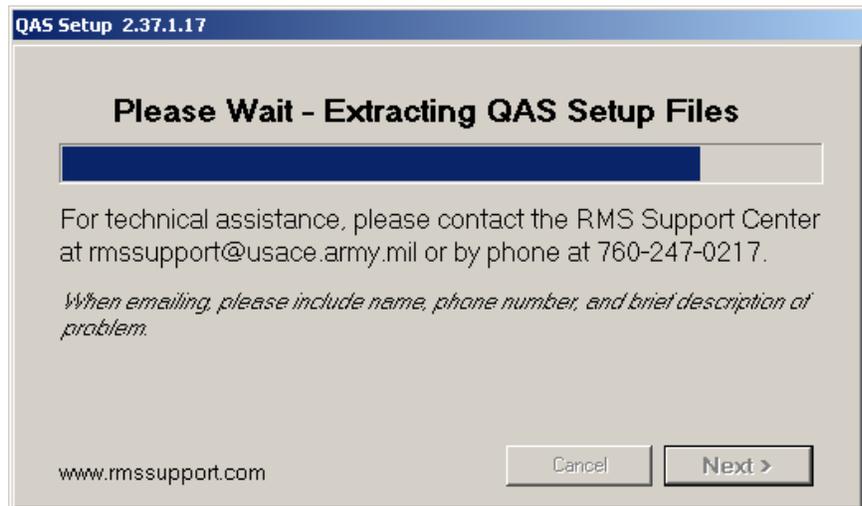
When you elect to **Add** a contract to your normal RMS, you will be given choices to add a new contract, restore an archived contract, or to restore a deleted contract. If you choose to restore a deleted or archived contract you will see a listing of all available archived and deleted contracts for your District. These features are still under construction.

## 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

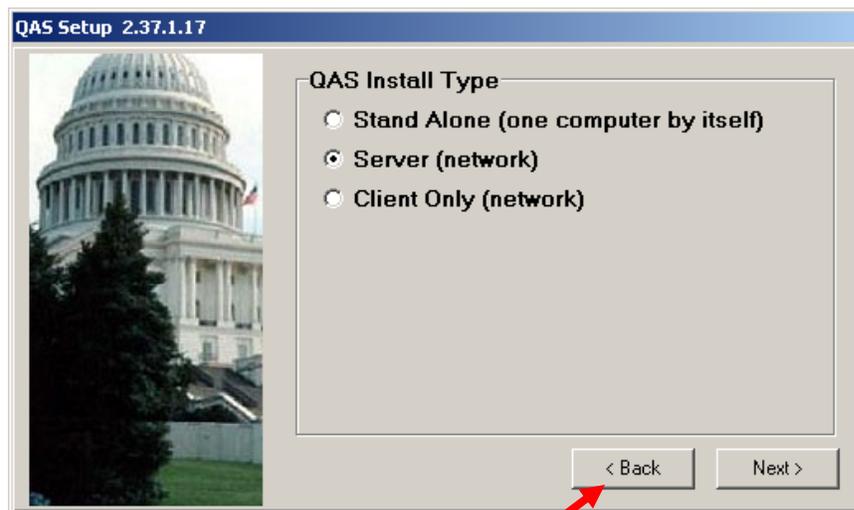
After downloading QAS from the RMS Center, double-click on the exe file (or use the Windows "Run" command) and the installation process will begin. It will start by extracting the QAS Setup files and then it will be ready to install, as indicated on the following screens.



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.



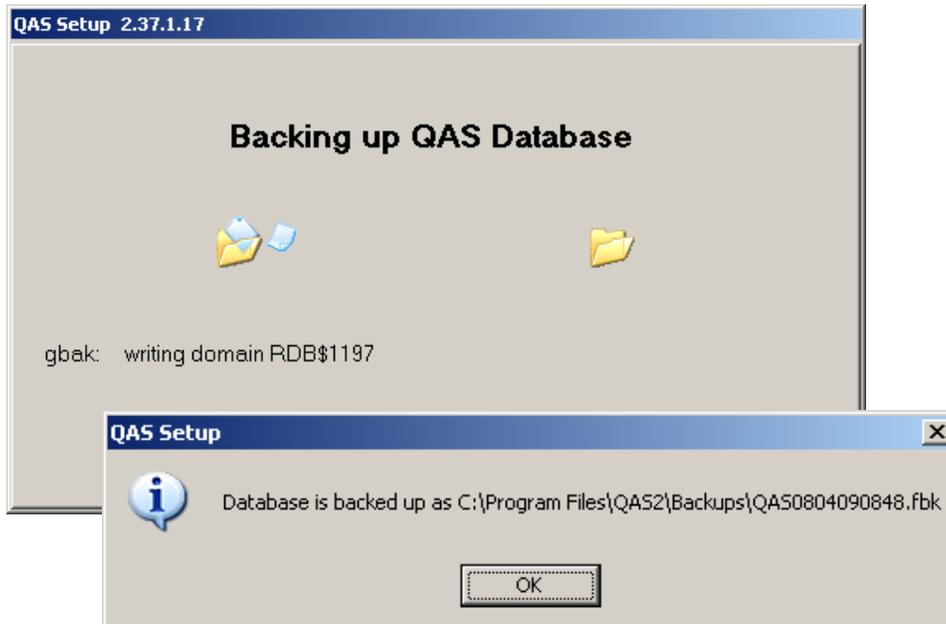
**Click the Next> button following your choice of Installation type.**

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.**

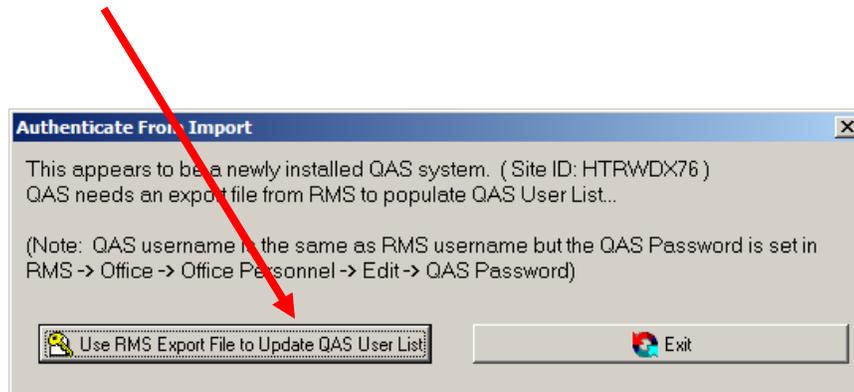


The program will then backup your QAS database (if existing) and let you know where it is on your computer should you need to reinstall it.





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 **Local Office/Office Personnel**. The **Personnel User** screen is used for this purpose as seen on the next screen.

The screenshot shows the RMS interface for the Flagstaff Project Office. The 'Local Office - Office Personnel' screen is active, displaying a list of personnel. The 'Personnel - User ID L1COAJHM' dialog box is open, showing details for Jean McAninch. A red arrow points to the 'Will this person use the Quality Assurance System (QAS)?' checkbox, which is checked. Below this, a table shows user roles for Jean McAninch.

District	Office	Contract User Role	Contracts	Office Admin Rights	District Admin Rights	District Wide Read Access?
CS/PL	Los Angeles District	Full Contract Edit Rights	All Contracts in District	Full Admin	Yes	

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

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

The 'QAS Password' dialog box displays the following password rules:

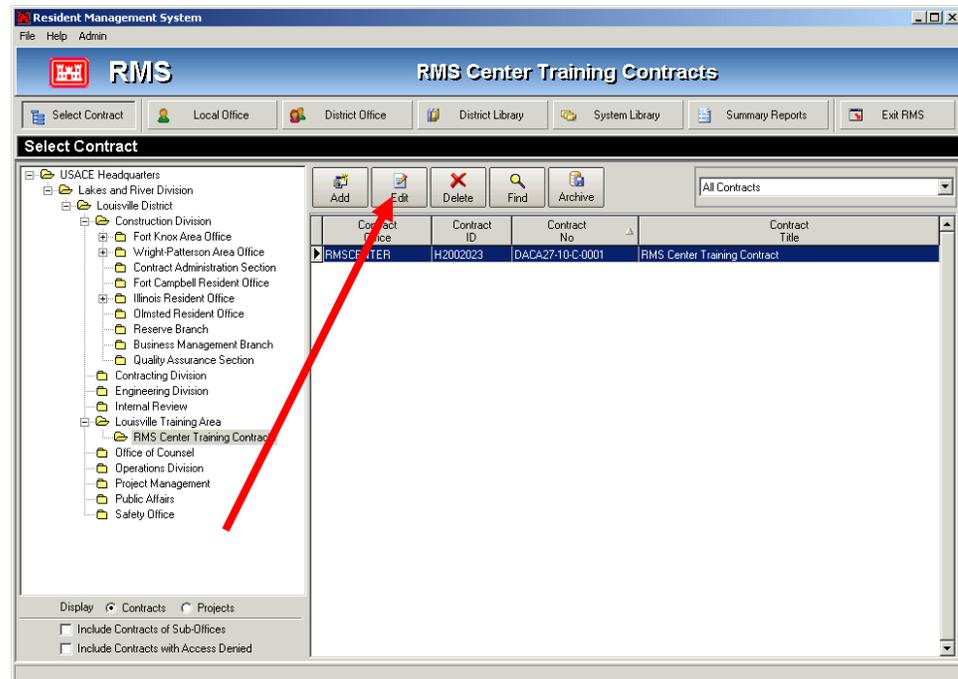
- Rules for passwords are as follows:
  - Must contain at least five and at most 10 characters.
  - Only letters are allowed (A - Z and a - z).
  - Your password is case sensitive
- Blanking out your password will remove it and will not allow you login into QAS.

Below the rules are two password input fields labeled 'Password:' and 'Reconfirm Password:', both containing asterisks. At the bottom are 'OK' and 'Cancel' buttons.

## Resident Management System

## Choose contract for using QAS

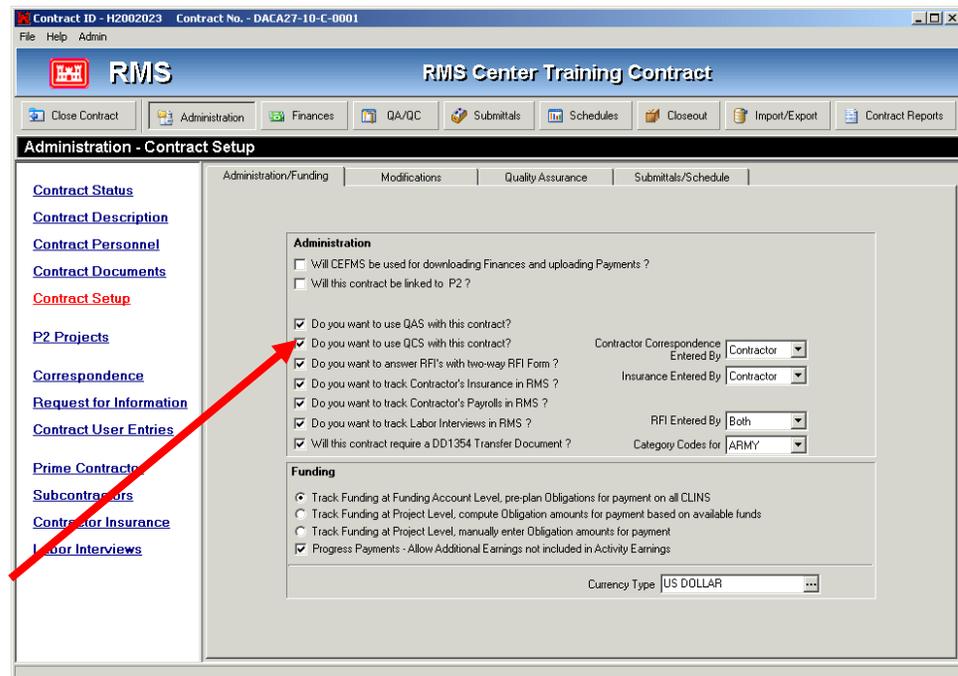
The next step is to choose the contract that QAS will be used on for the QAS User we just set up. Find the contract and hit the **Edit** button (or, double mouse-click the contract).



## 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 **Import/Export QAS** accordingly.

**Click the Remote QAS Sites button to add your remote site.**

**Click the Add button.**

**Remote QAS Sites**

Close

**Modules Assigned To**

3 - Phase Checks: [RMS] RMS Center Training Contracts ...

Spec Sections / Submittals / Transmittals: [RMS] RMS Center Training Contracts ...

Daily Reports / QC Requirements / Equipment: [RMS] RMS Center Training Contracts ...

The following Modules are updated from your Network Analysis System (SDEF).  
When importing the SDEF file, all of the following modules must be assigned to the site importing the file.

Pay Activities: [RMS] RMS Center Training Contracts ...

Activity Schedule: [RMS] RMS Center Training Contracts ...

Progress Payments: [RMS] RMS Center Training Contracts ...

Prime Contractor / Subcontractors: [RMS] RMS Center Training Contracts ...

Features of Work: [RMS] RMS Center Training Contracts ...

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

**Remote QAS Site**

Remote QAS Site Title:

Site ID:

You must enter a name for this site. It cannot be empty.

OK Cancel

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: Lock 0023A

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: Lock 0023A

Site ID: HTRSWX75

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

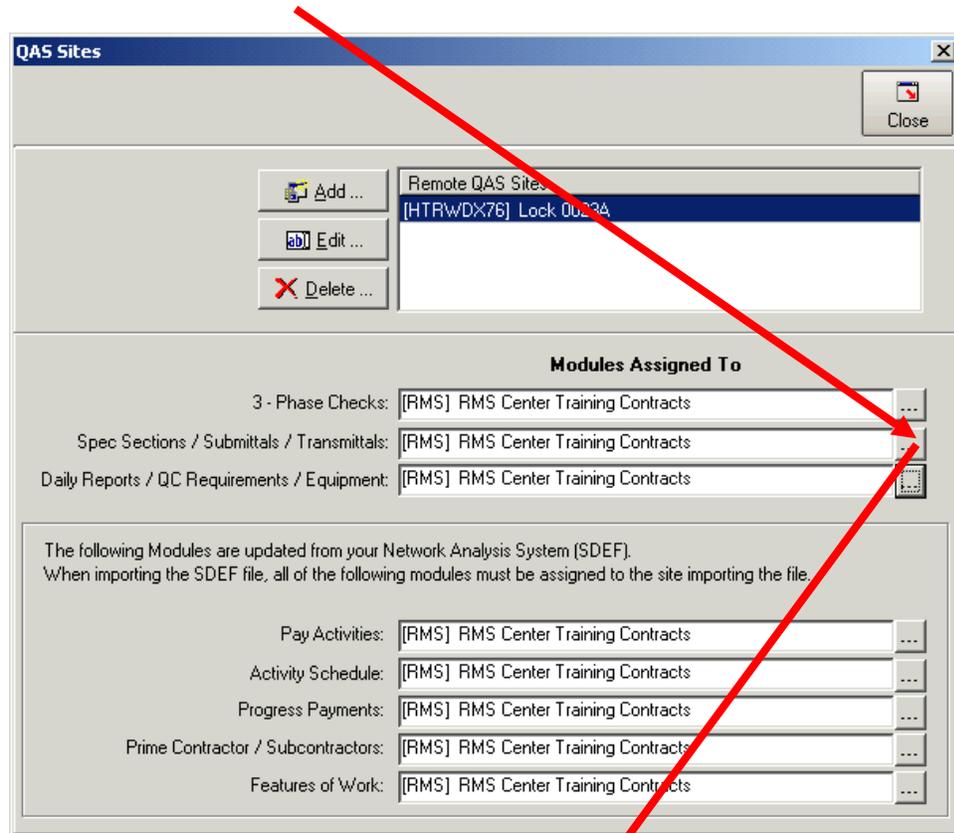
Remote QAS Site Title: Lock 0023A

Site ID: HTRWDX76

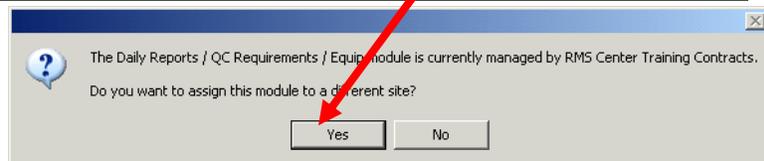
OK Cancel

## 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.

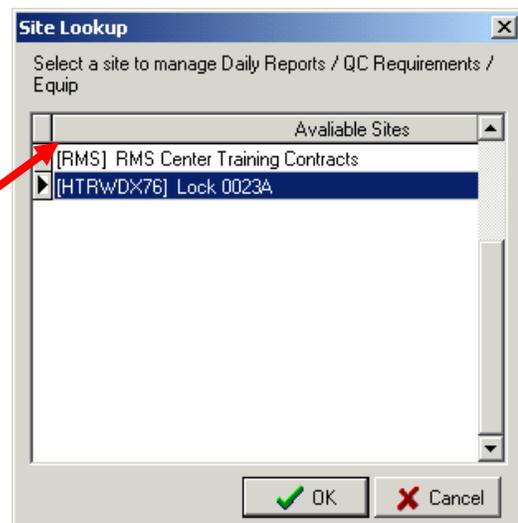


Choose **Yes** (unless you goofed and meant another one, or if you changed your mind.)

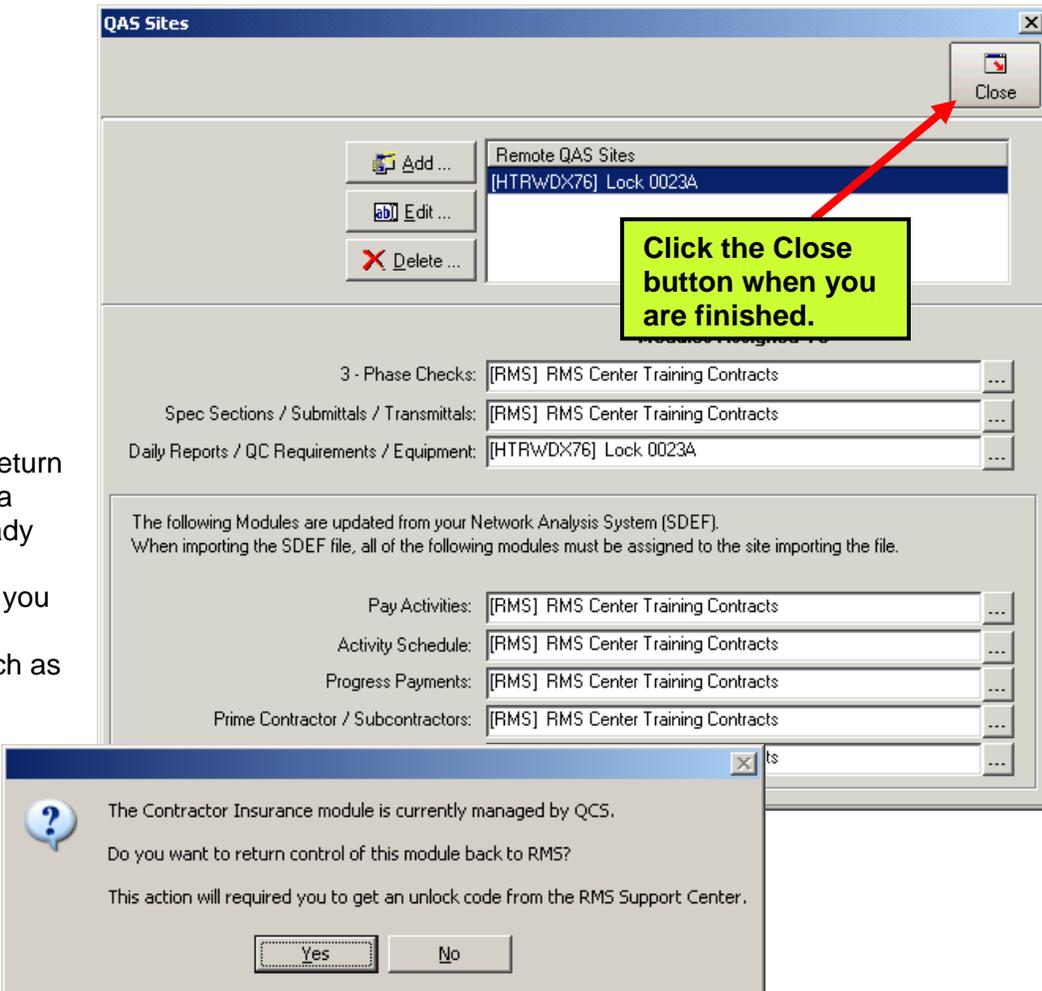


A list of available sites appears and you then pick your poison. In this case we will choose **Lock 0023A** to manage the remote module.

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



The screenshot shows the 'QAS Sites' application window. The window title is 'QAS Sites'. It has a 'Close' button in the top right corner. Below the title bar, there are three buttons: 'Add ...', 'Edit ...', and 'Delete ...'. To the right of these buttons is a list of 'Remote QAS Sites' with one entry selected: '[HTRWDX76] Lock 0023A'. A red arrow points from a yellow callout box to the 'Close' button. The callout box contains the text: 'Click the Close button when you are finished.' Below the list, there are several fields for assigning modules to the selected site. The fields are: '3 - Phase Checks:', 'Spec Sections / Submittals / Transmittals:', 'Daily Reports / QC Requirements / Equipment:', 'Pay Activities:', 'Activity Schedule:', 'Progress Payments:', and 'Prime Contractor / Subcontractors:'. Each field has a dropdown menu with '[RMS] RMS Center Training Contracts' selected. Below these fields, there is a text box that reads: 'The following Modules are updated from your Network Analysis System (SDEF). When importing the SDEF file, all of the following modules must be assigned to the site importing the file.' Below this text box, there are several more fields for assigning modules, each with a dropdown menu and '[RMS] RMS Center Training Contracts' selected. In the foreground, there is a dialog box with a question mark icon. The dialog box text reads: 'The Contractor Insurance module is currently managed by QCS. Do you want to return control of this module back to RMS? This action will required you to get an unlock code from the RMS Support Center.' At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'.

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

You are now ready to export to the QAS Module. Click on **Export to QAS**. Click on **Settings** and save the file to your hard drive. The file is then able to be added into QAS with the proper QAS User Role and Assigned Modules completed.

**Export**

- Export file for Daily Update of QAS
- Export file to Overwrite all data in QAS for this contract
- Export File for QAS Read Only Mode
- Export File for QAS Training Mode

Settings    Export to file [c:\temp\RMS\_G2000193\_RMS.EXF]  
The saved file will not be emailed

Export Notes

Edit

OK    Cancel

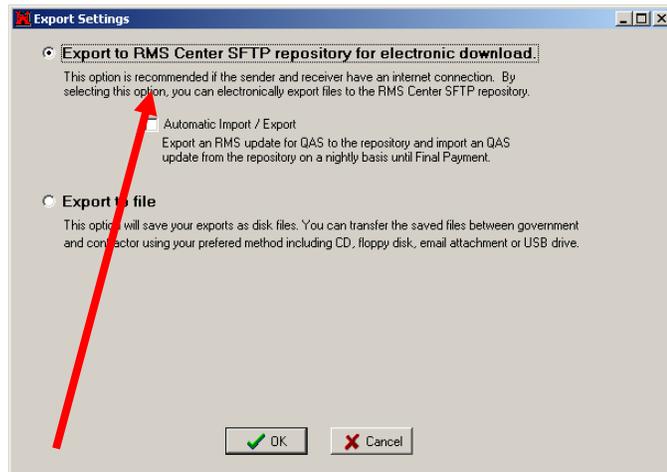
If this is your first export for this contract, you should choose the default, **Export file for Daily Update of QAS**.

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 radio 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.

## Resident Management System

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.

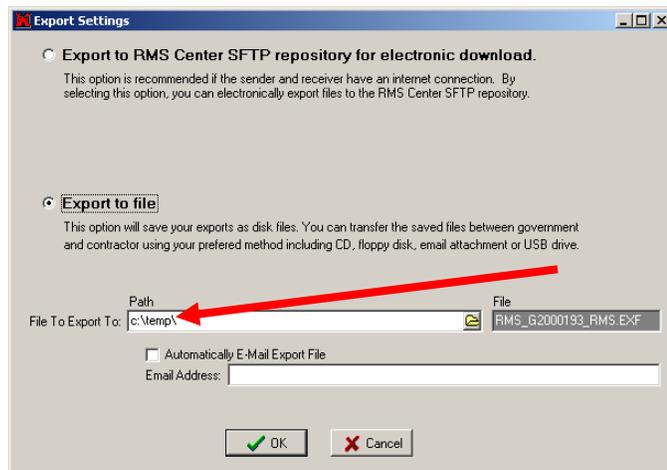
This version of QAS allows you to have the program automatically update your contract from RMS on a nightly basis, until Final Payment of the Contract. You will need to check the box to enable this function.



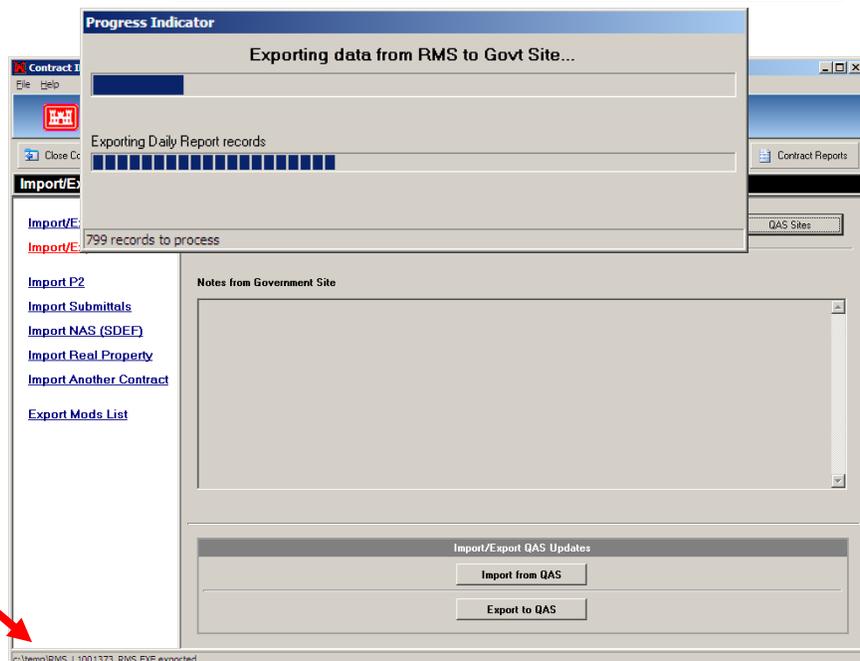
There could be occasion you might wish to **Export to File**, and that is also an option. If such is the case, you need to identify the path to which the file should be placed on your computer.

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

Select **OK** when you are ready.

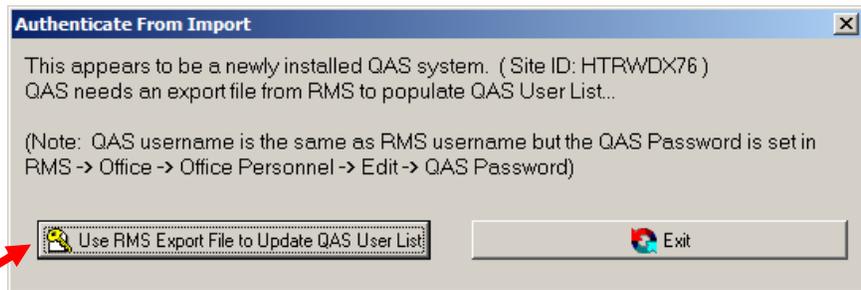


This screen tells you where your exported file disappeared to and what the name of the file is.



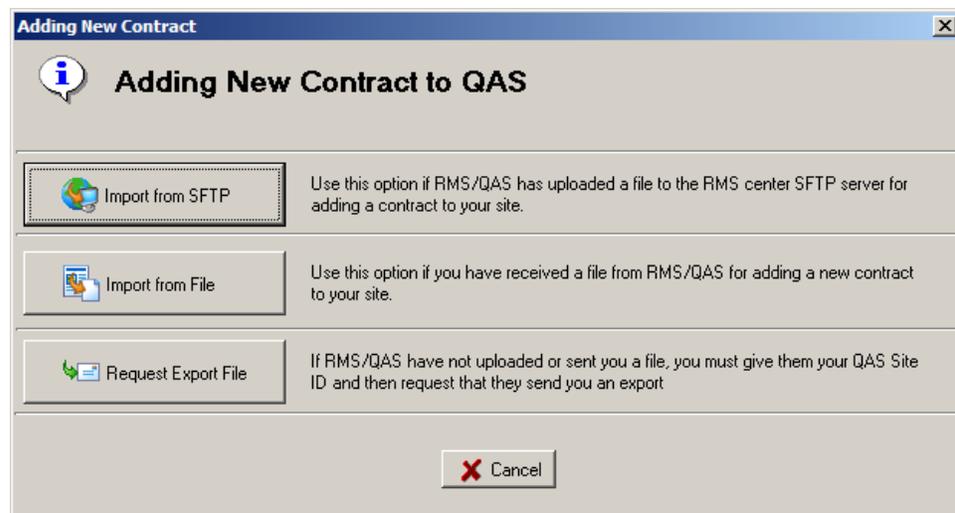
## Add a new contract to the QAS Program

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

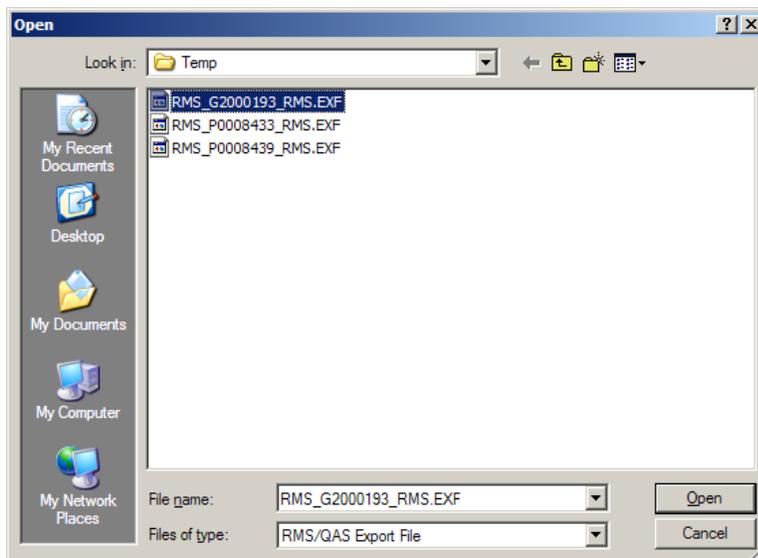
This will always be the preferred method. You must have a live internet connection of course and, hopefully, a high-speed connection. Dialup (56KB/s) is do-able, but painfully slow. You simply add the unique **Contract ID** as obtained from the RMS program and select **OK**.

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.



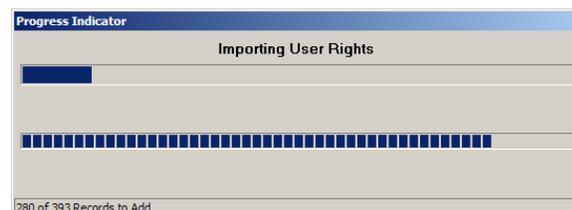
Highlight the file and hit **Open** to begin.

(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.**

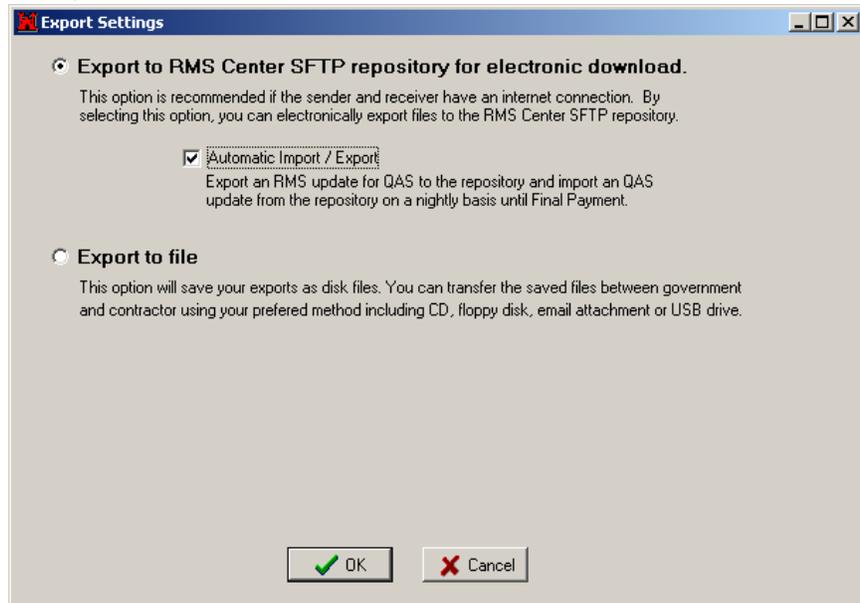


## Automated Import and Export

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.

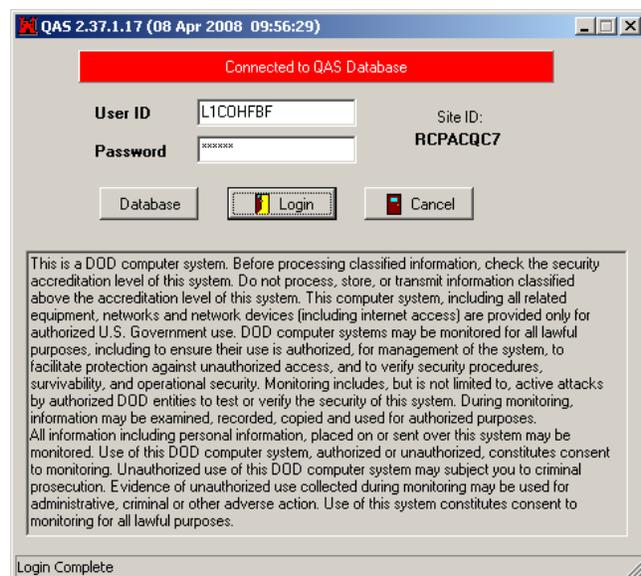
This is beneficial to users that are working on multiple contracts, because RMS will send exports for all contracts that have the settings set to use the SFTP repository. The imports/exports will be done during off hours. Users will still have the option of doing manual imports and exports for individual 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.



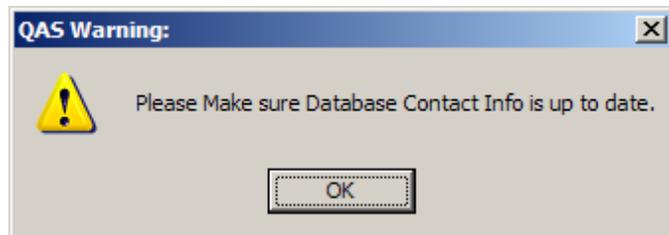
If you have not been given permission to use QAS from the RMS program, you will see message such as the following.



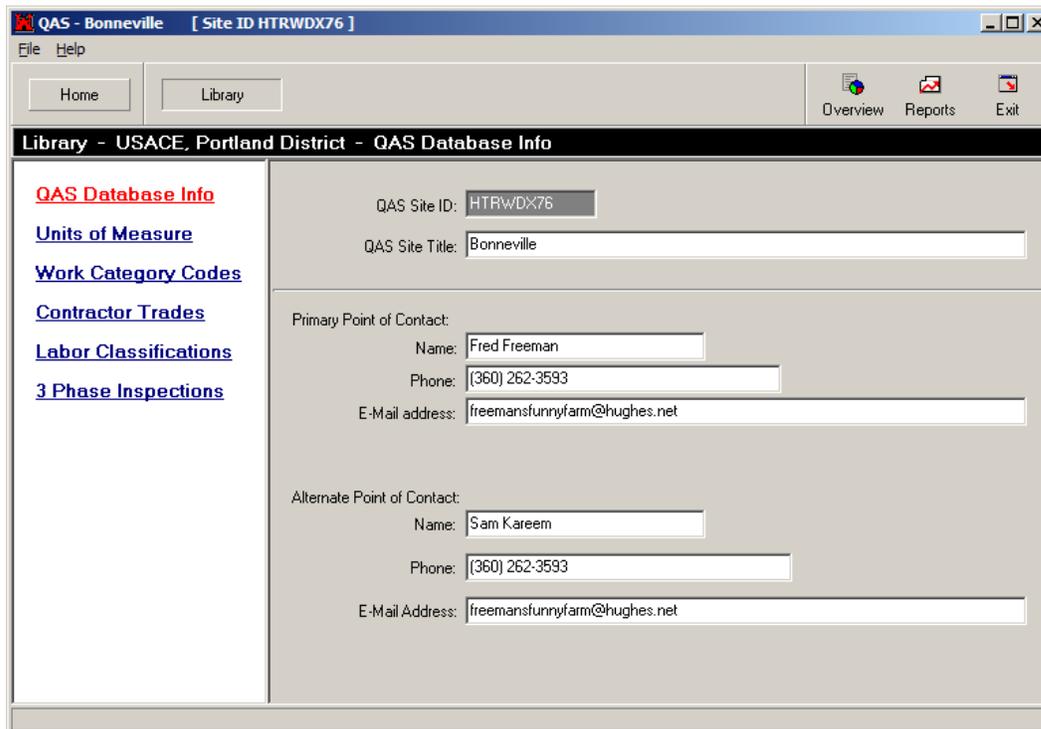
## Enter Contact Information in QAS

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:

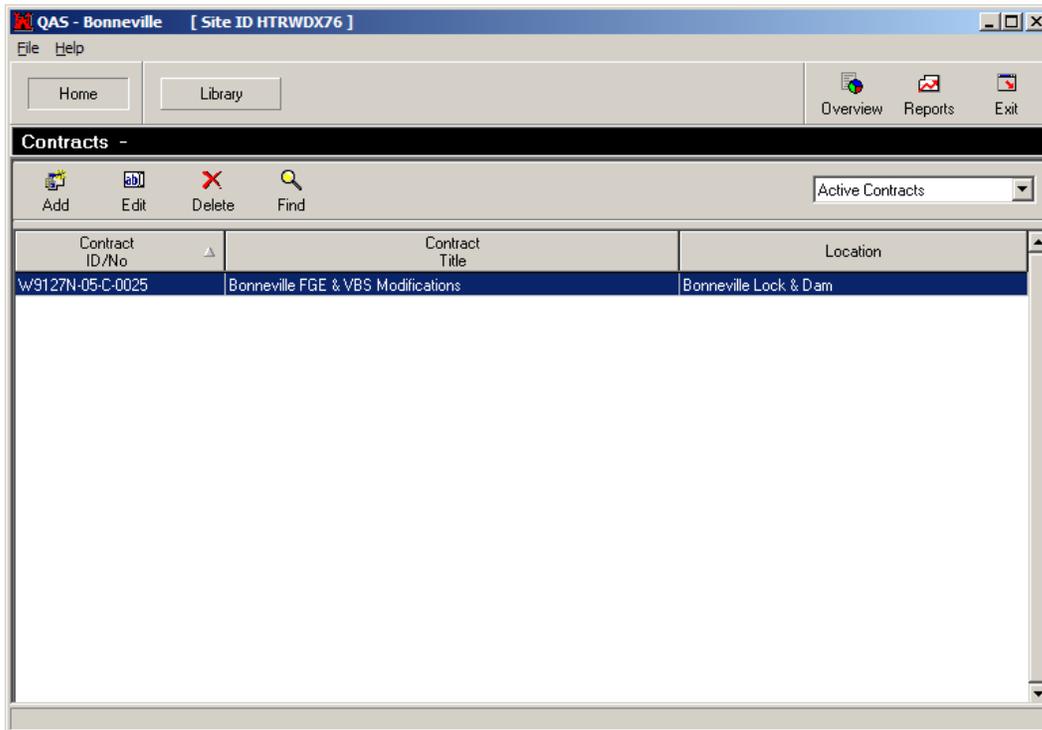


Then you enter the appropriate screen after you push **OK**.



## 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 and the Master QCS Site. 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.

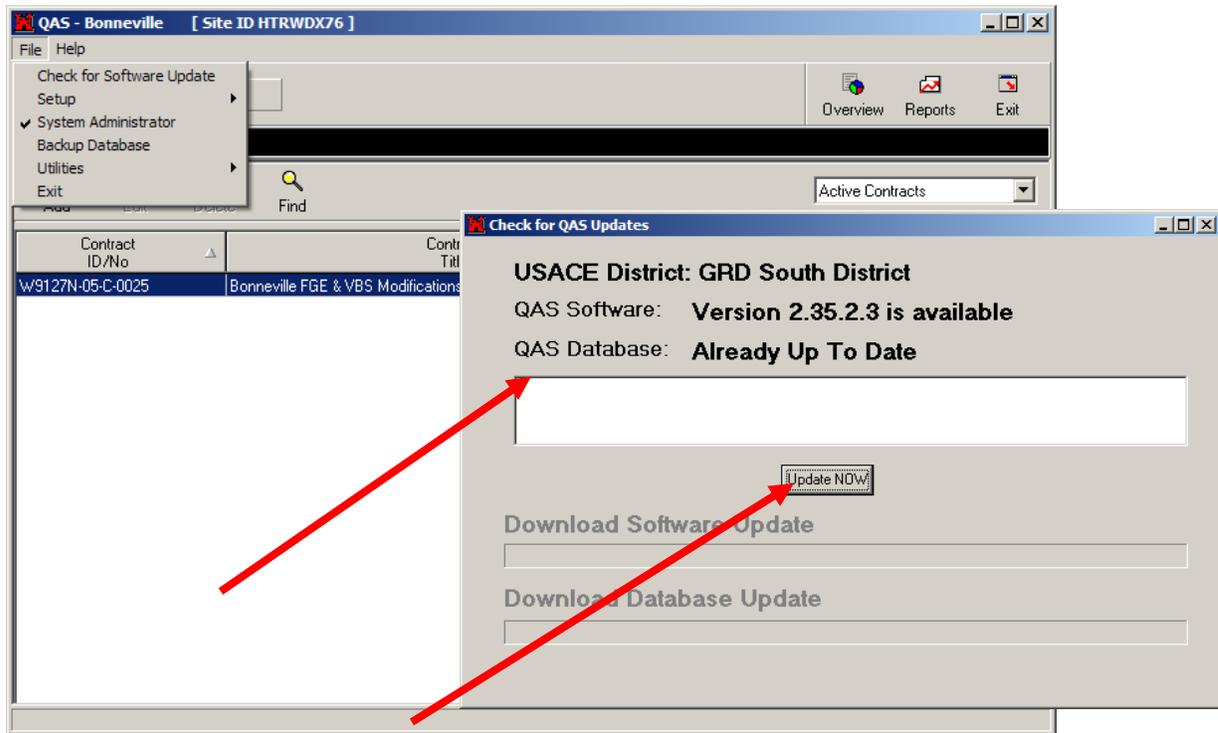
Exchanging data frequently will ensure that each site is up to date with the most recent data. If for some reason a site becomes inoperative then RMS can send a full **overwrite file** to get them back on track. However, if the last time an export was done to RMS/QCS was over a week or two then you may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

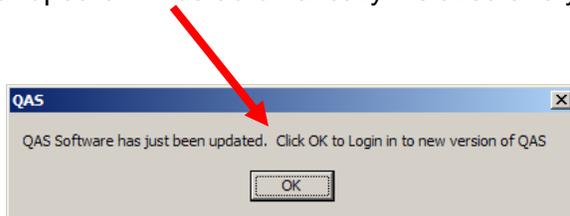
You should periodically check for software updates to ensure you have the latest and greatest. This feature is built in to automate the process. If you are connected to the internet, QAS will automatically check for updates each day you log on to the program.



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.

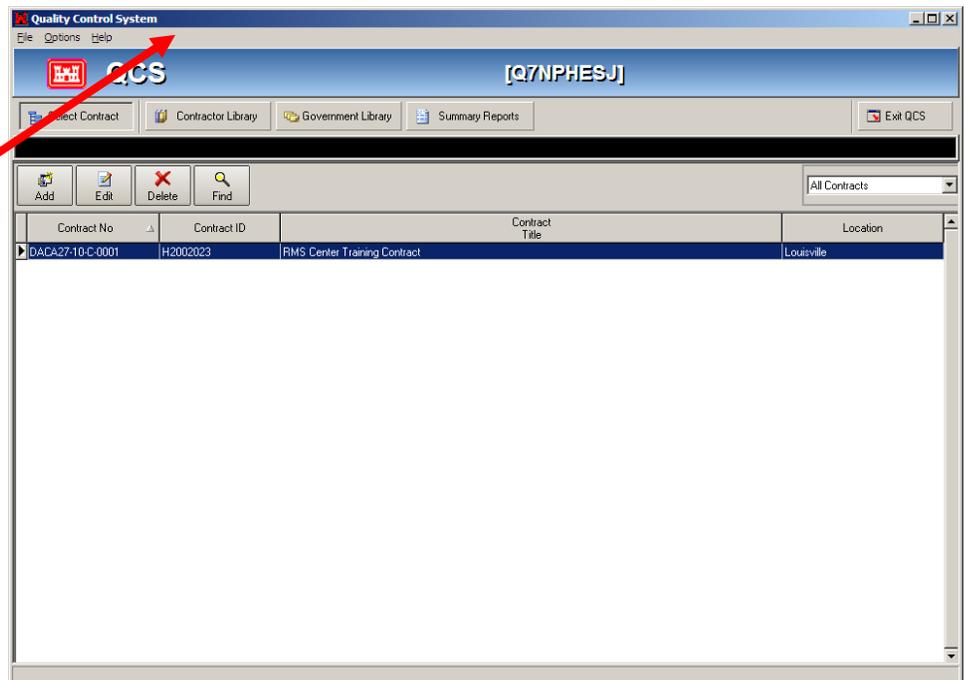
Your update will be automatically installed and you can enter the new version.



## QCS Opening Screen

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

Contractor Site title and ID number is entered in the Contractor Library.



## 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

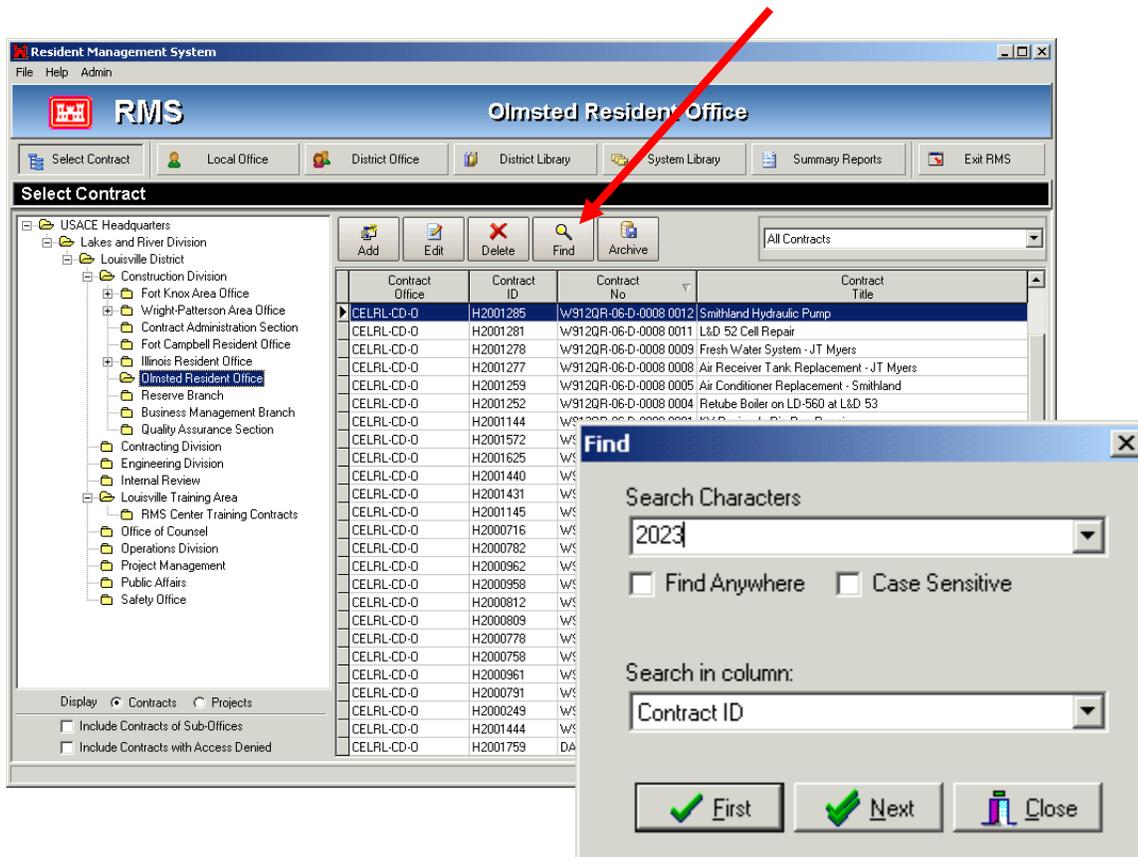
User Manuals

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

## RMS Center Assistance

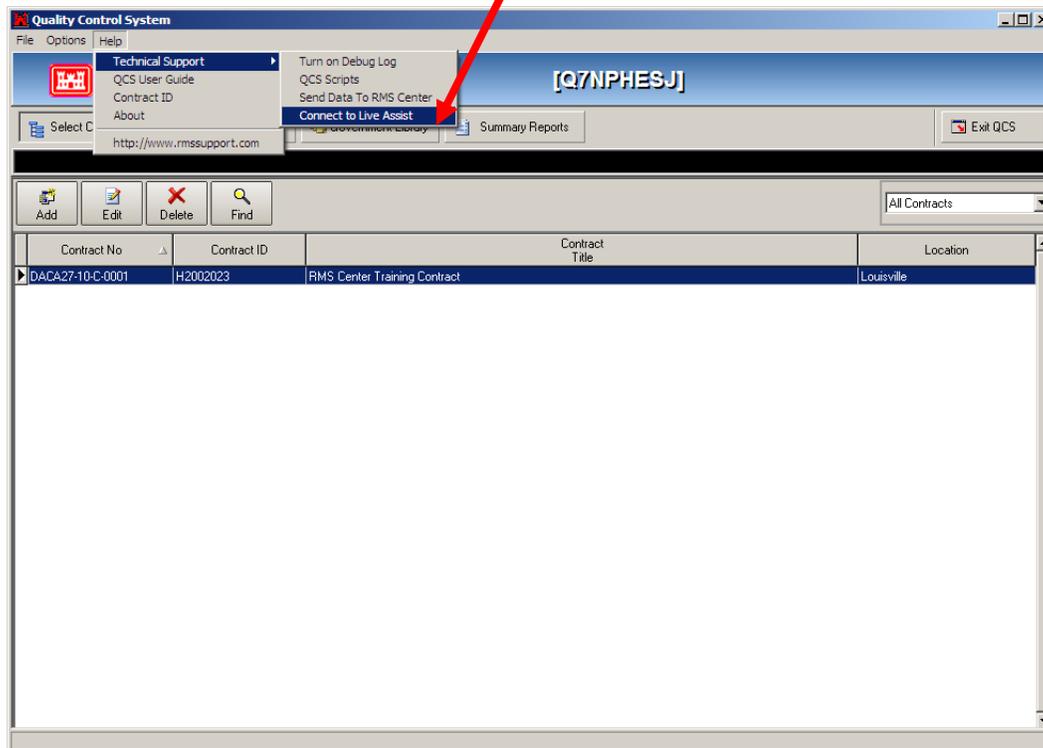
When contacting the RMS Center with a question on a specific contract you should ALWAYS advise them of the Contract ID number to assist in locating the project within your database. The Contract ID is the prime-key number assigned by RMS when the project is first entered into RMS and appears at the very top of almost every contract-level screen in RMS.

If you know the Contract ID, you can use the FIND button on the opening menu where the contracts/projects are listed. For example, if the Contract ID is H2002023, you can find this contract by entering "2023" in the Search Characters field. RMS will "find" the contract and immediately open it for you.



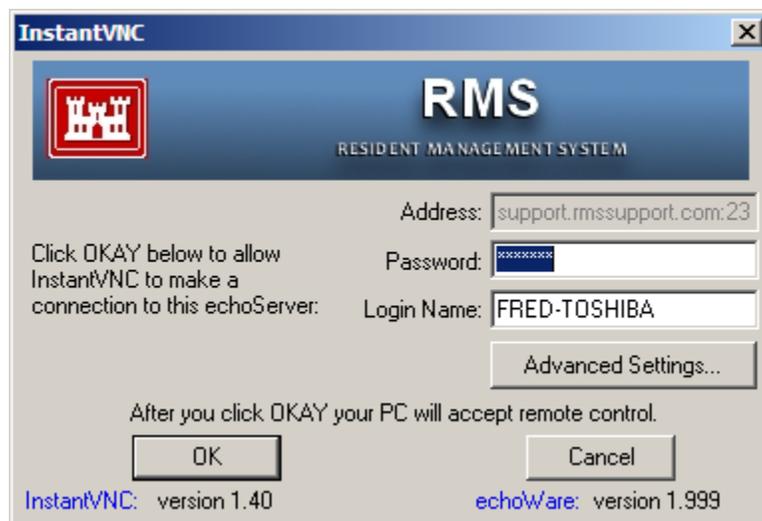
## Connect to Live Assist

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.



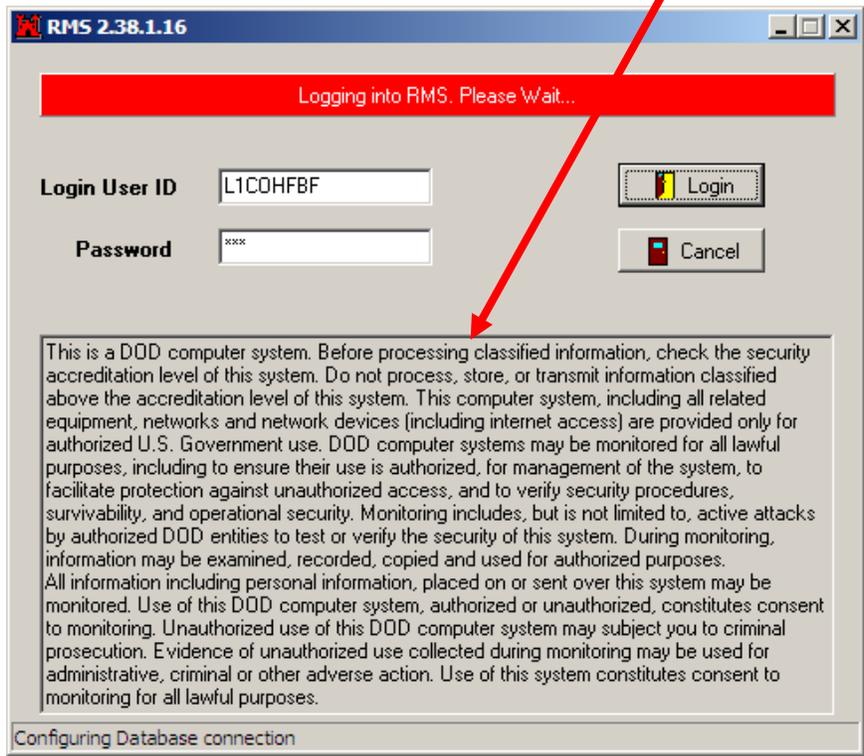
Before accessing RMS you must login. Depending on your setup, there are different procedures.

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:**

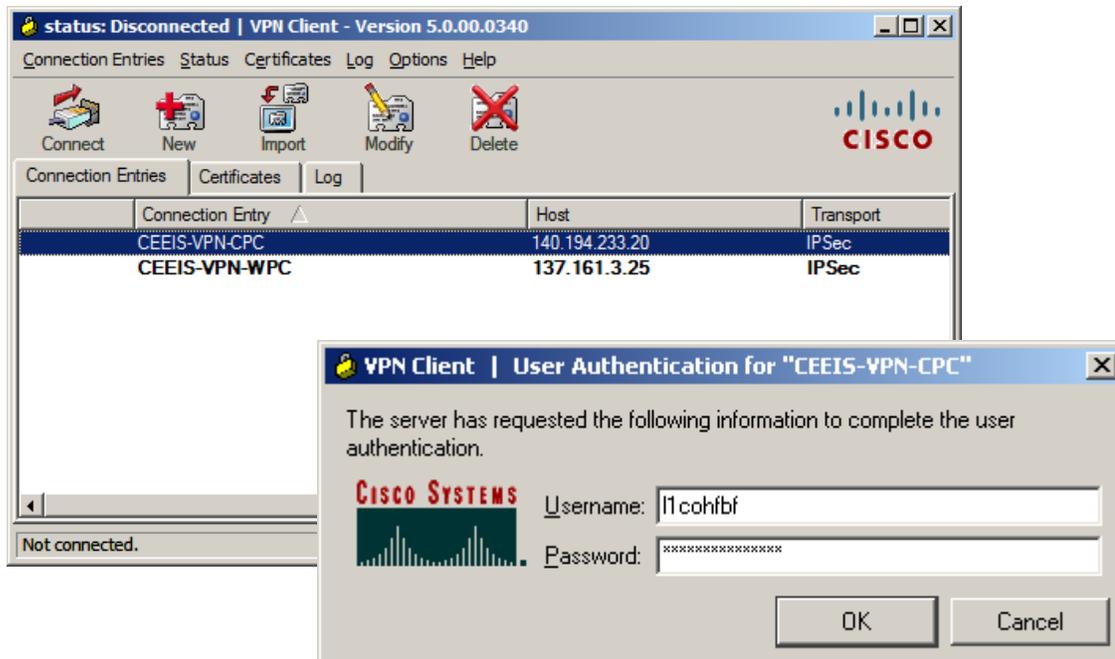


GRD-RMS

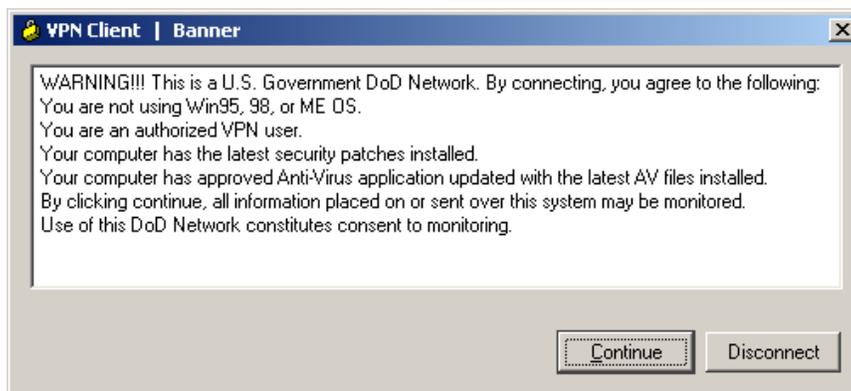
## Logging Into the System Via the RMS Website and Citrix

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:

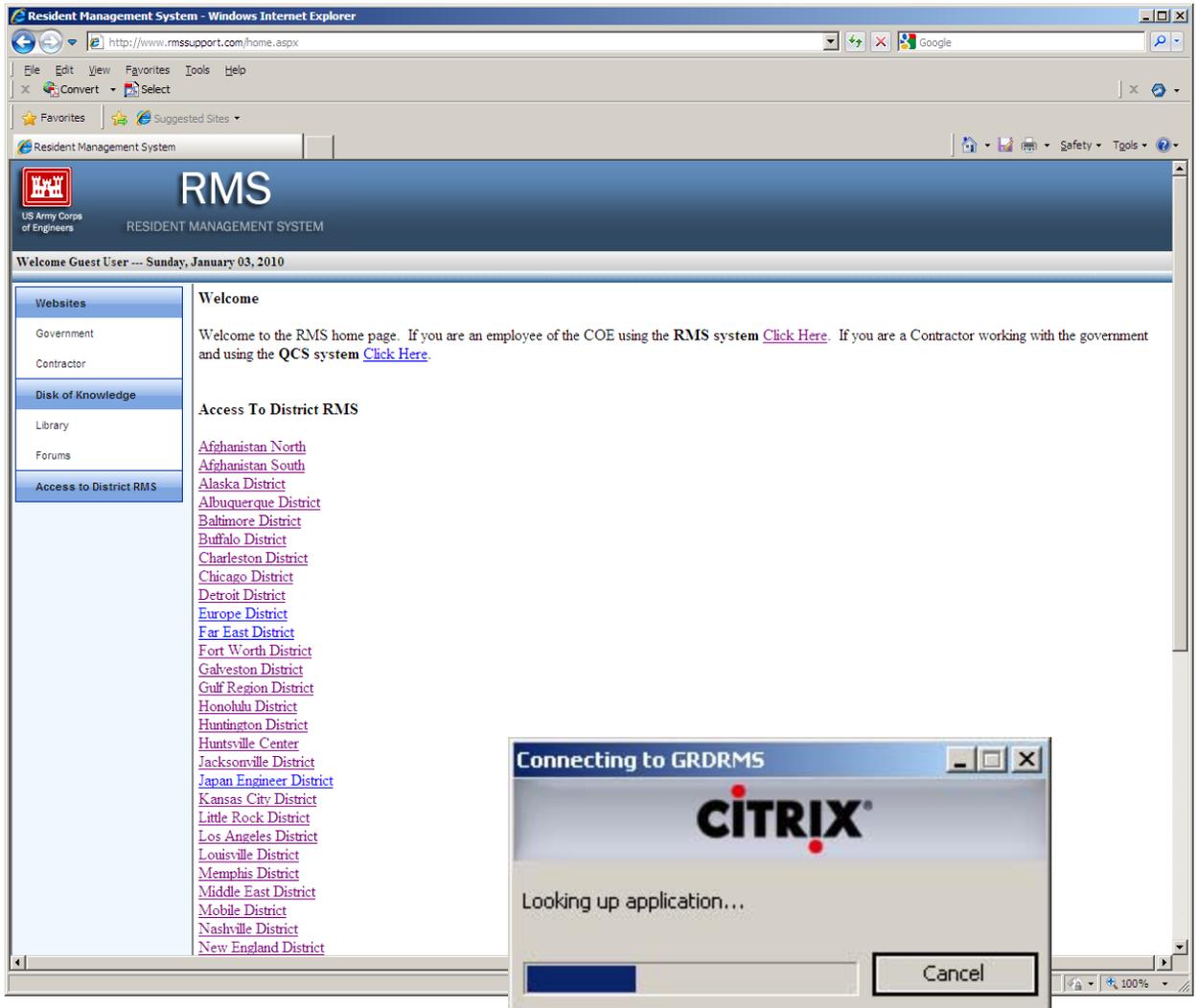


You connect to the appropriate CEEIS portal and your credentials will be verified. If you have access the following banner appears.

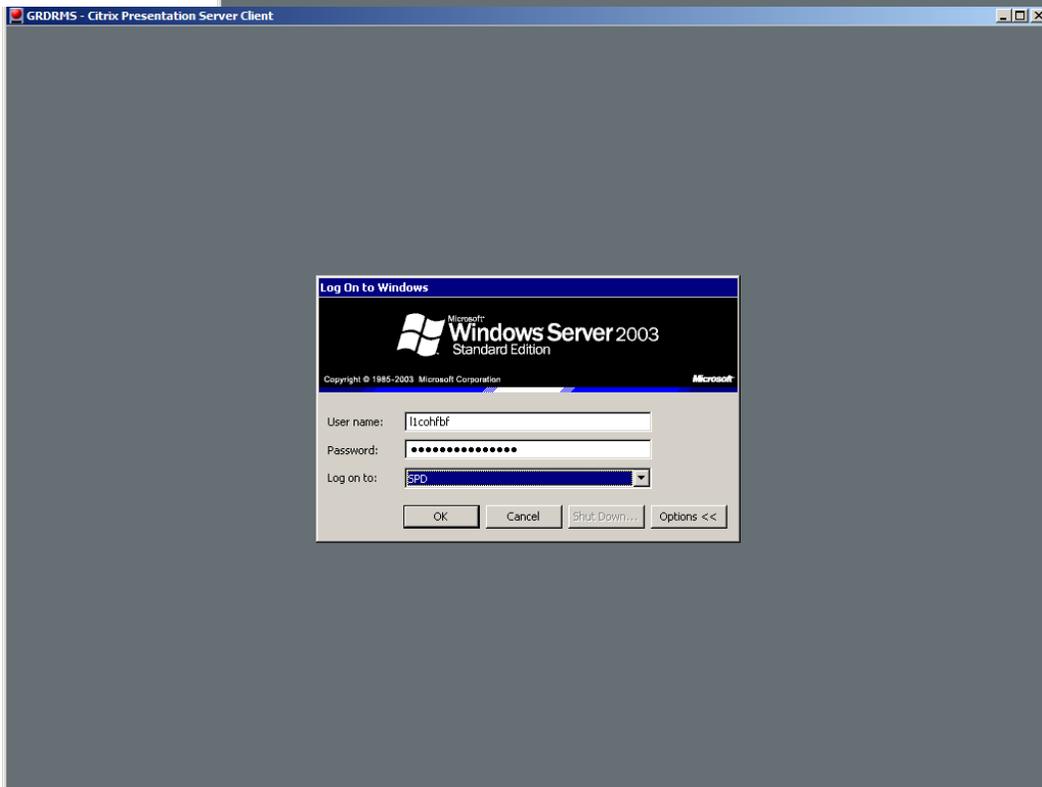
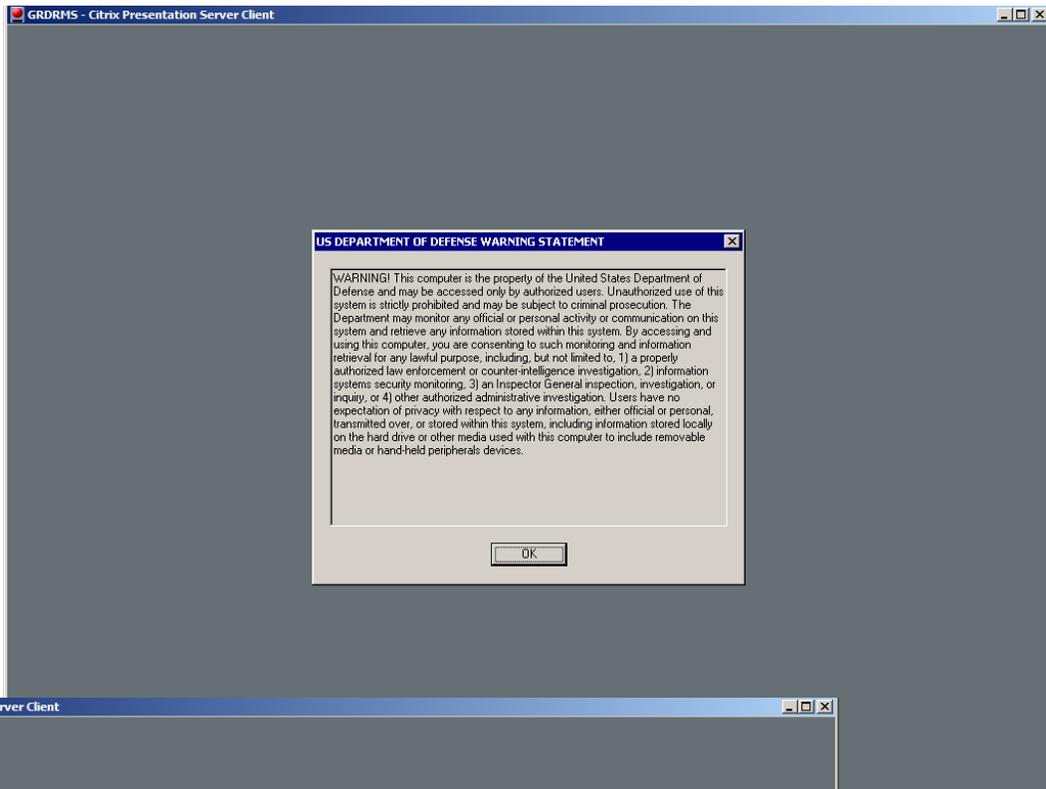


You then can proceed to the website to select your RMS District.

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.

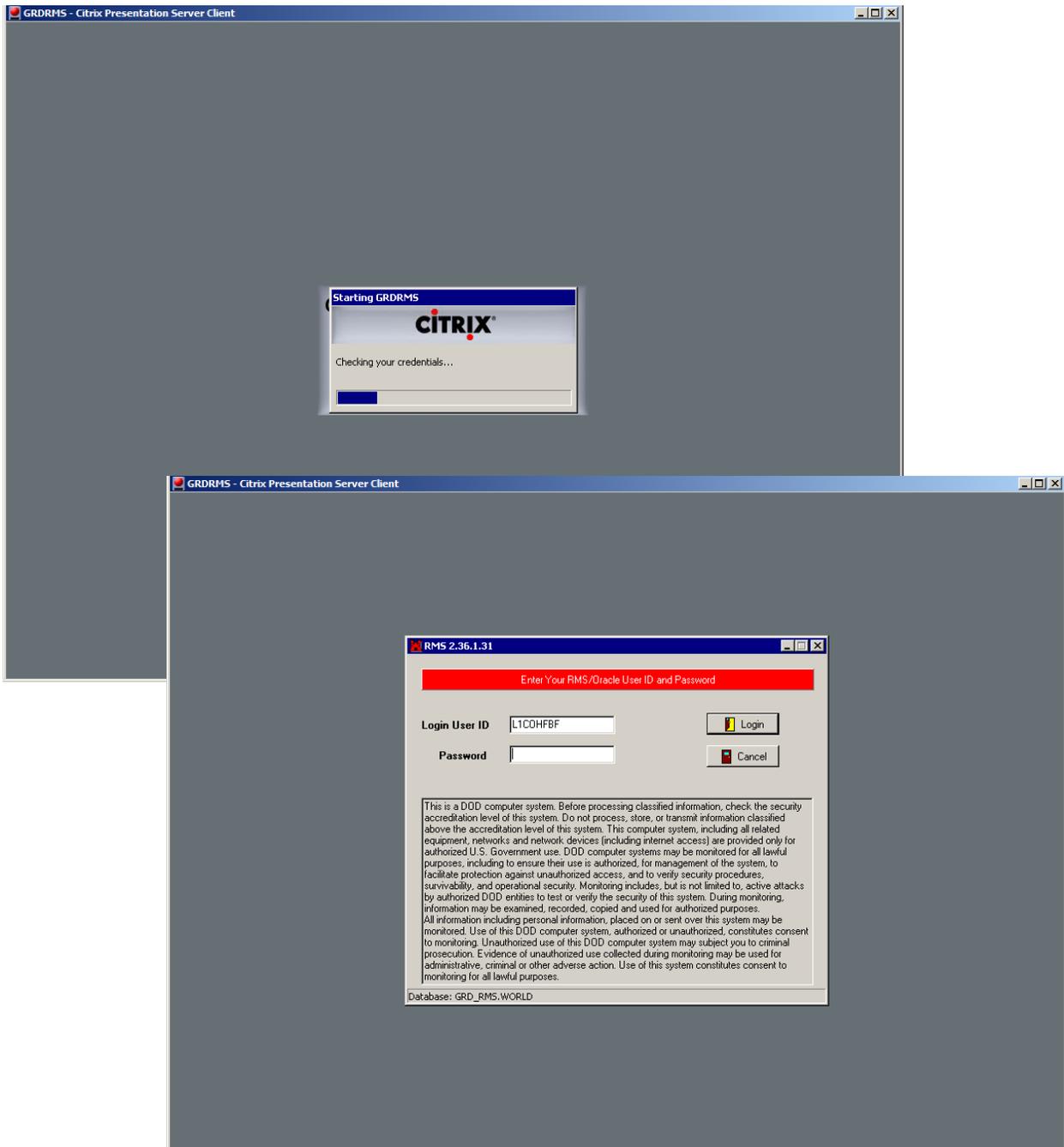


You will arrive at another DITSCAP warning screen. You must click OK to continue the logon process.

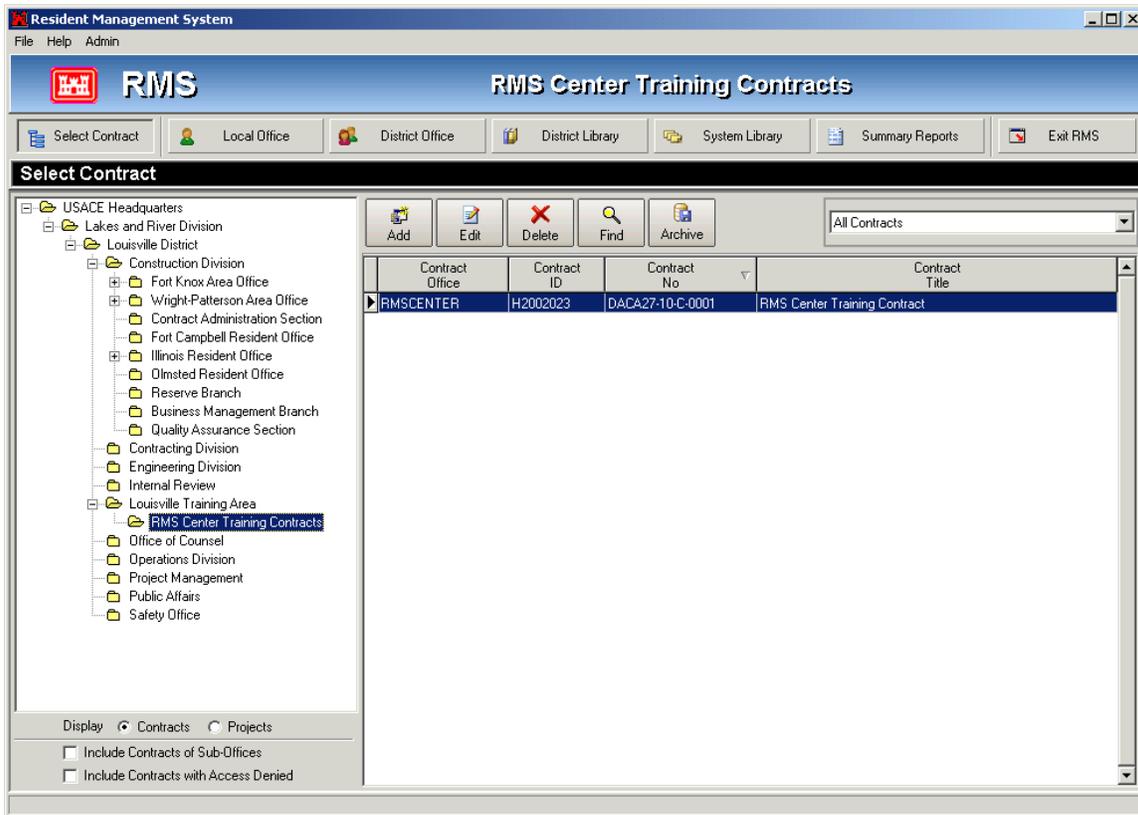


Enter your User Name, MS password, and the correct logon location.

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



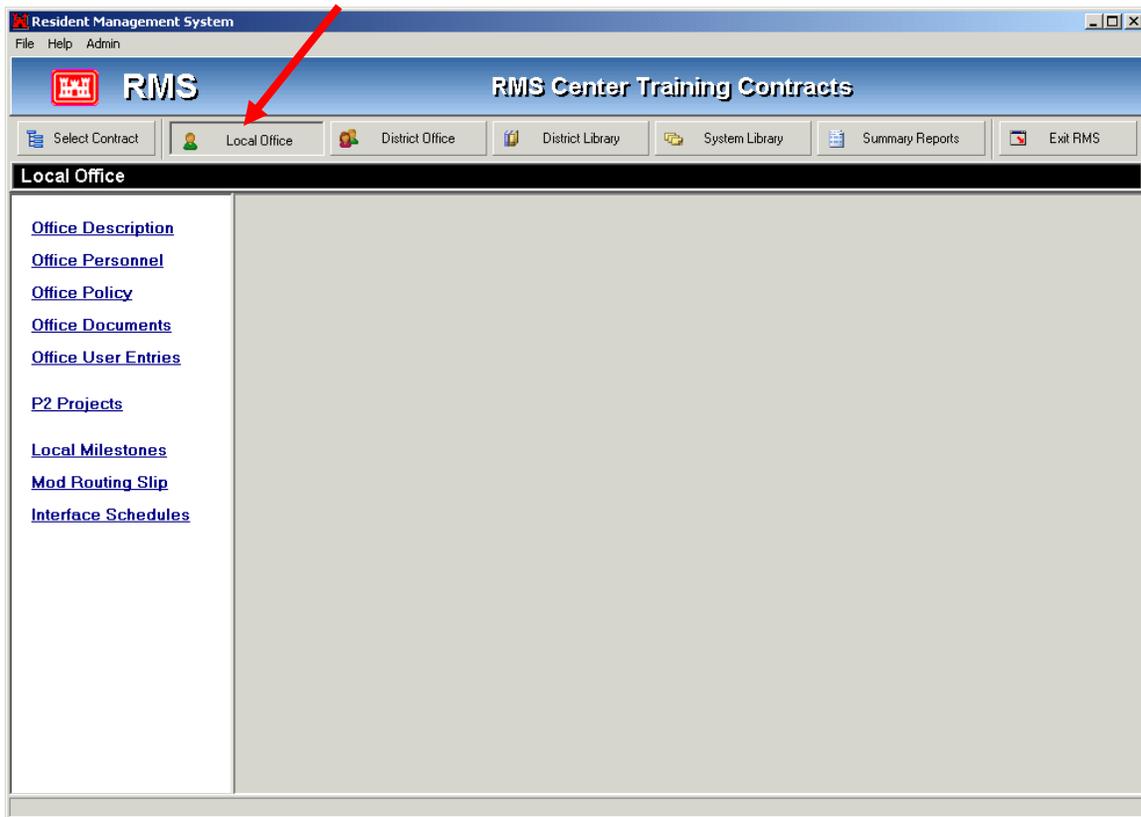
You should now be within the RMS program.



## Menu Bar Options

### Local Office Module

The **Local Office** module is provided to allow you to enter your Office Description, Office Personnel, Office Policy, and so forth. You are also able to manage **P2 Projects**, and to setup interface schedules.



## 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**

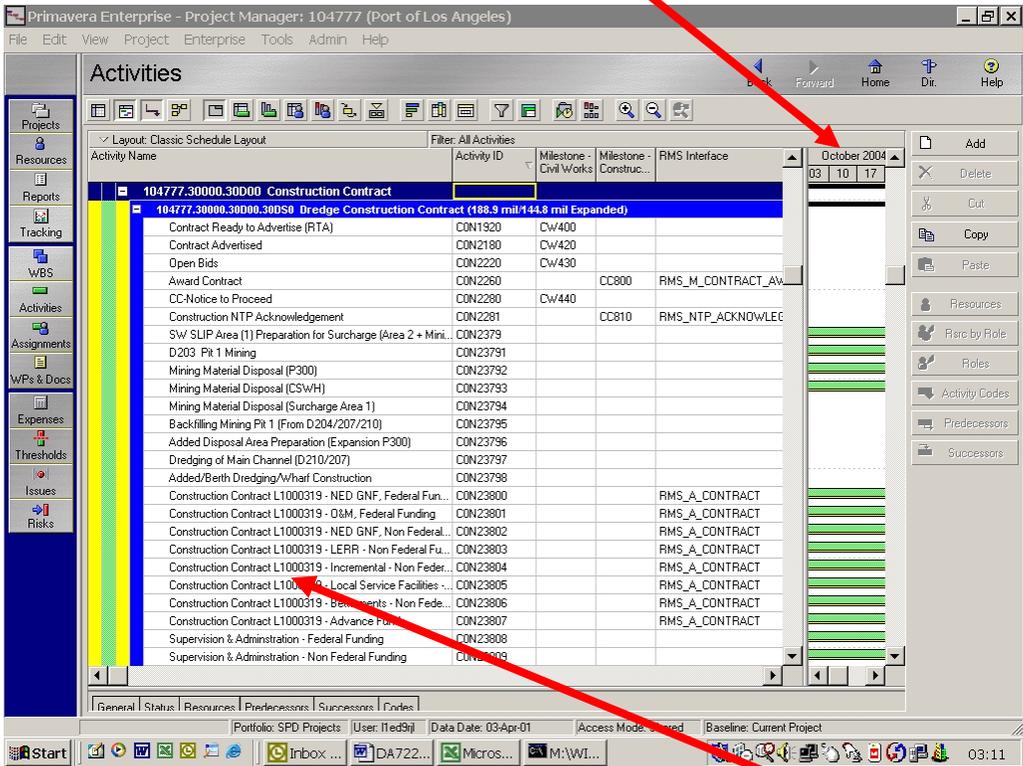
2. Award Contract Activity ID = CON2260

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

P2 Project Number and Title

WBS Activity Costs

Milestone Dates

The screenshot displays the Primavera Enterprise Project Manager interface. The main window shows a WBS (Work Breakdown Structure) table with columns for Activity ID, Activity Name, Original Duration, Start, Finish, Total P200, Budgeted Total Cost, Actual Total Cost, Remaining Total Cost, At Completion Total Cost, and Resource IDs. A callout box labeled 'P2 Project Number and Title' points to the '108791' project ID in the first row. Another callout box labeled 'WBS Activity Costs' points to the 'Budgeted Total Cost' column. A third callout box labeled 'Milestone Dates' points to the 'Start' and 'Finish' columns. Below the table, a detailed view for activity 'M18000' is shown, with a callout box labeled 'Status and Delay Codes' pointing to the 'Code Value' and 'Description' columns.

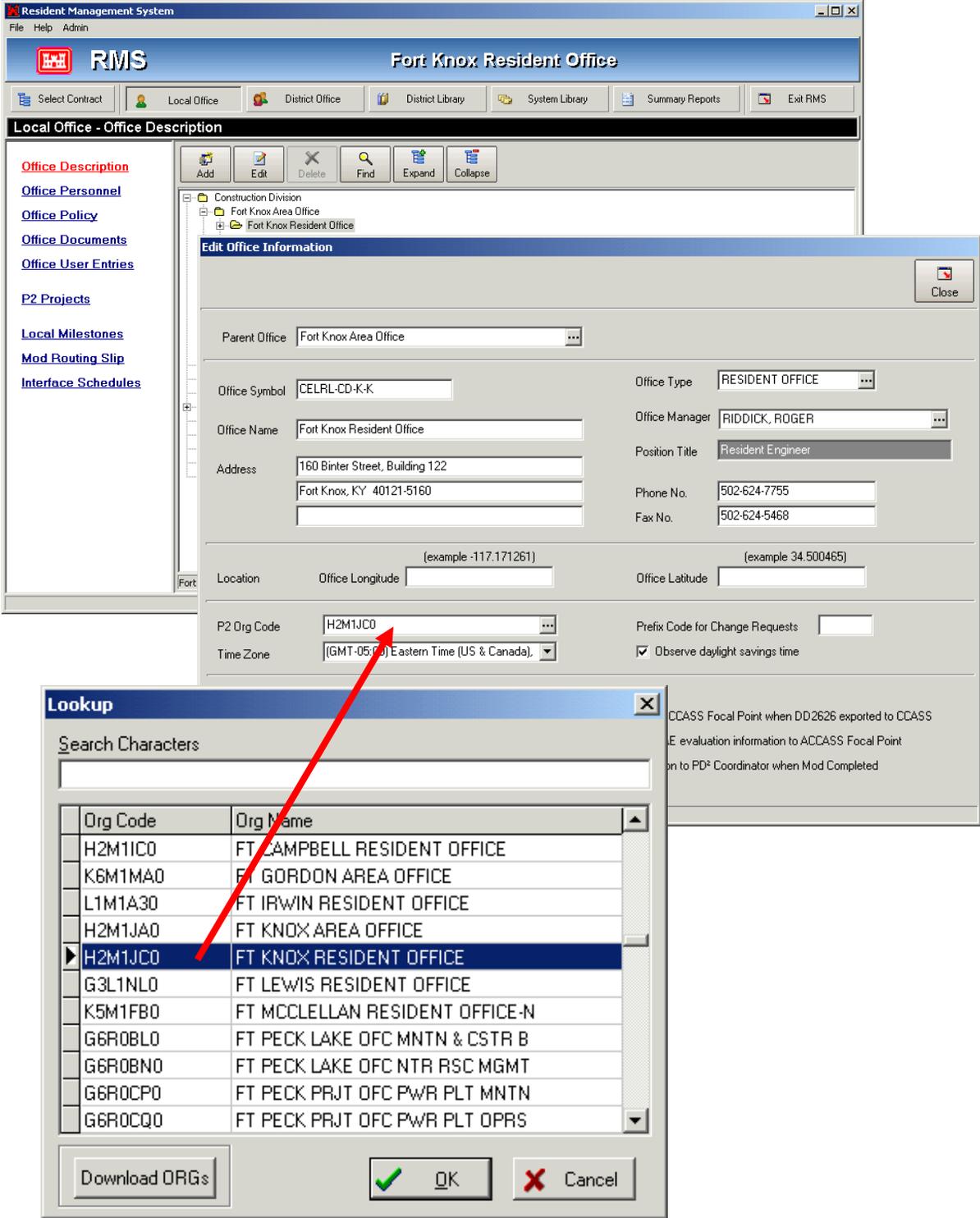
Activity ID	Activity Name	Original Duration	Start	Finish	Total P200	Budgeted Total Cost	Actual Total Cost	Remaining Total Cost	At Completion Total Cost	Resource IDs
108791.300001.30050	DACW29-99 C 08160A SELA Broad St PS#1	1626.0d	17-Dec-99A	20-Apr-05	1422.0d	\$404,623.75	\$0.00	\$404,624.19	\$404,624.19	
M14500	Contract Mega/Bid 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-99A			\$0.00	\$0.00	\$0.00	\$0.00	
M18000	O-10 Contract 99C0016	25.0d	22-Dec-99A	03-Feb-04A	1495.0d	\$404,623.75	\$0.00	\$404,624.19	\$404,624.19	CONSTR SVCS; B2PMDA-CONTRACTING
M19100	O-10 Physical Completion	0.0d		21-Aug-02A		\$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-99A		\$0.00	\$0.00	\$0.00	\$0.00	
M18400	O-10 Construction Completion	0.0d		03-Feb-04A		\$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	

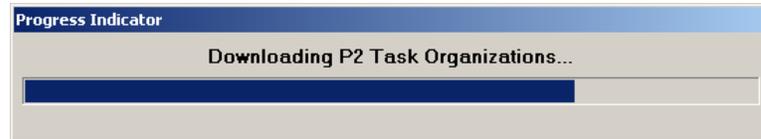
Activity Code	Code Value	Description
Construction Contract Delay	DD	No Current Problems (All Phases)
Construction Contract Status	UJ	Construction Underway - On or Ahead of Schedule
Contract	Prim	Primary
Task Organization	213	B2M1396-CONST DIV/NOAD-SELA/DIRL PAR
Contracting Type	A	Competitively Bid, Fixed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

# Resident Management System

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.

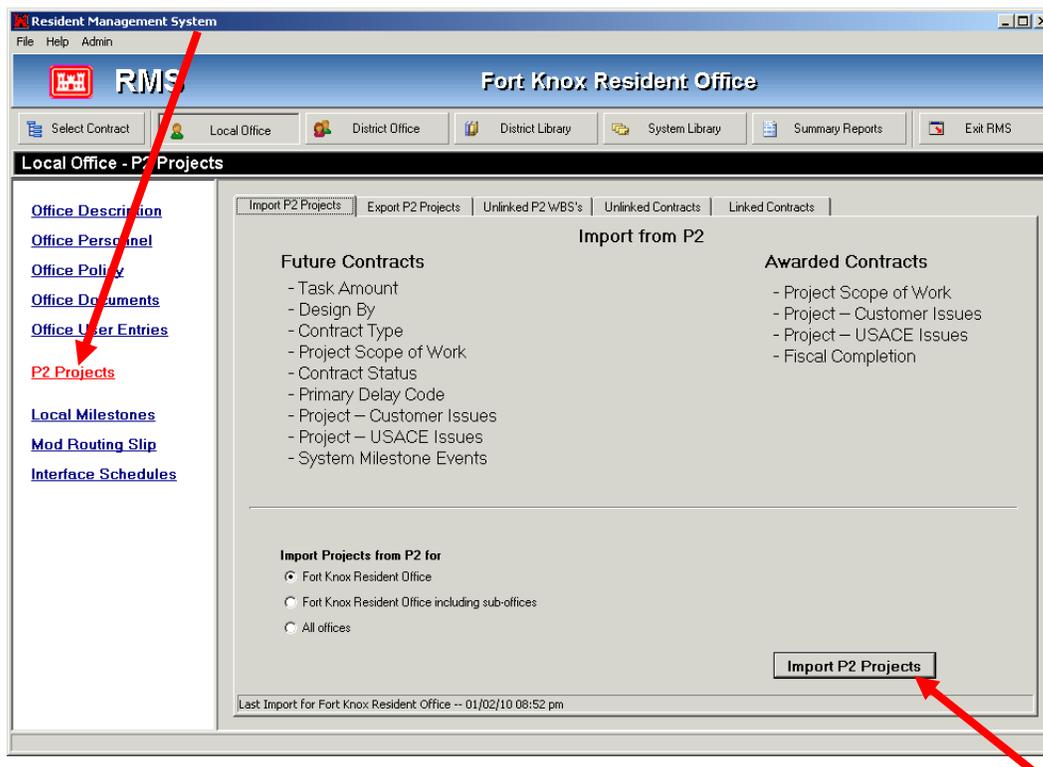


You can download the P2 Task Organizations also by using the lookup.



## 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 *Fort Knox 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 *Fort Knox Resident Office*. Optionally, you can choose to download P2 projects for the *Fort Knox 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 *Fort Knox 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. It also displays the Project Scope of Work as entered in P2.

**Resident Management System**  
File Help Admin

**RMS Fort Knox Resident Office**

Select Contract Local Office District Office District Library System Library Summary Reports Exit RMS

**Local Office - P2 Projects**

Office Description  
Office Personnel  
Office Policy  
Office Documents  
Office User Entries  
**P2 Projects**  
Local Milestones  
Mod Routing Slip  
Interface Schedules

Import P2 Projects Export P2 Projects **Unlinked P2 WBS's** Unlinked Contracts Linked Contracts  Show Invalid WBS's

**WBS's for Fort Knox Resident Office**

Project ID	Project Title	WBS No.
112592	Ohio River Shoreline	300A011.30DS0
112593	Ohio River Greenway	4.2.5
112593	Ohio River Greenway	5.5.30D00.30DS0
112593	Ohio River Greenway	3.5.5
112665	CAP 018776 VEH MAINT SHOP-GMD	60000.61000
123285	HRCoE	00004.60000.1
123285	HRCoE	00002.60000.1
123285	HRCoE	00003.60000.1
123285	HRCoE	00001.60000.1
126603	IRP FTKX PBC	12000

**WBS Title** Construction - Contract - Shoreline New Albany - Phase 3  Invalid WBS

**P2 Tasks**

Task Code	Task Name	Amount
C48310	New Alb 3 Contract (LS)	\$250,000.00
C48300	New Alb 3 Contract (CG)	\$700,000.00

**Project Scope of Work**

PRDMIS Comment Number 2 The project includes rehabilitation work on six existing flood protection projects along the Indiana shoreline of the Ohio River. The communities include Lawrenceburg, Jeffersonville-Clarksville, New Albany, Tell City, Cannelton, and Evansville.

Link this Project to :

14 P2 Projects/WBS's not linked to a Contract for Fort Knox 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.

Contract Office	Contract ID	Contract No	Contract Title
H2000001	H2001914	w912QR-09-D-0034 0004	Barren River Shower House & Restroom Reh
H2000001	H2001836	w912QR-09-D-0034 0005	Green River Lake, Log Cabin Repair
H2000001	H2001766	w912DY-08-D-0027 0006	FK, Automated Installation Entry (AIE)
H2000001	H2001954	w912QR-09-D-0019 0003	Ohio River Open Dike Repair
H2000001	H2001886	H2001886	FK, Automated Infantry Platoon Battle Co
H2000001	H2001887	H2001887	FK, Mount Collective Training Area
H2000001	H2001889	H2001889	FK, Engineer Qualification Course
H2000001	H2001890	H2001890	FK, Replacement Hospital for Ireland
H2000001	H2001877	H2001877	Nolin Lake-Replenish RipRap Up/Down Stre
H2000001	H2001865	w912QR-09-D-0017 0005	Barren River, Port Oliver, PH II
H2000001	H2001782	w912QR-09-D-0017 0003	Green River Visitors Center Restrooms
H2000001	H2001783	w912QR-09-D-0016 0003	Green River Rip Rap Overlay
H2000001	H2001955	w912QR-09-D-0017 0002	Green River-Visitor's Center Bus Parking
H2000001	H2002003	H2002003	
H2000001	H2001785	w912QR-09-D-0017 0009	Nolin Lake Dog Creek Renovation
H2000001	H2001942	w912QR-09-D-0045 0002	Green River L&D 1 & 2 Warehouse

Click the OK button and you will get a confirmation window:



## Resident Management System

Another area where you can link a P2 Project to an RMS contract is on one of the **Contract Administration** module 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).

The screenshot displays the 'Administration - P2 Projects' interface within the RMS software. The window title is 'Contract ID - H2001890'. The main header shows 'RMS' and 'FK, Replacement Hospital for Ireland'. A navigation bar includes buttons for 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The left sidebar contains a menu with options like 'Contract Status', 'Contract Description', 'Contract Personnel', 'Contract Documents', 'Contract Setup', 'P2 Projects', 'Correspondence', 'Request for Info', 'Contract User E...', 'Prime Contractor', 'Subcontractors', 'Contractor Insur...', and 'Labor Interviews'. The main content area shows a 'Select P2 Project' dialog box. This dialog has a search field with '129072' and a 'Search By' dropdown set to 'Project ID'. Below the search are three radio buttons: 'Fort Knox Resident Office' (selected), 'Fort Knox Resident Office including sub-offices', and 'All offices'. A table titled 'P2 Projects' lists various projects with columns for Project ID, Project Title, WBS No., and WBS Title. The project 'FTK- HARDEN PERIMETER SECURITY' with Project ID 129072 is highlighted. Below the table is a 'P2 Tasks' section with a table showing a task 'Contract' with a task code 'A1390' and an amount of '\$197,184.00'. At the bottom, there is a text area for 'Project Scope of Work / Project Issues - USACE' containing the text 'Construct a Perimeter Hardening around Ireland Community Hospital at Fort Knox.' and 'OK' and 'Cancel' buttons.

Project ID	Project Title	WBS No.	WBS Title
112593	Ohio River Greenway	5.5.30D00.30D50	Construction - Contract A - Silver Creek - N.A.
112593	Ohio River Greenway	3.5.5	FY09 Contract - Greenway-Jeffersonvl
112665	CAP 018776 VEH MAINT SHOP-GMD	60000.61000	Construction - Contract A
123285	HRCoE	00001.60000.1	Construction - Contract A
123285	HRCoE	00002.60000.1	Construction - Contract A
123285	HRCoE	00003.60000.1	Construction - Contract A
123285	HRCoE	00004.60000.1	Construction - Contract A
126603	IRP FTKX PBC	12000	W912QR-04-D-00380001 - IRP PBC
129066	FTK-VET CLINIC ADDN, B1068	HL.60000.61000	Construction - Contract A
129072	FTK- HARDEN PERIMETER SECURITY	HL.60000.61000	Construction - Contract A
327780	VA ARRA New 1000 Chiller Plant	CW.30D00.30D50	New 1000 Ton Chiller Plant

Task Code	Task Name	Amount
A1390	Contract	\$197,184.00

Project Scope of Work / Project Issues - USACE  
Construct a Perimeter Hardening around Ireland Community Hospital at Fort Knox.

## 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 will not be linked to P2.

## Resident Management System

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.

The screenshot shows the 'Administration - Contract Setup' window for contract ID H2001890. The window title is 'Contract ID - H2001890' and the main header is 'RMS FK, Replacement Hospital for Ireland'. The left sidebar contains a list of navigation links: Contract Status, Contract Description, Contract Personnel, Contract Documents, Contract Setup (highlighted in red), P2 Projects, Correspondence, Request for Information, Contract User Entries, Prime Contractor, Subcontractors, Contractor Insurance, and Labor Interviews. The main content area is divided into tabs: Administration/Funding, Modifications, Quality Assurance, and Submittals/Schedule. The 'Administration' section contains several checkboxes and dropdown menus:

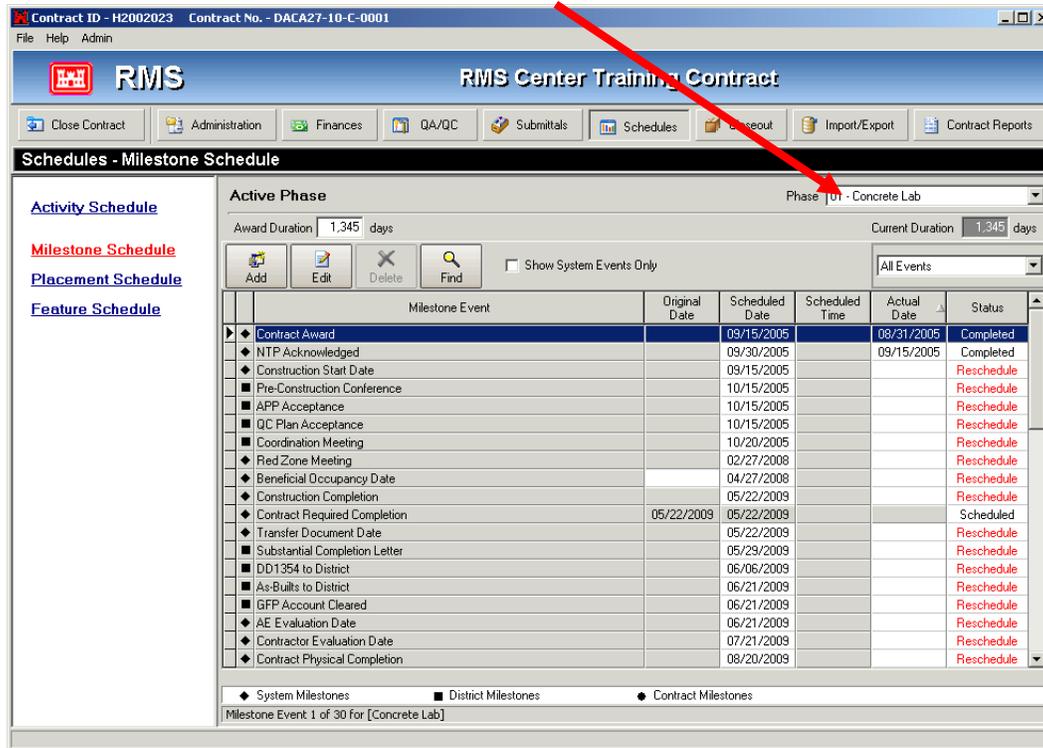
- Will CEFMS be used for downloading Finances and uploading Payments? (CEFMS Database Service: LRL\_CEFMS.WORLD)
- Will this contract be linked to P2?  Use P2 data prior to award?  Use only one Phase?
- Do you want to use QAS with this contract?
- Do you want to use QCS with this contract? (Contractor Correspondence Entered By: Government)
- Do you want to answer RFI's with two-way RFI Form? (Insurance Entered By: Government)
- Do you want to track Contractor's Insurance in RMS? (RFI Entered By: Government)
- Do you want to track Contractor's Payrolls in RMS?
- Do you want to track Labor Interviews in RMS? (Category Codes for: ARMY)
- Will this contract require a DD1354 Transfer Document?

The 'Funding' section contains:

- Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS
- Track Funding at Project Level, compute Obligation amounts for payment based on available funds
- Track Funding at Project Level, manually enter Obligation amounts for payment
- Progress Payments - Allow Additional Earnings not included in Activity Earnings

The Currency Type is set to US DOLLAR.

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



**Contract ID - H2002023 Contract No. - DACA27-10-C-0001**

**RMS Center Training Contract**

**Schedules - Milestone Schedule**

Active Phase: Phase | 01 - Concrete Lab

Award Duration: 1,345 days Current Duration: 1,345 days

Buttons: Add, Edit, Delete, Find, Show System Events Only, All Events

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date	Status
Contract Award		09/15/2005		08/31/2005	Completed
NTP Acknowledged		09/30/2005		09/15/2005	Completed
Construction Start Date		09/15/2005			Reschedule
Pre-Construction Conference		10/15/2005			Reschedule
APP Acceptance		10/15/2005			Reschedule
QC Plan Acceptance		10/15/2005			Reschedule
Coordination Meeting		10/20/2005			Reschedule
Red Zone Meeting		02/27/2008			Reschedule
Beneficial Occupancy Date		04/27/2008			Reschedule
Construction Completion		05/22/2009			Reschedule
Contract Required Completion	05/22/2009	05/22/2009			Scheduled
Transfer Document Date		05/22/2009			Reschedule
Substantial Completion Letter		05/29/2009			Reschedule
DD1354 to District		06/06/2009			Reschedule
As-Builts to District		06/21/2009			Reschedule
GFP Account Cleared		06/21/2009			Reschedule
AE Evaluation Date		06/21/2009			Reschedule
Contractor Evaluation Date		07/21/2009			Reschedule
Contract Physical Completion		08/20/2009			Reschedule

Legend: System Milestones, District Milestones, Contract Milestones

Milestone Event 1 of 30 For [Concrete Lab]

## 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. From the District Office, **ALL** claims, for **ALL** contracts may be reviewed.

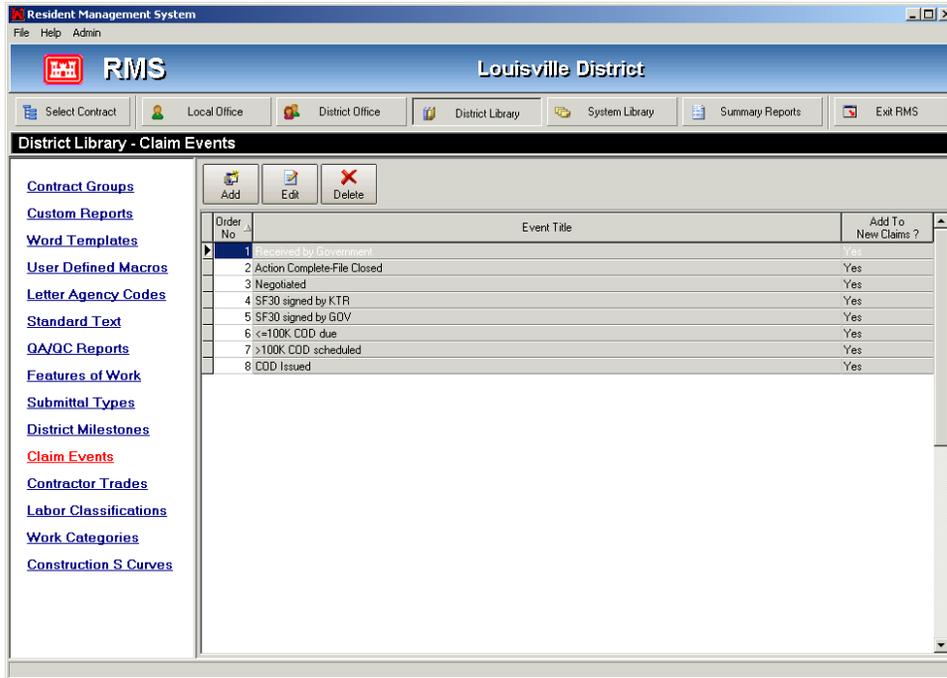
The screenshot shows the Resident Management System (RMS) interface for the Louisville District. The main window is titled "District Office - Contractor Claims" and features a table of claims. A red arrow points to the "Claims" button in the top right corner. An inset window titled "Contractor Claims" is shown in the foreground, displaying a printer icon and the title "Contractor Claims" in red. Below this, there are radio buttons for "Open Claims" and "All Claims", a "Claims for Office" dropdown set to "Olmsted Resident Office", a "Claims Assigned to" dropdown set to "WILLIAM J. GILMOUR III", and a "Sort report by" dropdown set to "Field Office".

Evaluating POC	Contract No.	Claim ID	Amount	Time
GILMOUR III, WILLIAM J.	DACW27-02-C-0013	CLM-0001	\$100,000.00	0

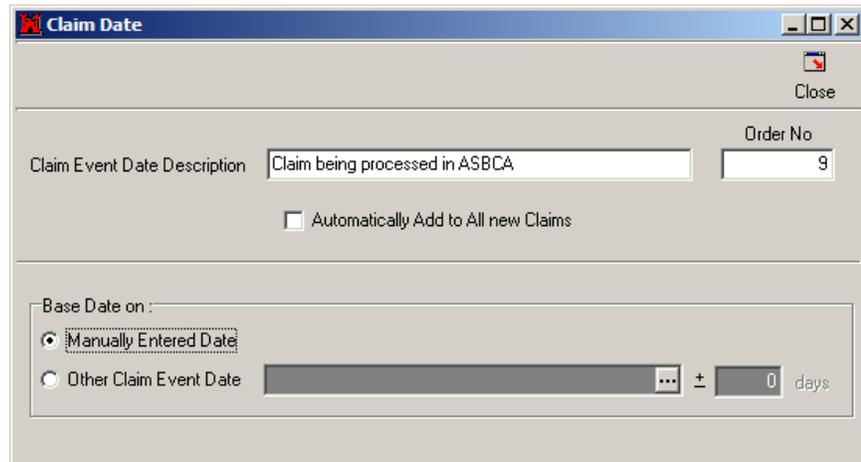
Claims may be added here in the **District Office** Module or at the individual contract level (listed under the **Finances** selection). In either case, the data and screens are identical.

## Claim Event – District Library

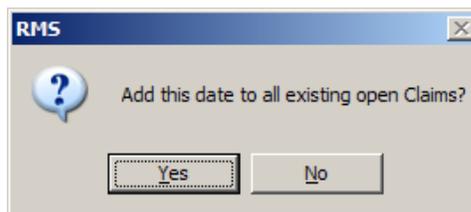
Events that pertain to Contractor claims are now addressed in the **District Library** Module.



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

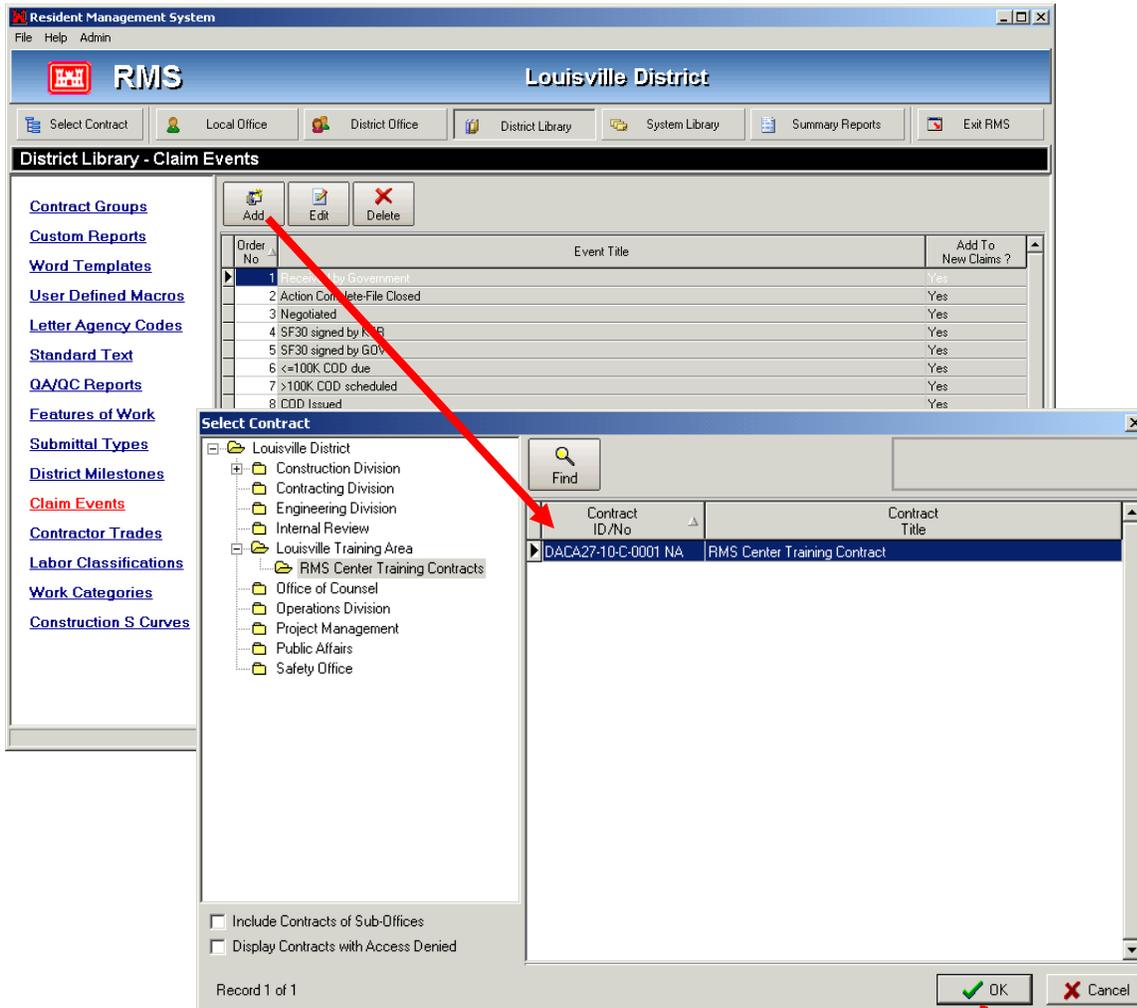


In addition, you can add the date to all existing open claims as well.

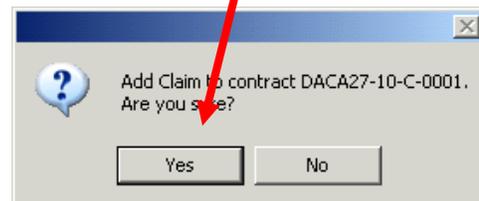


## Adding a Claim

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



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.



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 **District** level across all contracts.

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

**Contractor Claim - RMS Center Training Contract**

**Claim** | Supporting Documents

Claims Docs Close

Contract No.  Claim ID  Claim Reference No.

Contract Title  Evaluation POC

Contractor  Contracting Officer

Customer  Counsel

Field Office  Project Manager

Claim Description

Differing Site Conditions - Existence of underground obstruction was not shown where it actually was and created substantially more effort.

Amount Claimed  Time Claimed  days

Remarks

The underground obstruction (tanks) were actually 50 meters to the East and 23 feet deeper than shown on the contract drawings.

Claim Type

Claim Status

Claim Cause

Final Settlement requires Contract Modification

Change Request No.  Amount

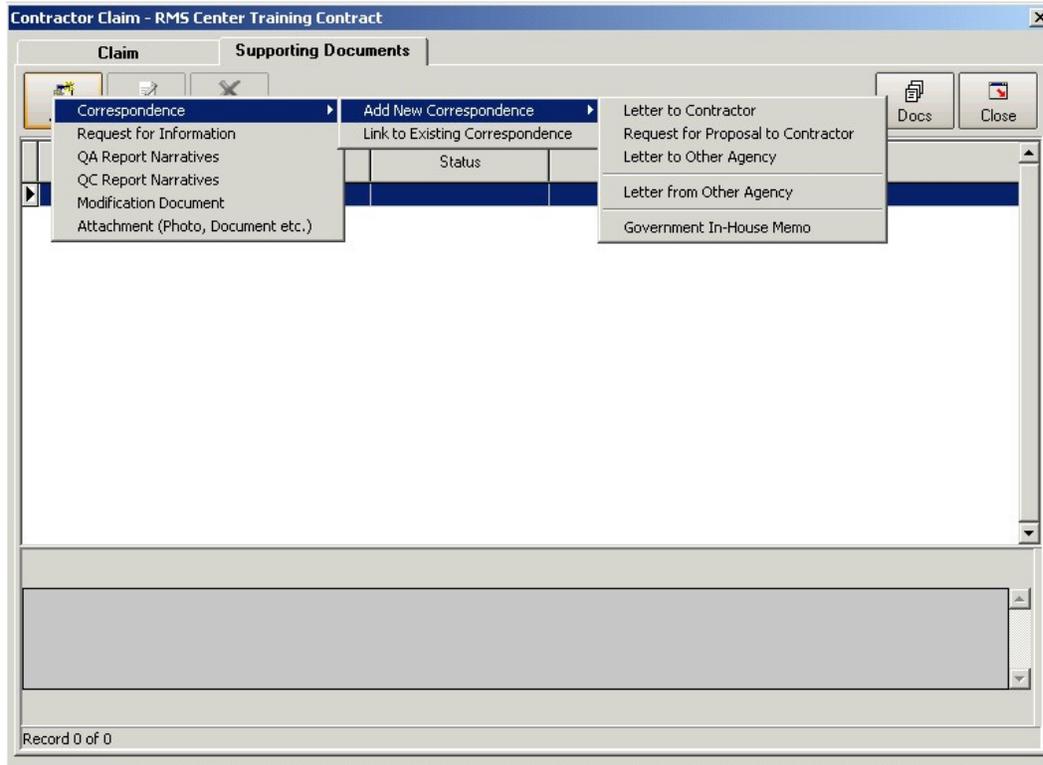
Mod. Ref. No.  Time  days

Modification No.

Event	Date
Received by Government	01/03/2010
Action Complete-File Closed	

## 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 **District Office** Module you can view all **Contractor Claims** by using the **Claims** button.

**District Office - Contractor Claims**

Range: All Claims for - Louisville District Including Sub-Offices | Sort: Field Office

Field Office	Contract No.	Claim ID	Amount	Time
Columbus Resident Office	W912QR-04-D-0016 0038	CLM-0002	\$16,740.60	0
Fort Campbell Resident Office	W912QR-07-C-0028	CLM-0009	\$0.00	0
Illinois Resident Office	W912QR-06-D-0002 0001	CLM-0003	\$44,633.19	14
Illinois Resident Office	W912QR-06-D-0002 0001	CLM-0008	\$1,741.64	0
Illinois Resident Office	W912QR-08-C-0057	CLM-0004	\$0.00	0
Illinois Resident Office	W912QR-08-C-0057	CLM-0005	\$0.00	0
Illinois Resident Office	W912QR-08-C-0057	CLM-0006	\$0.00	0
Illinois Resident Office	W912QR-08-C-0057	CLM-0007	\$0.00	0
Olmsted Resident Office	DACW27-02-C-0013	CLM-0001	\$100,000.00	0
RMS Center Training Contracts	DACA27-10-C-0001	CLM-0010	\$0.00	0

**CLM-0010 Received: 01/03/2010 In Evaluation**

Differing Site Conditions - Existence of underground obstruction was not shown where it actually was and created substantially more effort.

**Remarks**

The underground obstruction (tanks) were actually 50 meters to the East and 23 feet deeper than shown on the contract drawings.

**Contractor Claims - Range Selection**

Claim:  Open Claims  All Claims

Range:

- Claims Assigned to: WILLIAM J. GILMOUR III
- Claims for Office: Louisville District  Include Sub-Offices
- Claims for Contract:

OK Cancel

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**

03 Jan 2010

All Claims for WILLIAM J. GILMOUR III

<b>Contract No.:</b>	DACW27-02-C-0013	<b>Claim ID:</b>	CLM-0001	<b>Received by Government:</b>	07/12/2006
<b>Project Name:</b>	Olmsted Mooring Cells	<b>Claim Ref. No.:</b>		<b>Action Complete-File Closed:</b>	11/21/2007
<b>Contractor:</b>	Aquaterra Contracting, Inc.	<b>Evaluation POC:</b>	WILLIAM J. GILMOUR III		
<b>Customer:</b>	CIVIL WORKS	<b>Contracting Officer:</b>			
<b>Field Office:</b>	Construction Division	<b>Counsel POC:</b>			
<b>Claim Type:</b>	Potential	<b>Project Manager:</b>	LARRY BIBELHAUSER		
<b>Claim Status:</b>	Action Complete -- File Closed	<b>Amount Claimed:</b>	100000		
<b>Claim Cause:</b>		<b>Time Claimed:</b>	0 Days		
<b>Description:</b>	Paint failure on the DS mooring cells. This has been determined to be due to a latent defect by the Government.				
<b>Remarks:</b>	The Government has made a claim to the contractor for a latent defect and has tied the repair to work remaining on another job. Earnings have been tied up on the Smithland mitergate storage facility contract DACW27-02-C-0005. Current information is that the contractor has agreed to come back and make repairs.				

## Interface Schedules

Using the **Interface Schedules** (from the Local Office Module) 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 from the File/Utilities option (for CEFMS) or from the Contract (for CEFMS and P2).

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 Admin

**RMS** RMS Center Training Contracts

Select Contract Local Office District Office District Library System Library Summary Reports Exit RMS

**Local Office - Interface Schedules**

[Office Description](#)  
[Office Personnel](#)  
[Office Policy](#)  
[Office Documents](#)  
[Office User Entries](#)  
[P2 Projects](#)  
[Local Milestones](#)  
[Mod Routing Slip](#)  
[Interface Schedules](#)

**Import Finances from CEFMS**

Import Schedule:  
Run After: 6:00 pm

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

Run every month on day:

**Import Projects from P2**

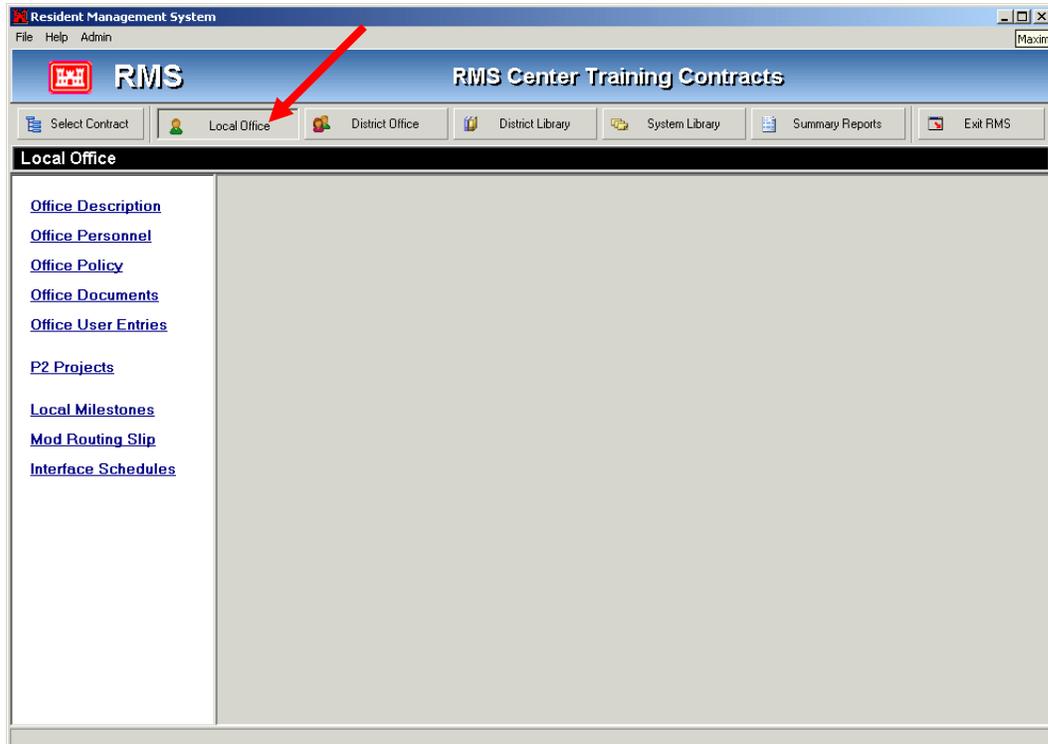
Import Schedule:  
Run After: 6:00 pm

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

Run every month on day:

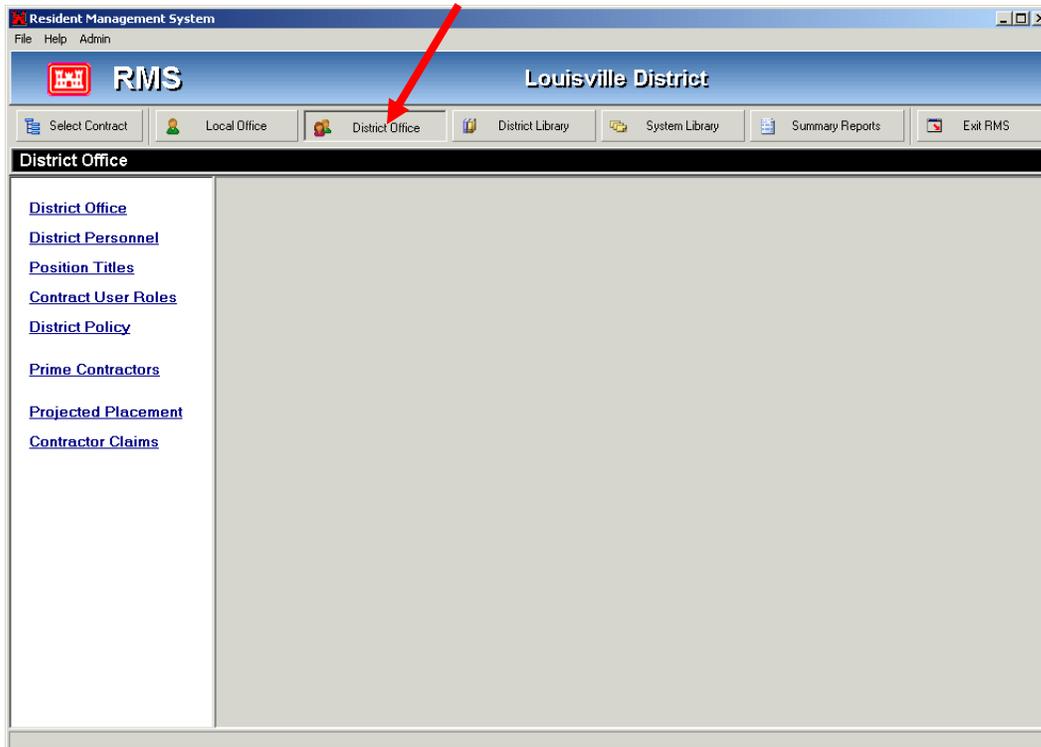
## Local Office

Also from this module, you can track data pertaining to the office and staff that will interface with RMS for all contracts administered by this office. This is where individuals are given User Roles to work in various areas of RMS. In addition, there are items maintained by your local office. This allows you to customize these items to fit the requirements of your local practices and management preferences. Changes made here will affect all contracts assigned to your office.



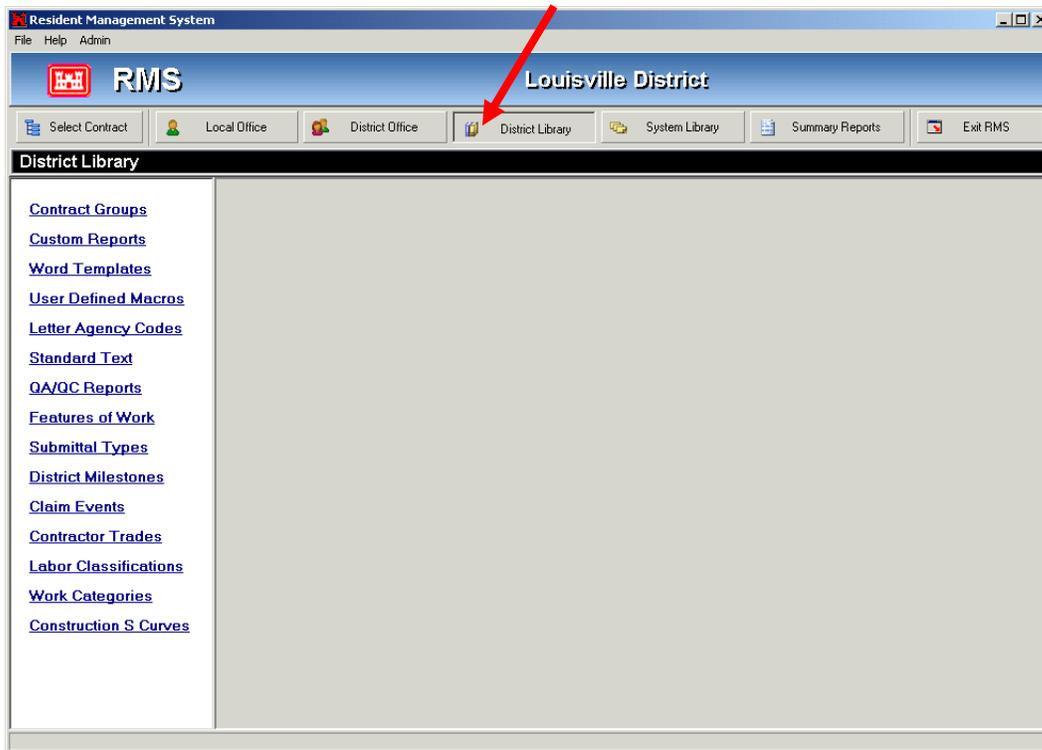
## District Office

The next module, **District Office**, contains the items maintained by the District Office. This provides uniformity of field offices in areas considered appropriate. Changes made here affect all contracts within the database that fall under the District Office. Among the important changes to this version of RMS are the inclusion of “**Position Titles**” and “**Contract User Roles**” that are now controlled at this District level.



## District Library

The next module, **District Library**, contains the Library items maintained by the District Office. This provides uniformity of field offices in areas considered appropriate. Changes made here affect all contracts within the database that fall under the District Office. **Custom Reports** and **Contract Groups** are now controlled at this District level.



## System Library

The next 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.

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.

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

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

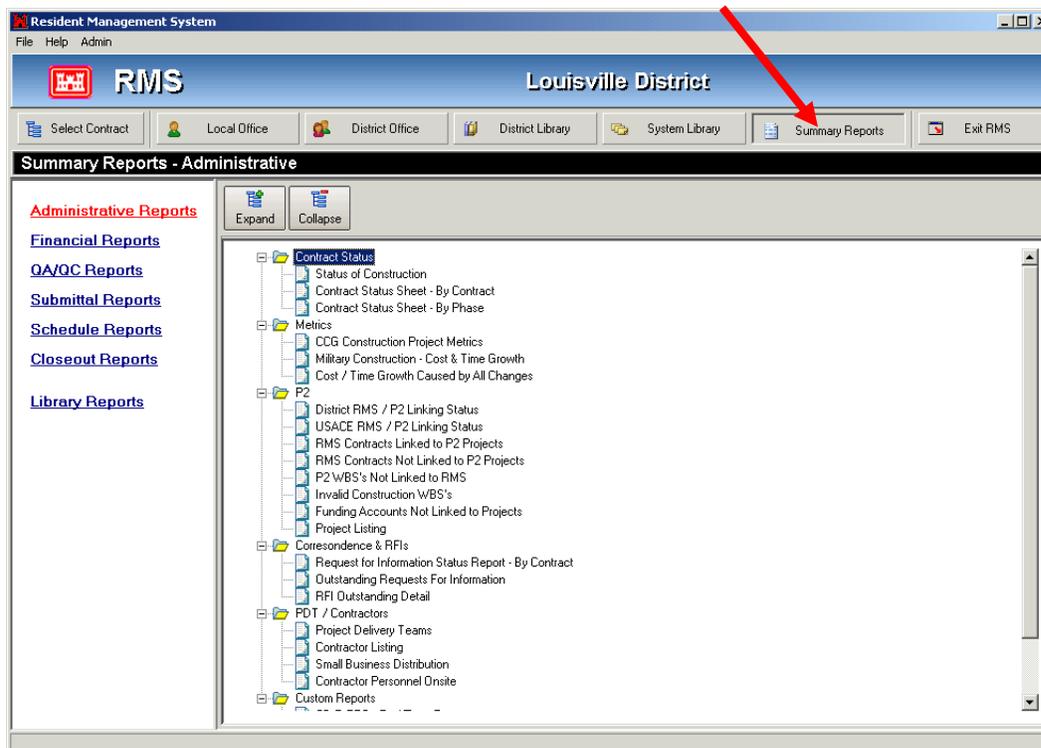
The screenshot displays the Resident Management System (RMS) interface. The top window shows the 'USACE' header and navigation tabs. The bottom window shows the 'System Library - Program Types' table with columns for Program Type, Description, and Include in Lookup CELRL. A red arrow points to the 'Include in Lookup CELRL' checkbox for the 'ANA' program type.

Program Type	Description	Include in Lookup CELRL
ANA	Alghan National Army	<input type="checkbox"/>
ANA-O&M	Alghan National Army-Operation and Maintenance	<input type="checkbox"/>
ANP	Alghan National Police	<input type="checkbox"/>
ANP-O&M	Alghan National Police-Operation and Maintenance	<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 type="checkbox"/>
FC&CE	Civil-Flood Control and Coastal Emergencies	<input type="checkbox"/>
FUSRAP	Civil-Formerly Utilized Sites Remedial Action Program	<input checked="" type="checkbox"/>
GWOT	Global War on Terror	<input checked="" 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"/>

## Summary Reports

The **Summary 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 seven areas:

- **Administrative Reports**
- **Financial Reports**
- **QA/QC Reports**
- **Submittal Reports**
- **Schedule Reports**
- **Closeout Reports**
- **Library Reports**



## Chapter 2 - Office and Staff Setup

### What this Chapter presents:

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



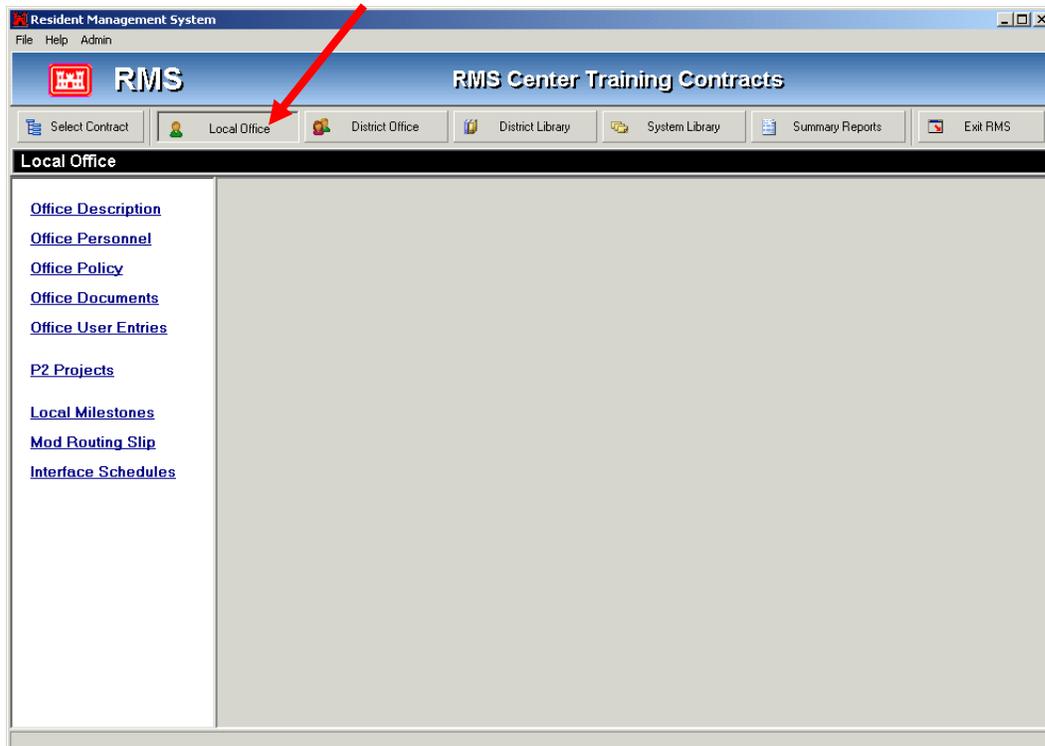
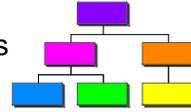
### Steps to success to use RMS

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

1. Enter a description (name) for each office
2. Enter Position Titles for each position in the District Construction Offices (accomplished in the **DISTRICT OFFICE** module.)
3. Set up Contract User Roles in the **DISTRICT OFFICE** module. (the roles can be for an individual staff member, by title, function, etc.)
4. Assign staff members to the Contract User Roles created
5. Establish the Contracts that the Staff member will be able to use the Contract User Role created

## Local 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 such items as your **Office Symbol**, your **Parent Office Symbol**, **Office Type**, **Office Manager** 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

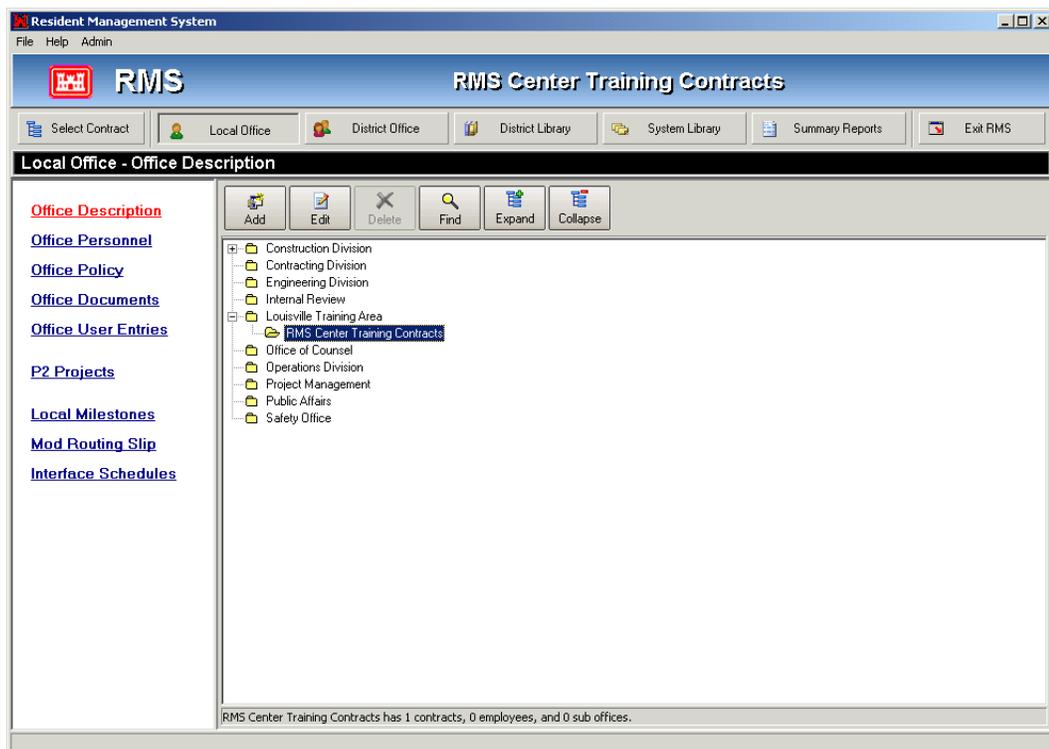
symbol is incorrect, or changes, you are now able to change it without deleting the entire office, as was the case in prior versions. This symbol is assigned by your District or Center and should be unique for your individual office. Some Districts may refer to the symbol as the “Routing Symbol”, and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

**B.** The **P2 Org Code** (selected from the Lookup Table) 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.



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.

## Local Office – Office Personnel

This screen 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 Administrator's listed for assistance.

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



**What the heck is all this ACCESS CONTROL about and why is it so difficult?**

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)

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.

Name	RMS ID	Local Office Contract User Role	Local Office Admin Rights	District Office Admin Rights	District Wide Read Access?
ARMSTRONG, SCOTT	H2CDD0SAA	CONST SUPPORT - QA/SAF	None	None	No
Adler, Matthew C	H2CDD0MCA	None	None	None	No
BAKER, KENNETH L	H2CDD0KLB	CONST SUPPORT - QA/SAF	None	None	No
BELL, DONALD R	H2CDD0DPB	CONSTRUCTION MANAGEF	None	None	No
BELL, JACOB	H2CDD0JWB	CONST SUPPORT - QA/SAF	None	None	No
BROOKS, DAVID	H2CDD0DPB	CONST SUPPORT - QA/SAF	None	None	No
CALDWELL, BRANT	H2CDD0BLC	CONSTRUCTION MANAGEF	None	None	No
CASNER, STEPHEN	H2CDD0SWC	CONSTRUCTION MANAGEF	None	None	No
Campbell, Jason M	H2CDD0JMC	None	None	None	No
DAVIS, KURTIS	H2CDD0KSD	CONST SUPPORT - QA/SAF	None	None	No
DUNNE, REBECCA	H2CDD0RJD	CONST SUPPORT - ADMINI	None	None	No
FLUSHING, DAVID	H2CDD0DVF	None	None	None	No
GEORGE, CASY	H2CDD0CAG	CONSTRUCTION MANAGEF	None	None	No
GILMOUR III, WILLIAM J.	H2CDD0WJG	Full Contract Edit Rights	Full Admin Rights	Full Admin Rights	Yes
GUNTER, LISA	H2CDD0LEG	CONST SUPPORT - ADMINI	None	None	No
HAWLEY, DAVID	H2CDD0DWH	CONST SUPPORT - QA/SAF	None	None	No
HECKENLAIBLE, JOSEPH	H2CDD0JLH	CONSTRUCTION REPRESE	None	None	No
HELTON, LOYD	H2CDD0LWH	CONST SUPPORT - QA/SAF	None	None	No
HESS, ROBERT	H2CDD0REH	CONSTRUCTION MANAGEF	None	None	No
HUNTER, WILLIAM M	H2CDD0WMH	CONSTRUCTION MANAGEF	None	None	No
JV - Reviewers, Jacobs	OLM-JACOB	None	None	None	No
JV Reviewers, Gerwick	OLM-GERW	None	None	None	No
KEEN, JAMES M	H2CDD0JMK	CONSTRUCTION MANAGEF	None	None	No

## 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.

**Personnel - User ID H2ED0WJG**

First Name: WILLIAM J. Last Name: GILMOUR III Abbreviated Name: GILMOUR  
 Email Address: william.j.gilmour@usace.army.mil Position Title: Resident Engineer  
 Office: Olmsted Resident Office Support Staff member from another District/Division/HQ:   
 Work Phone: 502-315-7216 Extension: Inactive Staff Member:   
 Will this person be a District POC for RMS/QCS Tech Support?  Will this person use the Quality Management System (QAS)? [Change QAS Password...](#)

User Roles for WILLIAM J. GILMOUR III

	District	Office	Contract User Role	Contracts	Office Admin Rights	District Admin Rights	District Wide Read Access?
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Remove	CELRL	Louisville District	Full Contract Edit Rights	All Contracts in District	Full Admin	Yes	

Signature Blocks for WILLIAM J. GILMOUR III

	Signature Block Name
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	William J. Gilmour III, P.E.
	William J Gilmour III, P.E.
	William J Gilmour III, P.E.

**District Administrator Permissions**

**District Administration Rights - Louisville District**

Full District Administrator Rights for WILLIAM J. GILMOUR III  
 Selected District Administrator Rights for WILLIAM J. GILMOUR III

Add Offices  
 Delete Offices  
 Add/Edit/Restore Contracts - District Wide  
 Delete/Archive Contracts - District Wide  
 Assign User Roles - District Wide

**District Office**

Office Description  District Policy  
 Office Personnel  Prime Contractors  
 District Position Titles  Projected Placement  
 Contract User Roles  Contractor Claims  
 District Review Office

**District Library**

Contract Groups  Specification Sections  
 Custom Reports  Submittal Types  
 Word Templates  District Milestones  
 User Defined Macros  Claim Events  
 Letter Agency Codes  Contractor Trades  
 Standard Text  Labor Classifications  
 QA/QC Reports  Work Categories  
 Features of Work  Construction S Curves

**Full Rights Screen**

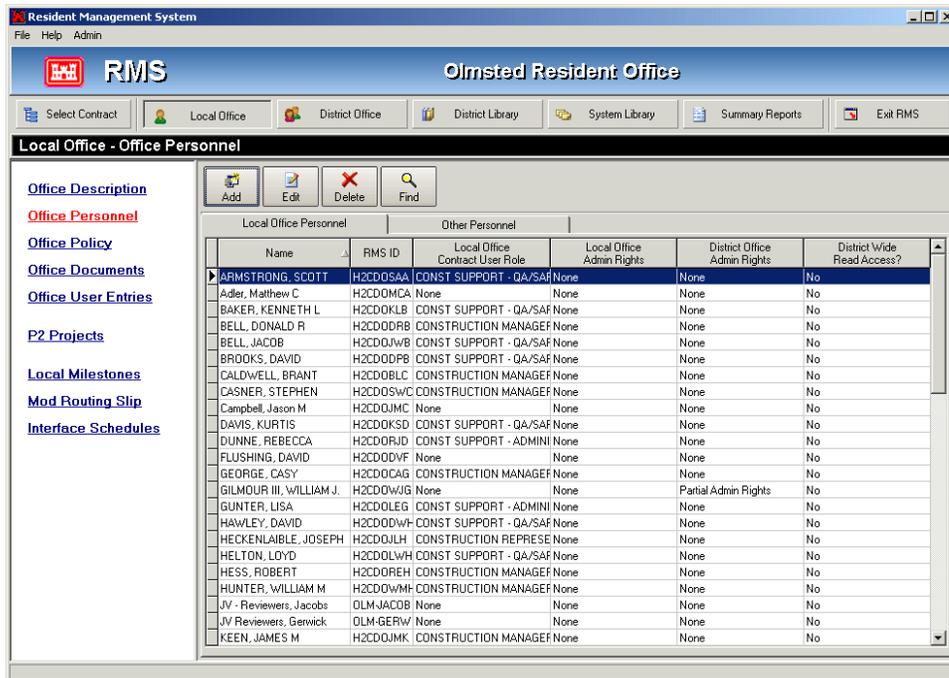
**Selected Rights Screen**

## Office Personnel

This is the location the lists all persons having access to RMS or supporting RMS in one form or another.

### Local Office Personnel

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



### Other Personnel

The individuals listed on this tab are assigned to other offices within your operating District or from another Supporting District/Division/Headquarters.

### Inactive Personnel

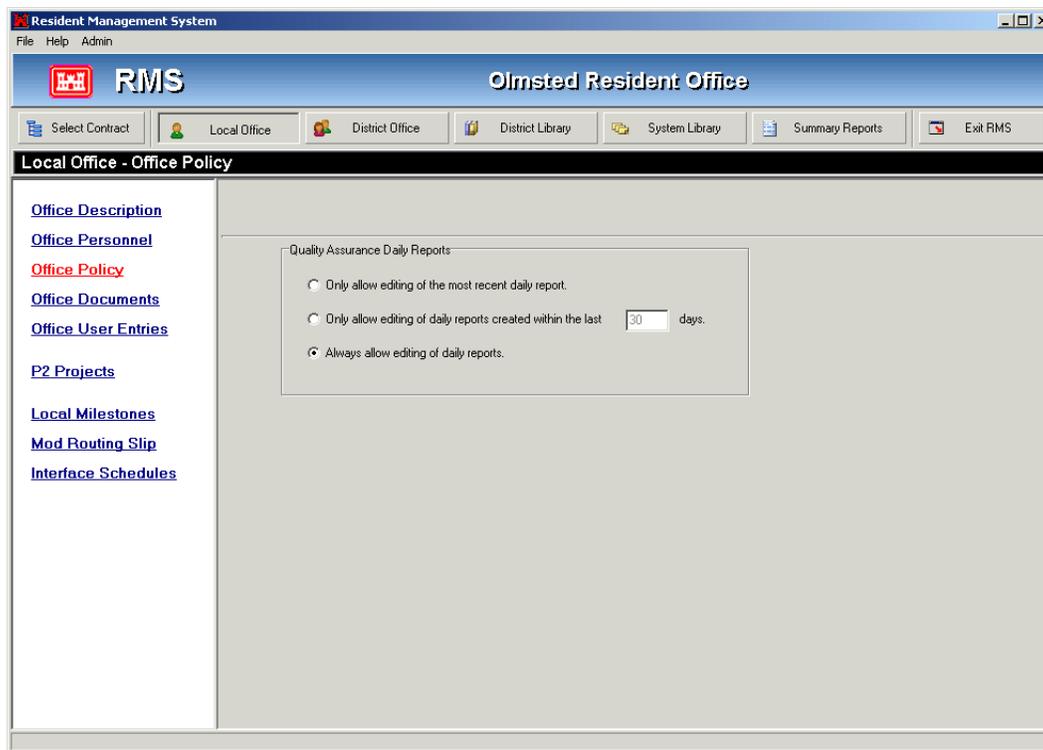
A user can be marked inactive and yet remain in the system for information. For example, you may have a submittal reviewer that has transferred elsewhere and you wish to retain their name in the submittal register, etc.

## Office Policy

This is the 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 (QCR). 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 is 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.

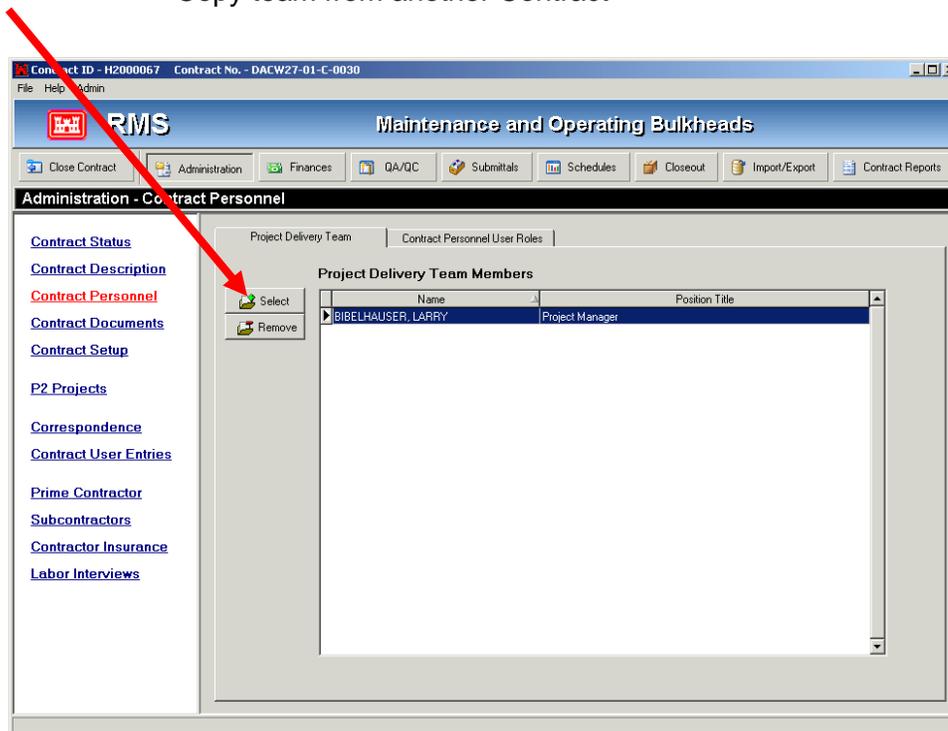
## Contract Personnel

### 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 **Select**, you have the following options:

- Select Personal (from a Lookup table)
- Copy team from another Contract



## Contract Personnel User Roles

This is a listing of all the individuals that have a User Role on the selected Contract. The User Role access control is initially set up within the **District Office** module. However, the roles can be further modified at the contract level without affecting the original role privileges.

The screenshot shows the RMS interface for 'Maintenance and Operating Bulkheads'. The 'Contract Personnel User Roles' table lists the following individuals and their roles:

Name	Contract User Role
DAVID HAWLEY	CONST SUPPORT - QA/SAFETY
JAMES M KEEN	CONSTRUCTION MANAGER / COR
RICHARD J SCHIPP	CONSTRUCTION MANAGER / ACD
WILLIAM M HUNTER	CONSTRUCTION MANAGER

The 'Contract User Role - CONSTRUCTION MANAGER' window for WILLIAM M HUNTER shows the following access rights:

- Administration
- Finances
- Quality Assurance / Control
  - QA Daily Report
  - QA Tests
  - Required Verifications
  - 3 Phase Inspections
  - Hazard Analysis
- Submittals
- Schedule
- Closeout
  - Real Property
  - Transfer Document DD Form 1354
  - Requisition Invoice DD Form 1149
  - Contractor Evaluation - Prepare Draft DD2626
  - Contractor Evaluation - Send DD2626 to CCASS
  - A-E Evaluation
  - Post-Completion / Warranty Inspections
- Import/Export

**Legend:** No Access, Read Only Access, Read & Write Access

**User Roles may be modified for the individual contract and not affect the privileges that are set up in the District Office module.**

# 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

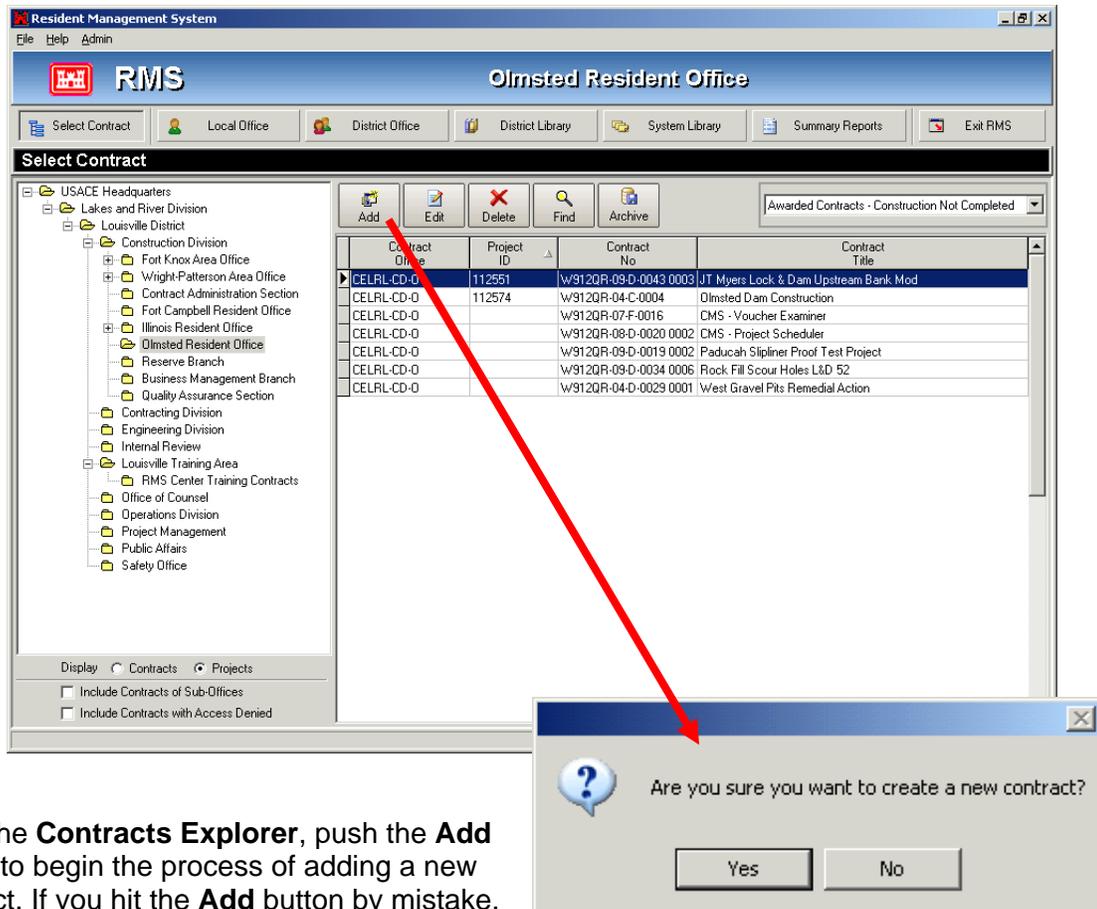
RMS will automatically place your cursor on the last contract you opened when you return to the program. If you need to enter a different contract, you will use the **Contracts Control Center** that is accessed via the **Select Contract** option of the main menu as shown below.

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

Contract Office	Contract ID	Contract No	Contract Title
CELRL-CD-0	H2000249	W9120R-04-C-0004	Olmsted Dam Construction
CELRL-CD-0	112551	W9120R-09-D-0003	JT Myers Lock & Dam Upstream Bank Mod
CELRL-CD-0	112574	W9120R-04-C-0004	Olmsted Dam Construction
CELRL-CD-0		W9120R-04-F-0016	CMS - Voucher Examiner
CELRL-CD-0		W9120R-09-D-0020	0002 CMS - Project Scheduler
CELRL-CD-0		W9120R-09-D-0019	0002 Paducah Slipliner Proof Test Project
CELRL-CD-0		W9120R-09-D-0034	0006 Rock Fill Scour Holes L&D 52
CELRL-CD-0		W9120R-04-D-0029	0001 West Gravel Pits Remedial Action

## 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. You must have proper permission to ADD a new contract to RMS.



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.

Contract ID - H2002033 Contract No. - DACA27-10-C-0001

RMS Center Training Contract

Close Contract Administration Finances QA/QC Submittals Schedule Closeout Import/Export Contract Reports

Administration - Contract Description

Contract Description Contract Information

Contract Title RMS Center Training Contract

Contract Short Title RMS Center 001

Contract Number DACA27-10-C-0001 Delivery Order NA Fiscal Year 2010

Contract Office RMS Center Training Contracts

Contract Long Title RMS Center Training Contract

Will Contract be Managed by Another District?

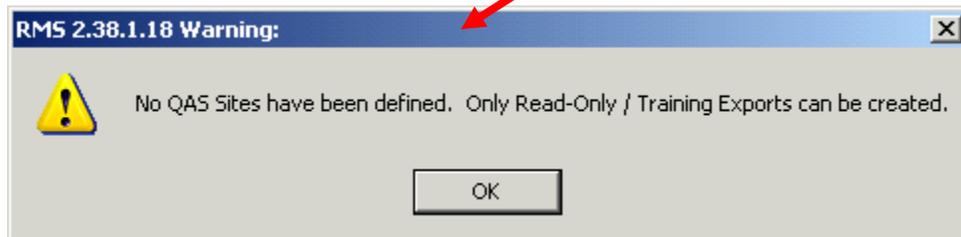
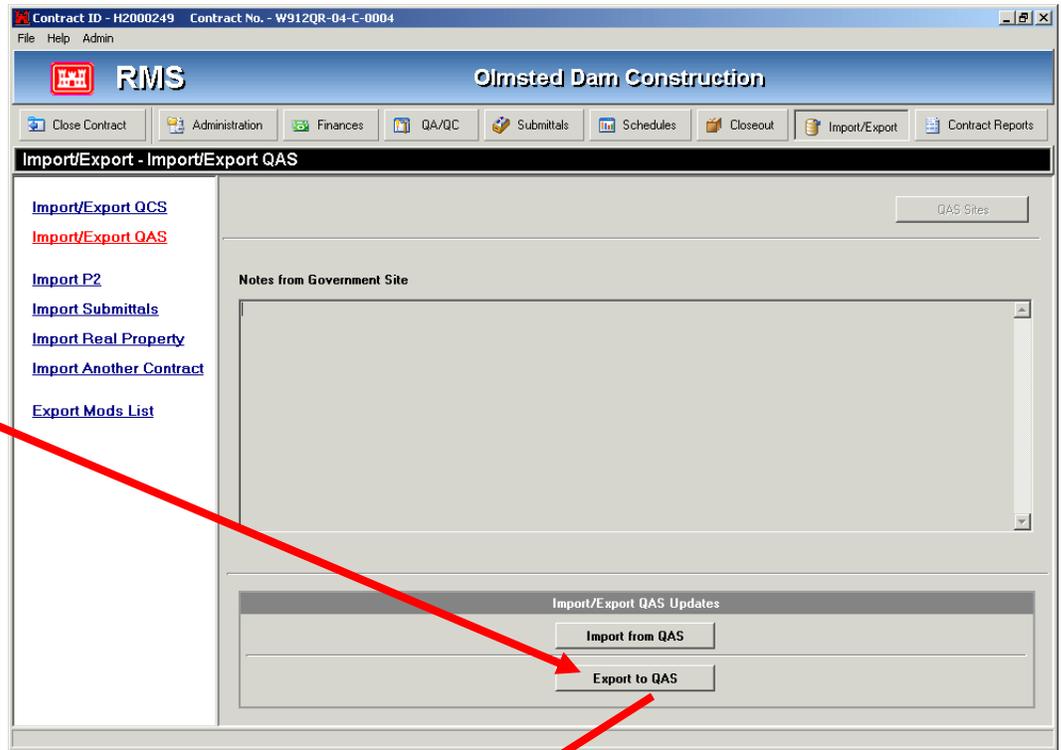
Will ARBA (Stimulus) funding be used for this contract?

Contract Scope of Work Training Contract used by RMS Center Training Director

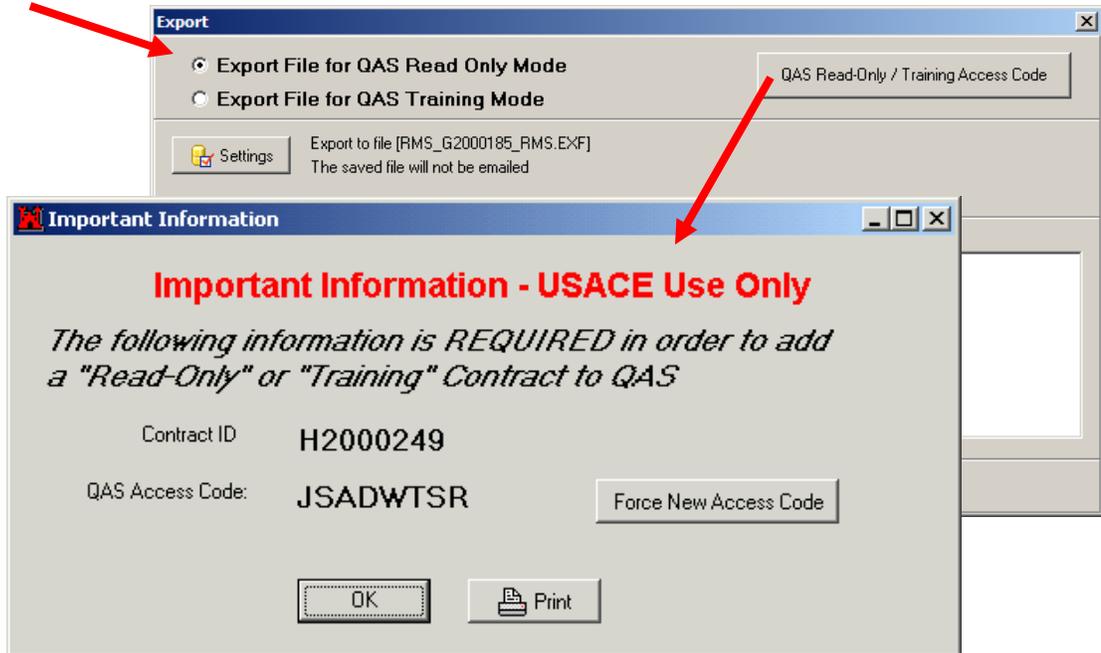
You are now ready to proceed to the next chapter and begin entering contract specific data.

## Adding a Contract for Training or Read Only Purposes

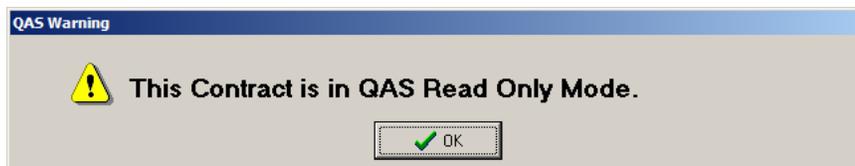
You can export contracts to QAS and/or QCS for use in **Training Mode** or to be **Read Only**. If you export a contract from RMS and have not established a remote QAS (QCS) site, you will receive this brief message:



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 radio 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 within QAS 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.

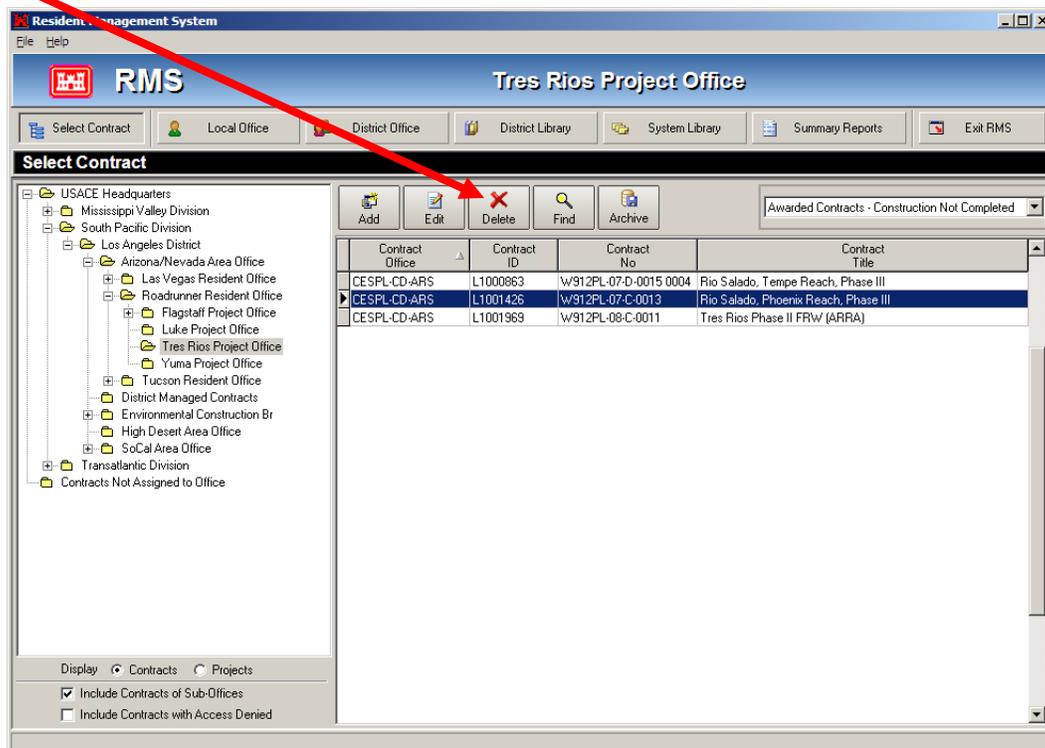
Similar screens and procedures exist for the QCS program also.

## Deleting a Contract

In order to be able to delete a contract in RMS, you must have been granted permission to do so. It takes an Office Administrator to “Delete” or “Archive” a contract.



From the main screen, locate and highlight the desired contract you wish to delete. Push the Delete button.

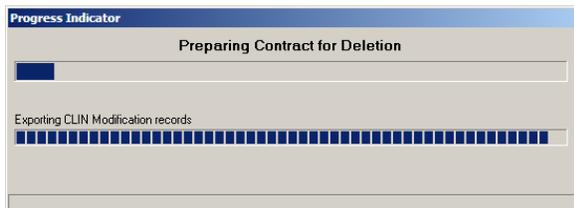


# Resident Management System

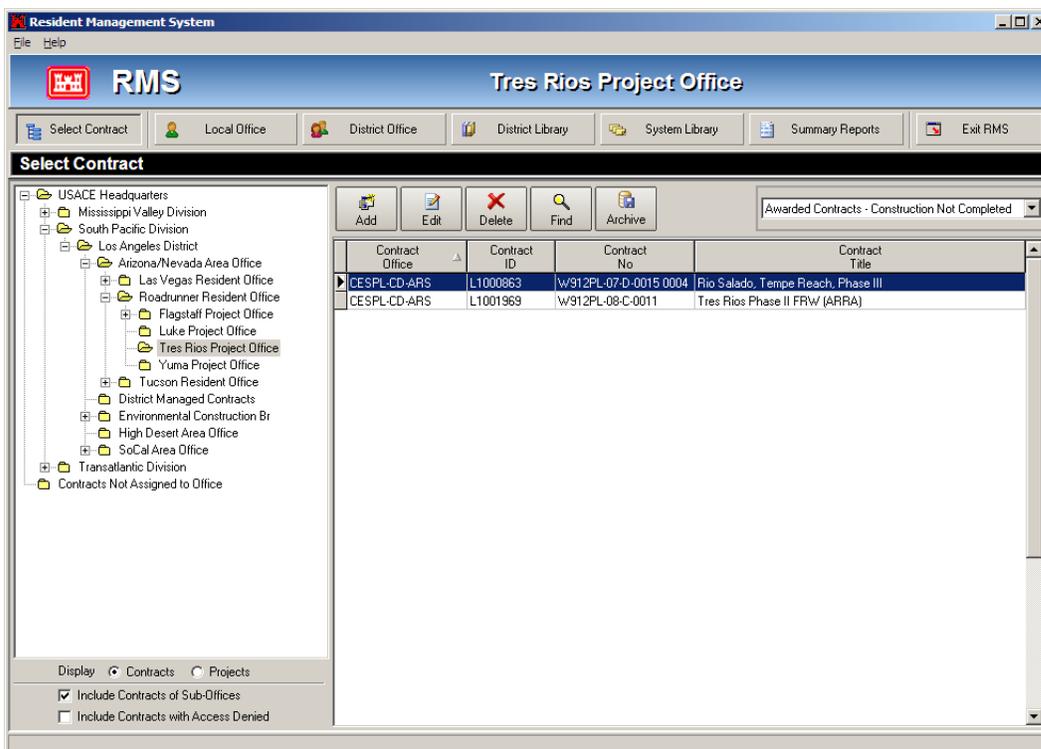
RMS will give you one chance to change your mind about the deletion by presenting the following screen. You must push the **Delete this Contract** button to proceed.



RMS will then prepare to delete, and then finally delete the contract. **Once the contract is deleted, you will not be able to UNDO that action.** (Always ask yourself – “Should I Archive this contract or really Delete it?” – A contract that is archived can be retrieved if you should ever need it again.)



The contract will disappear from the screen when it is deleted.



## Chapter 4 - Entering Contract Status And Description

### What this Chapter presents:

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



### Entering Contract Status and Description

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 Status, Contract Description, Contract Setup, Contract Personnel, Contract Documents, P2 Projects, Correspondence, Request for Information, Contract User Entries, Prime Contractor, Subcontractors, Contractor Insurance, Contractor Payrolls (Temporarily under Construction) and Labor Interviews.**

## 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 five (5) Tabs: **Status/Issues; Status Photo, Milestone Schedule; Monthly Progress** and **Cost/Time Growth**.

## Contract Status – Future Phase

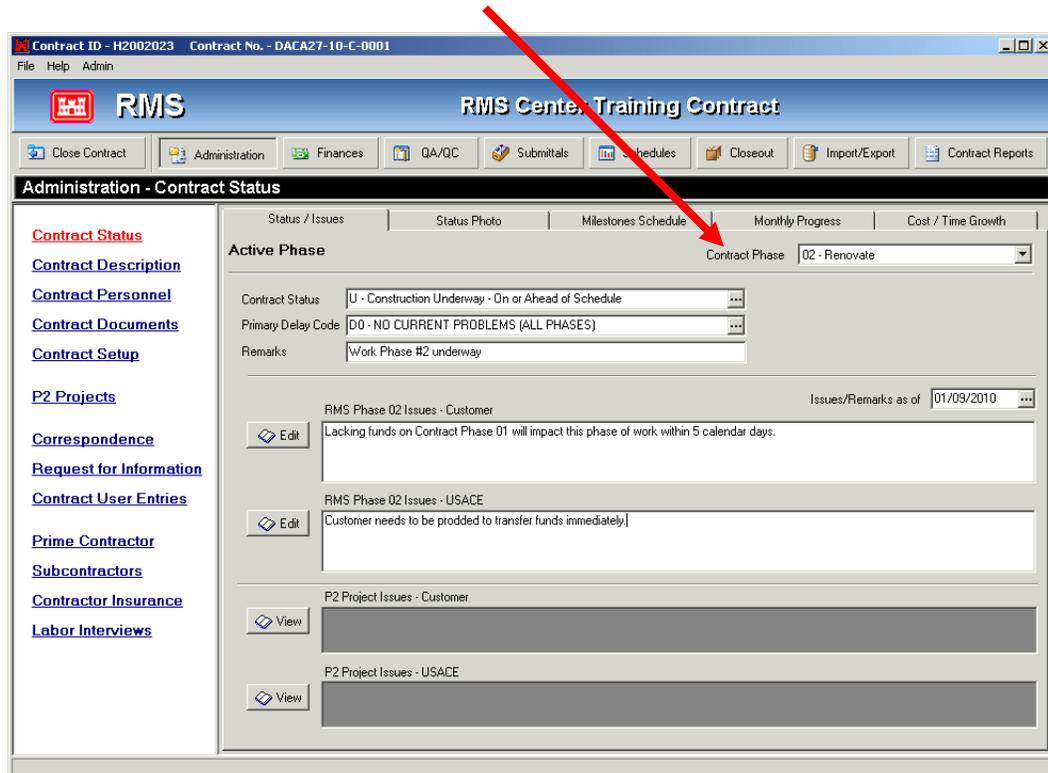
### Status / Issues Tab

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.

The screenshot displays the 'RMS Center Training Contract' interface. The window title is 'Contract ID - H2002023 Contract No. - DACA27-10-C-0001'. The main header shows 'RMS' and 'RMS Center Training Contract'. Below the header is a navigation bar with tabs: 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The 'Administration - Contract Status' section is active, with sub-tabs for 'Status / Issues', 'Status Photo', 'Milestones Schedule', 'Monthly Progress', and 'Cost / Time Growth'. The 'Status / Issues' tab is selected, showing a 'Future Phase' section with a 'Contract Phase' dropdown set to '01 - Concrete Lab'. Below this are fields for 'Contract Status', 'Primary Delay Code', and 'Remarks' (containing 'Awaiting Customer Shared Funding'). There are also sections for 'RMS Phase 01 Issues - Customer' (with an 'Edit' button and text 'Funding is overdue on this project as of last week.'), 'RMS Phase 01 Issues - USACE' (with an 'Edit' button and text 'If funding is not immediately forthcoming, the Contractor will be impacted in both Time and Money.'), and 'P2 Project Issues - Customer' and 'P2 Project Issues - USACE' (both with 'View' buttons and greyed-out content).

## 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 enabled 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.



The screenshot displays the RMS software interface for a contract. The window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The main header shows "RMS Center, Training Contract". The navigation menu includes "Close Contract", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", and "Contract Reports". The current view is "Administration - Contract Status".

The "Active Phase" section is active, showing the following details:

- Contract Status: U - Construction Underway - On or Ahead of Schedule
- Primary Delay Code: D0 - NO CURRENT PROBLEMS (ALL PHASES)
- Remarks: Work Phase #2 underway
- Contract Phase: 02 - Renovate

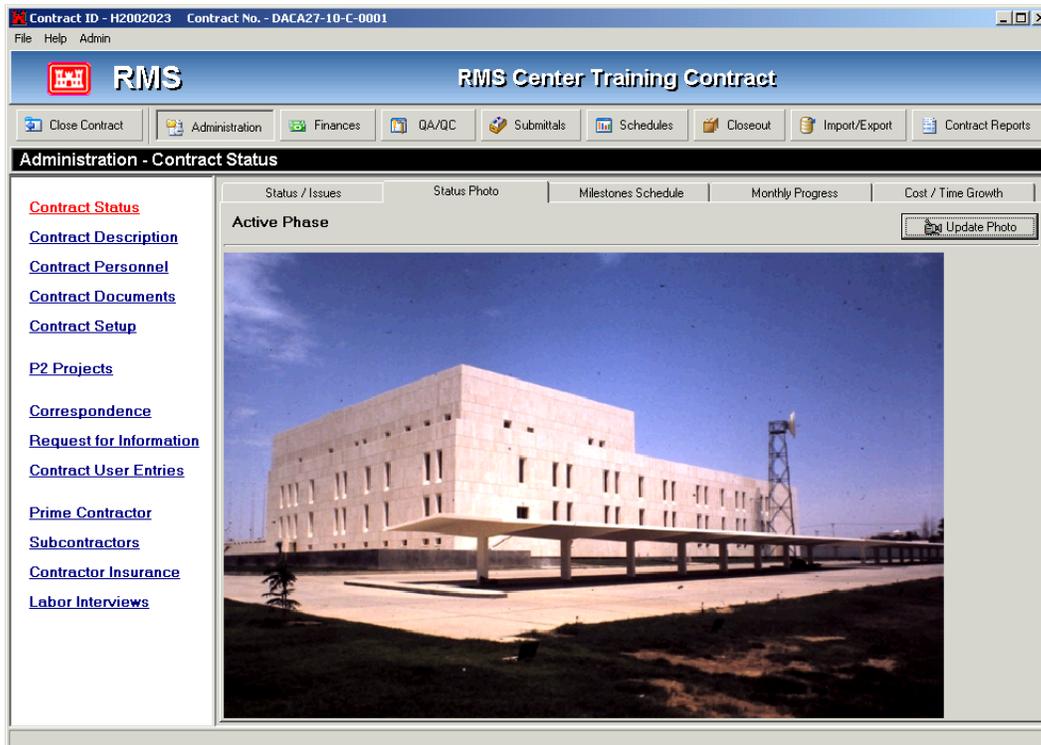
The "Issues/Remarks" section is divided into three categories:

- RMS Phase 02 Issues - Customer:** Lacking funds on Contract Phase 01 will impact this phase of work within 5 calendar days. (Edit button)
- RMS Phase 02 Issues - USACE:** Customer needs to be prodded to transfer funds immediately. (Edit button)
- P2 Project Issues - Customer:** (View button)
- P2 Project Issues - USACE:** (View button)

A red arrow points to the "Milestones Schedule" tab in the top navigation bar.

## 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. The photo is displayed on the Contract Status Report – so keep it current!
- 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, or, you can simply use the **Select** button to update/change your photo. Only one photo at a time can be displayed.

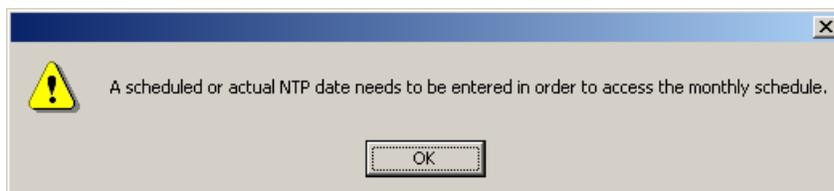


## Milestones Schedule Tab

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.



The screenshot shows the RMS Center Training Contract interface. The main window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The interface includes a menu bar (File, Help, Admin) and a toolbar with buttons for Close Contract, Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The "Administration - Contract Status" section is active, showing various tabs like Status / Issues, Status Photo, Milestones Schedule, Monthly Progress, and Cost / Time Growth. The "Milestones Schedule" tab is selected, displaying a table of milestones. The table has columns for Milestone Event, Original Date, Scheduled Date, Scheduled Time, Actual Date, and Status. The table is filtered to show "All Events".

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date	Status
Project Fiscal Completion		03/18/2008			Reschedule
Contract Award		11/03/2009		11/03/2009	Completed
NTP Acknowledged		12/03/2009		11/04/2009	Completed
Construction Start Date		11/04/2009		11/05/2009	Completed
Red Zone Meeting		10/10/2010			Scheduled
Construction Completion		12/09/2010			Scheduled
Contract Required Completion	12/09/2010	12/09/2010			Scheduled
Transfer Document Date		12/09/2010			Scheduled
Beneficial Occupancy Date		12/09/2010			Scheduled
AE Evaluation Date		01/08/2011			Scheduled
Contractor Evaluation Date		02/07/2011			Scheduled
Contract Physical Completion		03/09/2011			Scheduled
Contractor Final Payment		06/22/2011			Scheduled

Legend: System Milestones (diamond), District Milestones (square), Contract Milestones (circle). Milestone Event 1 of 13 for [Renovate]

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 Office / Local Milestones Module** 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!** ☺). If a **Scheduled** date is already expired, the **Status** column will indicate **Reschedule**.

## 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. This will begin the numbering system for the Daily QA and QC Reports. The actual date will be Report #1 and they will be sequentially numbered after that and will include non-workdays and weekends.

Construction Start Date – Date construction is scheduled or actually started.

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.

Contract 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.

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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 (Required for MILCON) 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. This meeting is to discuss the close-out process, to schedule the events and assign responsibilities for actions necessary to produce a timely physical as well as fiscal, project close-out.

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.

Month	Placement Actual%	Placement Scheduled%	Progress Actual%	Progress Scheduled%
Nov 09	0%		0%	2%
Dec 09	0%		0%	3%
Jan 10		2%		5%
Feb 10		5%		9%
Mar 10		11%		14%
Apr 10		16%		19%
May 10		24%		27%
Jun 10		36%		38%
Jul 10		49%		51%
Aug 10		63%		64%
Sep 10		76%		77%
Oct 10		86%		87%
Nov 10		94%		94%
Dec 10		100%		100%
Jan 11		100%		100%
Feb 11		100%		100%
Mar 11		100%		100%
Apr 11		100%		100%
May 11		100%		100%
Jun 11		100%		100%
Jul 11		100%		100%
Aug 11		100%		100%
Sep 11		100%		100%
Oct 11		100%		100%

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 Sin<sup>2</sup> 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.

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

OK Cancel

## 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.

**Current Contract Including Completed Mods**

Base Award	\$5,500,000.00	400 days				
Options Exercised	\$0.00	0 days				
<b>Original Contract</b>	<b>\$5,500,000.00</b>	<b>400 days</b>				
Controllable Mods	\$0.00	0 days				
Uncontrollable Mods	\$0.00	0 days				
<b>Current Contract</b>	<b>\$5,500,000.00</b>	<b>400 days</b>				

Controllable		Total	
% Cost	% Time	% Cost	% Time
0.0 %	0.0 %	0.0 %	0.0 %

Original Required Completion: 12/09/2010  
Current Required Completion: 12/09/2010

**Contract Including Pending (5) Changes**

Pending Options	\$0.00	0 days				
Controllable Changes	\$0.00	0 days				
Uncontrollable Changes	\$0.00	0 days				
<b>Estimated Contract</b>	<b>\$5,500,000.00</b>	<b>400 days</b>				

Controllable		Total	
% Cost	% Time	% Cost	% Time
0.0 %	0.0 %	0.0 %	0.0 %

Estimated Required Completion: 12/09/2010

**Contract Including Pending (4) Changes**

Pending Options	\$0.00	0 days				
Controllable Changes	\$0.00	0 days				
Uncontrollable Changes	\$0.00	0 days				
<b>Estimated Contract</b>	<b>\$5,500,000.00</b>	<b>400 days</b>				

Controllable		Total	
% Cost	% Time	% Cost	% Time
0.0 %	0.0 %	0.0 %	0.0 %

Estimated Required Completion: 12/09/2010

## Explanation of Options

Contract **Cost and Time Growth** is computed and updated by RMS from the **Award CLINS** 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 Cost contract amount will include the option as exercised.

## 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 shows the RMS software interface for a contract. The window title is 'Contract ID - H2002023 Contract No. - DACA27-10-C-0001'. The main header is 'RMS RMS Center Training Contract'. Below the header is a navigation bar with tabs: 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The 'Administration - Contract Description' tab is active. On the left is a sidebar with various links: 'Contract Status', 'Contract Description', 'Contract Personnel', 'Contract Documents', 'Contract Setup', 'P2 Projects', 'Correspondence', 'Request for Information', 'Contract User Entries', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', and 'Labor Interviews'. The main content area is divided into two sections: 'Contract Description' and 'Contract Information'. The 'Contract Information' section contains the following fields: 'Contract Title' (RMS Center Training Contract), 'Contract Short Title' (RMS Center 001), 'Contract Number' (DACA27-10-C-0001), 'Delivery Order' (NA), and 'Fiscal Year' (2010). Below these are two checkboxes: 'Will Contract be Managed by Another District?' and 'Will ARRA (Stimulus) funding be used for this contract?'. The 'Contract Long Title' field is highlighted with a red arrow and contains the text 'RMS Center Training Contract'. Below it is the 'Contract Scope of Work' field, which contains the text 'Training Contract used by RMS Center Training Director'.

**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}.**

## 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 **Custom Reports** you might create.

The screenshot shows the 'RMS Center Training Contract' interface. The 'Administration - Contract Description' tab is active. The 'Contract Information' section contains the following fields:

Primary Fund Type	10 - Military Construction, Army
Contracting Method	J - Firm Fixed Price
Customer	ARMY - U.S. ARMY
Contract Location	Louisville
Longitude	122.749528 (example -117.171261)
Latitude	46.685297 (example 34.500465)
Wage Determination No	WA2010-63CAF
Date	10/15/2009
Bid Open Date	11/02/2009
<input checked="" type="checkbox"/> Contract Building Information Model (BIM) Compliant	
Design Type	Architect-Engineer
Design Cost	\$ 355,000.00
Designer Name	Bogan and Villa
Address	77 Sunset Strip, Apt 2301B Hollywood, CA 92105 USA

This is a field in RMS that you can use with the Custom Report Designer for custom reports. The Building Information Model (BIM) is a digital representation of physical and functional characteristics of a building. Construction and management of buildings involves many stakeholders, so proper sharing of information over the entire lifecycle of a building is very important. The Open Geospatial Consortium (OGC) is developing BIM standards that promote efficient web-based information sharing in the Architectural, Engineering, Construction, and Building Ownership and Operation (AECOO) markets. You may view the following website for further information:

[http://www.gim-international.com/issues/articles/id1230-BIM\\_Building\\_Information\\_Model.html](http://www.gim-international.com/issues/articles/id1230-BIM_Building_Information_Model.html)

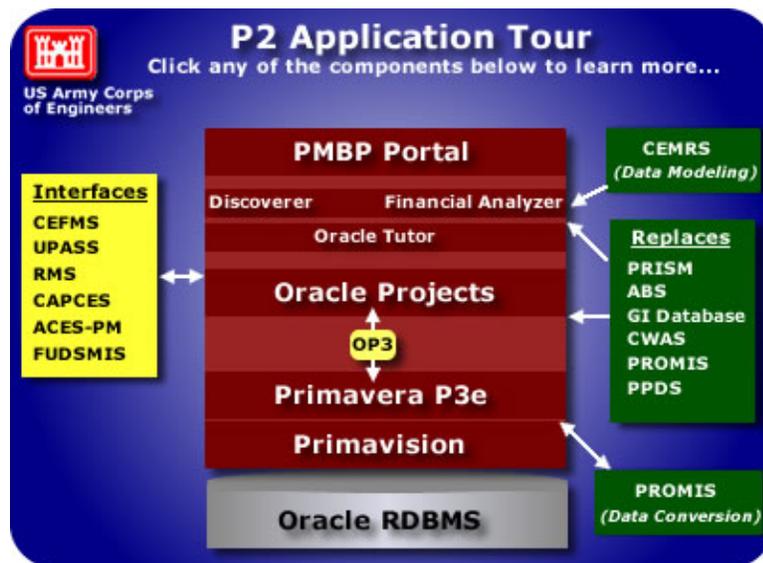
## P2 Projects

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.



## Resident Management System

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.

The screenshot displays the RMS Center Training Contract interface. The window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The interface includes a menu bar (File, Help, Admin) and a toolbar with buttons for Close Contract, Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The main content area is titled "Administration - P2 Projects" and features a sidebar with navigation links: Contract Status, Contract Description, Contract Personnel, Contract Documents, Contract Setup, P2 Projects, Correspondence, Request for Information, Contract User Entries, Prime Contractor, Subcontractors, Contractor Insurance, and Labor Interviews. The main area shows a table of projects with columns for Project ID, Project Title, Task Code, Task Name, and WBS Title. Below the table, there are tabs for Task Status, Milestones/Events, and Cost/Time Growth. The selected project (112579) is detailed with its status (U - Construction Underway - On or Ahead of Schedule), delay code (D0 - NO CURRENT PROBLEMS (ALL PHASES)), and various metrics including Task % Placement (0.0%), Contract % Progress SCH (80.8%), Contract % Progress ACT (0.0%), and Total Earnings To Date (\$0.00). There are also sections for RMS Customer Issues and RMS USACE Issues.

Project ID	Project Title	Task Code	Task Name	WBS Title
112579	ACE RQLB051006 NEW/O- RENOVATE	C0120	Contract	Construction - Contract A
112600	ACE ZHTV053303 (NASIC) ADD/ALT	C0122	Contract Lab	W912QR-05-C-0026NA - NASIC IPC - Phase 0

Project 112579	Task C0120	Awarded - RMS Construction Data exported to P2
Status	U - Construction Underway - On or Ahead of Schedule	Task % Placement 0.0 %
Delay Code	D0 - NO CURRENT PROBLEMS (ALL PHASES)	Contract % Progress SCH 80.8 %
		Contract % Progress ACT 0.0 %
		Total Earnings To Date \$0.00

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.

## Chapter 5 - Contract Setup and Planning Data

### What this Chapter presents:

#### Entering Contract Setup and Planning Data For:

- Administration
- Funding
- 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 Training Contract' interface. The title bar shows 'Contract ID - L1001373' and 'Contract No. - W912PP-07-C-0010'. The main window is titled 'RMS' and 'RMS Training Contract'. The 'Administration - Contract Setup' tab is active, with sub-tabs for 'Administration/Funding', 'Payment/Modifications', 'Quality Assurance', and 'Submittals/Schedule'. The 'Administration/Funding' sub-tab is selected.

The 'Administration' section includes the following options:

- Will CEPMS be used for downloading Finances and uploading Payments? (CEPMS Database Service: SPL\_CEPMS.WORLD)
- 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?

The 'Funding' section includes the following options:

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

The 'Payment' section includes the following options:

- Progress Payments - Allow Additional Earnings not included in Activity Earnings

A red arrow points to the 'Progress Payments' checkbox.

### Progress Payments – Additional Earnings

The checkbox should be checked if it applies to your contract – it would usually only involve (include) UNIT PRICED CLINS – for LUMP SUM activities, the earnings should be a part of the Activity amount..

---

## Funding: Track CWE -- Options

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

### Option 1

*“Track Funding at Funding Account Level, 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 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 Funding 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 the Funding Account only 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 Funding 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.

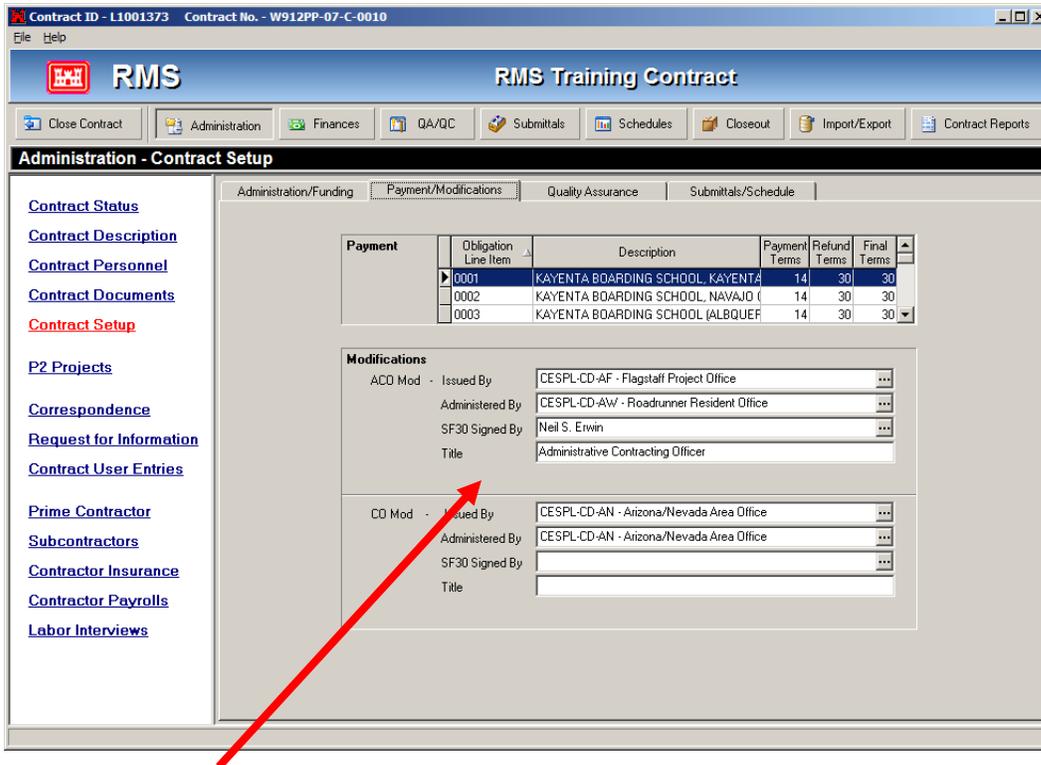
## Currency Type

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 – Payments/Modifications Tab

### Payment

Payment Terms can be set here, or in the Progress Payment area.



### ACO and CO Modifications

This information will be printed on the SF-30 for Contract Modifications.

## 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

**Quality Assurance**

QA Report Type: MILITARY, Dredging Report ... Project Engineer: Kristy Cancienne ...  
 On Site COR: Troy Olson ...

Number of QA Shifts:  1 Shift  2 Shifts  3 Shifts  
 Shift: 1 Chief QA Rep: Robert Koteff ... Alternate QA Rep: John Mallin ...

Time extensions due to adverse weather per month based on:  US Units  Metric Units

Anticipated adverse weather days per month based on 5 Day Work Week

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3	5	3	1	0	0	2	2	1	2	3	7

Actual Number of Work Days Per Week: 5 Day Work Week

Anticipated adverse weather days per month based on actual work days per week

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3	5	3	1	0	0	2	2	1	2	3	7

The area at the bottom of the screen has been changed and titled: **Time extensions due to adverse weather per month based on:** you will need to look within the Contract Clauses to see the specific number of days anticipated for each month. That table is almost always based on a five (5) day work week. You then enter the actual number of works per week that your Contractor is going to work and you will see the weather days per month converted accordingly. There is a special Modification template within RMS that will create a Modification package automatically base on this days that you encounter a "Critical Delay".

## 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 Training Contract interface. The 'Submittals' section is active, and the checkbox 'Will there be more than one Submittal Register?' is checked. A red arrow points from this checkbox to the 'Add Submittal Register' dialog box. The dialog box contains the following information:

- Text area: To add a new submittal register, enter a unique 2 character identifier and a descriptive title.
- Submittal Register ID: 02
- Submittal Register Title: Renovation
- Buttons: OK (with a green checkmark) and Cancel (with a red X).

### 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 is shown. It contains the following information:

- Text area: To add a new submittal register, enter a unique 2 character identifier and a descriptive title.
- Submittal Register ID: 02
- Submittal Register Title: Renovation
- Buttons: OK (with a green checkmark) and Cancel (with a red X).

## Compute Submittal Need Dates based on Activity Schedule

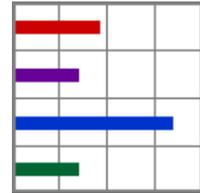
This selection will automatically populate the fields in the Submittal Register (ENG 4288) with the dates from the Contractor activity schedule (NAS) or from the dates manually entered if the SDEF import is not utilized.



**Each of the submittal items in the Submittal Register is required to be linked to a specific Activity. Ensure that the item is linked to THE VERY FIRST Pay Activity the submittal is required for. Otherwise, the dates will either not appear or will be bogus on the ENG Form 4288.**

## Activity Schedule

**RMS** 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.*

## Do you want QCS to require the contractor to use actual start and finish dates from the QC Reports on the NAS?

This feature should really always be used. If this box is checked, QCS will not allow the Contractor to import the schedule (SDEF) until the dates match the Daily QC Reports. There is a report in QCS that will itemize all the dates that are in conflict. If a date in a Daily QC Report is really incorrect, and must be changed, the report can be marked "Return to Contractor" in RMS – otherwise, the Contractor cannot edit the report after it has been sent to RMS.

## 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

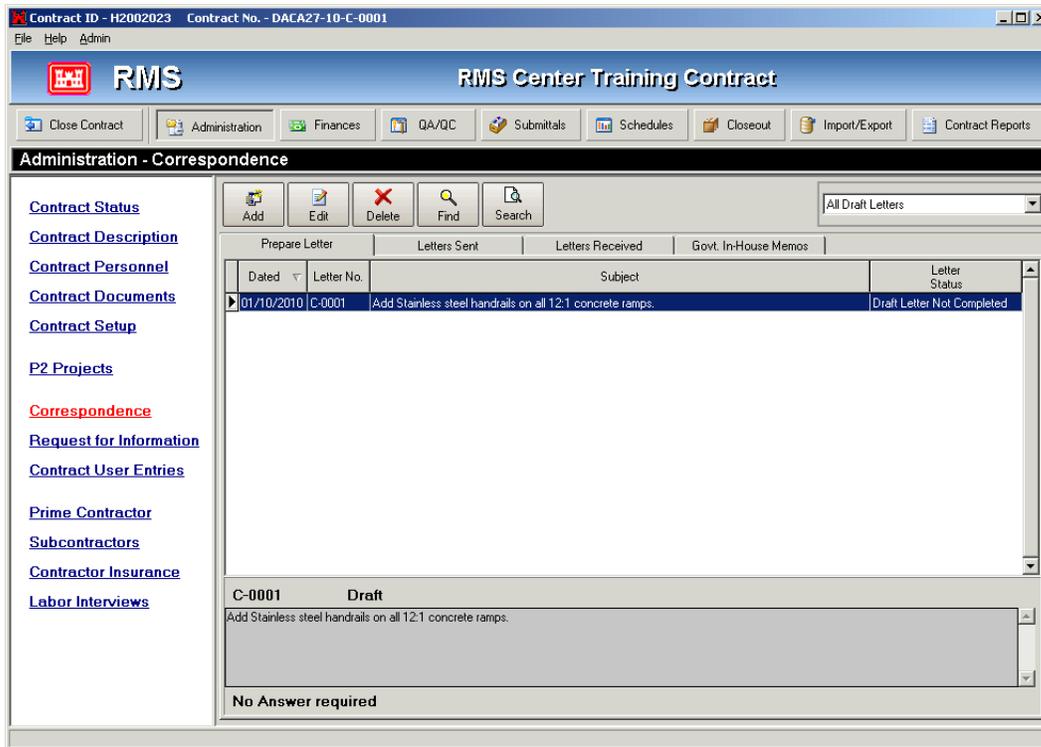


**T**he correspondence option allows you to maintain a log of all documents sent or received on a contract. It has links to other menu choices so you can check pertinent correspondence at several points. For example, when you choose a particular modification, a subsequent menu choice allows you to view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

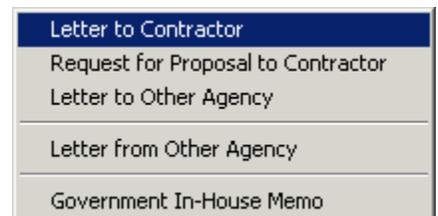
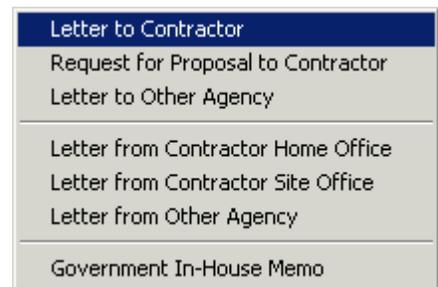
Correspondence is accessed from the **Contract Menu / Administration / Correspondence** menu, as shown. The screen is the primary correspondence window on which you can observe all letters at a glance. As you place the cursor on a letter, the letter number and brief description will appear at the bottom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



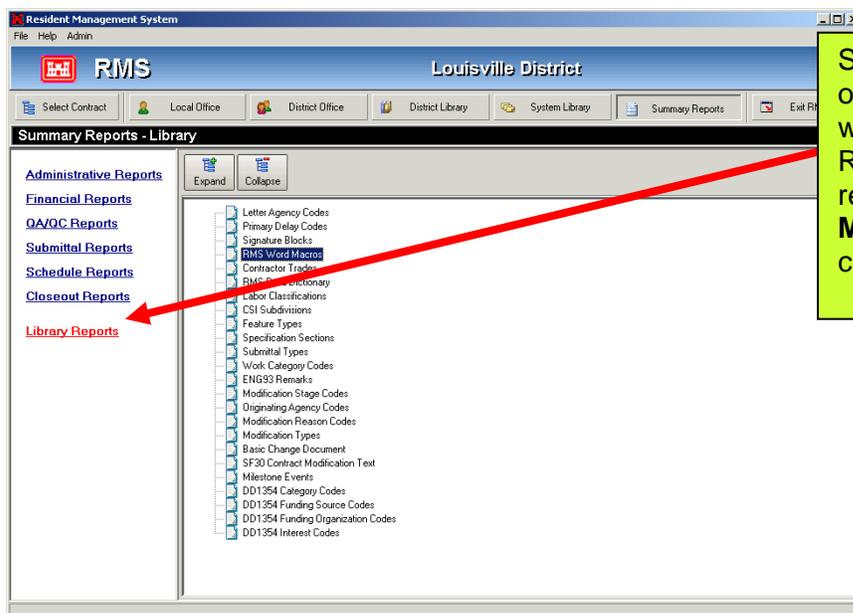
- Letter from Contractor Home Office -- \*\*
- Letter from Contractor Site Office -- \*\*
- Letter from Other Agency
- Government In-House Memo

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:

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

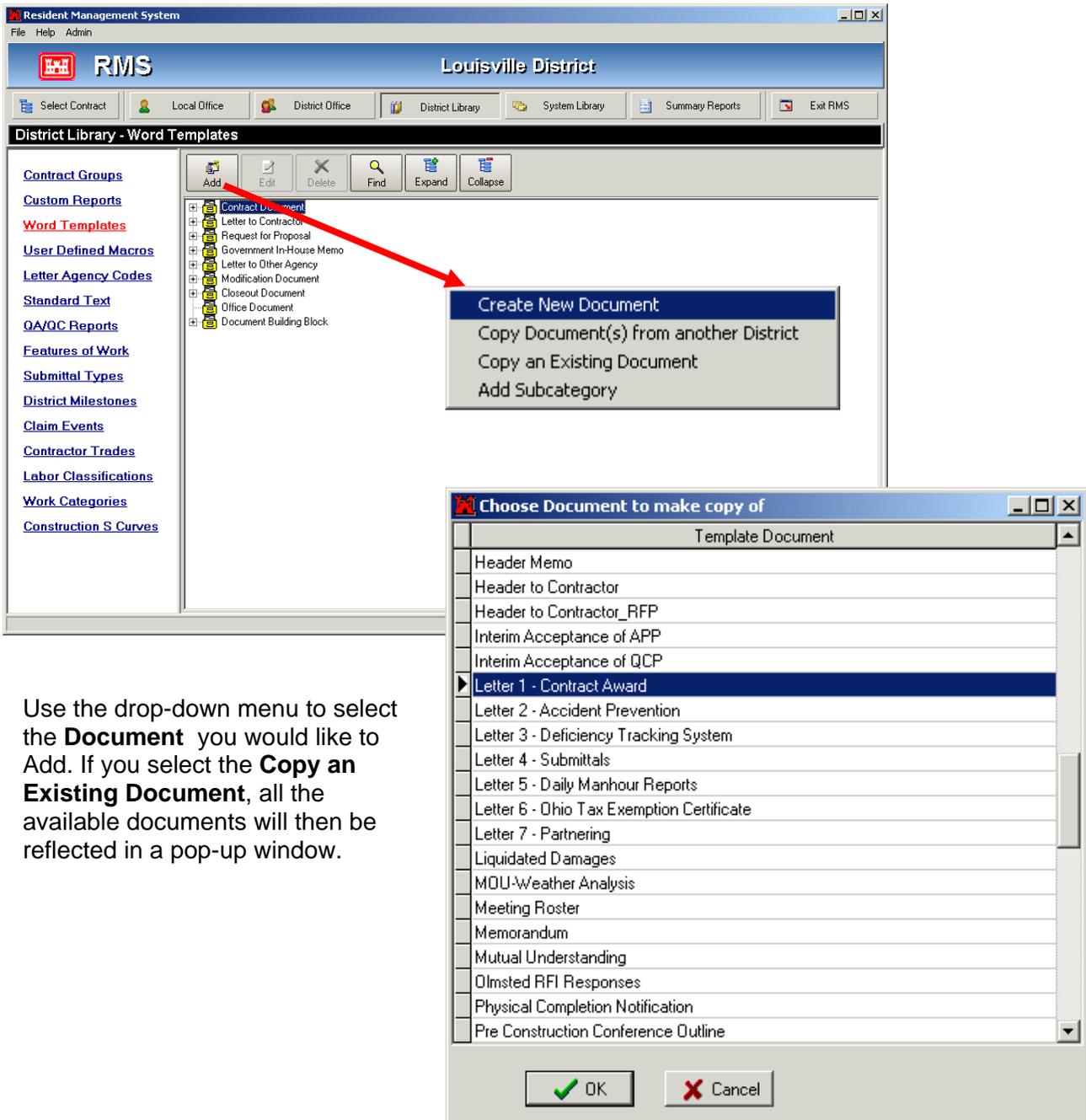
## Generating Form Letters

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.



## Copying a Document from another Library

You can easily copy documents from other offices into your **District Library** so they will be available for all your contracts. Select **District Library / Word Templates** and then the **Add** button, as shown below.



Use the drop-down menu to select the **Document** you would like to Add. If you select the **Copy an Existing Document**, all the available documents will then be reflected in a pop-up window.

## 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.

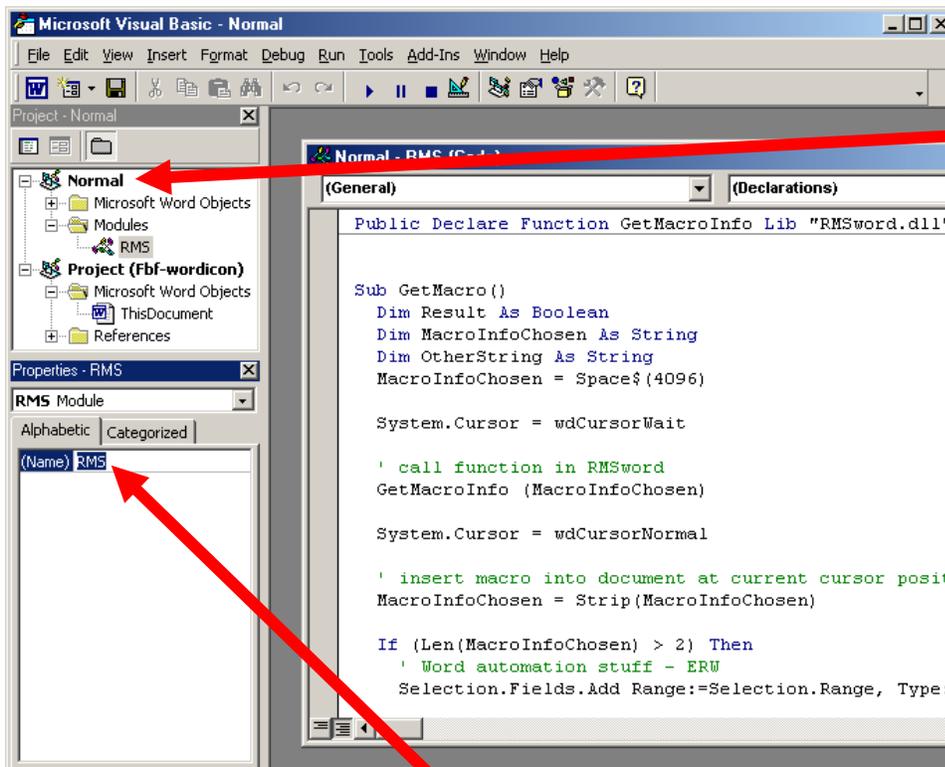
**NOTE:** This does not apply if your RMS program is on one of our CEAP servers (WPC or CPC), as it is already configured for you. This would only apply if you have a stand-alone RMS program or are using a Non-CEAP center RMS.

## 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)

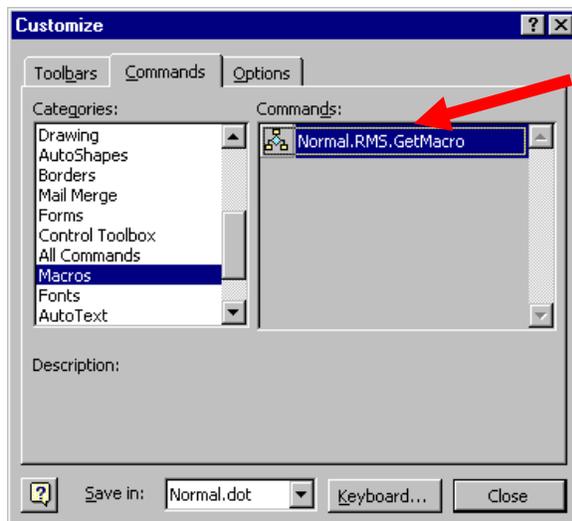
**NOTE:** When MS Word is called from RMS, the default directory is the same as that of the Winrms executable file (where RMSword.dll is located).

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

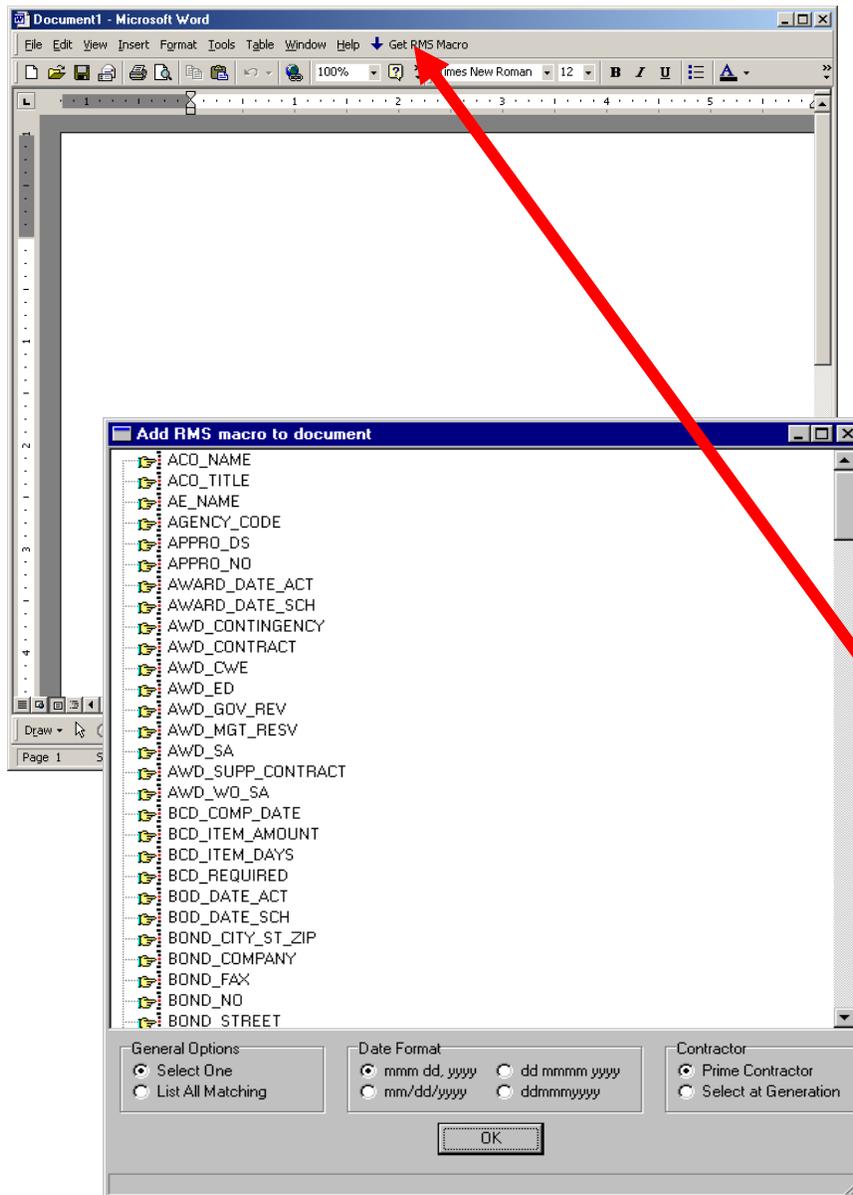


Right click on the top toolbar within MS Word (i.e., next to “Help” icon) – Choose **Customize** and click on the **C**ommands tab.

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.

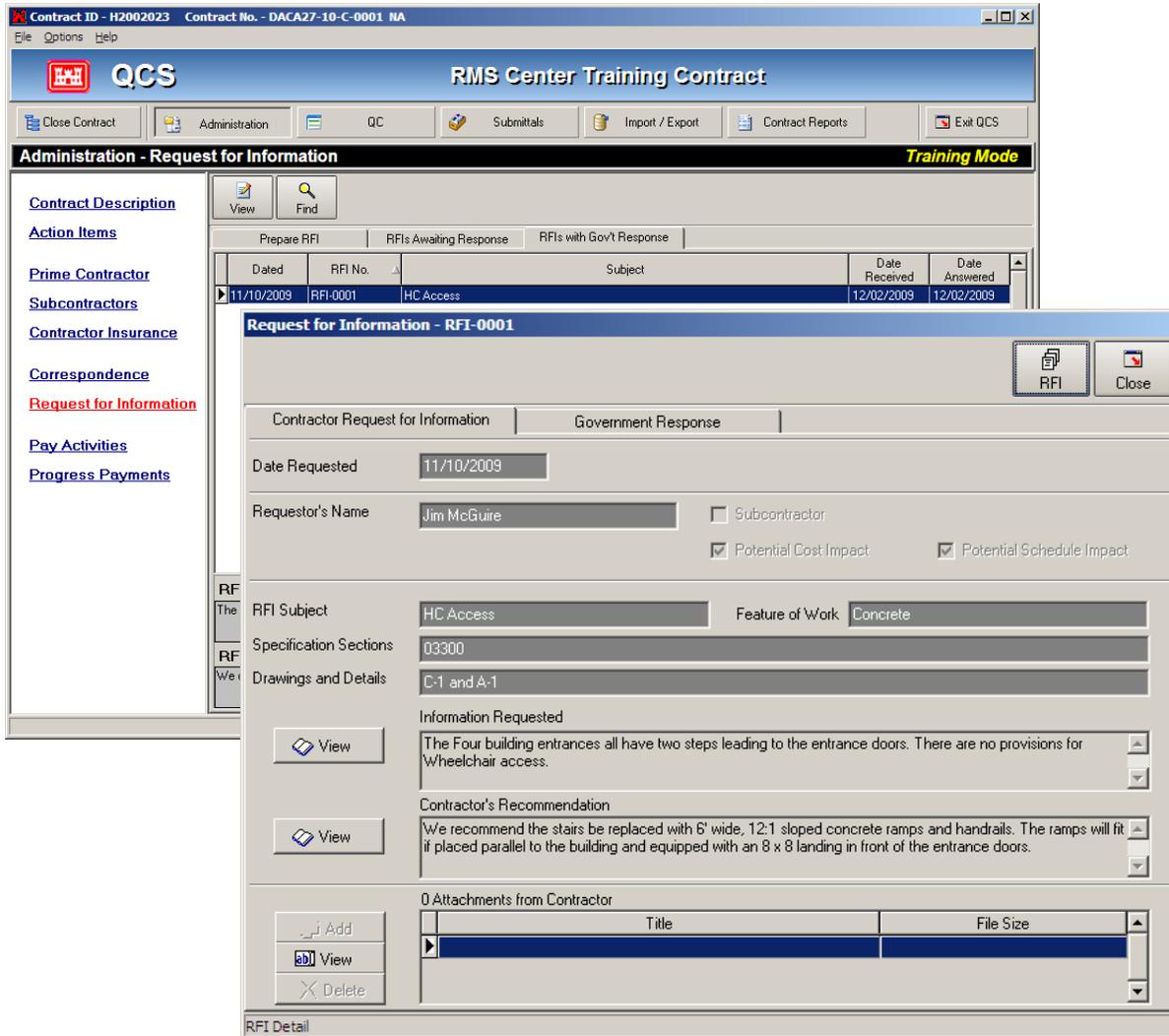
## RFI's (Request for Information)

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

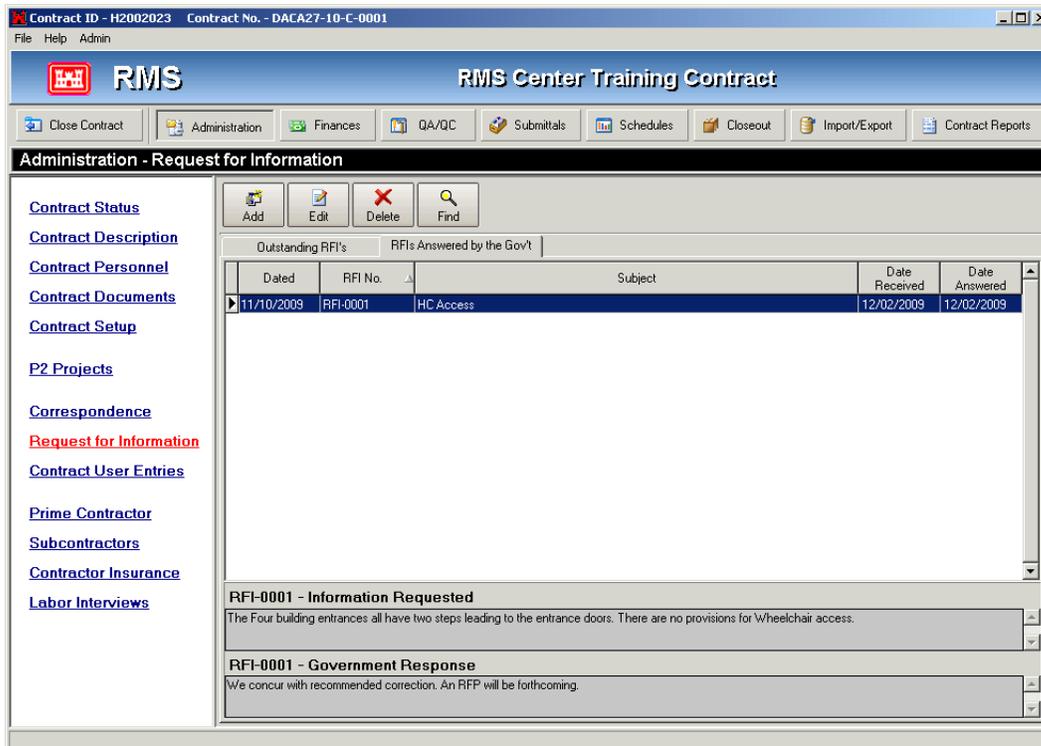
The contractor prepares the RFI in QCS. When the Contractor checks that it is completed, the RFI is then submitted to the Government and includes the following key items:

- Information requested
- Date Requested
- Contractor's Recommendation
- Potential Cost /Schedule Impact
- Attachments from Contractor such as contract drawings, documents, or photos



## RFI Answered by Government

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?** The screen will show all RFI's that have been received and answered by the Government for this contract.



## 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-0001**

Contractor Request for Information | **Government Response**

Date Received: 12/02/2009 | Date Answered: 12/02/2009 |  Answer Completed |  Approved

Receipt acknowledged by: [Redacted] |  Modification Required | Change Request No.: [Redacted]

Answer Prepared By: BAKER, KENNETH L - Construction Representative

**Government Response to Contractor**

We concur with recommended correction. An RFP will be forthcoming.

**0 Secondary Respondents**

Response by: [Redacted]

**0 Attachments from Government**

RFI Detail

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 **Approved** box is unchecked.

**Request for Information - RFI-0001**

Contractor Request for Information | **Government Response**

Date Received: 12/02/2009 | Date Answered: 12/02/2009 |  Answer Completed |  Approved

Receipt acknowledged by: [Redacted] |  Modification Required | Change Request No.: [Redacted]

Answer Prepared By: BAKER, KENNETH L - Construction Representative

**Government Response to Contractor**

We concur with recommended correction. An RFP will be forthcoming.

**0 Secondary Respondents**

Response by: [Redacted]

**0 Attachments from Government**

RFI Detail

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).

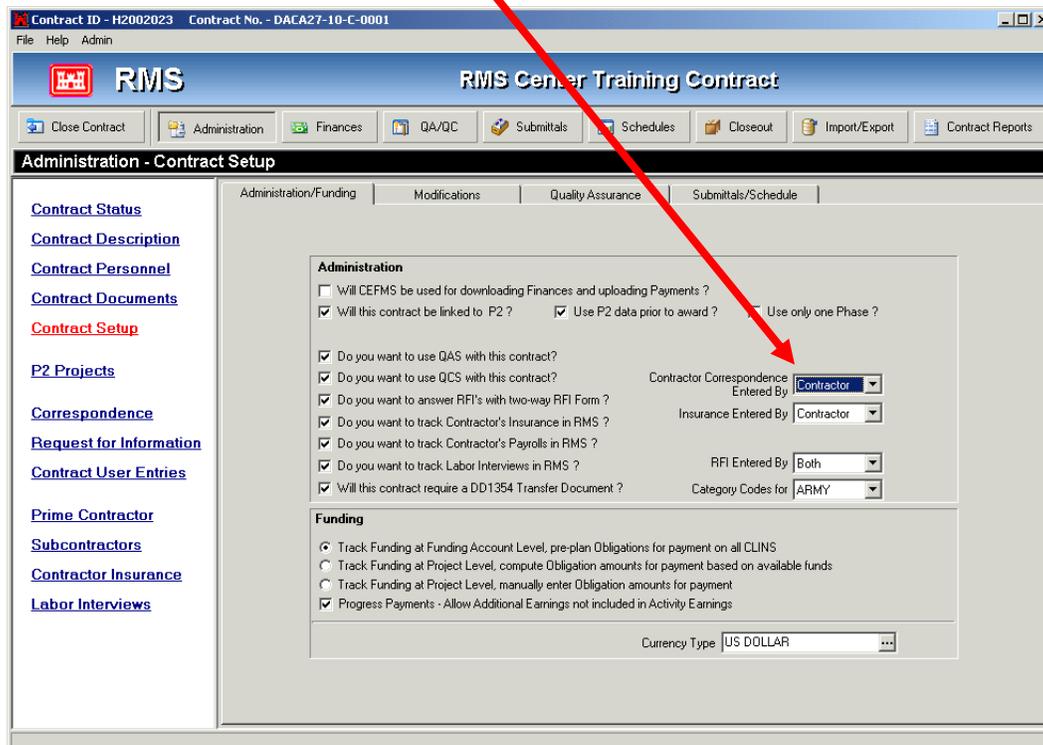
## RFI Notification in RMS and QCS

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 them to the Contractor. The generated letters are able to be answered by either the QCS Home or the QCS Site office.

The feature operates very similar to the existing RFI modules. The choice to use the feature must be indicated in **Contract Setup**, and the box **Contractor Correspondence Entered by** must indicate **Contractor** (otherwise, it will not appear within the QCS program). 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 software interface for a contract titled "RMS Center Training Contract". The window title bar shows "Contract ID - H2002023" and "Contract No. - DACA27-10-C-0001". The interface includes a menu bar (File, Help, Admin) and a toolbar with various icons. The main content area is titled "Administration - Contract Setup" and contains several sections:

- Administration**: A list of checkboxes for various settings, including "Will this contract be linked to P2?", "Do you want to use QAS with this contract?", "Do you want to use QCS with this contract?", "Do you want to answer RFI's with two-way RFI Form?", "Do you want to track Contractor's Insurance in RMS?", "Do you want to track Contractor's Payrolls in RMS?", "Do you want to track Labor Interviews in RMS?", and "Will this contract require a DDI354 Transfer Document?".
- Contractor Correspondence Entered By**: A dropdown menu set to "Contractor".
- Insurance Entered By**: A dropdown menu set to "Contractor".
- RFI Entered By**: A dropdown menu set to "Both".
- Category Codes for**: A dropdown menu set to "ARMY".
- Funding**: A section with radio buttons for "Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS", "Track Funding at Project Level, compute Obligation amounts for payment based on available funds", and "Track Funding at Project Level, manually enter Obligation amounts for payment". A checkbox for "Progress Payments - Allow Additional Earnings not included in Activity Earnings" is checked.
- Currency Type**: A dropdown menu set to "US DOLLAR".

A red arrow points to the "Contractor Correspondence Entered By" dropdown menu, which is set to "Contractor".

## Contract Documents

This module will allow the RMS User to add various types of contract documents and/or attachments 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 document or attachment to add to the RMS database for your contract. Once you **Add** a document or attachment, 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.

Contract ID - H2002023 Contract No. - DACA27-10-C-0001

File Help Admin

**RMS** RMS Center Training Contract

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Administration - Contract Documents

Contract Status  
Contract Description  
Contract Personnel  
**Contract Documents**  
Contract Setup  
P2 Projects  
Correspondence  
Request for Information  
Contract User Entries  
Prime Contractor  
Subcontractors  
Contractor Insurance  
Labor Interviews

Add Edit Delete Find

Date	Document Title	Status
01/10/2010	Acrobat PDF File	Document Not Completed
01/10/2010	JPEG File	Document Attached

---

## 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**

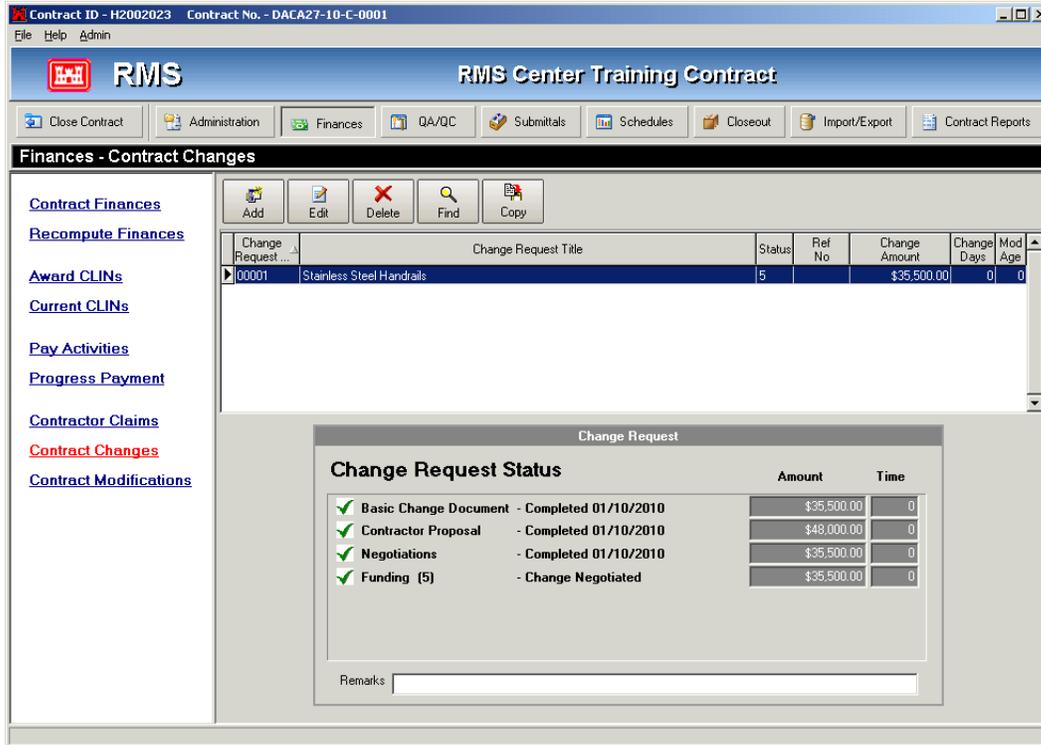
- Photos
- Documents
- Excel spreadsheets

This module will allow the user to:

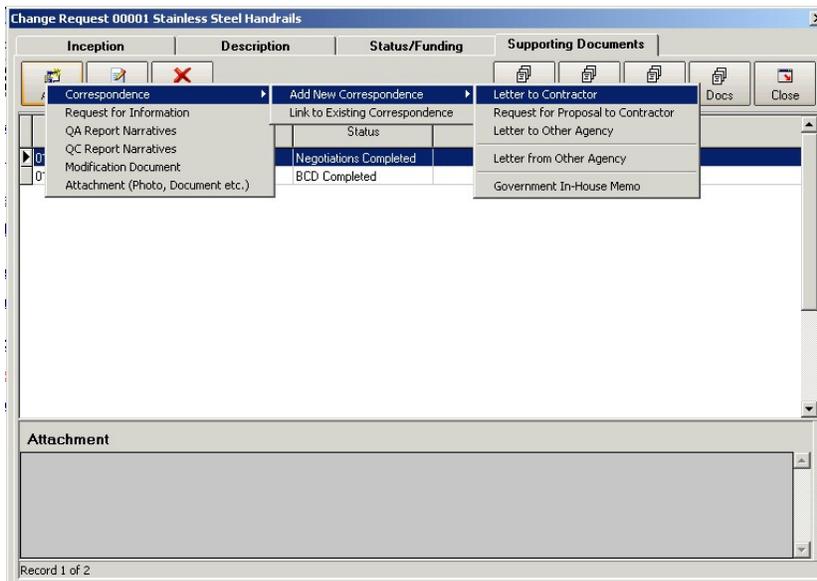
1. Create a library of Modification Documents in the District Library, such as:
  - a. Price Negotiation Memorandum
  - b. Price Objective Memorandum
  - c. Request for Consent Memorandum
2. Add the Modification Documents to a Contract Change and/or Modification

## Add a Supporting Document

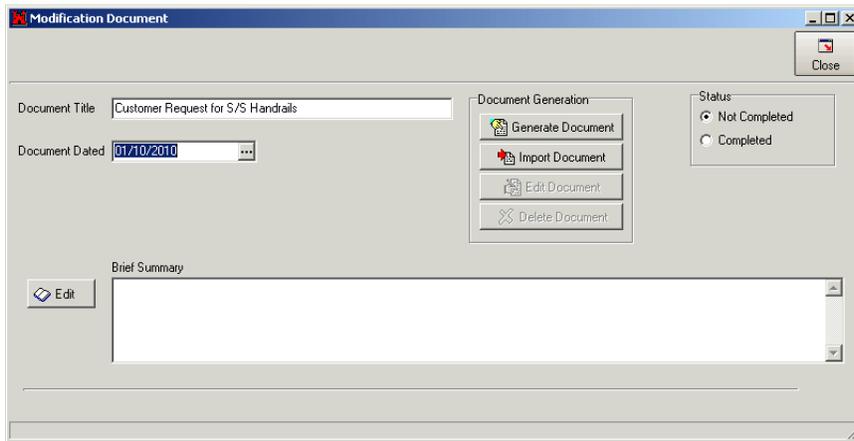
Supporting documents can be added to **Contract Changes** or **Contract Modifications**



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

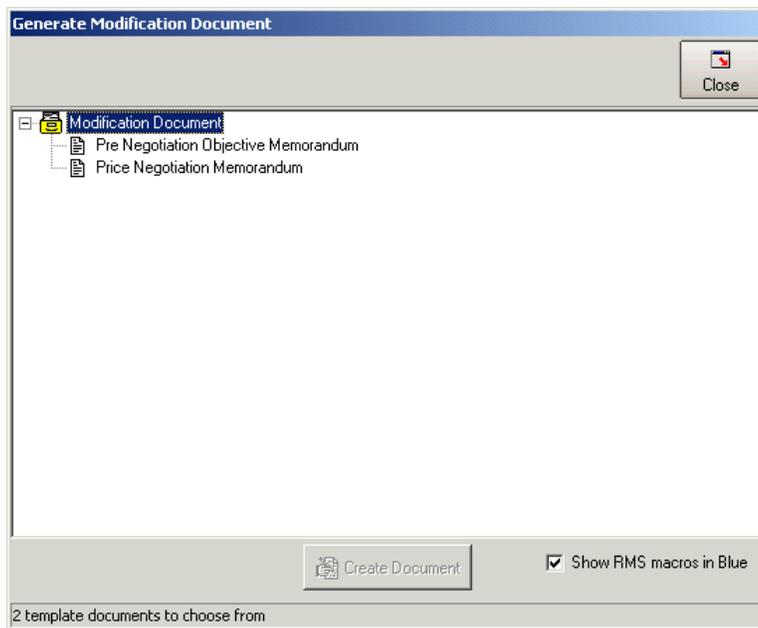


After choosing the document type the user selects **Generate Document** on this screen.



The document template is selected from this screen to add a new supporting document. Select **Generate Document** for the next window to appear.

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 and Finances

## What this Chapter presents:

- Overview
- CEFMS
- Contract Line Items (CLINS)



## Overview



This chapter addresses the major elements of contract finances.

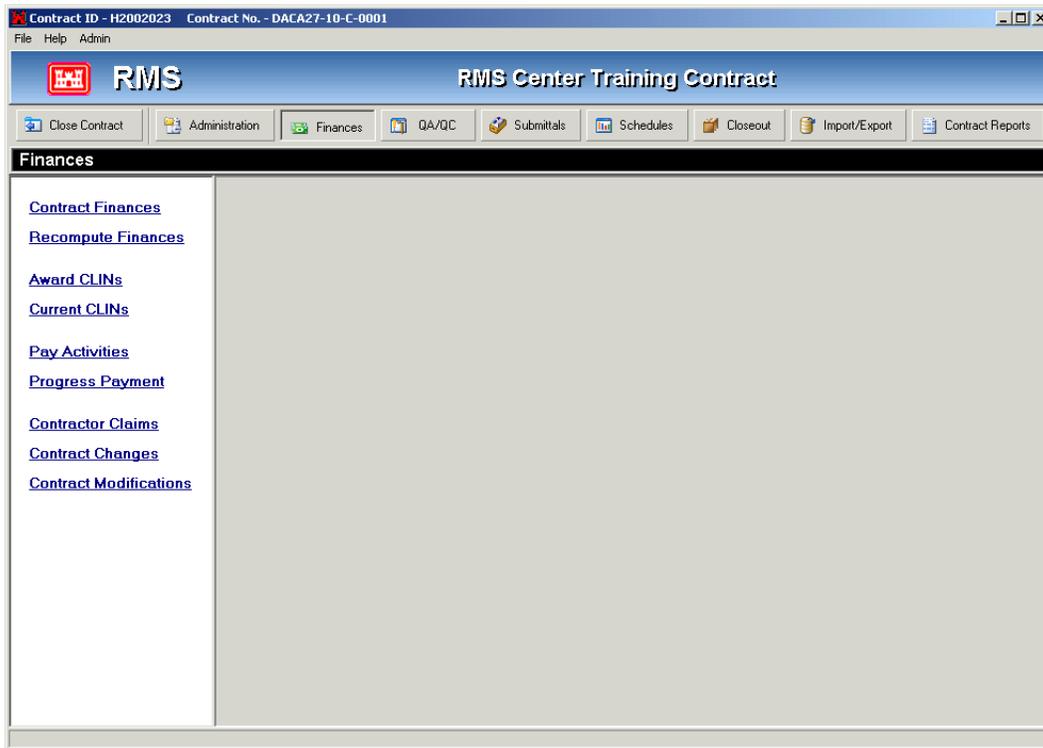
## CEFMS and Finances

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



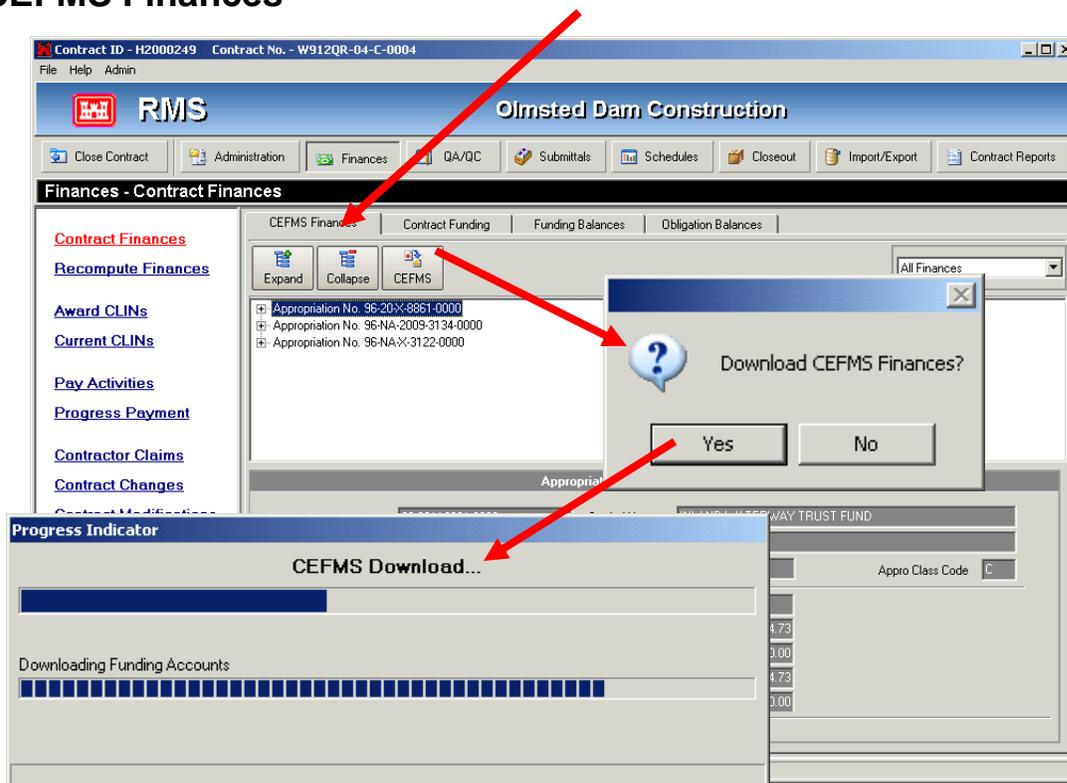
- |                    |                        |
|--------------------|------------------------|
| Contract Finances  | Contractor Claims      |
| Recompute Finances | Contract Changes       |
| Award CLINS        | Contract Modifications |
| Current CLINS      |                        |
| Pay Activities     |                        |

Progress Payments



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

### CEFMS Finances



## Contract Funding – 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. These Work Items are transmitted periodically to P2, refreshing P2 on the Contract, Project and Funding levels.

Work Item	Program Type	Funding Account	Description	Award Contract	Current Contract
3U5104	CON-GEN	H2121680	Z303600-CG-Dam - Contract (W912QR-04-C-0004) [112574]	\$2,022,500.00	\$158,333,626.00
D93KF6	CON-GEN	H2121681	Z305200-CG-Dam-EDC-WGA-Contract (W912QR-04-C-0004) [112574]	\$850,000.00	\$79,982,812.50
C83K59	CON-GEN	H2121687	Z303700-IvWTF-Dam - Contract (W912QR-04-C-0004) [112574]	\$2,022,500.00	\$77,913,391.00
91D946	CON-GEN	H2121688	Z305300-IvWTF-Dam-EDC-WGA-Contract (W912QR-04-C-000) [112574]	\$850,000.00	\$3,165,107.50
8G202G	CON-GEN	H2128419	C301400-CG-Maint.Dredging Lock -WGA(W912QR-04-C-00 [112574]	\$58,781.00	\$58,781.00
6LG129	CON-GEN	H2128420	C301410-IvWTF-Maint.Dredging Lock -WGA(W912QR-04-C- [112574]	\$58,781.00	\$58,781.00
001VDS	CON-GEN	H217176	CONTRACT	\$266,370,461.00	\$265,654,737.93
001VGM	CON-GEN	H217191	CONTRACT	\$235,252,264.44	\$234,536,541.38
52941J	CON-GEN	H2270124	Z303700-IvWTF09-Dam - Contract (W912QR-04-C-0004) [112574]	\$49,925,000.00	\$53,557,951.00
951KFC	CON-GEN	H2301945	C301300-IvWTF09-Misc.Lock-WGA(W912QR-04-C-0004) [112574]	\$517,696.56	\$517,696.56
G2030C		H2310765	Z303800-ARRA-ARRA - Dam - Contract (W912QR-04-C-00 [112574]	\$4,906,000.00	\$4,906,000.00
Totals				\$564,686,287.44	\$880,767,447.34

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.).

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.

If you have access to the CEFMS screen, you should be able to download CEFMS simply by using the download button, as shown on the previous page.

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

The screenshot shows the RMS software interface for 'Olmsted Dam Construction'. The window title is 'Contract ID - H2000249 Contract No. - W912QR-04-C-0004'. The main menu includes 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The 'Finances - Contract Finances' section is active, showing a list of appropriations: 'Appropriation No. 96-20-X-8861-0000', 'Appropriation No. 96-NA-2009-3134-0000', and 'Appropriation No. 96-NA-X-3122-0000'. A detailed view for 'Appropriation No. 96-20-X-8861-0000' is shown below, with the following data:

Appropriation No. 96-20-X-8861-0000	
Appropriation No	96-20-X-8861-0000
Source Appropriation	96-20-X-8861-0000
FAD/Customer No	8861-XX-2437-08
Symbol Name	INLAND WATERWAY TRUST FUND
Limitation Name	NO LIMITATION
Expiration Date	
Appro Class Code	C
Funding Register No	H210538
Registered Amount	\$471,718,564.73
Pending Withdrawal	\$0.00
Distributed to Funding Accounts	\$471,718,564.73
Undistributed Balance	\$0.00

Last CEFMS download 01/11/2010 1:09:38 PM

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 screens will help show how RMS actually displays the funding data from CEFMS.

## Contract Funding

This screen rolls up the information depicting how the funding for your contract is distributed. You will need to enter the Award Contract amount for each of the Funding Account you have. As with previous versions of RMS, you can add either Non-CEFMS or CEFMS Funding Accounts.

Add CEFMS Funding Account  
Add Non CEFMS Funding Account

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.

Work Item	Program Type	Funding Account	Description	Award Contract	Current Contract
3JD530	CON-GEN	H2120874	C301200-CG-Misc.Lock-WGA(W912QR-04-C-0004) [112574]	\$1,185,000.00	\$1,300,059.01
DOC16J	CON-GEN	H2120875	C301300-IWTF-Misc.Lock-WGA(W912QR-04-C-0004) [112574]	\$667,303.44	\$782,362.46
3J5104	CON-GEN	H2121680	Z303600-CG-Dam - Contract (W912QR-04-C-0004) [112574]	\$2,022,500.00	\$158,333,626.00
D93KFB	CON-GEN	H2121681	Z305200-CG-Dam-EDC-WGA-Contract (W912QR-04-C-0004) [112574]	\$850,000.00	\$79,982,812.50
C83K59	CON-GEN	H2121687	Z303700-IWTF-Dam - Contract (W912QR-04-C-0004) [112574]	\$2,022,500.00	\$77,913,391.00
91D946	CON-GEN	H2121688	Z305300-IWTF-Dam-EDC-WGA-Contract (W912QR-04-C-000) [112574]	\$850,000.00	\$3,165,107.50
8G202G	CON-GEN	H2128419	C301400-CG-Maint.Dredging Lock -WGA(W912QR-04-C-00) [112574]	\$58,781.00	\$58,781.00
6LG129	CON-GEN	H2128420	C301410-IWTF-Maint.Dredging Lock -WGA(W912QR-04-C- [112574]	\$58,781.00	\$58,781.00
001VDS	CON-GEN	H217176	CONTRACT	\$266,370,461.00	\$265,654,737.93
001VGM	CON-GEN	H217191	CONTRACT	\$235,252,264.44	\$234,536,541.38
52941J	CON-GEN	H2270124	Z303700-IWTF09-Dam - Contract (W912QR-04-C-0004) [112574]	\$49,925,000.00	\$53,557,551.00
<b>Totals</b>				<b>\$564,686,287.44</b>	<b>\$880,767,447.34</b>

Only two pieces of information is required to be entered for your CEFMS Funding Accounts: 1) The Program Type (using the lookup) and, 2) the Award Contract Amount.

## Funding Balances

This screen is one of the most important screens relating to Finances in RMS. It shows you what is available in CEFMS, including the Award Contract Amount and any Modifications issued to-date.

This screen is like your “Checkbook” – it shows what RMS is anticipating to obligate against the contract (like a check your writing, but hasn’t cleared the Bank – CEFMS is the Bank) and it shows what funds are available in CEFMS.

**Contract ID - H2000249 Contract No. - W912QR-04-C-0004**

**RMS Olmsted Dam Construction**

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

**Finances - Contract Finances**

CEFMS Finances Contract Funding Funding Balances Obligation Balances

Expand Collapse

Contract W912QR-04-C-0004

- Funding Account No. H2120874 Funded Work Item 3JD530
- Funding Account No. H2120875 Funded Work Item D0C16J
- Funding Account No. H2121680 Funded Work Item 3J5104
- Funding Account No. H2121681 Funded Work Item D93KF6
- Funding Account No. H2121687 Funded Work Item C93K59
- Funding Account No. H2121688 Funded Work Item 91D946
- Funding Account No. H2128419 Funded Work Item 8G202G
- Funding Account No. H2128420 Funded Work Item 6LG123
- Funding Account No. H217176 Funded Work Item D01VDS

Will this Account be used to fund other Contracts?

Funding Account No. H2121680	
Award Contract Amount	\$2,022,500.00
Completed Modifications	\$156,311,126.00
Current Contract Amount	\$158,333,626.00

Current Funding in CEFMS	
Authorized Amount in CEFMS	\$215,430,000.00
PR&C's not for Contract	\$0.00
Total available for Contract	\$215,430,000.00
PR&C's for Contract	\$215,430,000.00
Available for Request in CEFMS	\$0.00

Funding Balances	
Total available for Contract	\$215,430,000.00
Current Contract Amount	\$158,333,626.00
Balance after funding Current Contract	\$57,096,374.00
(5) Approved Pending Changes	\$0.00
Balance after funding (5) Changes	\$57,096,374.00
(4) Proposed Pending Changes	\$0.00
Balance after funding (4&5) Changes	\$57,096,374.00

**Approved Pending Changes are deducted from the available CEFMS Funds.**

**Unfunded Pending Changes are included to show you whether or not you have sufficient funds available.**

## Obligation Balances

This screen reflect the amount of funds that are remaining and available for Payments.

The screenshot displays the 'Obligation Balances' section of the RMS software. The window title is 'Contract ID - H2000249 Contract No. - W912QR-04-C-0004'. The main header reads 'RMS Olmsted Dam Construction'. Below the header is a navigation bar with buttons for 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The 'Finances - Contract Finances' section is active, with sub-tabs for 'CEFMS Finances', 'Contract Funding', 'Funding Balances', and 'Obligation Balances'. The 'Obligation Balances' tab is selected, showing a tree view of funding accounts under 'Contract W912QR-04-C-0004'. A summary table for 'Funding Account No. H2120874' is displayed at the bottom right of the main area.

Funding Account No. H2120874	
	<b>Current Contract</b>
Current Contract Amount	\$1,447,228.00
Amount Obligated in CEFMS	\$1,362,500.00
Additional Obligation Required	\$84,728.00
Total Paid To Date	\$831,713.31
Balance Available for Payments	\$530,786.69

## Award CLINS and SubCLINS

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.

CLIN	Description	Award Amount	Award Obligations
0002	Investigation & Design Phase	\$14,864.00	\$14,864.00

Award Contract / Award Obligations		
Funding Account No.	Award Contract	Award Obligations
NC0001	\$14,864.00	\$14,864.00
NC0002	\$0.00	\$0.00

Award Contract / Award CLINS	
Award Contract	\$14,864.00
Award CLINS	\$14,864.00
Variance	\$0.00

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

**When constructing the Award document in SPS, it is generally recommended that you use priced CLINS to include the Unit Price, Quantity, and Amount. Do not include a Funding source on this priced CLIN. Use an Info SubCLIN to represent each line of accounting (Funding source). Include additional Info SubCLINS for each Funding source.**

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 displays the RMS (Resident Management System) interface for a contract titled "Renov USMC Reserve Center Joliet". The main window shows the "Award CLINs" section with a table containing one entry: CLIN 0002, Description "Investigation & Design Phase", Award Amount \$14,864.00, and Award Obligations \$14,864.00. An "Award CLIN Price" dialog box is open, showing "Info CLIN 0002 with Priced SubCLINs" and a table with one entry: CLIN/SubCLIN 0002AA, Description "Site Investigation", Award Amount \$14,864.00, and Award Obligations \$14,864.00. A red arrow points from the "Add" button in the "Award CLIN Price" dialog to the "Add Contract Line Item" dialog box. This dialog box prompts the user to "Enter a unique number for the new Contract Line Item" (with "CLIN 2019AA" entered) and to "Select the Unit of Measure for the New CLIN" (with "LS" selected). Four error messages are shown, each with a red arrow pointing to the "CLIN 2019AA" input field: "CLINs must be four characters in length.", "CLINs must begin with four numeric digits.", "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 then Add Priced SubCLINS to that new CLIN.

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

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 SubCLIN 0002AA**

Description: Site Investigation

Award Unit Price: \$14,864.00  
 Award Quantity: 1 LS  
 Award Amount: \$14,864.00

Award Contract Amount: \$14,864.00  
 Sum of all Award CLINs: \$14,864.00  
 Variance: \$0.00

CLIN pricing complete - ready to fund

**Obligations for this CLIN**

SubCLIN	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
0002AA	NC0001 / 1	Original Contract Award Monies	NC0001	\$14,864.00

**Obligations for Award Contract**

Funding Account No.	Funded Work Item	Award Contract	Award Obligations
NC0001	NC0001	\$14,864.00	\$14,864.00
NC0002	NC0002	\$0.00	\$0.00

CLIN 0001 Amount: \$14,864.00  
 CLIN 0001 Obligations: \$14,864.00  
 Variance: \$0.00

Reobligate CLIN

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.

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

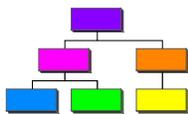
## Chapter 8 – Contractor Pay Activities

### What this Chapter presents:

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

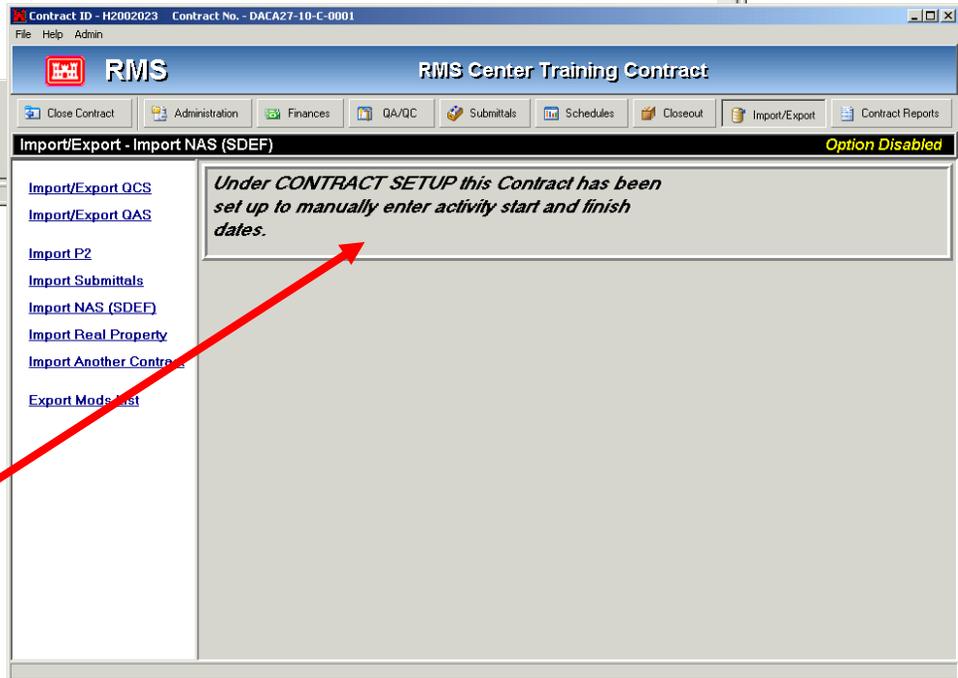
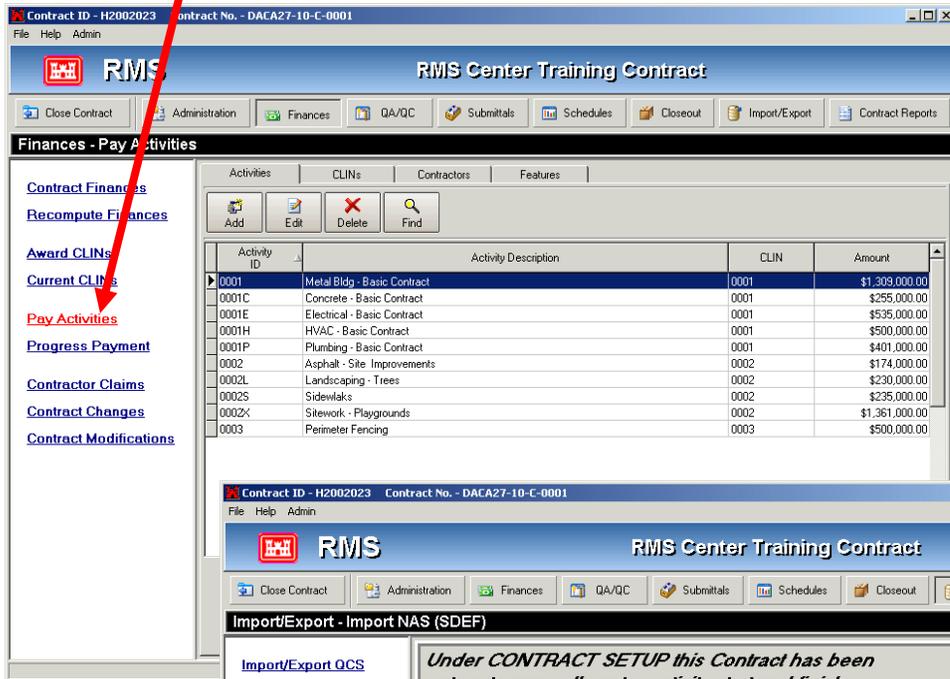


### Importing Contractor Pay Activities



**T**he 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).

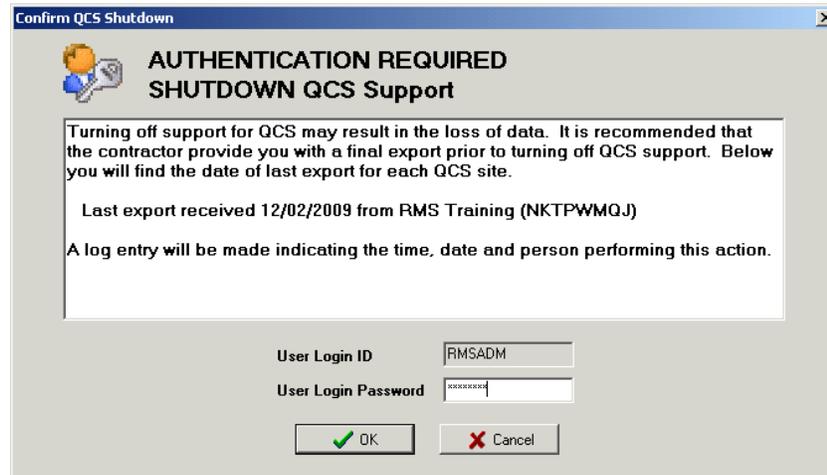
The Contractor's **Pay Activities** are located via the **Contract Menu / Finances**.



**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.

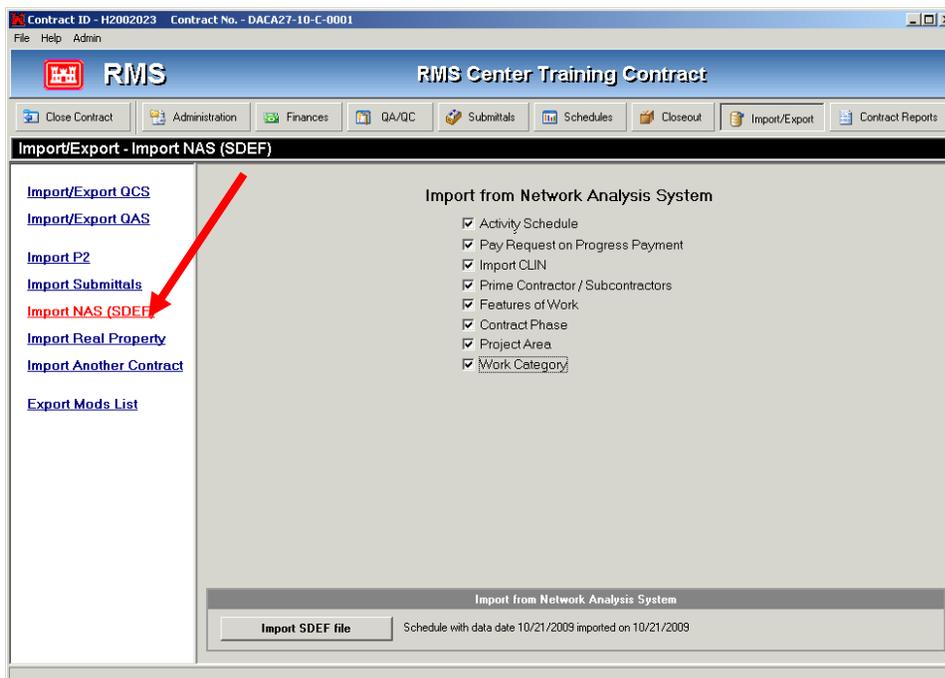
## Turning Off QCS from Contract Setup

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**.

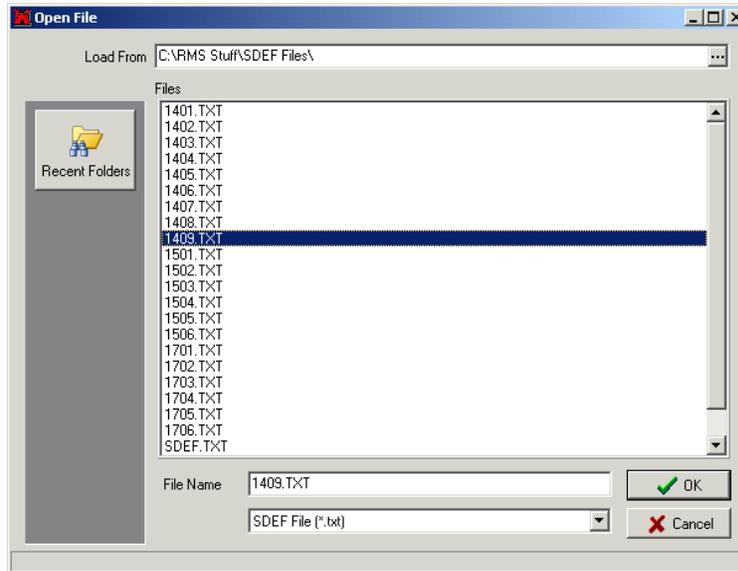


Click on **Import NAS (SDEF)** to begin importing the contractor Activities. Then, determine if you wish to import the **Activity Schedule**, or select just those items you need to import. If imports have already been made, this is the screen from which you would import the contractors **Pay Request**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

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.**



**Windows Explorer of  
SDEF Folder and Files**

**Confirmation  
Screen**

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"/>

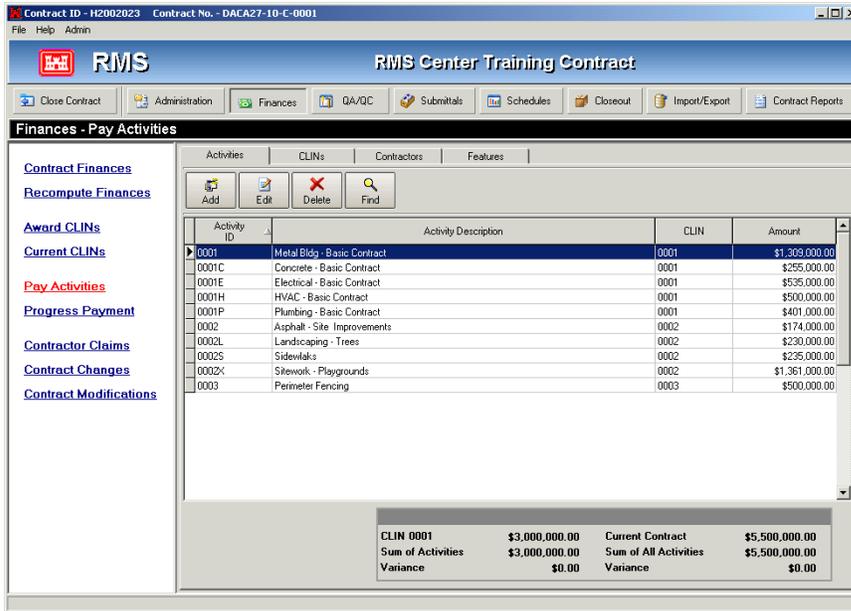
A001. Notice To Proceed/Performance Added	
Current Activity	Proposed Activity
Description	Notice To Proceed/Performance
Bid Item	1.A.
Quantity	1
Amount	\$95,000.00
Feature	PRECON
Contractor Code	GEN
Area	GEN
Phase	1
Category	X
Duration	1

Show only information that has changed

## Contractor Pay Activities

This screen now has four (4) Tabs instead of just two. The first two tabs present the same information as previous versions of RMS. Even the individual Pay Activity screen remains unchanged in content.

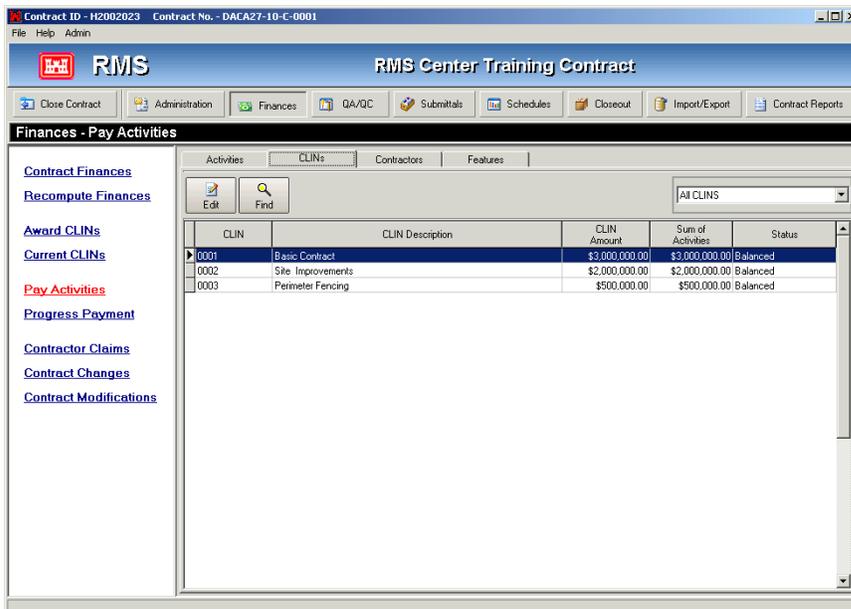
The two additional Tabs present information regarding the Contractor's effort in assigning activities to Sub-Contractors and the QC effort in assigning Features Of Work to the activities.



Activity Tab

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.



CLIN Tab

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 detail screen

Activity #	0001	Description	Metal Bldg - Basic Contract
CLIN	0001		Basic Contract
Quantity	1.0000	LS	
Amount			\$1,309,000.00
Subcontractor	PRIM		Cogeco Roma
Feature			Metal Building
Contract Phase			
Project Area			
Work Category			
Duration	0	Work Days	

CLIN 0001	\$3,000,000.00
Sum of Activities	\$3,000,000.00
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

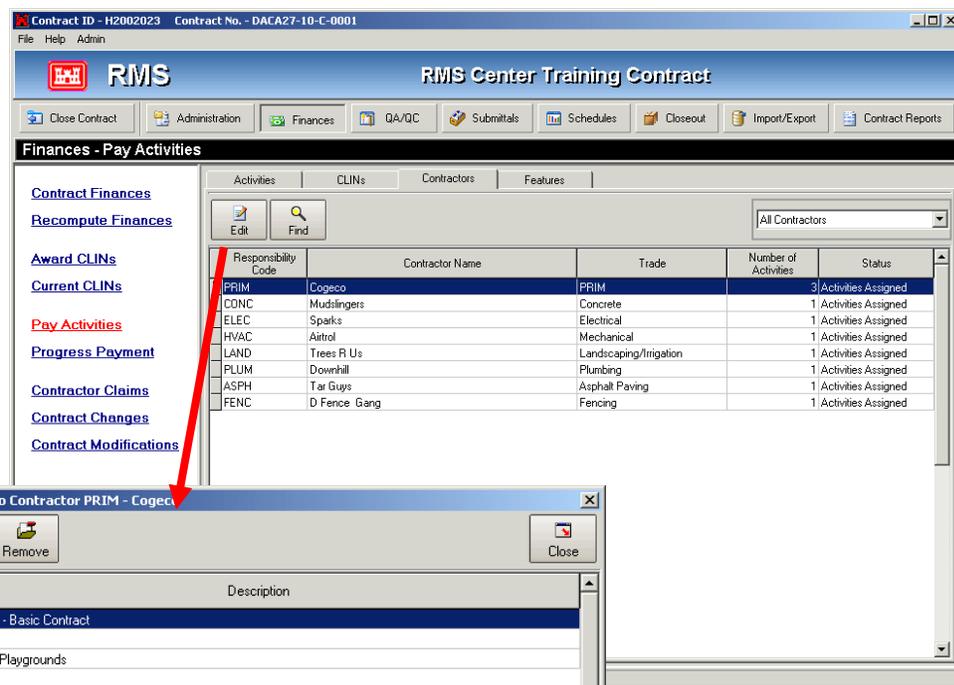
The **CLIN** field lookup should be selected so you can choose the appropriate **CLIN**. The **Quantity** field just below *will automatically populate*, based on prior entry of the **CLINS**.

### 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**.

- This “Contractors” tab is new and presents a look at some of the successes and shortcomings of the Contractors’ scheduling efforts.
- You can readily see how many activities were assigned to each contractor and if NO activities have been assigned to a contractor.
- The screen also shows how many activities do not even have a Contractor assigned to do the work.
- By using the EDIT button, you can view the details of each line and make corrections on the Activity screen itself.

**Contractors Tab**



**You can readily observe all Activities that have been assigned to any of your Contractors**

- The “Features” tab is also new and shows how many activities have been assigned to each Feature of Work, or if none have been assigned.
- It doesn’t make sense to create a Feature of Work and then neglect to assign activities to it. In addition, an Activity Hazard Analysis is required to be prepared for each Feature of Work and without activities associated with it, the AHA would be incomplete.
- You can use the “Edit” buttons to view the details and make corrections/adjustments as needed. You can navigate all the way to the Pay Activity input screen if you need to.

Features Tab

The screenshot displays the RMS Center Training Contract interface. The 'Features' tab is active, showing a table of features with their respective activity counts and statuses. A red arrow points from the 'Features' tab to a detailed view of an activity assigned to Feature H2000006 - Asphalt.

Feature of Work	Number of Activities	Status
Asphalt	1	Activities Assigned
Concrete	1	Activities Assigned
Electrical	1	Activities Assigned
Fencing	1	Activities Assigned
Landscaping	2	Activities Assigned
Mechanical	1	Activities Assigned
Metal Building	1	Activities Assigned
Plumbing	1	Activities Assigned
Sidewalks/Curbs	1	Activities Assigned

The detailed view for Activity # 0002 shows the following information:

- Activity # 0002
- Description: Asphalt - Site Improvements
- CLIN: 0002 Site Improvements
- Unit Price: [Empty]
- Quantity: 1.0000
- Amount: \$174,000.00
- Subcontractor: ASPH Tar Guys
- Feature: Asphalt
- Contract Phase: [Empty]
- Project Area: [Empty]
- Work Category: [Empty]
- Duration: 0 Work Days

**CLIN 0002**  
Sum of Activities  
Variance

*This screen shows the same data as previous versions of RMS.*

## Chapter 9 – Contract Change Requests

### What this Chapter presents:

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



### Overview

**F**or **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 available amount and added to the unawarded estimated amount (for status 5 mods). 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.

- The final step is the identification of the package through the **Standard Procurement System (SPS)**, referred to as **PD<sup>2</sup>** (*Procurement Desktop Defense*), which will provide the **A** or **P** modification number.

## Prefix Code for Change Requests

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

Parent Office	Louisville Training Area		
Office Symbol	RMSCENTER	Office Type	TRAINING OFFICE
Office Name	RMS Center Training Contracts	Office Manager	GILMOUR III, WILLIAM J.
Address	1895 North Fork Road Chehalis, WA 98532 USA	Position Title	Resident Engineer
Location	Office Longitude: 122.749528	Office Latitude	46.685297
P2 Org Code	G6B0CIT	Prefix Code for Change Requests	TO
Time Zone	(GMT-06:00) Central Time (US & Canada)	<input checked="" type="checkbox"/> Observe daylight savings time	
<b>Office POCs</b>			
CCASS Focal Point	ERIC ARNDT	Email Notification to CCASS Focal Point when DD2626 exported to CCASS	
ACASS Focal Point	MICHELLE ALBRIGHT	Email Construction AE evaluation information to ACCASS Focal Point	
PD <sup>2</sup> Coordinator	MATTHEW SCHNEIDER	Email Mod Information to PD <sup>2</sup> Coordinator when Mod Completed	

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.

The screenshot shows the RMS Center Training Contract interface. The main window title is "RMS Center Training Contract" and the contract ID is "H2002023" with contract number "DACA27-10-E-0001". The "Finances - Contract Changes" section is active, showing a table of change requests. A red arrow points from the "Contract Changes" link in the left sidebar to the "Change Request Status" dialog box.

Change Request No.	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
00001	Stainless Steel Handrails	5		\$35,500.00	0	2

Change Request Status			Amount	Time
✓ Basic Change Document	- Completed 01/10/2010		\$35,500.00	0
✓ Contractor Proposal	- Completed 01/10/2010		\$48,000.00	0
✓ Negotiations	- Completed 01/10/2010		\$35,500.00	0
✓ Funding (5)	- Change Negotiated		\$35,500.00	0

Remarks:

---

## Stage Codes

Various financial reports include fields showing different types of codes. Some of these codes are a merge of the Contract (Project) Stage Code and the Change/Modification Stage Code. The Project Stage Code is the Number and the Modification Stage Code is the letter. Some reports show the codes separate and some show the codes together, such as 6K or 4D. Some of the reports even spell out the code rather than use the alpha/numeric indicator. The abbreviations are listed below:

### **CONTRACT / PROJECT STAGE CODES**

- 1 – Project Stage: Future
- 2 – Project Stage: Active
- 3 – Project Stage: Construction Complete
- 4 – Project Stage: Physical Complete
- 5 – Project Stage: Final Pay
- 6 – Project Stage: Fiscal Complete

### **MODIFICATION STAGE CODES**

(These codes are also shown in the “Summary Reports / Library Reports / Modification Stage Codes” in RMS.)

- A – Initiated
- B – Proposal Requested
- C – Proposal Received
- D – Change Negotiated
- E – Send SF30 to Contractor
- F – SF30 sent to Contractor
- G – CO Signature Required
- H – ACO Signature Required
- I – Mod Signed – Not Obligated
- J – Mod Signed – and Obligated
- K – Mod Ready – Send to District
- L – Completed – Sent to District
- M – Cancelled

---

## Mod Reason Codes

RMS requires use of a Mod Reason Code to indicate the cause, justification, explanation, and necessity for issuance of a design or construction contract change request and subsequent contract modification. Contract modifications may include numerous change requests and sub-items for these change requests. Within the Basic Change Document (BCD) in RMS each individual change request in the BCD must use the same reason code. When change requests are combined in a final modification to the contract, the various change requests may contain different reason codes. Reason codes apply to Design-Build (D-B) contracts in the same manner that they apply to other types of construction contracts.

Mod Reason Codes are divided into 3 categories as follows:

### Award Options

- 5 Pre-negotiated (Bid) Contract Option Exercised After Award
- I Incremental Definitization of Work (NEW – ECB, 2009-31)

### Controllable

- 1 Engineering Changes -- Includes possible and confirmed A-E Fault
- 8 Value Engineering Changes
- G Government Furnished Property (Deficiency Corrections)
- S Suspensions 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.)
- A Adverse Security Conditions
- E Excusable Delay for No Fault (Weather or Act of Nature)
- Q Variations in Estimated Quantities
- R Revaluation – Foreign Currency

Explanation of NEW Modification Reason Code for Incremental Definitization of Work, as issued in Engineering and Construction Bulletin, No. 2009-31, 15 December 2009.

An appropriate code is needed for proper classification of construction contract change requests and modifications used to incrementally definitize work issued under indefinite delivery contracts (IDCs) and other contracts that use a process of incrementally defining work after its award

Types of IDCs: An indefinite delivery contract (IDC) is a type of contract that has been established for a specific value and time duration to a specific contractor when the exact times and exact quantities of future deliveries are not known at the time of contract award. Indefinite delivery contracts provide for the issuance of orders for the performance of tasks during the period of the contract. Principal types and variations of indefinite delivery (delivery order/task) contracts are: (1) indefinite delivery contract, (2) definite-quantity contract, (3) requirements contract, (4) indefinite-quantity contract, (5) preplaced remedial action contract (PRAC), (6) multiple-award task order contract (MATOC), (7) performance-oriented construction activities (POCA) contract, and (8) job order contract (JOC). One specialized type of IDC is a performance-oriented construction activity (POCA) contract that is awarded to include terms that include a not-to-exceed dollar value or a not-to-exceed duration of years. Some of these specialized IDCs use fixed pricing while others use cost-reimbursable types of pricing.

This new "Modification Reason Code I - Incremental Definitization of Work" is used for contract change modifications for POCA contracts and any similar IDC task order/contract used for purposes of definitization of the scope and/or cost of a previous contract action or modification.

### Sample – Basic Change Document (BCD) Form – Partial Only

BASIC CHANGE DOCUMENT (BCD)				Page 1 of 2
MOD SERIAL NO. 00001	CONTRACT NO. DACA27-10-C-0001 NA	INCEPTION DATE 04 Dec 2009	DATE COMPLETED 10 Jan 2010	
PROJECT LOCATION	RMS Center Training Contract Louisville	CONTRACTOR Cogeco Roma		
PART A. 1. DESCRIPTION OF CHANGE				2. SPEC/DWG
S t a i n l e s s   S t e e l   H a n d r a i l s				
1. Stainless Steel Handrails Provide Stainless Steel Handrails for all 12:1 concrete HC ramps.  Initial Estimate: \$35,500.00                      Time Extension: 0 Days				
3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    CALENDAR DAYS    0			4. TOTAL    \$35,500.00	
5. NECESSITY FOR CHANGE <i>(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).</i>  1. Stainless Steel Handrails a. Necessity for Change:  b. Reasons for Omission from Original Plans and Specifications:				

## Chapter 10 - Contract Modifications

### What this Chapter presents:

- **Overview**
- **Contract Modifications**



### Overview



**T**his chapter furnishes instructions for processing construction contract modifications. 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.

The screenshot shows the RMS Center Training Contract interface. The main window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The interface includes a menu bar with options: File, Help, Admin. Below the menu bar is the RMS logo and the title "RMS Center Training Contract". A toolbar contains icons for Close Contract, Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The main content area is titled "Finances - Contract Modifications". On the left, there is a sidebar with links: Contract Finances, Recompute Finances, Award CLINs, Current CLINs, Pay Activities, Progress Payment, Contractor Claims, Contract Changes, and Contract Modifications (highlighted in red). The main area displays a table of modifications with columns: Ref No, Mod No, Title, Mod/Sign Date, and Mod Amount. A single modification is listed: Ref No R00001, Mod No, Title Stainless Steel Handrails, Mod/Sign Date 01/12/2010, and Mod Amount \$35,500.00. Below the table is a "Current Modification" section titled "Modification Status" with a table showing progress: SF30 Signed (Completed), Funds Obligated (Completed), Activities Balanced (Completed), and Modification (Included in Current Contract) with a value of \$35,500.00 and 0. A Remarks field is also present.

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 "**PD<sup>2</sup>**", 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.

R00001-Stainless Steel Handrails

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

SF30 | Close

**Change Requests included in this Modification**

Change Request ...	Change Request Title	Change Amount	Change Days
▶ 00001	Stainless Steel Handrails	\$35,500.00	0

**Modification Amount** \$35,500.00

**Contract Line Items changed by this Modification**

CLIN	CLINs Changed by R00001	Change Amount
▶ 0001	Basic Contract	\$35,500.00

**Sum of CLIN Changes** \$35,500.00

**Funding for this Modification**  Show All PR&Cs

Funding Account	Title	Funded Amount	PR&C Amount
▶ NC0001	Basic Contract	\$35,500.00	\$35,500.00
NC0002	Site Work	\$0.00	\$0.00
NC0003	Fencing	\$0.00	\$0.00
NF0001		\$0.00	\$0.00

**Modification Funding** \$35,500.00

## 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 shows a software window titled "R00001 - Stainless Steel Handrails" with a close button (X) in the top right corner. The window has a tabbed interface with tabs for "SF30 - 1", "SF30 - 2", "SF30 - 3", "Release Mod", "Pay Activities", and "Supporting Docs". The "SF30 - 2" tab is active. In the top right corner of the form area, there are two buttons: "SF30" (with a document icon) and "Close" (with a red X icon). The form contains several sections:

- SF30 Block 2:** "Modification No." with a text input field containing "R00001".
- SF30 Block 4:** "Requisition No." with a text input field containing "NC0001".
- SF30 Block 12:** "Accounting and Appropriation Data (Optional Additional Notes)". It features an "Edit" button (with a document icon) and a large, empty text area with a vertical scrollbar on the right.
- SF30 Block 13:** "A. Issued Pursuant to:" with four radio button options:
  - A. Issued Pursuant to:
  - B. Administrative Changes
  - C. Supplemental Agreement
  - D. OtherTo the right, there is a "FAR Clause(s)" label and a text input field containing "FAR 52.243-4 CHANGES". Below this field is another empty text input field with a vertical scrollbar on the right.
- E. IMPORTANT:** "Contractor" with two radio button options:  is and  is not, followed by the text "required to sign this document".
- SF30 Block 14:** "Modification Title" with a text input field containing "Stainless Steel Handrails".

## 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 and title 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.**

**Modification No. R00001 R00001-Stainless Steel Handrails**

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

SF30 Block 14 Change in Contract Price (Optional Additional Notes)

It is understood and agreed that as a result of this modification the contract price is increased by the lump sum of \$35,500.00 under New Pay Item No. 0001-HCR.

Change in Contract Time (Optional Additional Notes)  Exclude standard time text on SF30

It is further understood and agreed that no change in contract performance period is required by this modification.

Change in Schedule

Closing Statement

It is finally understood and agreed that acceptance of the (payment) (and time adjustment) provided herein by the contractor is in full satisfaction and accord for the contractor's claim(s) evidenced by letter(s) dated

**SF30 Block 15A - Contractor Signature**

Name of Signer: Ricardo Fior  
Title: VP Operations

**SF30 Block 16A - Government Signature**

Contracting Officer  
 Administrative Contracting Officer

SF30 Signed By: SCHIPP, RICHARD J  
Title: Administrative Contracting Officer

## 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 No. R00001 R00001-Stainless Steel Handrails**

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

**Modification Signed**

Required	Sent to Contractor	Date Due Back	Date Signed
SF30 - Contractor Signature	<input checked="" type="checkbox"/> Yes	01/11/2010 ...	01/14/2010 ...
SF30 - Government Signature			01/12/2010 ...

**When date entries are made in this section, it is assumed that the CEFMS approvals and certifications are completed simultaneously.**

**Enter the date the Government (CO or ACO) signed the Modification.**

Sign SF30 and record Contractor and ACO signature dates

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

The screenshot shows a software window titled 'Modification No. R00001 R00001-Stainless Steel Handrails'. It has tabs for 'SF30 - 1', 'SF30 - 2', 'SF30 - 3', 'Release Mod', 'Pay Activities', and 'Supporting Docs'. Below the tabs, there are sections for 'Modification Signed' and 'Obligation Line Items Linked to CLIN Changes for Payment'. The 'Obligation Line Items' table has columns for CLIN, CLIN Title, Change Amount, and Obligation Amount. A red arrow points to the 'Obligation Amount' column for CLIN 0001. At the bottom, there is a checkbox labeled 'Modification funded with Obligations in CEFMS' which is checked. Another red arrow points to this checkbox. Below it is another checkbox 'Modification Completed - Include this Modification in Current Contract' which is unchecked. A third red arrow points to this checkbox. At the very bottom, there is a text box with the instruction '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

The popup message is a small dialog box with a blue header and a question mark icon. The text inside reads 'Activities will be required to be balanced prior to making payment - Proceed?'. There are two buttons at the bottom: 'Yes' and 'No'.

### Pay Activity Tab

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.

The screenshot shows a software window titled 'Modification No. R00019 R00019-Provide Crane to Unload VBSs - WS # 2'. It has tabs for 'SF30 - 1', 'SF30 - 2', 'SF30 - 3', 'Release Mod', 'Pay Activities', and 'Supporting Docs'. The 'Pay Activities' tab is selected. There is an 'Edit' button in the top left corner, indicated by a red arrow. Below the tabs, there is a section titled 'CLINs Changed by this Modification' with a table. The table has columns for BID\_NO, BID\_DS, CURRENT\_AMT, SUM\_OF\_ACTIVITIES, and VARIANCE. A red arrow points to the 'Edit' button. Below the table, there is a summary section with the following data:

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. This second window will list all the activities assigned to the CLIN linked to the modification.

## 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 #	0001-HCR	Description	Stainless Steel Rails
CLIN	0001		Basic Contract
Quantity	1.0000		LS
Amount			\$35,500.00
Subcontractor	PRIM		Cogeco Roma
Feature			Concrete
Contract Phase			
Project Area			
Work Category	A		ARCHITECTURAL
Duration	0		Work Days

CLIN 0001	\$3,035,500.00
<b>Sum of Activities</b>	<b>\$3,035,500.00</b>
<b>Variance</b>	<b>\$0.00</b>

## Supporting Documents Tab

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.

Date	Change Request	Document	Status	Description
01/10/2010	00001	Negotiations	Negotiations Completed	
01/10/2010	00001	BCD	BCD Completed	
01/10/2010	00001	Mod Document		Customer Request for S/S Handrails

Date	Change Request	Document	Status	Description
01/10/2010	00001	BCD	BCD Completed	
01/10/2010	00001	Negotiations	Negotiations Completed	
01/10/2010	00001	Mod Document		Customer Request for S/S Handrails

**You have now completed the Modification.**

The screenshot shows the 'RMS Center Training Contract' interface. The main window title is 'Contract ID - H2002023 Contract No. - DACA27-10-C-0001'. The menu bar includes 'File Help Admin'. The main navigation bar has 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The current view is 'Finances - Contract Modifications'. On the left, there are links for 'Contract Finances', 'Recompute Finances', 'Award CLINs', 'Current CLINs', 'Pay Activities', 'Progress Payment', 'Contractor Claims', 'Contract Changes', and 'Contract Modifications'. The main area shows a table with columns 'Ref No', 'Mod No', 'Title', 'Mod/Sign Date', and 'Mod Amount'. A single row is visible: 'R00001', 'R00001', 'Stainless Steel Handrails', '01/12/2010', '\$35,500.00'. Below the table is a 'Current Modification' section with a 'Modification Status' table. This table has columns for status and amount. The status 'Modification' is checked with a green checkmark and is 'Included in Current Contract' with an amount of '\$35,500.00'. Other statuses like 'SF30 Signed', 'Funds Obligated', and 'Activities Balanced' are also checked. A red arrow points to the green checkmark for 'Modification'. There is a 'Remarks' field at the bottom.

Ref No	Mod No	Title	Mod/Sign Date	Mod Amount
R00001	R00001	Stainless Steel Handrails	01/12/2010	\$35,500.00

Modification Status	Amount	Time
✓ SF30 Signed - Completed		
✓ Funds Obligated - Completed		
✓ Activities Balanced - Completed		
✓ Modification - Included in Current Contract	\$35,500.00	0



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

## Chapter 11 - Contractor Payments

### What this Chapter presents:

- 
- **Overview**
- **Adding a Payment**
- **Contractor Pay Request (GIG Sheet)**
- **Payment Terms**
- **Sending Payments to CEFMS**
- **Payment Reports**



### Overview



**T**his 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

The screenshot shows the RMS Training Contract software interface. The title bar indicates 'Contract ID - L1001373' and 'Contract No. - W912PP-07-C-0010'. The main window title is 'RMS Training Contract'. The 'Finances - Progress Payment' section is active, showing a table of invoice data and a 'Payment Status' section.

Invoice No	From	Thru	Earnings to Date	Earnings This Period	Deductions This Period	Refunds This Period	Due Contractor this Period
13	05/01/2008	05/31/2008	\$11,934,241.09	\$1,032,203.16	\$0.00	\$0.00	\$1,032,203.16
14	06/01/2008	06/30/2008	\$13,245,132.37	\$1,310,891.28	\$0.00	\$0.00	\$1,310,891.28
15	07/01/2008	07/31/2008	\$14,643,191.83	\$1,398,059.46	\$0.00	\$0.00	\$1,398,059.46
16	08/01/2008	08/31/2008	\$17,072,596.39	\$2,429,404.56	\$0.00	\$0.00	\$2,429,404.56
17	09/01/2008	09/20/2008	\$18,504,243.92	\$1,431,647.53	\$0.00	\$0.00	\$1,431,647.53
18	09/21/2008	10/31/2008	\$21,758,830.35	\$3,254,586.43	\$0.00	\$0.00	\$3,254,586.43
19	11/01/2008	11/30/2008	\$23,091,577.08	\$1,332,746.73	\$0.00	\$0.00	\$1,332,746.73
20	12/01/2008	12/31/2008	\$24,620,867.20	\$1,529,290.12	\$0.00	\$0.00	\$1,529,290.12
21	01/01/2009	01/31/2009	\$25,360,796.64	\$739,929.44	\$0.00	\$0.00	\$739,929.44
22	02/01/2009	02/28/2009	\$26,191,735.41	\$830,938.77	\$0.00	\$0.00	\$830,938.77
23	03/01/2009	03/31/2009	\$27,038,341.39	\$846,605.98	\$0.00	\$0.00	\$846,605.98
24	04/01/2009	04/30/2009	\$28,048,196.97	\$1,009,855.98	\$73,501.30	\$0.00	\$936,354.28
25	05/01/2009	05/31/2009	\$28,691,475.61	\$643,278.64	\$81,706.60	\$0.00	\$561,572.04

**Payment Status**

✓ Invoice Received	- Received	Invoice Received	05/11/2009
✓ Eng93 Completed	- Completed	Payment Due	05/25/2009
✓ Sent to CEFMS	- Completed	Date Sent	05/15/2009
✓ Approved in CEFMS	- Completed	Date Approved	05/18/2009
✓ Contractor Paid	- Payment made on time	Date Paid	05/20/2009

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. (1<sup>st</sup> Tier Only)
- Listing of amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA)).

The screenshot shows the 'Contractor Requested Earnings' window with the 'Subcontractor Earnings' tab selected. A table lists subcontractors with their total amounts, previous payments, and current earnings.

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)
Airtrol Corporation	\$500,000.00	\$0.00	\$0.00	\$0.00
D Fence Gang	\$350,000.00	\$0.00	\$0.00	\$0.00
Downhill Racers	\$401,000.00	\$0.00	\$0.00	\$0.00
Mudslingers	\$255,000.00	\$0.00	\$350.00	\$35.00
Sparks Electrical, Inc	\$535,000.00	\$0.00	\$0.00	\$0.00
Tar Guys	\$174,000.00	\$0.00	\$0.00	\$0.00
Trees R Us	\$230,000.00	\$0.00	\$0.00	\$0.00

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.

The screenshot shows the 'Contractor Requested Earnings' window with the 'Certification' section expanded. It includes fields for discount terms, notice of assignment, notice of defective invoice, and a certification statement.

Discount Terms:  
Discount Days: 0      Discount Percent: 0 (enter .01 for 1%)

Notice of Assignment:  
If Notice of Assignment has been filed, enter name of Assignee to whose payment it 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: Ricardo Foz  
Title: VP Construction  
Phone: 360-247-3345  
Address: 73 Mt Wayte Avenue  
Framingham, MA 01793

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: Ricardo Foz  
Title: VP Construction

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)

<b>Prompt Payment Certification And Supporting Data For Contractor Payment Invoice</b>				Page 1 of 2 pages	
(1) Contract No.: DACA27-10-C-0001 NA		(2) Location and Description of Work: Louisville RMS Center Training Contract		(3) Estimate No.: 1	
				(4) Invoice Date: 12/08/2009	
(5) Contractor Official (name and address) to whom payment is to be sent:  Cogeco Roma 73 St Vincente Lane, Ste 34 Rome TX 44556			(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:  Ricardo Fior, VP Construction 360-247-3345 73 Mt Wayte Avenue Framingham, MA 01793		
(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)	
Airtrol Corporation	\$500,000.00	\$0.00	\$0.00	\$0.00	
D Fence Gang	\$350,000.00	\$0.00	\$0.00	\$0.00	
Dow nhill Racers	\$401,000.00	\$0.00	\$0.00	\$0.00	
Mudslingers	\$255,000.00	\$0.00	\$350.00	\$35.00	
Sparks Electrical, Inc	\$535,000.00	\$0.00	\$0.00	\$0.00	
Tar Guys	\$174,000.00	\$0.00	\$0.00	\$0.00	
Trees R Us	\$230,000.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$2,445,000.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$35.00</b>	

\*\* 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.

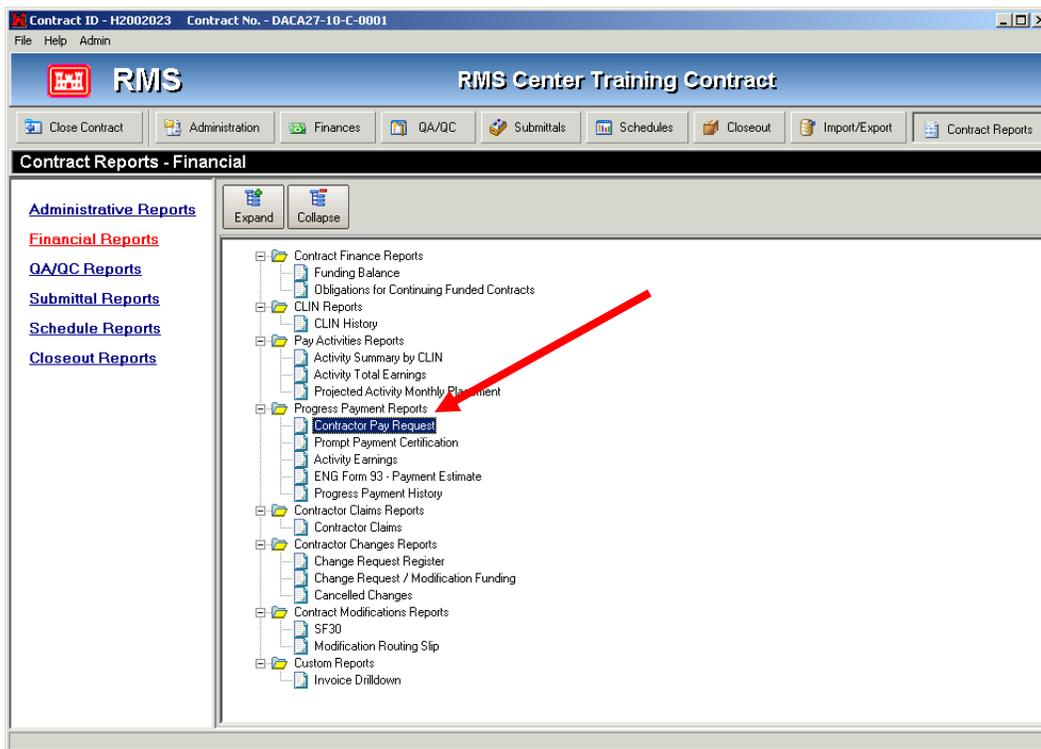
Signature \_\_\_\_\_ Date \_\_\_\_\_

Ricardo Fior, VP Construction  
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 **Contract 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 **Contract 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.

## 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. This button will give you a listing of ALL Obligation Line Items and you would then EDIT the one you wanted to change, as is shown on the next screen.

The screenshot displays the 'Progress Payment - Invoice No. 26' window with the 'Obligations' tab selected. A red arrow points from the 'Payment Terms' button in the main window to the 'Obligation Pay Terms' dialog box. The dialog box shows the following information:

Obligation Line Item	
0009	A1340 CONTINGENCY

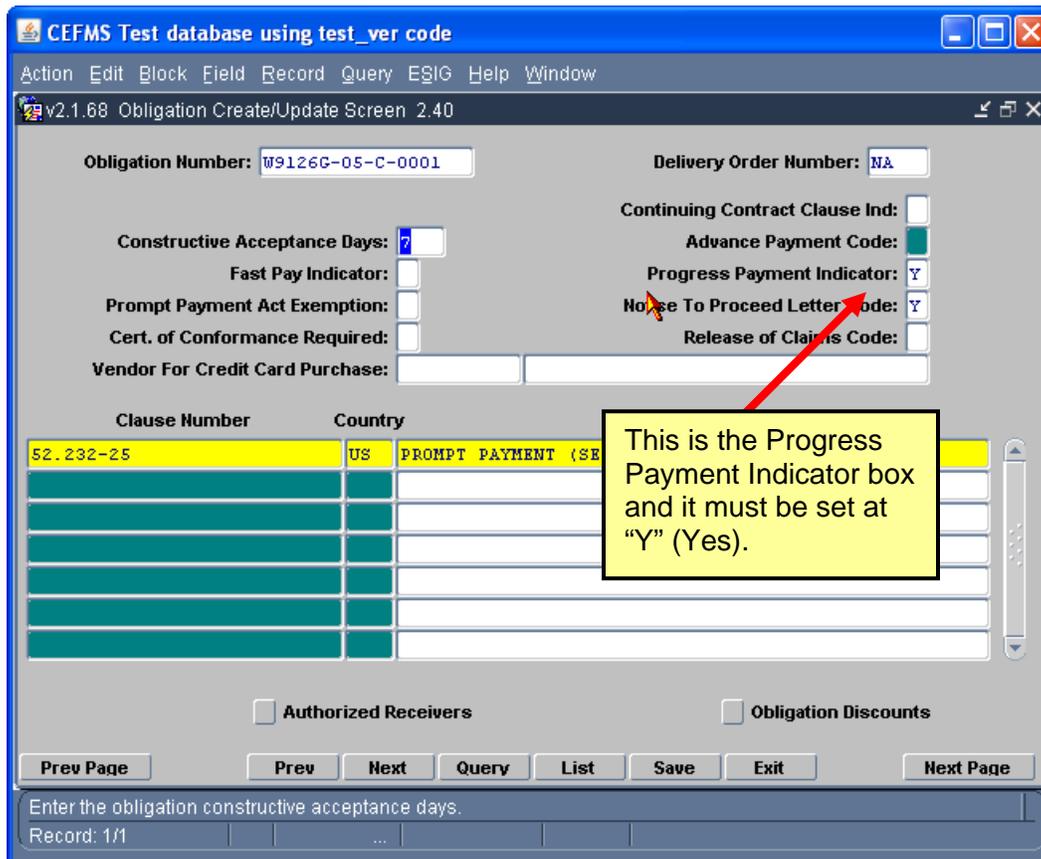
  

Terms	
Payment	14 days
Final Payment	30 days
Refund	30 days

**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: W9126G-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:

Notice To Proceed Letter Code:

Release of Claims Code:

Clause Number	Country	
52.232-25	US	PROMPT PAYMENT (SE

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).

## 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:** 1PVT9      DICK PACIFIC CONSTRUCTION CO LTD

**US Amount:** 23290518.00

**Award/Mod Oblig US Amt:** .00

**Foreign Curr Amt:** .000000

**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

## 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.

Line Item	Available for Payment	Earnings this Period	% Retainage This Period	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Amount Due This Period	Obligation Payment Status
0001	\$652,694.57	\$108,524.75	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$108,524.75	Approved on 12/23/2009
0002	\$70,798.90	\$35,798.90	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$35,798.90	Approved on 12/23/2009
0003	\$45,000.00	\$44,000.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	Approved on 12/23/2009
0004	\$185,000.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
0005	\$190,000.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
0006	\$2,500.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
0007	\$39,875.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
0008	\$3,325.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
0009	\$37,101.70	\$2,204.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$2,204.00	Approved on 12/23/2009
0010	\$16,351.50	\$1,144.80	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.80	Approved on 12/23/2009
0011	\$6,908.80	\$973.20	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$973.20	Approved on 12/23/2009
0012	\$13,344.60	\$13,344.60	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$13,344.60	Approved on 12/23/2009
0013	\$55,100.00	\$34,300.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$34,300.00	Approved on 12/23/2009
0014	\$4,600.00	\$4,600.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$4,600.00	Approved on 12/23/2009
0015	\$74,000.50	\$44,030.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$44,030.00	Approved on 12/23/2009
0016	\$14,913.85	\$1,509.64	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$1,509.64	Approved on 12/23/2009
Totals	\$1,411,514.42	\$290,429.89		\$0.00	\$0.00	\$0.00	\$0.00	\$290,429.89	

Obligation Line Item	0001	Invoice No. 11			
Previous Retainage	\$0.00	Total Earnings this Period	\$290,429.89	Retainage this Period	\$0.00
Total Retainage to Date	\$0.00	Total Obligation this Period	\$290,429.89	Other Deductions	\$0.00
Previous Other Deductions	\$0.00	Variance	\$0.00	Amount Due Contractor	\$290,429.89
Total Other Deductions to Date	\$0.00				

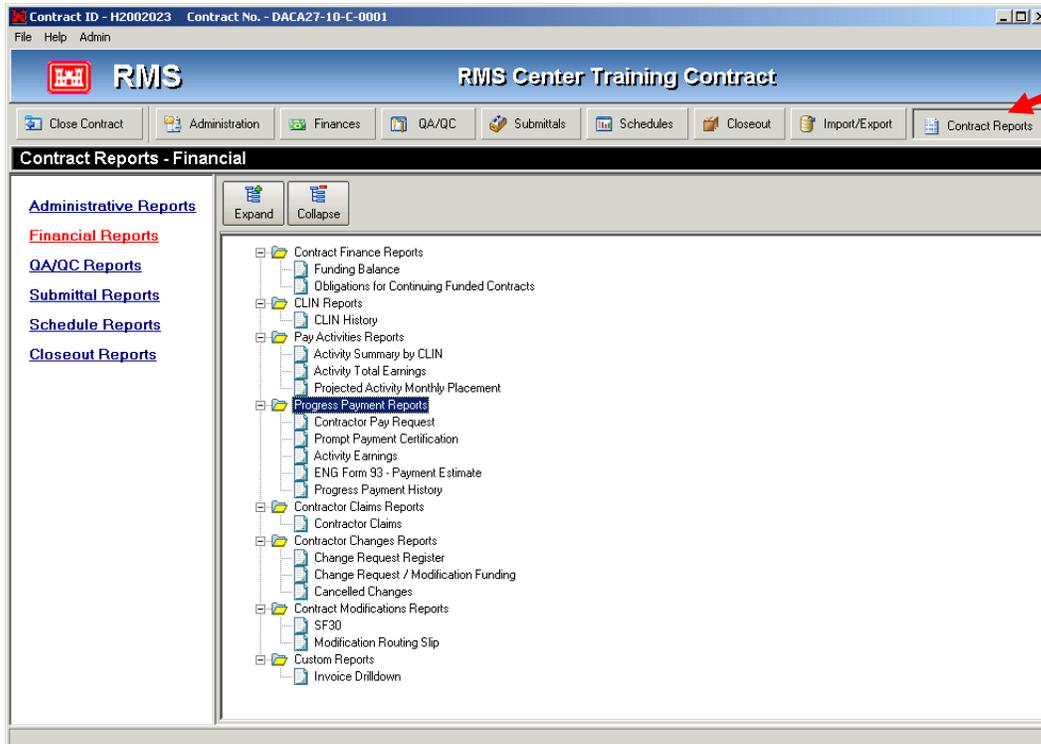
Send to CEFMS      Sent to CEFMS on 12/23/2009 12:04:16 PM

When you push the **Send to CEFMS** button, 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 Progress Payments

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



## 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
- Equipment Checks





## 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.

The screenshot shows the RMS Center Training Contract Administration - Prime Contractor window. The window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The main menu includes "Close Contract", "Administration", "Finances", "QCS", "Submittals", "Schedules", "Closeout", "Import/Export", and "Contract Reports". The "Administration - Prime Contractor" section is active, with the "Contractor Information" tab selected. The "Prime Contractor" section contains the following fields:

- Responsibility Code: PRIM
- DUNS No: 860932554
- Contractor Short Name: Cogeco
- Contractor Name: Cogeco Roma
- NAICS Code: 233320
- Office to receive payments:
  - Payee Name: Ricardo Fior
  - Payee Name: Payee Name
  - Payee Address: Payee Address
- Contractor Representative to Review Contractor Evaluation (DD2626):
  - Name: Ricardo Fior
  - Email: rfior@cogeco.com

### 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 and can easily be imported into the RMS/QCS programs. The Corps of Engineer's Standard Data Exchange Format (SDEF) specifies numeric identifiers only, however, the RMS/QCS programs will accept either/or.

### DUNS (CEC) 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 Contractors 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 fields should be completed.

## Prime Contractor Data in District Office Module

If your District is using the **Prime Contractors** module in the **District Office** module, 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 Office** module 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 Office** module.

## Manually Add Contractor to District Office Module

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 RMS interface for the Louisville District. The main window is titled "District Office - Prime Contractors". On the left, there is a navigation menu with links for "District Office", "District Personnel", "Position Titles", "Contract User Roles", "District Policy", "Prime Contractors", "Projected Placement", and "Contractor Claims". The "Prime Contractors" link is highlighted in red. The main area shows a table of contractors with columns for "Contractor Name", "DUNS No", and "City". A red arrow points to the "Add" button above the table. A modal window titled "Prime Contractor" is open, showing a form for adding a new contractor. The form includes fields for "DUNS No", "Contractor Short Name", "Contractor Name", "NAICS Code", and "Home Office Address". A red arrow points to the "Close" button in the top right corner of the modal window.

Contractor Name	DUNS No	City
2H&V CONSTRUCT...		
A/B Electrical & Gen		
ACC Construction, In		
AMEC Earth & Environ		
APS Contracting Inc	780898578	Paterson, NJ
Alacran/D&S Joint Venture		
Alexander Building Construction, LL		
Allright Diversified Services Inc.		
Alvarez Construction, TMS Contrac		
Archer Western Contractors LTD		
Atlas Resource Management		
Aztec/Butt Joint Venture		
B.L. Harbert International, LLC		
Butt Construction Company, Inc.		
Q.B.S., Inc.		
TJC Engineering Inc		

**Prime Contractor**

**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

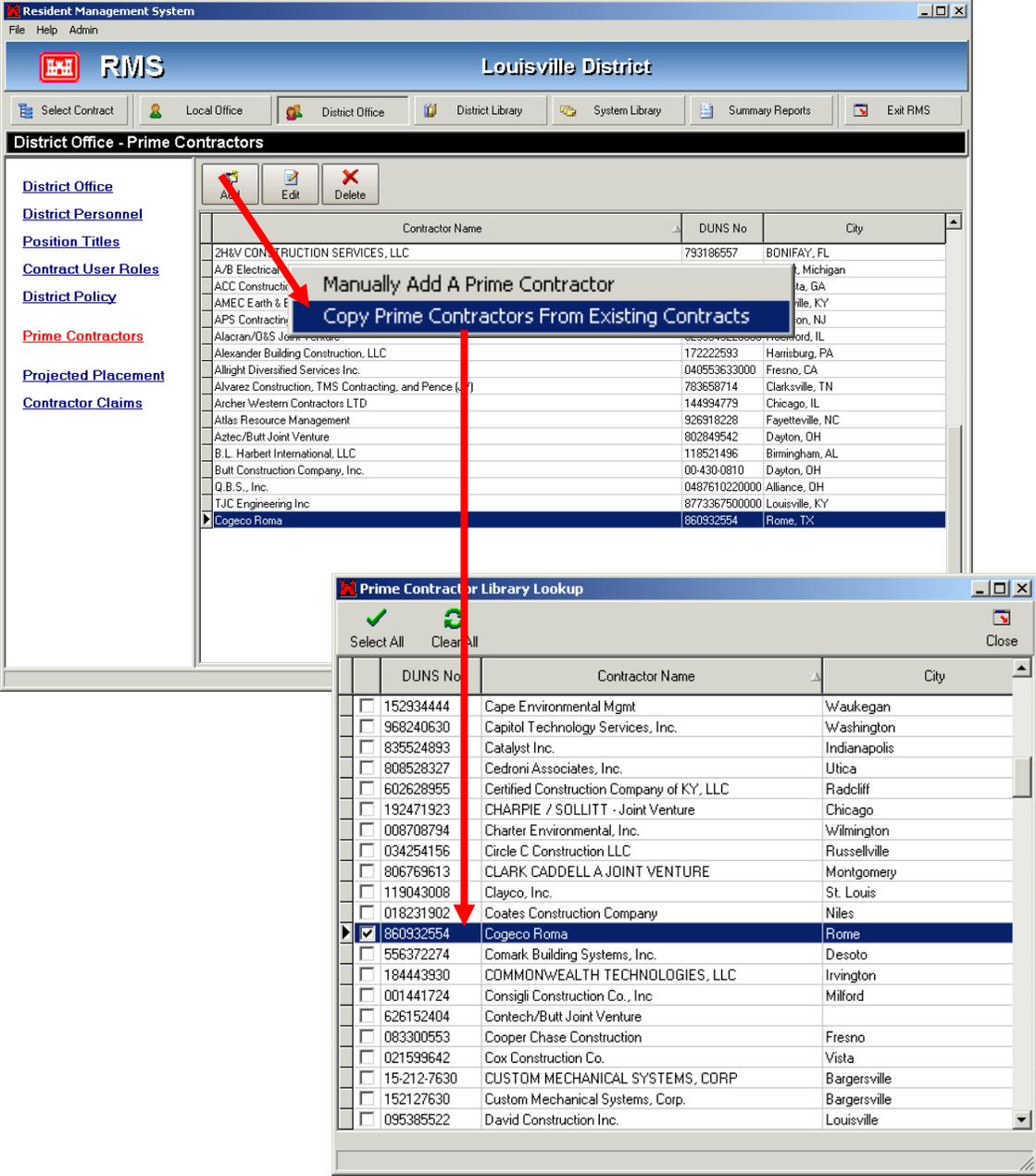
State: WA Country: USA

Zip Code: 98530

Home Phone: 360-262-3347 Home Fax: 360-880-9853

# Copy Prime Contractors from Existing Contracts

When you first use this feature from the **District Office** module, you can simply copy the data from existing contracts into the module. A listing of existing contractors will appear and you select the ones you wish to add to the list. Choosing the **Close** button will add the selected contractors to the listing.



## Copy Prime Contractor Data from District Office Module

Adding a contractor to a new contract is easy when you already have them entered into the **District Office** module. When you click on the **DUNS No:** elipsis, you get a pop-up screen that lists all contractors in the **District Office** module. Choose your contractor and then select the **OK** button.

The screenshot shows the RMS Center Training Contract Administration - Prime Contractor interface. The main window displays the following information:

- Contractor Information:** Responsibility Code: PRIM; DUNS No: 860932554; Contractor Short Name: Cogeco; Contractor Name: Cogeco Roma; NAICS Code: 233320.
- Office to receive payments:** Payee Name: Ricardo Fior.
- Contractor Representative to Review Contractor Evaluation (DR):** Name: Ricardo Fior; Email: rfi@...

A pop-up window titled "Select List of District Prime Contractors" is displayed, showing a list of contractors. The contractor "Cogeco Roma" is selected. The table below represents the data shown in this pop-up window:

Contractor Name	DUNS No	City
2H&V CONSTRUCTION SERVICES, LLC	793186557	BONIFAY, FL
A/B Electrical & General Contracting Service	948566880	Detroit, Michigan
ACC Construction, Inc.	161700646	Augusta, GA
AMEC Earth & Environmental Inc.	605602747	Louisville, KY
APS Contracting Inc	780898578	Paterson, NJ
Alacran/O&S Joint Venture	8253345220	Rockford, IL
Alexander Building Construction, LLC	172222593	Harrisburg, PA
Allright Diversified Services Inc.	0405536330	Fresno, CA
Alvarez Construction, TMS Contracting, and	783658714	Clarksville, TN
Archer Western Contractors LTD	144934779	Chicago, IL
Atlas Resource Management	926918228	Fayetteville, NC
Aztec/Butt Joint Venture	802849542	Dayton, OH
B.L. Harbert International, LLC	118521496	Birmingham, AL
Butt Construction Company, Inc.	00-430-0810	Dayton, OH
<b>Cogeco Roma</b>	<b>860932554</b>	<b>Rome, TX</b>
Q.B.S., Inc.	0487610220	Alliance, OH
TJC Engineering Inc	8773367500	Louisville, KY

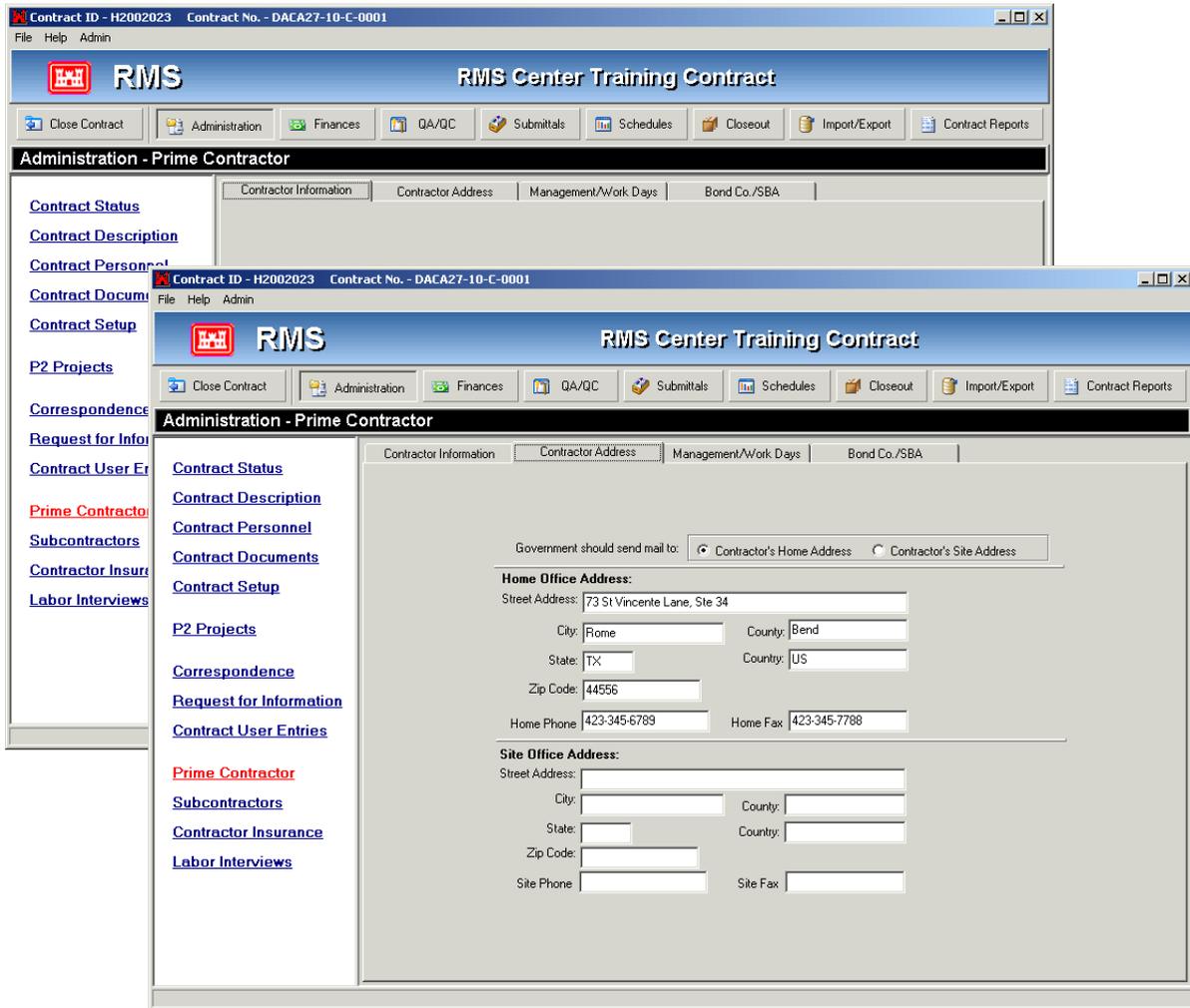
A second pop-up window titled "Copy Duns Only" is shown, with two options: "Copy Duns Only" and "Copy DUNS and Contractor Information".

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.



## 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 Contractor Pay Request worksheet.

Subcontract amount and particulars are required per the Prompt Payment Act.



**NOTE: The Prime Contractor should ONLY enter amounts for their 1<sup>st</sup> Tier Subcontractors. They should indicate a 2<sup>nd</sup> 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.

The screenshot displays the RMS Center Training Contract interface. The main window shows a list of subcontractors with columns for Contractor Name, Responsibility Code, Trade, and Amount Subcontracted. A red arrow points to the 'Add' button in the top toolbar. A 'Subcontractors' dialog box is open, showing the details for a subcontractor named 'Sparks'. The dialog box includes fields for Responsibility Code (ELEC), Contractor (Sparks), Trade (Electrical), Full Name (Sparks Electrical, Inc), Address (75 Lightning Lane, Winlock, WA 98544), POC (Charlie Sparks), Phone (360-881-9091), Fax (360-987-3111), and Amount Subcontracted (\$535,000.00). There are also checkboxes for 'Contractor is a Small Business', 'Are Insurances required to be sent to the Government', 'Are Payrolls required to be sent to the Government', and 'Contractor is a Second Tier Sub'. The 'Payroll End Day' is set to Saturday.

**NOTE: ONLY enter amounts for 1<sup>st</sup> 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, QC Requirements, and Equipment Checks** as required by the contract.

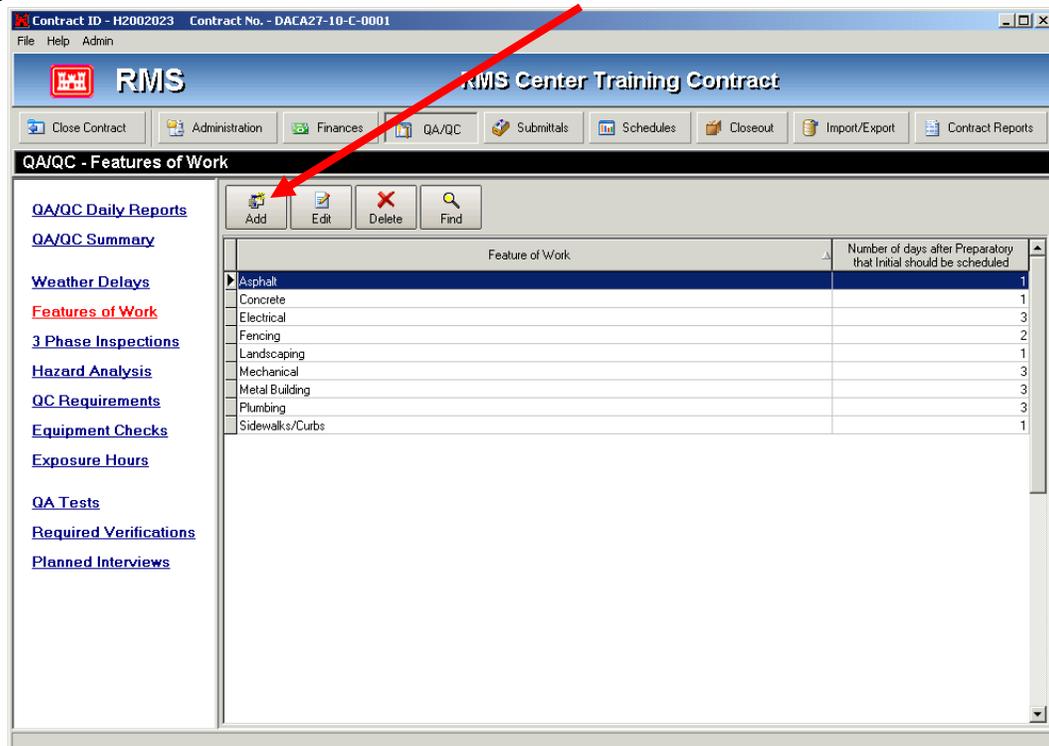
## Features of Work

In accordance with the terms of the contract, the **Definable Features of Work** are required to be listed in the contractor's **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 valuable 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.)



The screenshot shows the RMS software interface for 'RMS Center Training Contract'. The window title is 'Contract ID - H2002023 Contract No. - DACA27-10-C-0001'. The main menu includes 'File', 'Help', and 'Admin'. The toolbar contains buttons for 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The 'QA/QC' button is selected, and the window title is 'QA/QC - Features of Work'. On the left, there is a navigation pane with links for 'QA/QC Daily Reports', 'QA/QC Summary', 'Weather Delays', 'Features of Work', '3 Phase Inspections', 'Hazard Analysis', 'QC Requirements', 'Equipment Checks', 'Exposure Hours', 'QA Tests', 'Required Verifications', and 'Planned Interviews'. The main area displays a table with the following data:

Feature of Work	Number of days after Preparatory that Initial should be scheduled
Asphalt	1
Concrete	1
Electrical	3
Fencing	2
Landscaping	1
Mechanical	3
Metal Building	3
Plumbing	3
Sidewalks/Curbs	1

### 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 Center Training Contract software interface. The window title is "Contract ID - H2002023 Contract No. - DACA27-10-C-0001". The main menu includes "File", "Help", and "Admin". The application title is "RMS Center Training Contract". The navigation bar includes "Close Contract", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", and "Contract Reports". The current view is "QA/QC - 3 Phase Inspections". On the left, there is a sidebar with links: "QA/QC Daily Reports", "QA/QC Summary", "Weather Delays", "Features of Work", "3 Phase Inspections" (highlighted in red), "Hazard Analysis", "QC Requirements", "Equipment Checks", "Exposure Hours", "QA Tests", "Required Verifications", and "Planned Interviews". The main area contains a table with the following data:

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
Asphalt	25	27	10
Concrete	72	26	6
Electrical	152	88	17
Fencing	50	23	3
Landscaping	27	16	6
Mechanical	127	56	20
Metal Building	66	31	3
Plumbing	31	15	10
Sidewalks/Curbs	50	31	7

### 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.

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.

## Resident Management System

The Contractor is able to create the AHA in his **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 Center Training Contract software interface. The main window is titled "RMS Center Training Contract" and shows a "QA/QC - Hazard Analysis" section. A table lists various "Feature of Work" items with their respective "Number of Principal Steps" and "Number of Hazards". The "Concrete" feature is highlighted, showing 16 principal steps and 46 hazards, with a status of "In Review by Gov't".

Feature of Work	Number of Principal Steps	Number of Hazards	Status
Asphalt			Not Received
Concrete	16	46	In Review by Gov't
Electrical			Not Received
Fencing			Not Received
Landscaping			Not Received
Mechanics			Not Received
Metal Build			Not Received
Plumbing			Not Received
Sidewalks			Not Received

The "Hazard Analysis for Feature: Concrete" window is open, showing a list of potential hazards and principal steps. The "Principal Steps / Potential Hazards" tab is selected, displaying a tree view of hazards and steps. The "Government Remarks to Contractor" section is empty, and the "In Review" radio button is selected.

**Hazard Analysis for Feature: Concrete**

Principal Steps / Potential Hazards

- Principal Step - Concrete Testing
  - Potential Hazard - Hit By Swinging Chutes
  - Potential Hazard - Eye Hazard
  - Potential Hazard - Chemical Burn
  - Potential Hazard - Crushed Toes
  - Potential Hazard - Foreign Particles in the Eye
  - Potential Hazard - Strike to the Head
  - Potential Hazard - Sharp Objects
  - Potential Hazard - Loud Noise
- Principal Step - Curb Machine
- Principal Step - Curb Machine String Line
- Principal Step - Double Trowels
- Principal Step - Driving Metal Stakes
- Principal Step - Hauling Materials with Flatbed Truck
- Principal Step - Loading and Unloading Metal Steel Stakes
- Principal Step - Mobilization of Manpower, Equipment and Materials to the Jobsite
- Principal Step - Placing Rebar

Government Remarks to Contractor

In Review     Hazard Analysis Accepted     Not Accepted. Return to Contractor for corrections.

# Hazard Analysis Report (Sample)



US Army Corps of Engineers

## Hazard Analysis - FEATURE: Concrete

RMS Center Training Contract  
DACA27-10-C-0001 NA

12 Jan 2010

RMS Center Training Contracts

Principal Steps	Potential Safety/Health Hazards	Recommended Controls
Concrete Testing	Chemical Burn	Rubber gloves and boots are required.
	Crushed Toes	Steel/composite toed boot required.
	Eye Hazard	Safety glasses w /side shields and/or goggles. Face shield as required.
	Foreign Particles in the Eye	Safety Glasses with Side-shields must be worn.
	Hit By Swinging Chutes	One personnel will hold chute while testing personnel obtains sample.
	Loud Noise	Ear protection required when exposed to loud equipment and power tools.
	Sharp Objects	Pants that protect the full length of the leg, shirt with sleeves that extend at least four inches over the shoulder and are not cropped off. Proper hand protection required.
	Strike to the Head	Hard Hats must be worn at all times.
Curb Machine	Foot caught in trimmer	Stay clear from trimmer while machine is operating.
	Getting caught between concrete truck and curb machine	Wear reflective vest and stay clear of concrete truck, be visible to the truck driver.
	Hand caught in conveyor	Keep hands clear of conveyor belts.
Curb Machine String Line	Struck by Curb Machine	Stay safe distance from machine.
	Tripping and Fall Hazards	Be alert and watch your step.
Double Trowels	Equipment Operation	Ensure that all operators are fully trained in the operations and safe handling procedures for double trowel machine.
Driving Metal Stakes	Smashed Hand or Fingers	Hold metal stakes loose on sides.
	Struck by Hammer Head	Beware of loose hammer head and make sure your hardhat is firmly attached to your head.
Hauling Materials with Flatbed Truck	Struck by equipment/work on unsecured equipment	Signal operator and insure he signals to the employee before employee approaches equipment. Always approach equipment from in front of the operator, never from behind. Contact the center for access to trucks and during crane.



US Army Corps of Engineers

## Hazard Analysis - FEATURE: Concrete

RMS Center Training Contract  
DACA27-10-C-0001 NA

12 Jan 2010

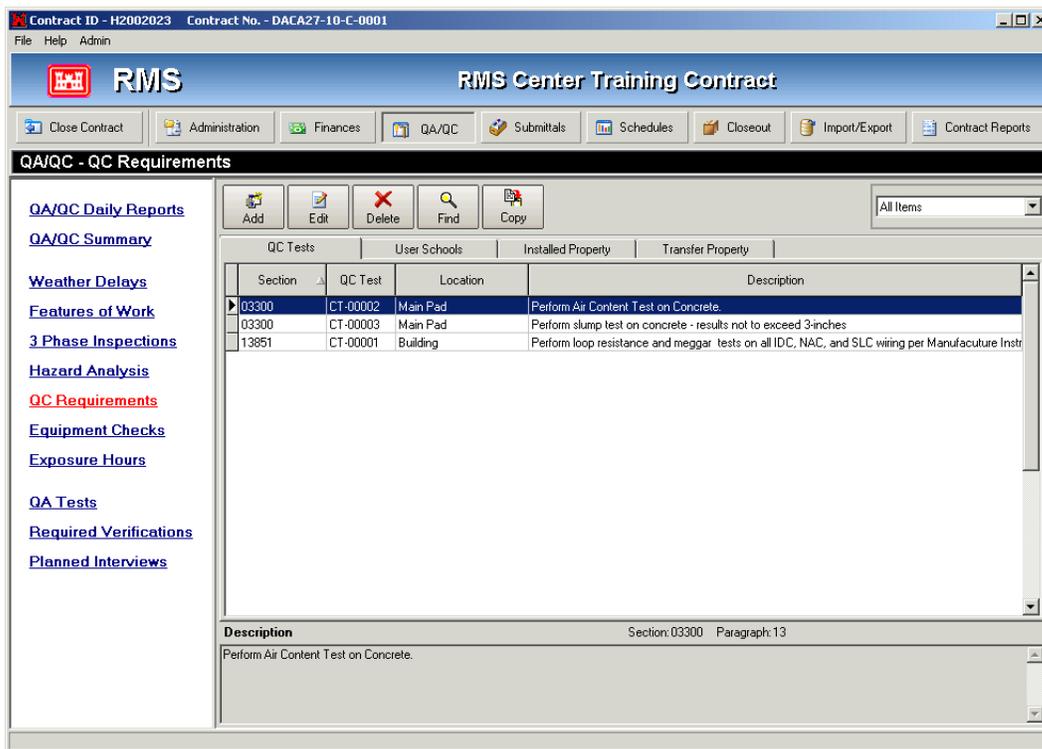
RMS Center Training Contracts

	Equipment to be used	Inspection Requirements	Training Requirements
Loading and Unload Stakes Mobilization of Man and Materials to the Placing Rebar	1. Forklift 2. Backhoe/Gannon 3. Curb Machine 4. Concrete Pump Truck 5. Trowel machines 6. Wheel barrows 7. Shovels 8. Tampers 9. Screeds 10. Floats 11. Edgers	1. Initial and Daily inspection of equipment once onsite.	1. Certified operators 2. Qualified Operator 3. Trained Personnel

## 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.

Contract ID - H2002023 Contract No. - DACA27-10-C-0001

File Help Admin

**RMS** RMS Center Training Contract

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

QA/QC - QC Requirements

QA/QC Daily Reports  
QA/QC Summary  
Weather Delays  
Features of Work  
3 Phase Inspections  
Hazard Analysis  
QC Requirements  
Equipment Checks  
Exposure Hours  
QA Tests  
Required Verifications  
Planned Interviews

Add Edit Delete Find Copy

QC Tests User Schools Installed Property Transfer Property

Section	Transfer Property	Description	Total Units	Units Transferred	Remaining Units	Unit Price
13851	TP-00001	Provide Spare Intelligent Smoke and Heat Detectors as indicated in P	50.00	0.00	0.00	125.00

Description Section: 13851 Paragraph: 23  
Provide Spare Intelligent Smoke and Heat Detectors as indicated in Paragraph 23 of Contract Specificaiton 13851.

## Equipment Checks

All Contractor equipment that requires a mechanic's inspection should be entered here – this does not include 'hand tools'.

The entries will then be available to report their use and standby time on the Contractor Daily Quality Control Report (QCR).

**Contract ID - H2002023 Contract No. - DACA27-10-C-0001**

**RMS Center Training Contract**

QA/QC - Equipment Checks

Equipment ID	Make/Model	Serial No	Description	Safe	Last Inspected
00000001	CAT 14G Motor Grader	96U1450	Cogeco - 14G Grader	Yes	11/06/2009
00000002	CAT 980C Front End Loader	63K1341	Cogeco - 980 Loader	Yes	11/09/2009
00000003	CAT Dumper	137E0004	Cogeco - Dumper	Yes	11/09/2009
00000004	Kerwin				
00000005	Service				
00000006	CAT 8				
00000007	Case I				
00000008	CAT C				
00000009	CAT 3				
00000010	Volvo				
00000011	John Deere				
00000012	Ditch Witch				

**Equipment Checks**

Equipment ID: 00000001      Serial No: 96U1450

Make and Model: CAT 14G Motor Grader

Description: Cogeco - 14G Grader

Initial Inspection: 11/06/2009      Last Day On Site: [ ]

Last Reinspection: [ ]      Equipment In Safe Condition?

Hours authorized between inspections: 80

Hours run since last inspection: 0

Remaining hours authorized: 80

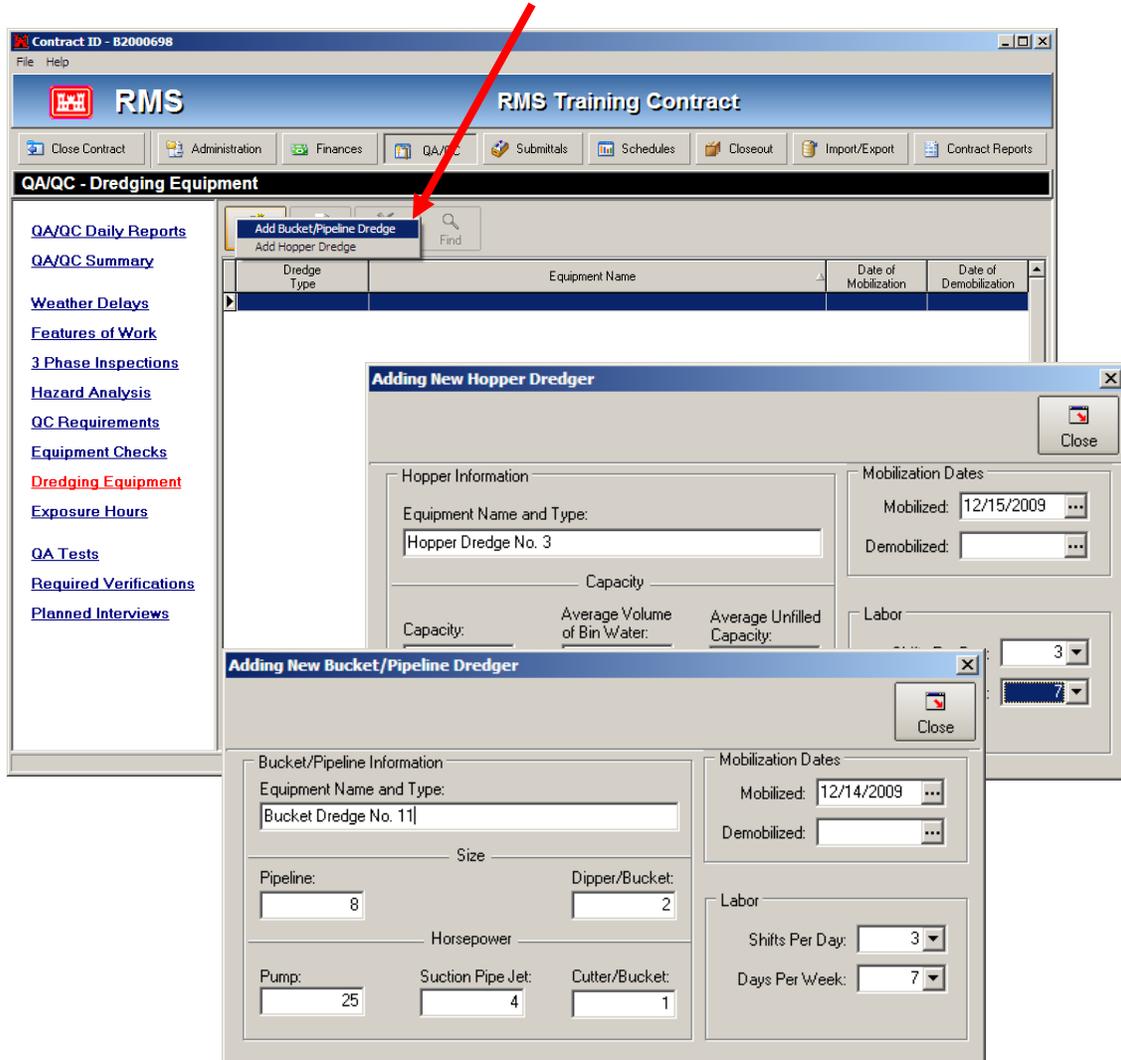
**Notes**

Edit

## 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.



You can add as many Dredges as you need and will be able to create a Daily QC Report for each individual Dredge, each day.

## 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.

The screenshot shows the RMS Training Contract software interface. The main window displays a table of Exposure Hours by month for 2008. A red arrow points from the 'Edit' button in the 'QA/QC - Exposure Hours' section to the 'Safety Exposure Hours for December, 2008' dialog box. The dialog box contains a table of contractor exposure hours for December 2008, a text field for the name of the person submitting the record (Timothy Morrow), a text field for government remarks, and a checkbox for 'Exposure hours entries completed' which is checked.

Month	Exposure Hours Total To Date	Exposure Hours For the Year	Exposure Hours For the Month	Status
Aug 08	2,334	2,334	2,334	Completed
Sep 08	4,859	4,859	2,525	Completed
Oct 08	9,039	9,039	4,180	Completed
Nov 08	12,137	12,137	3,098	Completed
Dec 08	16,115	16,115	3,978	Completed

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours For the Year	Exposure Hours For the Month
PRIM	Shaw Environmental and Infrastructure, Inc	Prime	1,444	1,444	330
Conf	Boh Bro	Subcontractor	5,908	5,908	1,348
ASPH	TARGUYS	Subcontractor	8,763	8,763	2,300
Totals:			16,115	16,115	3,978

Name of person submitting record for contractor: Timothy Morrow

Government Remarks to Contractor:

Exposure hours entries completed

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 maintain records 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.

# Monthly Injuries/Illnesses & Exposure Report

The exposure hours will be compiled and you are able to create the **Monthly Injuries/Illnesses & Exposure Report** for upward reporting

**USACE PRIME CONTRACTOR**  
**Monthly Record of Work-Related Injuries/Illnesses & Exposure**

US Army Corps of Engineers  
 Month December, 2008  
 Page 1 of 2



In accordance with the provisions of EM 385-1-1, Section 01 Program Management, Paragraph 01.D Accident Reporting and Recording, sub-paragraphs 01.D.05, you (the Prime Contractor) shall provide a monthly record of all exposure and accident experience incidental to the work (this includes exposure and accident experience of the Prime Contractor and its sub-contractor(s)). As a minimum, these records shall include exposure work hours and a record of occupational injuries and illnesses that include the data elements listed below. Definitive criteria for each data element is found in 29 CFR Part 1904. If the maintenance of OSHA 300 Logs are required by OSHA, most of this information can be obtained from those logs. If data on log provided below is revised after it is submitted to USACE Contractor shall provide a revised report to the GDA. You must complete the USACE ENG Form 3394, Report of Accident Investigation Report for all recordable accidents. If you're not sure whether a case is recordable, call your local Safety and Occupational Health Office for help.

<b>USACE Command</b>		Little Rock District	
<b>Contractor Name</b>		Cogeco Roma	
<b>Contract Number</b>		[B2000698]	
<b>Project Title</b>		RMS Training Contract	
<b>City &amp; State</b>		New Orleans, LA 70139	
<b>USACE Office</b>		RMS Training Office	

Contractor	Prime/Subcontractor	Age	Gender	Date Employee began work	Where the event occurred	Describe the injury or illness	Death	Days Away From Work	Job Transfer or restriction	Other recordable cases	Number of Days		Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
											On Job transfer or restriction (days)	Away from work (days)						
No accidents reported																		

**USACE PRIME CONTRACTOR**  
**Monthly Record of Work-Related Injuries/Illnesses & Exposure**

US Army Corps of Engineers  
 Month December, 2008  
 Page 2 of 2



Contractor	P or S	Exposure Hours		Number of Cases				Number of Days		Number of Injuries / Illnesses							Rates	
		Current Period	Year to Date	Death Cases	Days Away from Work Cases	Transfer or Restriction Cases	Other Reportable Cases	Days Away from Work	Job Transfer Days	Injuries	Skin Disorder	Respiratory Conditions	Poisoning	Hearing Loss	All Other Illnesses	Lost Time Frequency Rate	Contractor DART Rate	Contractor Day Count
Cogeco Roma Prime Contractor	P	330	1,444	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
Boh Bro Concrete Formwork	S	1,348	5,908	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	
TARGUYS Asphalt Paving	S	2,300	8,763	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	
<b>Totals:</b>		<b>3,978</b>	<b>16,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

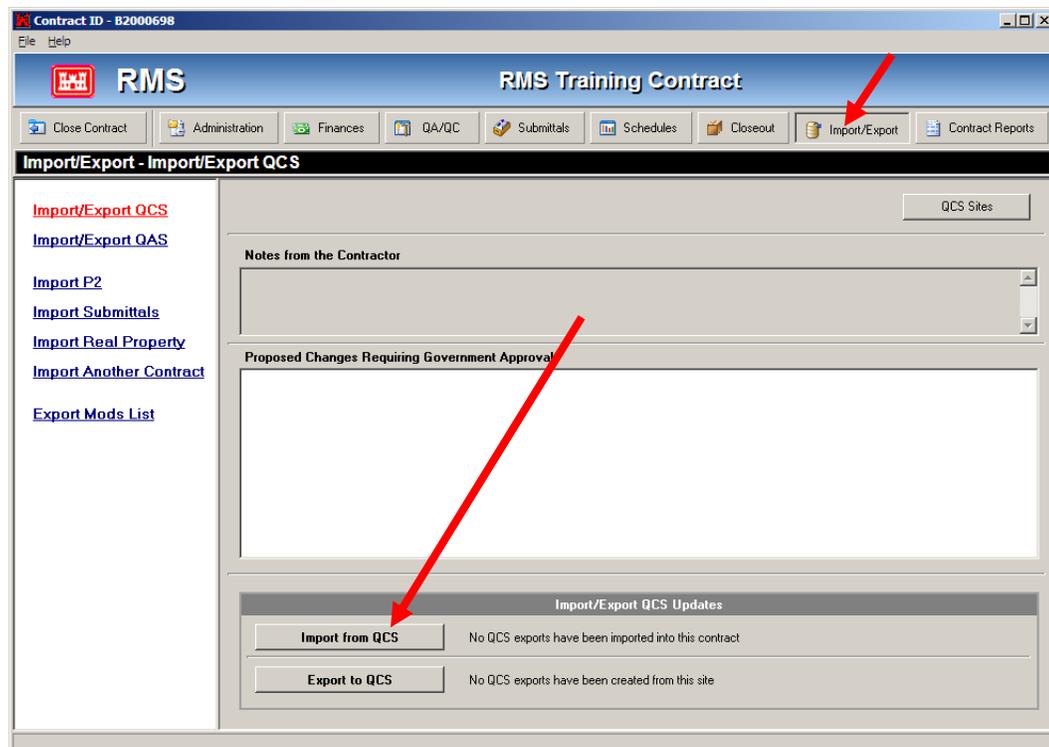
Month: 3.978  
 Year To Date: 16.11

## Exchanging Data between RMS/QAS and QCS

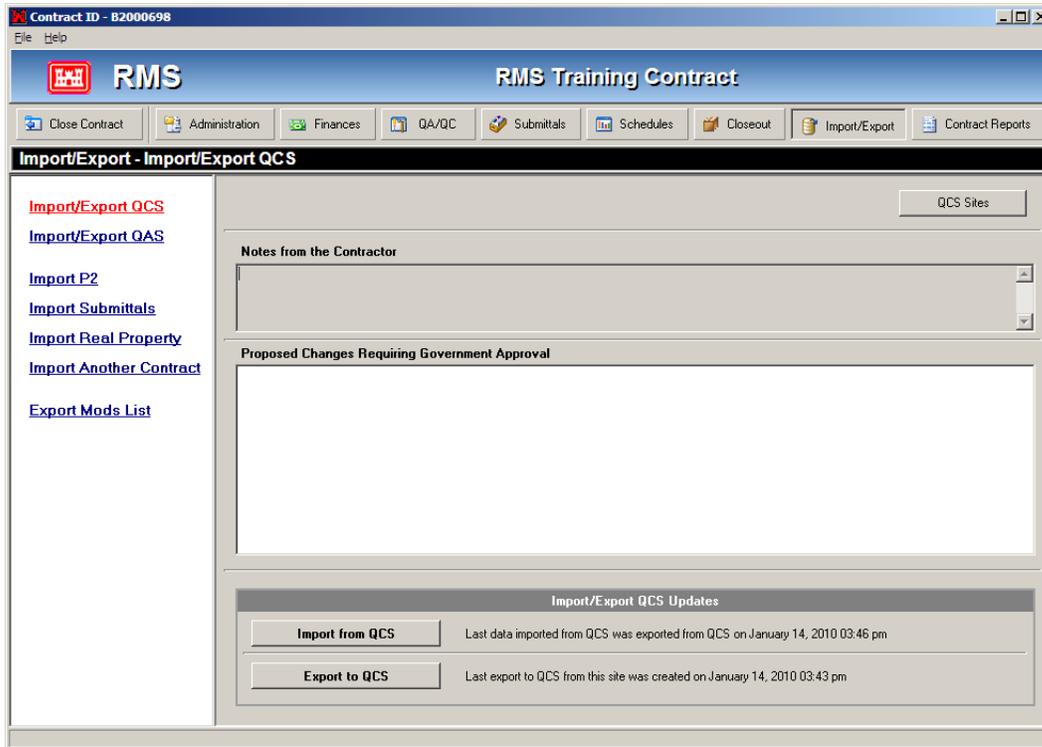
### Export from RMS Using SFTP Server

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.

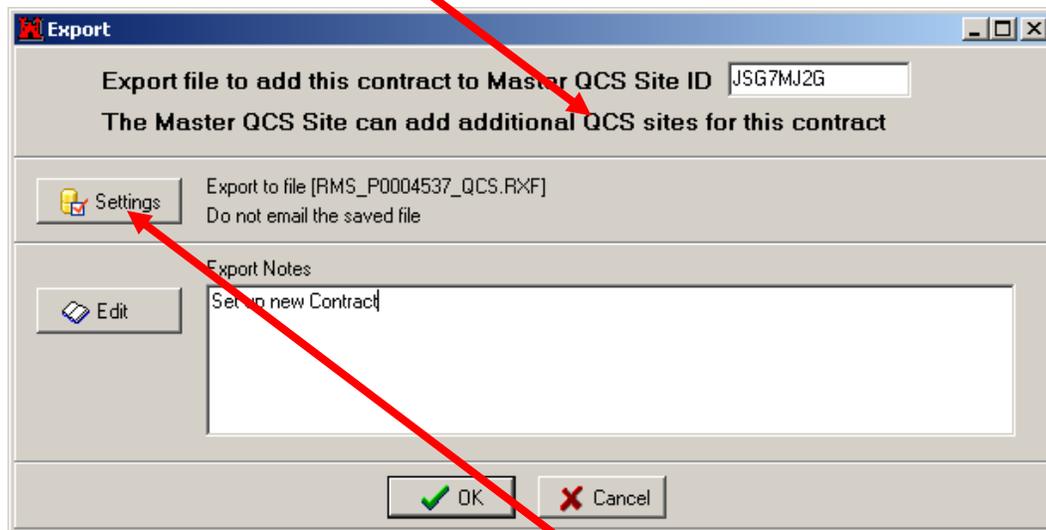
If the Contractor has yet to export (exchange) a file with RMS you will see the following screen. It advises you when you exported a file to QCS and lets you know that all exports will include ALL data (libraries, etc.) until the Master QCS site acknowledges and returns a file.



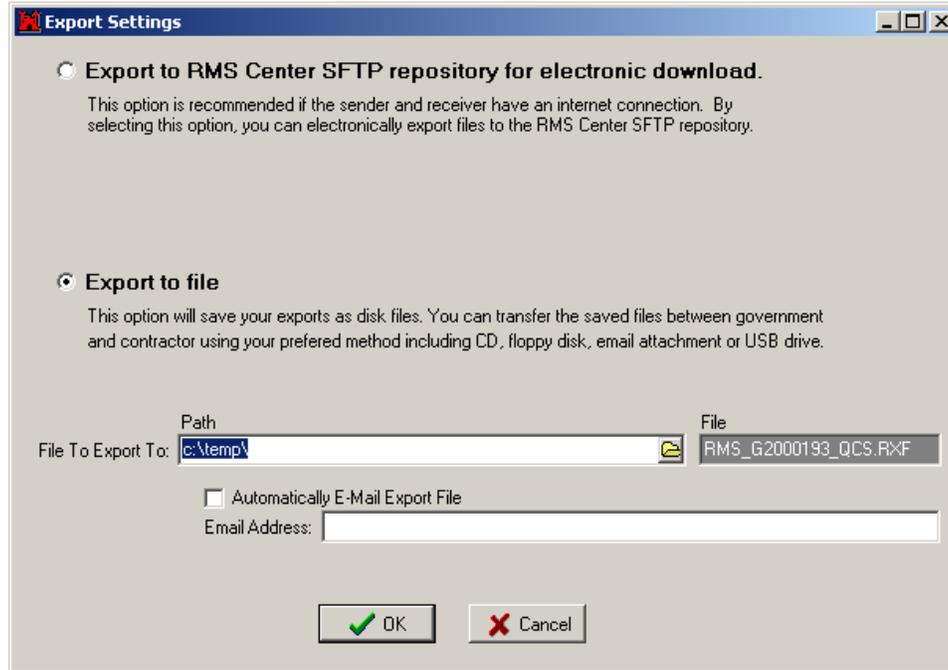
After you have imported a file from QCS the foregoing screen changes to advise you of the last date of the QCS import.



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):

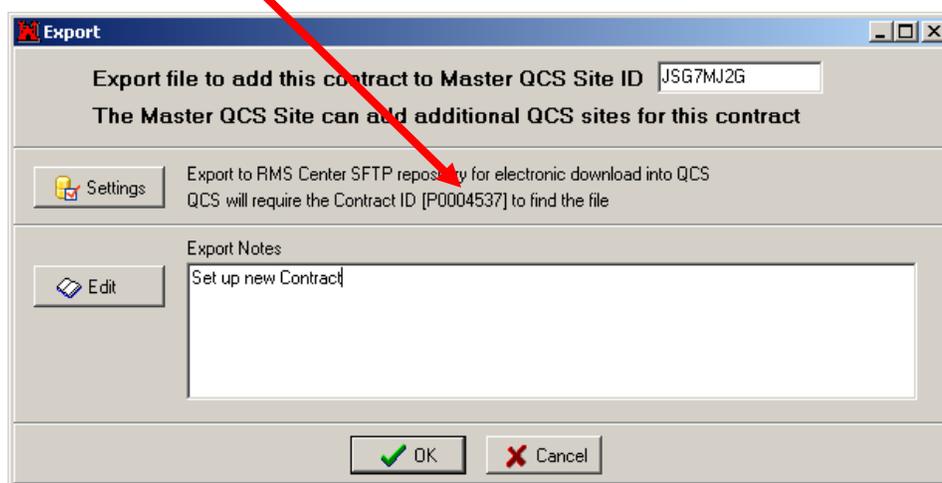


You will then need to determine how you prefer to transfer the file to the contractor. Use the **Settings** feature for this purpose.



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**.



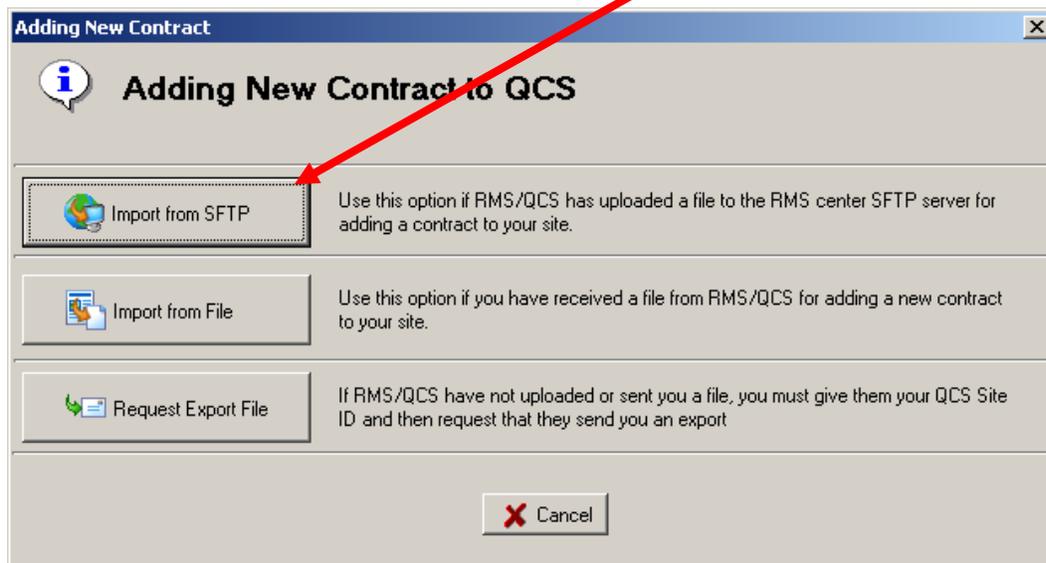
RMS will upload the file to the SFTP server and it will then be available for the Contractor to add the contract to his QCS program.



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.

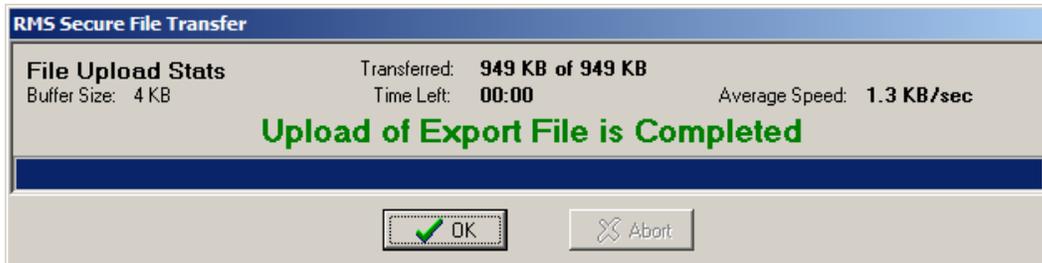


Enter the **Contract ID** here:



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:



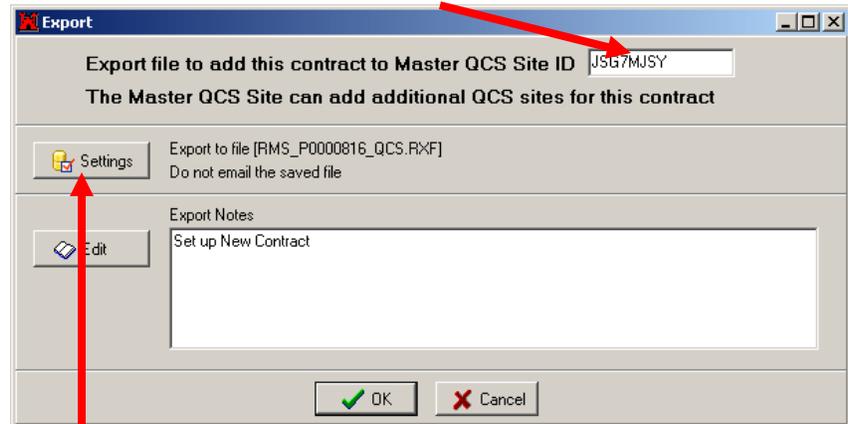
Or, you may see:



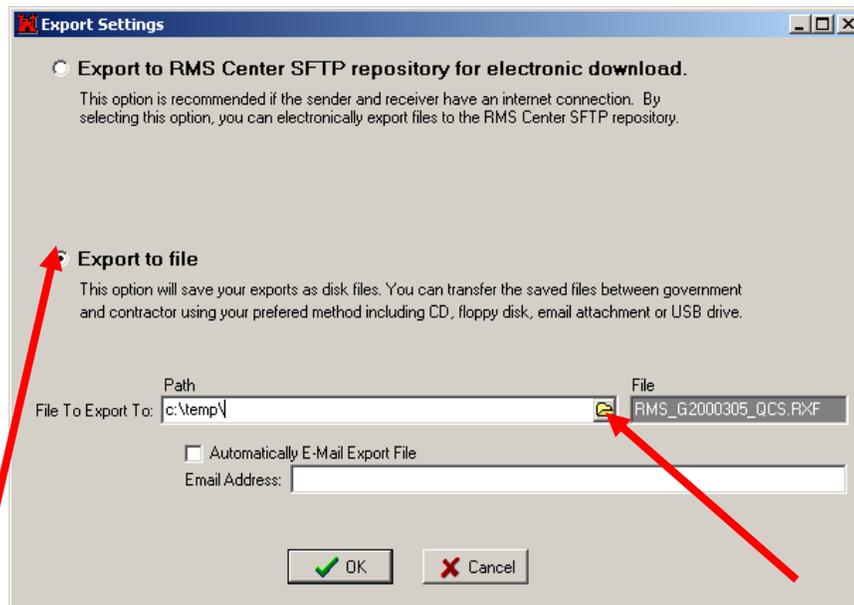
## Export from RMS/QAS by Exporting File

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.

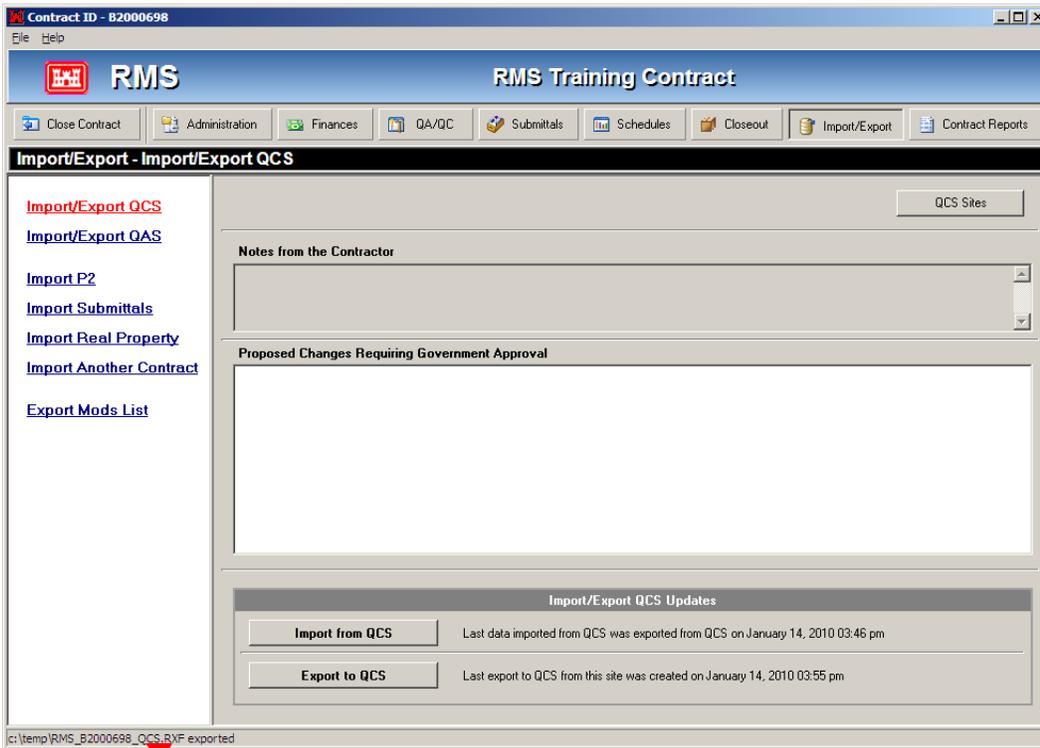
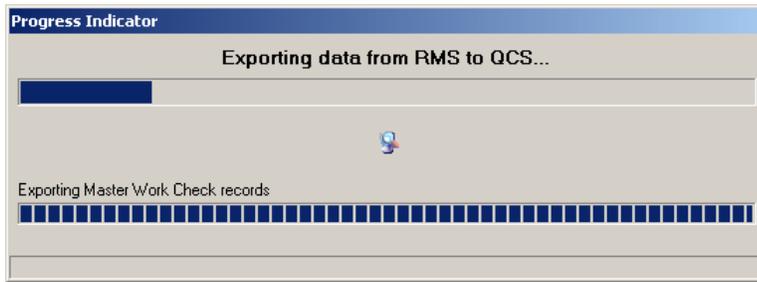


Push the **Settings** button to set up **Export to file** method of transfer.



Check the *radio 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.

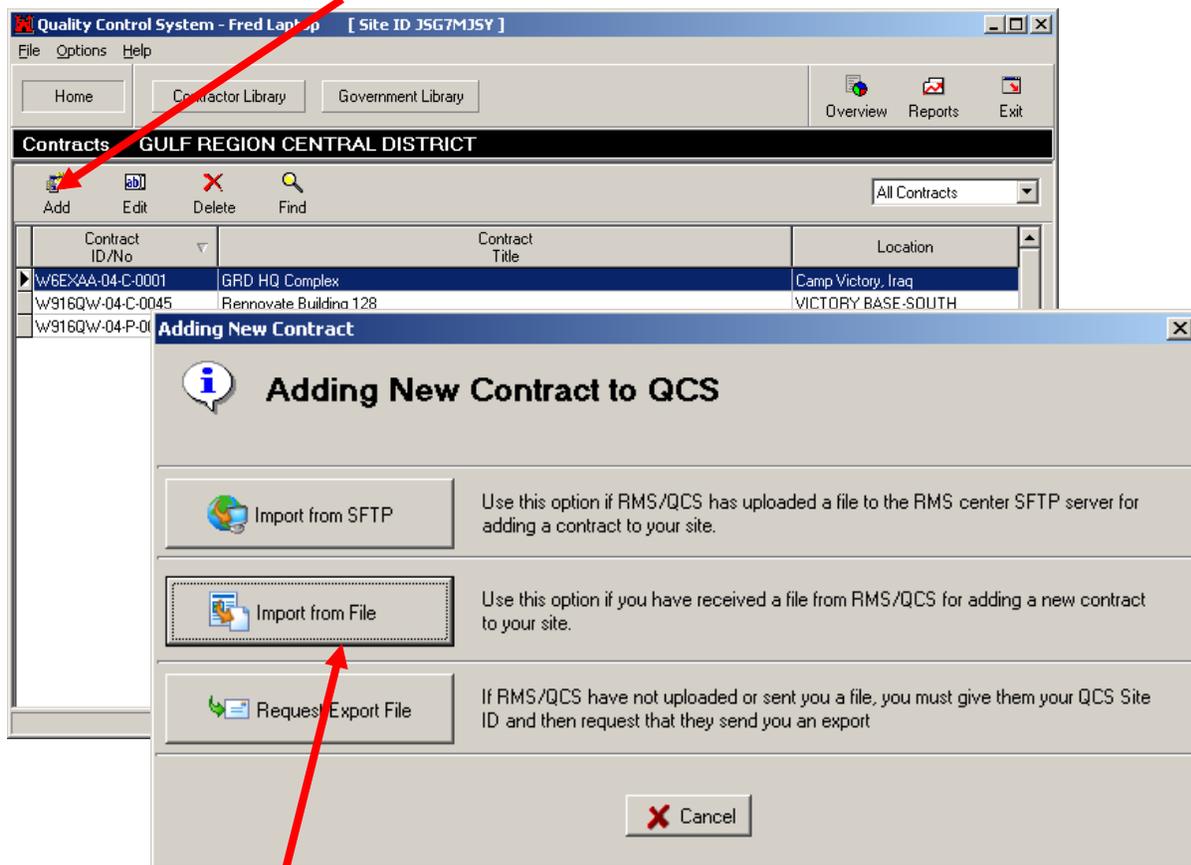
RMS will create the file and place it where you indicated.



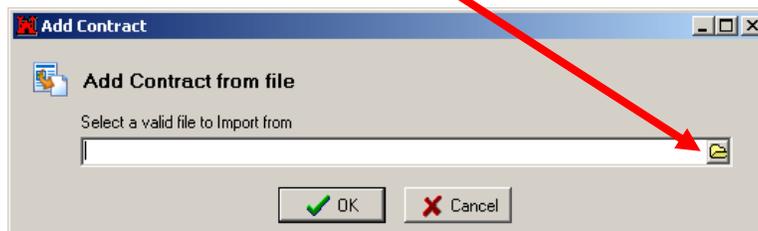
The location of the file is then indicated at the bottom of the **Import/Export** screen (i.e., C:\temp\RMS\_B2000698\_QCS.RXF).

## Import from RMS into QCS by Exported File

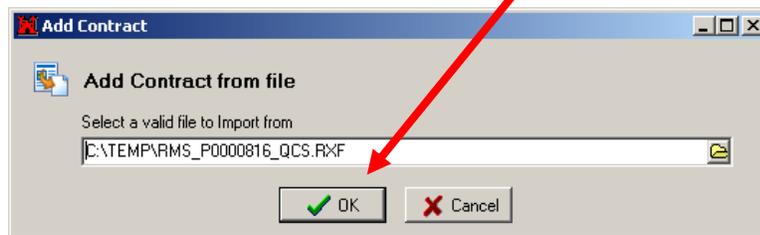
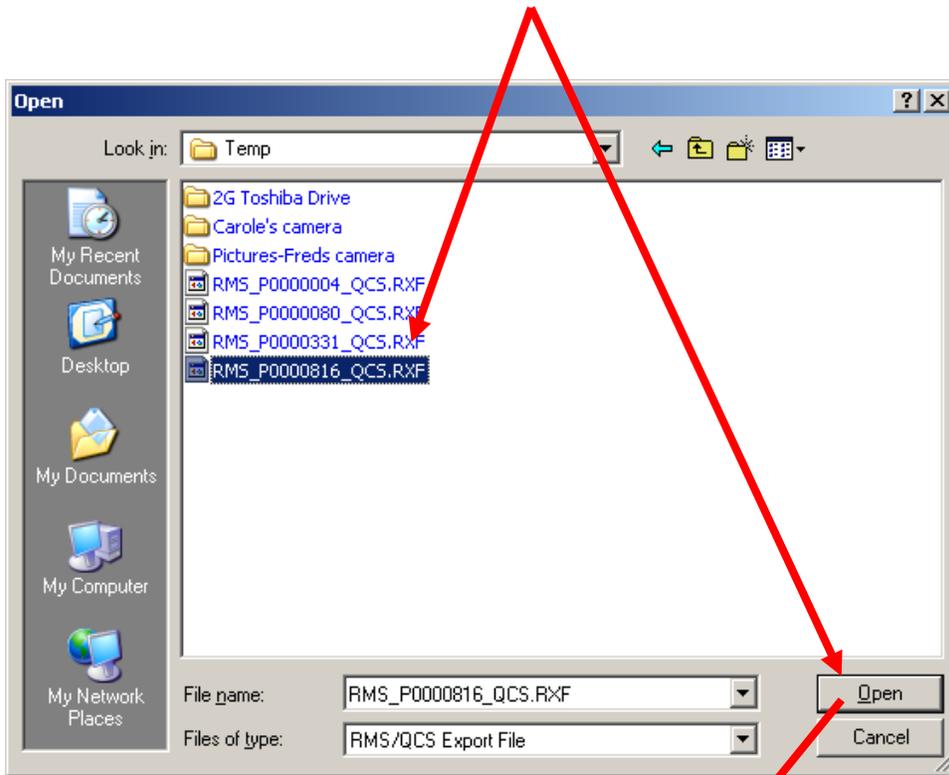
The procedure for adding a contract via an Import file is very similar to using the SFTP server. The first step is to push the **Add** button on the Contracts menu.



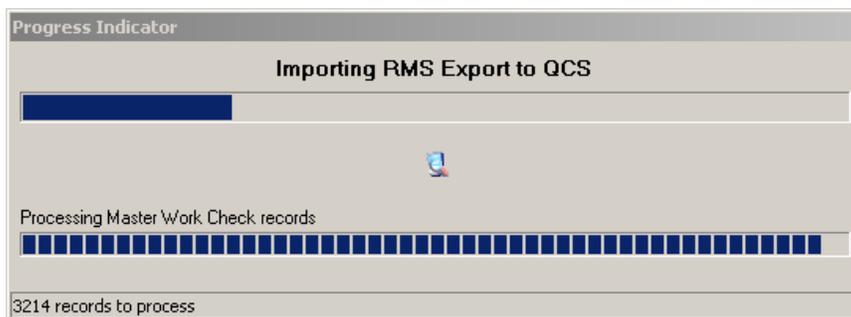
Select **Import from File**. Use the *Browse* button to locate the desired file.



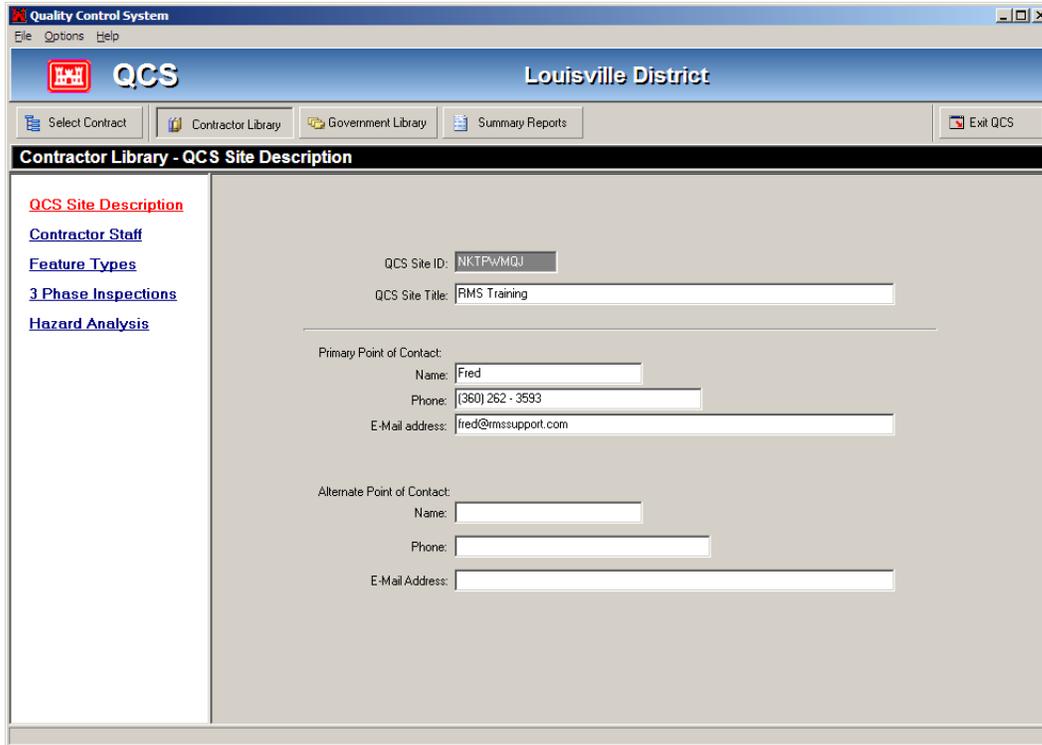
Locate and highlight the file and then push **Open** followed by **OK**.



QCS will then import the file.

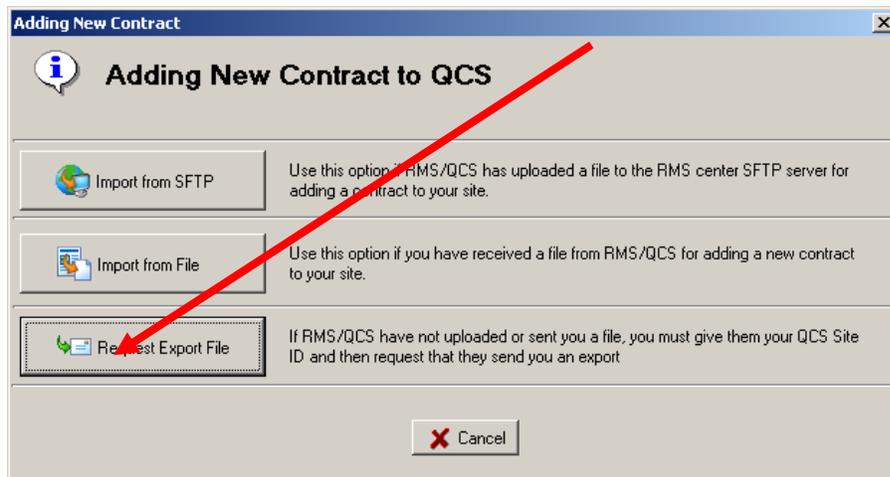


When the import is complete, the program will automatically open the contract to the **Contractor Library / QCS Site Description** screen, as shown below. You will then need to add the QCS Site Title, Primary Point of Contact Name and EITHER a telephone number or email address.



## 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.



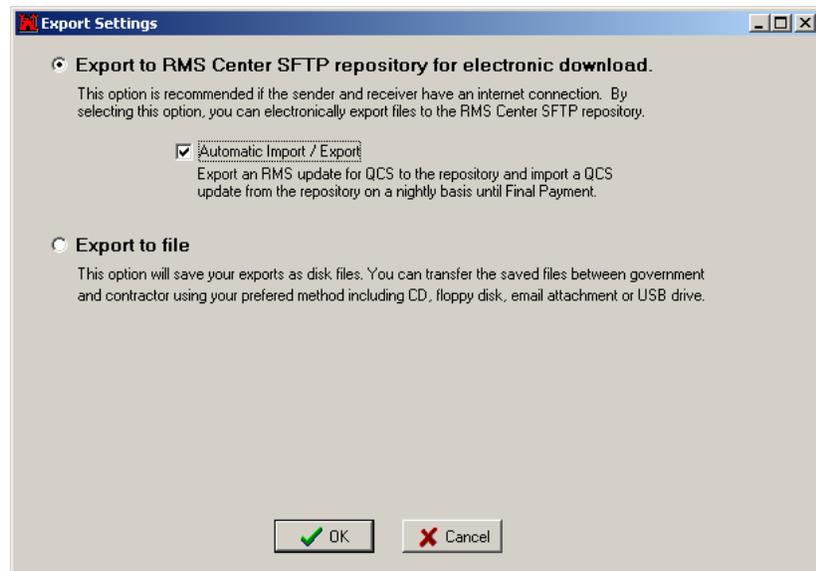


## Automated Import and Export

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.

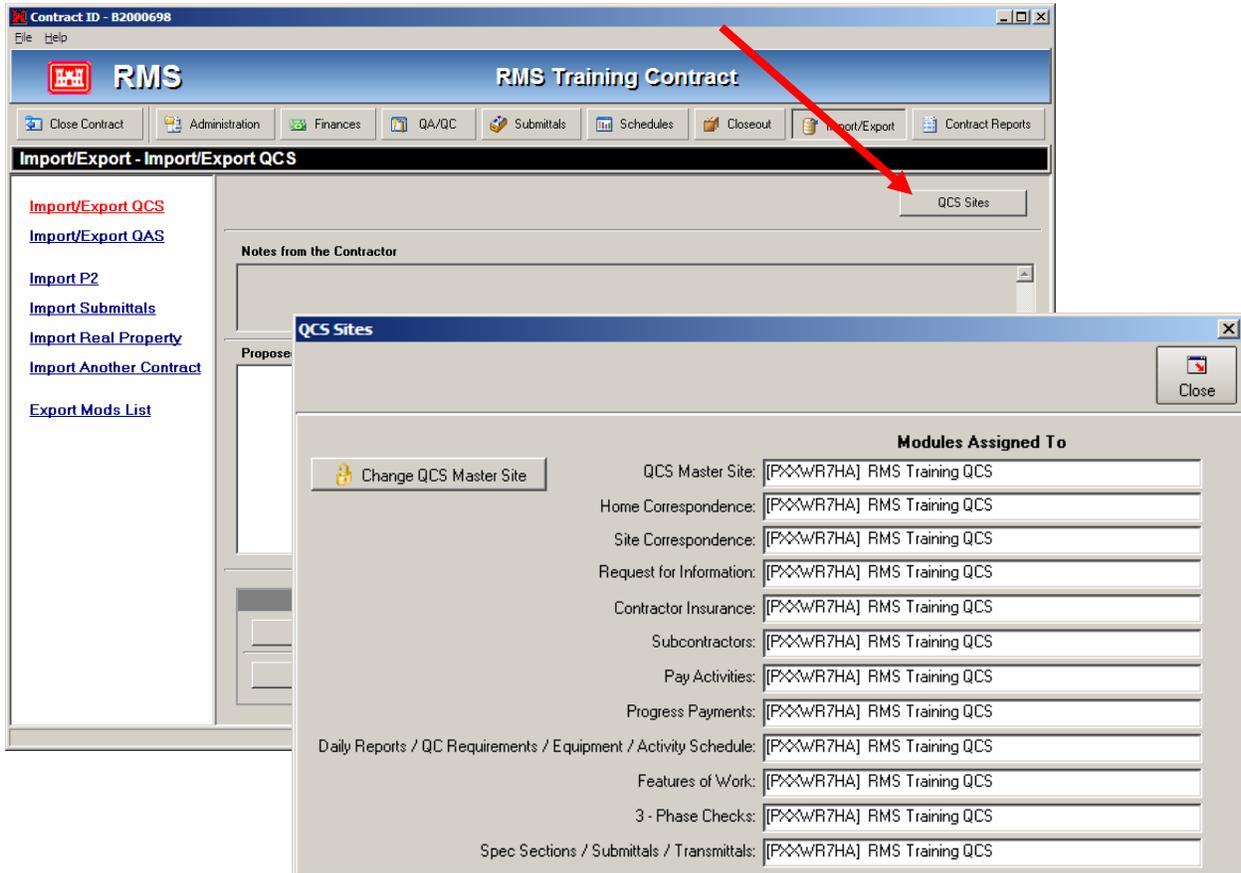
In order for this function to operate, the “Export Settings” and “Import Settings” must indicate that you are using the SFTP transfer method, as opposed to the “Export to File” option. Also, the box entitled “Automatic Import / Export” must be checked.

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



**T**his 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 report type that are 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. You will also need to indicate the number of days per week the Contractor is working – this will assist in converting “Adverse Weather Days” to actual required days to extend the contract.

### Contract Setup/Quality Assurance Tab

**Contract ID - B2000698**

**RMS** RMS Training Contract

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

**Administration - Contract Setup**

Administration/Funding Modifications Quality Assurance Submittals/Schedule

**Quality Assurance**

QA Report Type: CIVIL, Dredging Report  
 Send QA Report To: CELRL-QCS

Number of QA Shifts:  1 Shift  2 Shifts  3 Shifts

Shift: 1  
 Chief QA Rep: PETER A. GAUER  
 Alternate QA Rep: BRIAN CHILDERS

Time extensions due to adverse weather per month based on:  US Units  Metric Units

Anticipated adverse weather days per month based on 5 Day Work Week

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3	3	2	1	2	2	2	4	5	6	5	8

Actual Number of Work Days Per Week: 7 Day Work Week

Anticipated adverse weather days per month based on actual work days per week

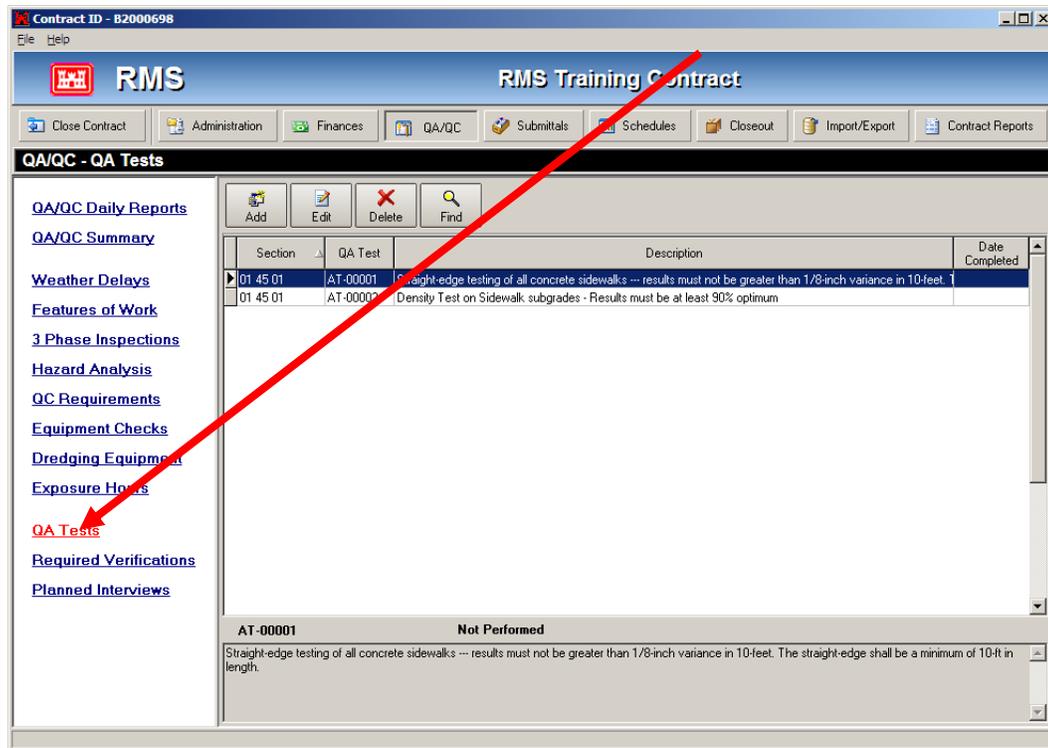
Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
4	4	3	1	3	3	3	6	7	8	7	11

**Left Navigation Menu:**

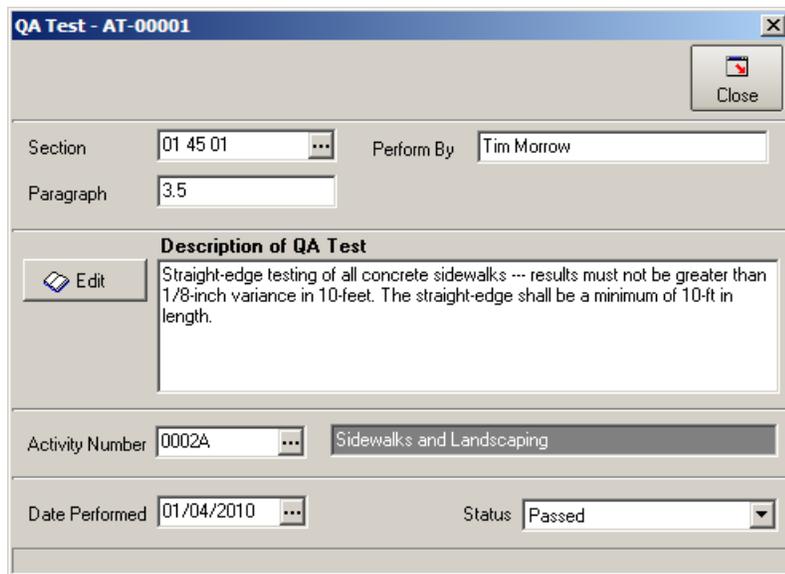
- [Contract Status](#)
- [Contract Description](#)
- [Contract Personnel](#)
- [Contract Documents](#)
- [Contract Setup](#)
- [P2 Projects](#)
- [Correspondence](#)
- [Request for Information](#)
- [Contract User Entries](#)
- [Prime Contractor](#)
- [Subcontractors](#)
- [Contractor Insurance](#)
- [Labor Interviews](#)
- [Completion Status](#)

## 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*

The screenshot shows the RMS Training Contract software interface. The main window is titled 'Contract ID - B2000698' and 'RMS Training Contract'. The 'QA/QC - Planned Interviews' section is active, displaying a table with the following data:

Contractor Code	Contractor Name	Trade	Number of Labor Interviews Planned
PRIM	Cogeco	PRIM	8
ASPH	TARGUYS	Asphalt Paving	16
Conf	Boh Bro	Concrete Formwork	20

The 'QA Labor Interview' pop-up window is open, showing the following details:

- Labor Standard Interview**
- Interview Date: 01/14/2010
- Employer: PRIM (Cogeco)
- Employee: George Jones
- Classification: MUCKER (Wage Rate: \$18.76/hr)
- For Use by Payroll Checker**
- Is Labor Interview Information in agreement with Payroll Data?  Yes  No
- Comments**
- Labor Rate Table for this classification show \$22.74 per hours.

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



**T**his 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 radio button and view the 2<sup>nd</sup> screen below.

The image shows two screenshots of the RMS software interface for 'RMS Training Contract' (Contract ID: B2000698). The top screenshot shows the 'QA/QC - QA/QC Daily Reports' screen with the 'Civil Reports' radio button selected. The table below it has columns for Report Date, Weather, QA Report Status, and QC Report Status. The bottom screenshot shows the same screen with the 'Dredge Reports' radio button selected, and the table columns include Report Date, Equipment Name, and Weather.

**Top Screenshot (Civil Reports):**

Report Date	Weather	QA Report Status	QC Report Status
01/14/2010 Thursday	Weather Caused No Delay	Completed	Not Received

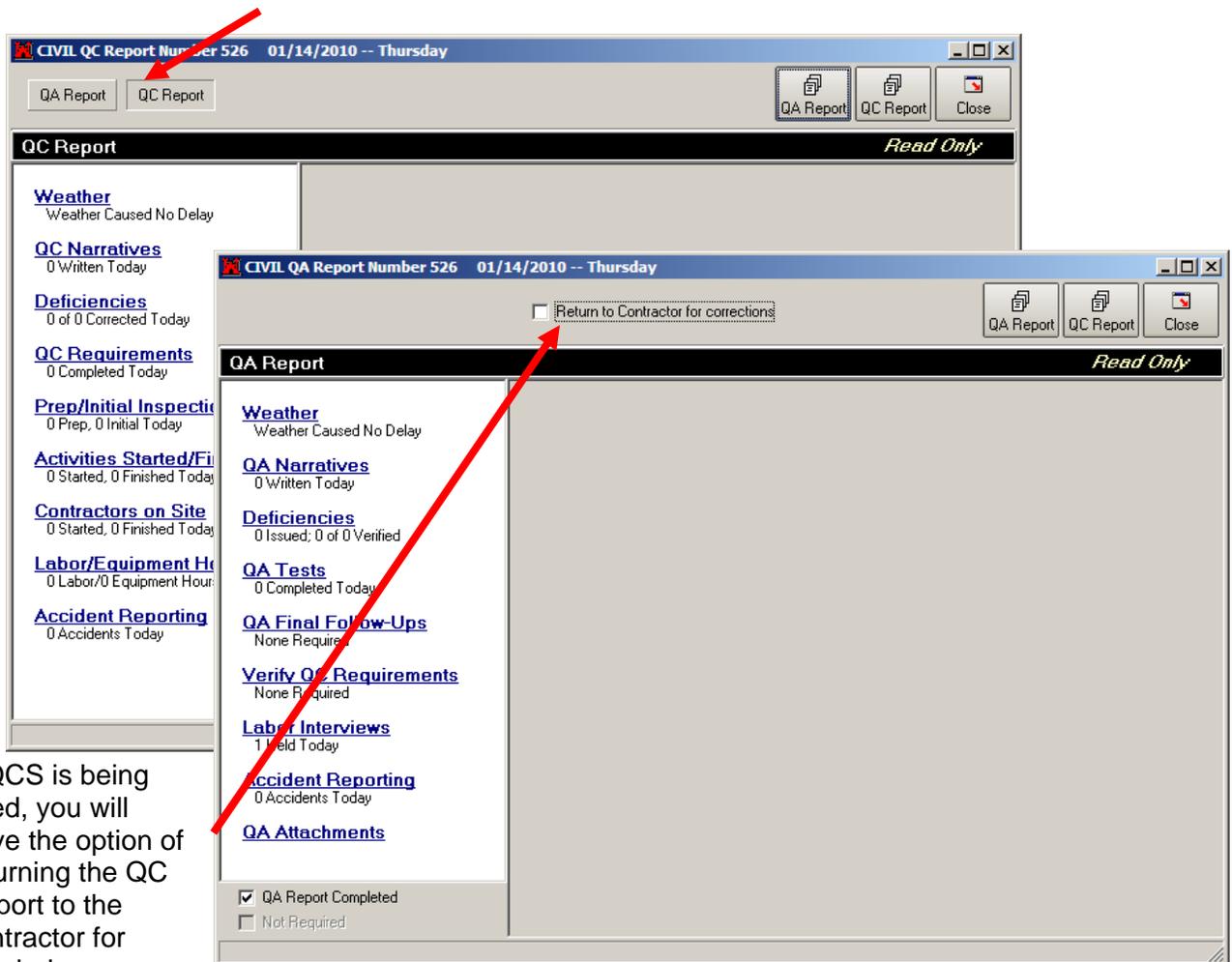
**Bottom Screenshot (Dredge Reports):**

Report Date	Equipment Name	Weather
01/14/2010 Thursday	Bucket Dredge No. 11	Weather Caused No Delay
01/14/2010 Thursday	Hopper Dredge No. 3	Weather Caused No Delay

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., 526). This report number coincides with the Notice to Proceed Acknowledge Date Milestone. 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 QA Report Number 526 01/14/2010 -- Thursday

Return to Contractor for corrections

QA Report QC Report Close

**QA Report** *Read Only*

Weather  
Weather Caused No Delay

QA Narratives  
0 Written Today

Deficiencies  
0 Issued; 0 of 0 Verified

QA Tests  
0 Completed Today

QA Final Follow-Ups  
None Required

Verify QC Requirements  
None Required

Labor Interviews  
1 Held Today

Accident Reporting  
0 Accidents Today

QA Attachments

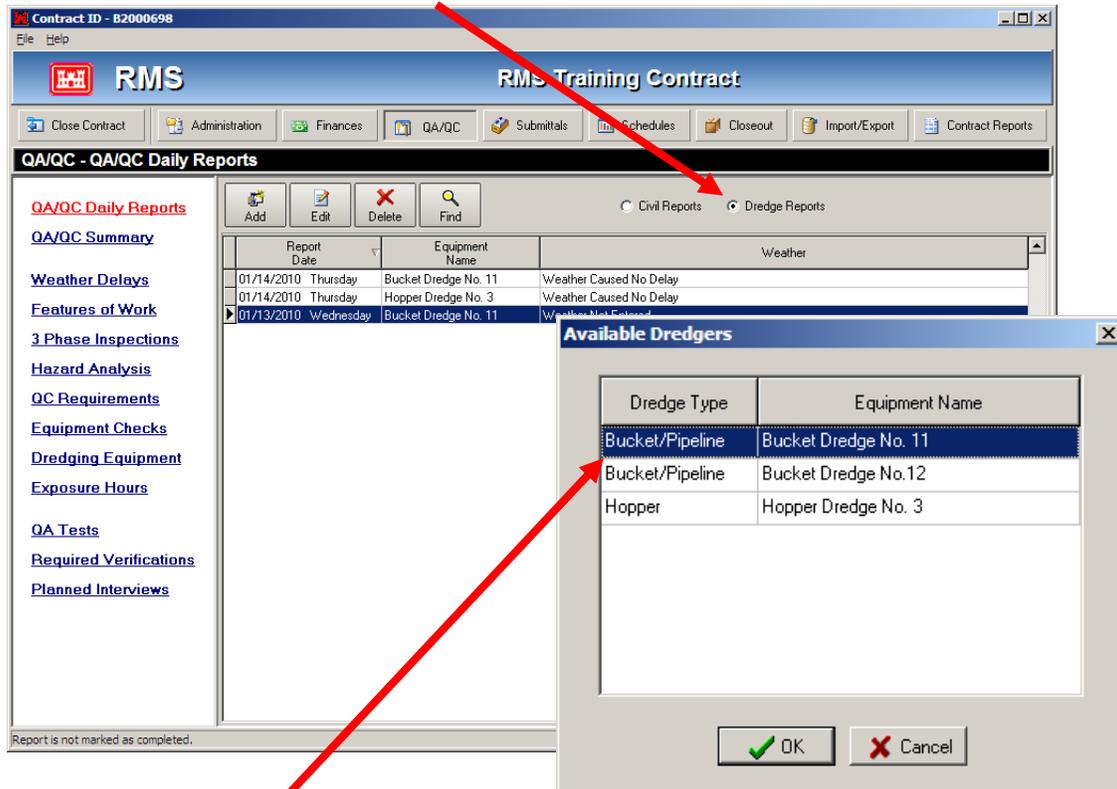
QA Report Completed  
 Not Required

See a sample **QC Report** on the following two pages.

## Sample – Quality Control Report Form – Page 1 of 1

<b>CONTRACTORS QUALITY CONTROL REPORT (QCR)</b> <b>DAILY LOG OF CONSTRUCTION - CIVIL</b>		REPORT NUMBER																	
		526		Page 1 of 1															
PROJECT RMS Training Contract		DATE 14 Jan 2010 - Thursday																	
CONTRACTOR Cogeco Roma		CONTRACT NUMBER NA																	
WEATHER Weather Caused No Delay Temperature Min 46 °F, Max 53 °F; 0.75 IN Precipitation; 15 MPH Wind																			
<b>QC NARRATIVES</b>  <b>Work Performed Today ( loc. &amp; descrip. of work performed by Contractor):</b> Continuing to prepare for Dredge dumping on the beach just North of Malibu. The Dredge crew is setting up today.																			
<b>PREP/INITIAL DATES</b> (Preparatory and initial dates held and advance notice) <b>No preparatory or initial inspections were held today</b>																			
<b>ACTIVITY START/FINISH</b> <b>The following activity was started today:</b> <table border="0"> <tr> <td>Activity No</td> <td>Description</td> <td></td> <td></td> </tr> <tr> <td>0001</td> <td>Basic Contract</td> <td></td> <td></td> </tr> </table> <b>No activities were finished today</b>				Activity No	Description			0001	Basic Contract										
Activity No	Description																		
0001	Basic Contract																		
<b>QC REQUIREMENTS</b> <b>No QC requirements were completed today</b>																			
<b>QA/QC DEFICIENCY</b> (Describe QC Deficiency items issued, Report QC and QA Deficiency items corrected) <b>No QC Deficiency items were issued today</b> <b>No Deficiency items were corrected today</b>																			
<b>CONTRACTORS ON SITE</b> (Report first and/or last day contractors were on site) <b>Today was the first day on site for the following contractor:</b> Cogeco <b>No contractors had their last day on site today</b>																			
<b>LABOR HOURS</b> <b>The following labor hours were Reported today:</b> <table border="0"> <thead> <tr> <th>Employer</th> <th>Labor Classification</th> <th>Number of Employees</th> <th>Hours Worked</th> </tr> </thead> <tbody> <tr> <td>Cogeco</td> <td>LABORER, COMMON</td> <td>6.0</td> <td>48.0</td> </tr> <tr> <td colspan="2">Total hours worked to date: 48.0</td> <td>Total</td> <td>6.0</td> </tr> <tr> <td colspan="2"></td> <td></td> <td>48.0</td> </tr> </tbody> </table>				Employer	Labor Classification	Number of Employees	Hours Worked	Cogeco	LABORER, COMMON	6.0	48.0	Total hours worked to date: 48.0		Total	6.0				48.0
Employer	Labor Classification	Number of Employees	Hours Worked																
Cogeco	LABORER, COMMON	6.0	48.0																
Total hours worked to date: 48.0		Total	6.0																
			48.0																
<b>EQUIPMENT HOURS</b> <b>No equipment hours were Reported today</b> Total operating hours to date: 0.00																			
<b>ACCIDENT REPORTING</b> (Describe accidents) <b>No accidents reported today</b>																			
CONTRACTOR CERTIFICATION <b>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.</b>																			
QC REPRESENTATIVE'S SIGNATURE	DATE	SUPERINTENDENT'S INITIALS	DATE																

With this next window, check the **Dredge Report** radio 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. 11 01/13/2010 -- Wednesday

Copy Form 4267 Close

**Dredge Report - Character of Report**

**Character of Report**  
 Maintenance  New Work  Environmental

**Crew Size**  
 Dredge:  Shore:  Other:

**Location of Work**  
 Reached Dredge:   
 Disposal Area Used:

**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" value="NA"/>
Second 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" value="NA"/>

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. W912P8-08-C-0038		CONTRACT TITLE HPO IHNC-02, IHNC Hurricane Protection				CONTRACTOR Shaw Environmental & Infrastructure, Inc.				REPORT NO. 292	
CHARACTER OF REPORT		<input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> NEW WORK <input type="checkbox"/> ENVIRONMENTAL						DATE 22 Jan 2009 - Thursday			
DREDGE		NAME AND TYPE Captain Frank				SHIFTS PER DAY 2		DAYS PER WEEK 7			
		SIZE PIPELINE      DIPPER OR BUCKET 30                      0		HORSEPOWER DREDGE PUMP      SUCTION PIPE JET 6,185                      0		CUTTER OR BUCKET 60		NO. OF CREW MEMBERS DREDGE      SHORE      OTHER      TOTAL 36              6              0              42			
LOCATION/CHANNEL OF WORK											
LOCATION OF WORK		REACH DREDGED: STATION TO STATION sw ept sta 44+61 to 38+50 then sta 50+00 range -160 in BB to sw eep 18ft hole				DISPOSAL AREA USED Northern		QTY DEPOSITED GROSS (CY) 10,600		CUMULATIVE AND QTY DEPOSIT FOR DA (CY) 824,147	
CHARACTER OF MATERIAL (%)		GRAVEL 0	SAND 0	CLAY 0	MUD 0	SILT 0	HARDPAN 0	STONE 0	SHELL 0	OTHER 100	
CHANNEL CONDITION		AVERAGE DEPTH				BEFORE DREDGING 13		AFTER DREDGING 15			
RIVER/TIDE STAGE		MIN -1	TIME 12:21	MAX 0	TIME 23:58	GAGE LOCATION MRGO					
		MIN 0	TIME 00:00	MAX 0	TIME 00:00	GAGE DATUM NA					
WEATHER CONDITION		WEATHER Weather Caused No Delay			TEMP (min / max) 36 °F / 67 °F		VISIBILITY 8		WIND S 8-18		
WORK PERFORMED						DISTRIBUTION OF WORK					
ITEM		UNIT		QUANTITY		EFFECTIVE WORKING TIME (CHARGEABLE TO COST OF WORK)				HR.	MIN.
AVERAGE WIDTH OF CUT		FT		230		PUMPING OR DREDGING				10	40
TOTAL ADVANCE THIS PERIOD		FT		771		PCT OF EFFECTIVE TIME 44 %					
TOTAL ADVANCE PREVIOUSLY		FT		14,060		BOOSTER (IN LINE)					
TOTAL ADVANCE TO DATE		FT		14,831		NON-EFFECTIVE WORKING TIME (CHARGEABLE COST OF WORK)					
FLOATING PIPE 1,750		SHORE PIPE 1,440		SUBMERGED PIPE 1,850		HANDLING PIPE LINES				1	15
TOTAL LENGTH OF DISCHARGE PIPE		FT		5,040		HANDLING ANCHOR LINES				0	35
						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		10,600		10,600		CHANGING LOCATION OF PLANT ON JOB				1	15
AMOUNT PREVIOUSLY REPORTED		813,547		780,984		LOSS DUE TO OPPOSING NATURAL ELEMENTS				0	0
TOTAL AMOUNT DREDGED TO DATE		824,147		791,584		SHORE LINE AND SHORE WORK				3	20
AMOUNT DREDGED PER PUMPING/CUTTING HR		993.75		993.75		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		3,983		LAY TIME OFF SHIFT AND SATURDAYS				0	0
ELECTRICITY		KW		0		SUNDAYS AND HOLIDAYS				0	0
LUBRICANTS		GAL		42		FIRE DRILL				0	0
						MOVING OUT OF WAY OF TRAFFIC				0	0
						MISCELLANEOUS (EXPLAIN IN REMARKS)				0	0
						TOTAL NON-EFFECTIVE TIME				6	25
						PCT. OF NON-EFFECTIVE 27 %					
MOB DATE 12/27/2008		DREDGE START 10/30/2008		DEMOB DATE 01/26/2009		TOTAL EFFECTIVE AND NON-EFFECTIVE TIME (CHARGEABLE TO COST OF WORK)				17	5

## Sample Bucket Dredge Report Form 4267 – Page 2 of 2

QUALITY CONTROL REPORT-BUCKET/PIPELINE						PAGE NO. Page 2 of 2	
CONTRACT NO. W912P8-08-C-0038		CONTRACT TITLE HPO IHNC-02, IHNC Hurricane Protection		CONTRACTOR Shaw Environmental & Infrastructure, Inc.		REPORT NO. 292	
DREDGE		NAME AND TYPE Captain Frank		DATE 22 Jan 2009 - Thursday			
ATTENDANT PLANT				LOST TIME (NOT CHARGEABLE TO COST OF WORK)			
ITEM	NAME OR NUMBER	H.P.	HOURS		HR.	MIN.	
Dredge	Dredge "Captain Frank"	0	24:00	MAJOR REPAIRS	0	0	
Tugs	Johnson F, Sally James	0	24:00	CESSATION	6	55	
Tugs	Kathy PAWG, Drew GRIFFIN	0	24:00	COLLISIONS	0	0	
Crew Boat	CAPT PETE	0	12:00	MISCELLANEOUS	0	0	
Marsh Buggies	8608, 8607, 865, W-46	0	12:00	TOTAL LOST TIME	6	55	
Survey	Survey 1 Skiff 14143	0	12:00	PERCENTAGE OF TOTAL TIME	29 %		
Air Boat	Rental Air Boat	0	12:00				
Crane	565	0	12:00	<b>TOTAL TIME IN PERIOD</b>	24	0	
<b>QC NARRATIVE(S)</b>							
<p><b>QC Activities Performed Today (Inspections, Tests, 3 phase meetings, etc):</b>            The Captain Frank dredge completed operations today from stations 44+61 to 38+50. The dredge then moved to station 50+00 at BB and swept as much of the 18 foot hole as possible. The Massman barges are in the way. The Massman tugs pull up to the barges in the gate and leave them in gear and they are stirring up the mud.</p> <p>The Captain Frank dredged 10,600 cyds of material into the southern disposal area at X=3737922.16 and Y=5509533.05.</p> <p>Total amount of material dredged to date for Captain Frank Dredge is approximately 738,592 cyds.</p> <p>The disposal containment area is continually being managed and maintained with marsh buggies on the southern dike.</p> <p>Final surveys were taken today from stations 33+00 to 51+00 and in BB from station 50 range 0 to -160 the 18 foot hole.</p> <p>Total amount of material dredged to date for the Venture is approximately 427,655.</p> <p>Total amount of material dredged to date is 1,166,247 cyds.</p>							
CONTRACTOR CERTIFICATION		<p>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.</p>					
QC REPRESENTATIVE'S SIGNATURE			DATE	SUPERINTENDENT'S INITIALS		DATE	

Next, we will view the **Hopper Dredge** Report:

Dredge Type	Equipment Name
Bucket/Pipeline	Bucket Dredge No. 11
Bucket/Pipeline	Bucket Dredge No.12
Hopper	Hopper Dredge No. 3

OK Cancel

Report for Hopper Dredge No. 3 01/13/2010 -- Wednesday

**Dredge Report - Character of Report** *Read Only*

**Character of Report**  
 Maintenance  New Work

**Crew Size**  
 Dredge:  Other:

**Location of Work**  
 Location Channel:   
 Reached Dredge:   
 Disposal Area Used:   
 Average Cut Width:  Cut Length:  Dump Distance:

**Character of Material**  
 Density of Materials:  Density of Water:  Water Temp:

**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"/>	NA
Second Tide:	<input type="text" value="0"/>	<input type="text" value="00:00"/>	<input type="text" value="0"/>	<input type="text" value="00:00"/>	NA

Report Completed

Copy Form 27A Close

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

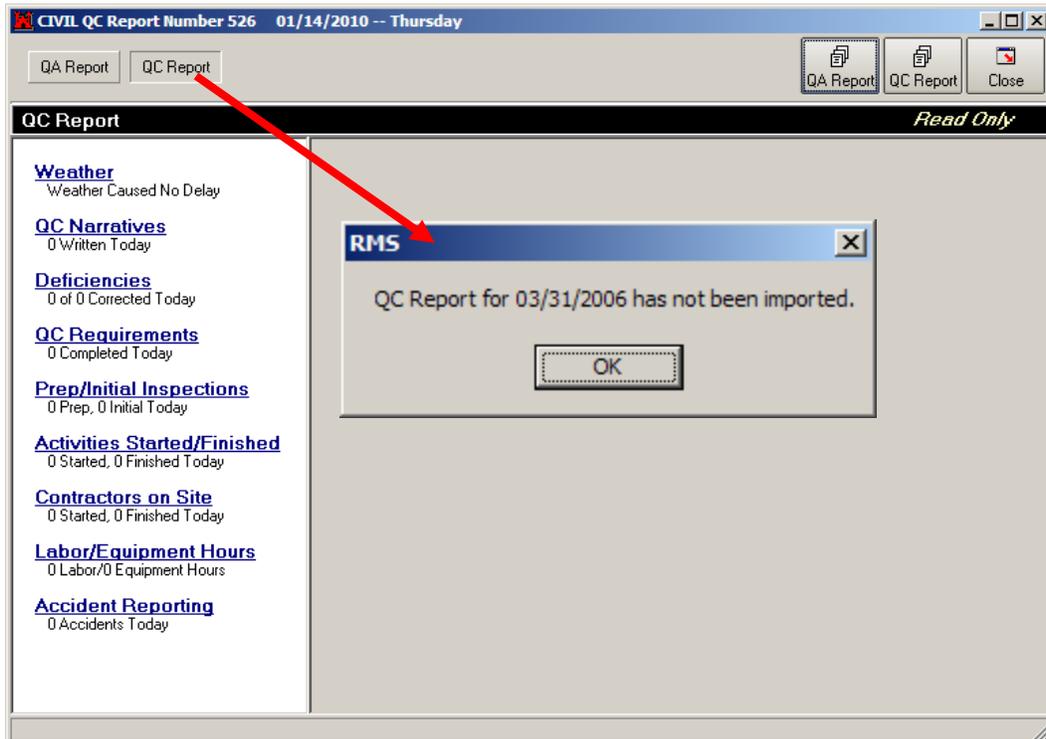
QUALITY CONTROL REPORT-HOPPER DREDGE						PAGE NO. Page 1 of 2		
CONTRACT NO. [B2000698]		CONTRACT TITLE RMS Training Contract			CONTRACTOR Cogeco Roma			REPORT NO. 525
CHARACTER OF REPORT		<input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> NEW WORK				DATE 13 Jan 2010 - Wednesday		
DREDGE (Hopper Dredge No. 3)	HOPPER CAP: 200 CY		AVG VOL OF BIN WATER: 2,000 CY		AVG UNFILLED CAP: 4,500 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)	CUMULATIVE AND QTY DEPOSIT FOR DA(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 °F			
RIVER/TIDE STAGE	MIN 0	TIME 00:00	MAX 0	TIME 00:00	GAGE LOCATION NA			
	MIN 0	TIME 00:00	MAX 0	TIME 00:00	GAGE DATUM NA			
WEATHER CONDITION	WEATHER		TEMP (min / max)		VISIBILITY	WIND		
			0 °F / 0 °F					
DRAFT				DISTRIBUTION OF TIME AND MILES RUN				
FORWARD	LIGHT	LOADED			AGITATING (MIN)	DREDGE & HAUL (MIN)	MILES RUN (NAUT MI)	
		0		0				
AFT		0		0	EFFECTIVE WORKING TIME:			
DRAG DEPTH    MAX _____ QMIN _____ 0					PUMPING:	00:00	00:00	0.0
INDICATORS LAST CHECKED ON _____					TURNING:	00:00	00:00	0.0
AVERAGE SPEED OF DREDGE DURING LOADING			FT/MIN	0	TO DUMP:	00:00	00:00	0.0
AVERAGE SPEED OF DREDGE DURING AGITATING			FT/MIN	0	CONNECTING:	00:00	00:00	0.0
GALLONS OF FUEL OIL CONSUMED			GAL	0	DUMPING:	00:00	00:00	0.0
GALLONS OF WATER CONSUMED			GAL	0	DISCONNECTING:	00:00	00:00	0.0
WORK PERFORMED					TO CUT:	00:00	00:00	0.0
DREDGING AND HAULING			AGITATING		TOTALS:	00:00	00:00	0.0
NO. OF LOADS	TOTAL CYS	DISPOSAL AREA	TOTAL CYS		NON-EFFECTIVE WORKING TIME:			
					TAKING ON FUEL AND SUPPLIES:	00:00	00:00	0.0
					TO AND FROM WHARF OR ANCHORAGE:	00:00	00:00	0.0
					LOSS DUE TO NATURAL ELEMENTS:	00:00	00:00	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:	00:00	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. [B2000698]	CONTRACT TITLE RMS Training Contract	CONTRACTOR Cogeco Roma	REPORT NO. 525		
DREDGE	NAME AND TYPE Hopper Dredge No. 3		DATE 13 Jan 2010 - Wednesday		
LOADS					
LOAD NUMBER	DREDGING AREA DISPOSAL AREA	START TIME STOP TIME (HH:MM)	PUMPING TURNING (MIN)	TO DUMP DUMPING TO CUT (MIN)	TOTAL TIME DREDGED AMOUNT AGITATED AMOUNT (MIN/CYS)
<p><b>QC NARRATIVE(S)</b></p> <p>No QC Narratives were reported today</p>					
CONTRACTOR CERTIFICATION		<p>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.</p>			
QC REPRESENTATIVE'S SIGNATURE		DATE	SUPERINTENDENT'S INITIALS		DATE

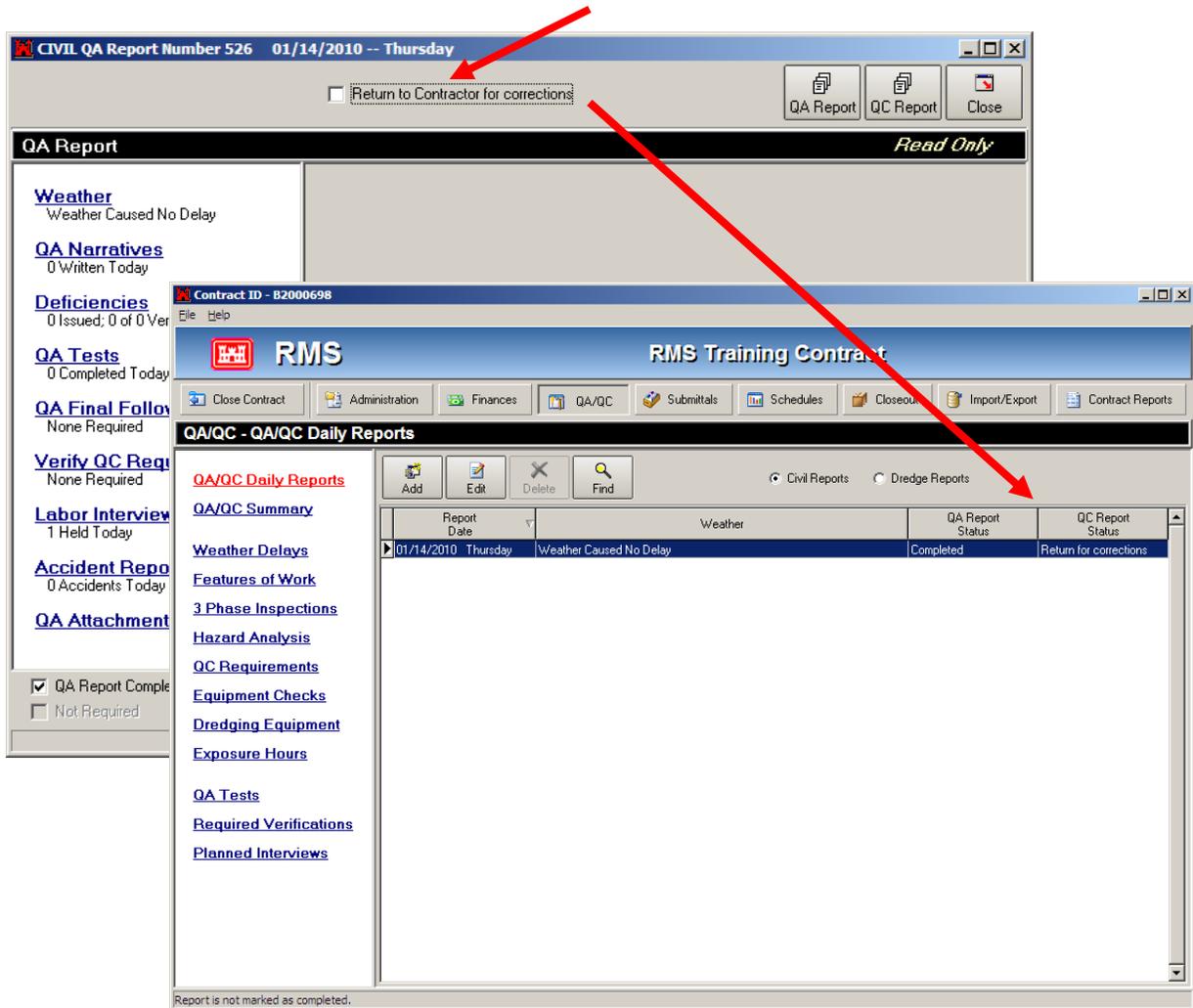
## Contractor QC Report Not Imported

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 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.

#### 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

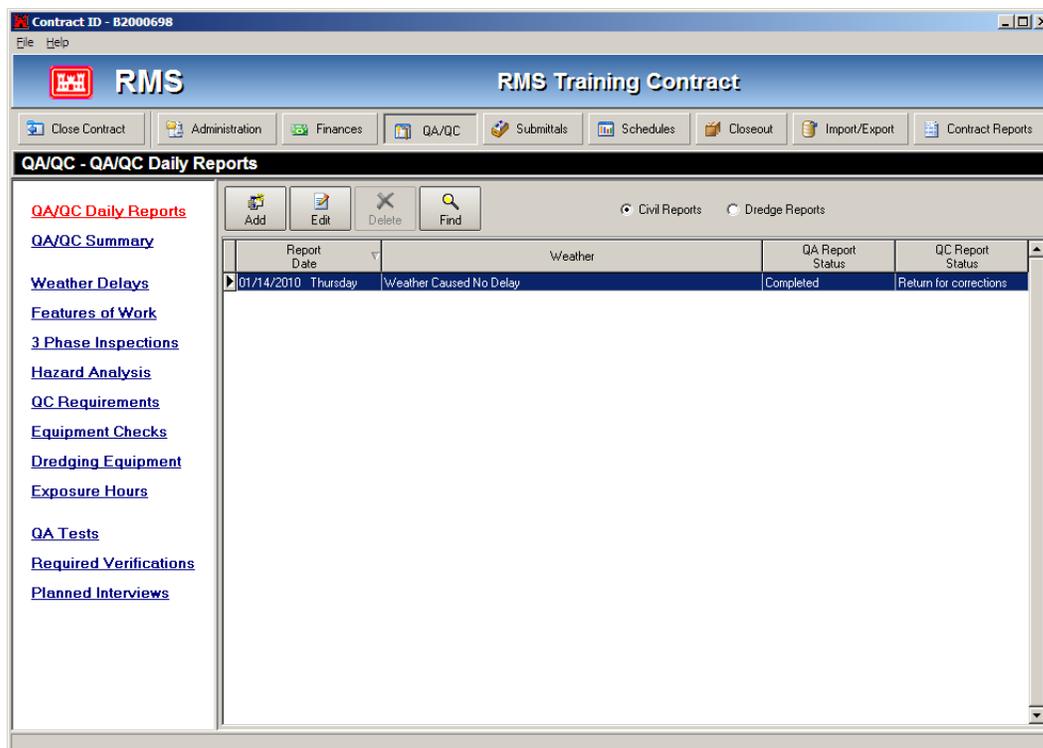
These are areas that have to do with **Planning** that is required before the Government or the Contractor can adequately prepare their respective Daily Reports. The Government, or the Designer accomplishes some of the planning before the contract exists. This includes what RMS refers to a **QC Requirements** 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’”**.



### 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.

**MILITARY QA Report Number 526 01/14/2010 -- Thursday**

Return to Contractor for corrections

QA Report QC Report Close

**QA Report - Weather**

**Weather**  
Weather Caused No Delay

**QA Narratives**  
0 Written Today

**Deficiencies**  
0 Issued; 0 of 0 Verified

**QA Tests**  
0 Completed Today

**QA Final Follow-Ups**  
None Required

**Verify QC Requirements**  
None Required

**Labor Interviews**  
1 Held Today

**Accident Reporting**  
0 Accidents Today

**QA Attachments**

QA Report Completed  
 Not Required

**INSPECTORS QUALITY ASSURANCE REPORT (QAR)  
DAILY LOG OF CONSTRUCTION - MILITARY**

**QA Report Number 526 01/14/2010 -- Thursday**

Weather: Weather Caused No Delay

Temperature: Minimum 43 °F, Maximum 56 °F

24 Hour Precipitation: 0.75 Inches

Surface Wind: 15 MPH

Military format

**CIVIL QA Report Number 526 01/14/2010 -- Thursday**

Return to Contractor for corrections

QA Report QC Report Close

**QA Report - Weather**

**Weather**  
Weather Caused No Delay

**QA Narratives**  
0 Written Today

**Deficiencies**  
0 Issued; 0 of 0 Verified

**QA Tests**  
0 Completed Today

**QA Final Follow-Ups**  
None Required

**Verify QC Requirements**  
None Required

**Labor Interviews**  
1 Held Today

**Accident Reporting**  
0 Accidents Today

**QA Attachments**

QA Report Completed  
 Not Required

**INSPECTORS QUALITY ASSURANCE REPORT (QAR)  
DAILY LOG OF CONSTRUCTION - CIVIL**

**QA Report Number 526 01/14/2010 -- Thursday**

Weather: Weather Caused No Delay

Temperature: Minimum 43 °F, Maximum 56 °F

24 Hour Precipitation: 0.75 Inches, Ending 08:00

River Stage: 1 Feet, Time 15:00, Wind 15 MPH

Portion of day Suitable for Operations	Structural Excavation: 75	Borrow Excavation: 75	Embankment: 0	Concrete: 0	Structure: 100
--	---------------------------	-----------------------	---------------	-------------	----------------

Number of Government Employees	Supervisory: 2	Office: 3	Layout: 0	Inspection: 6	Labor: 0
--------------------------------	----------------	-----------	-----------	---------------	----------

Number of Contractor's Employees	Supervisory: 7	Skilled: 23	Laborers: 44	Shifts: 3
----------------------------------	----------------	-------------	--------------	-----------

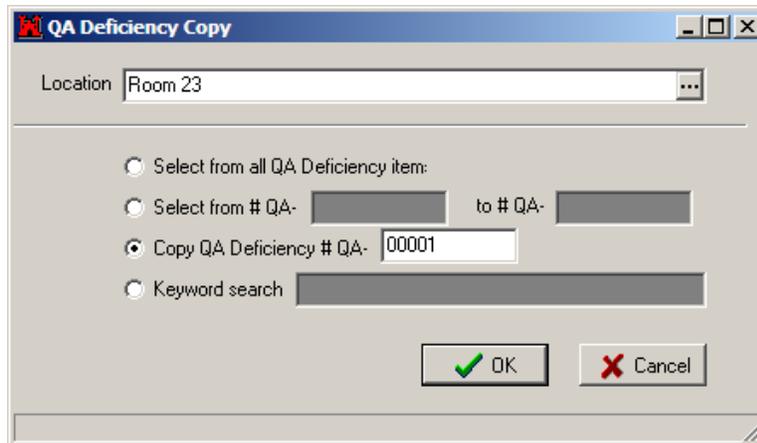
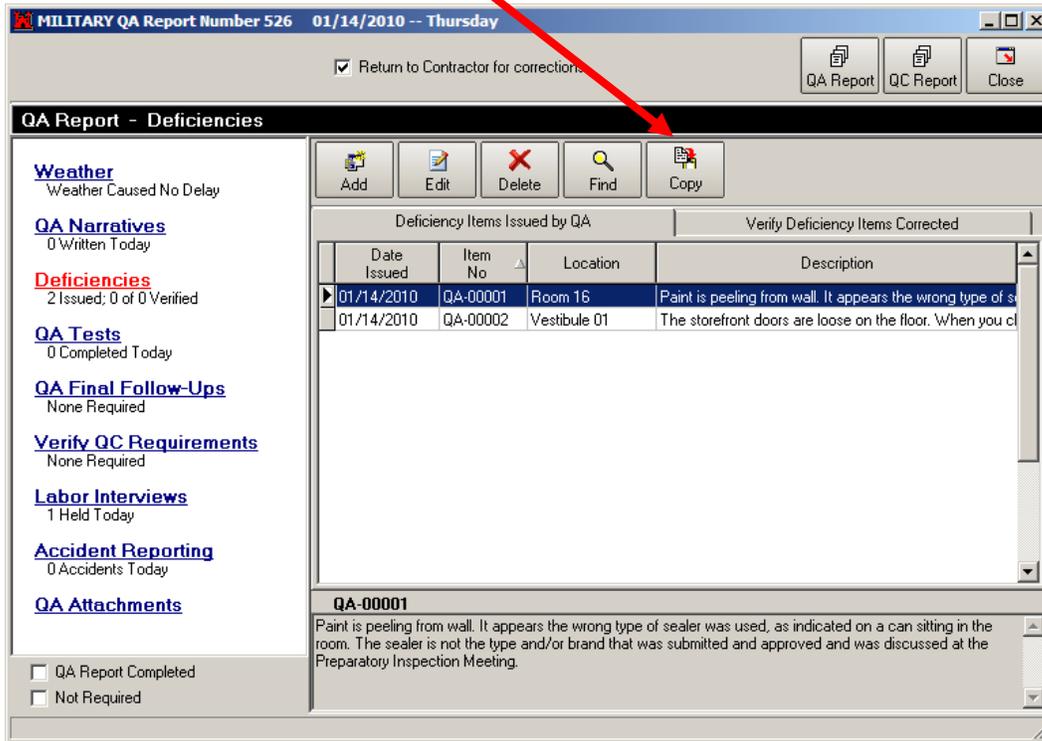
Has anything developed on the work that might lead to a change order or finding of fact?  Yes

Shifts: 06:00 to 14:00, 14:00 to 22:00, 22:00 to 06:00

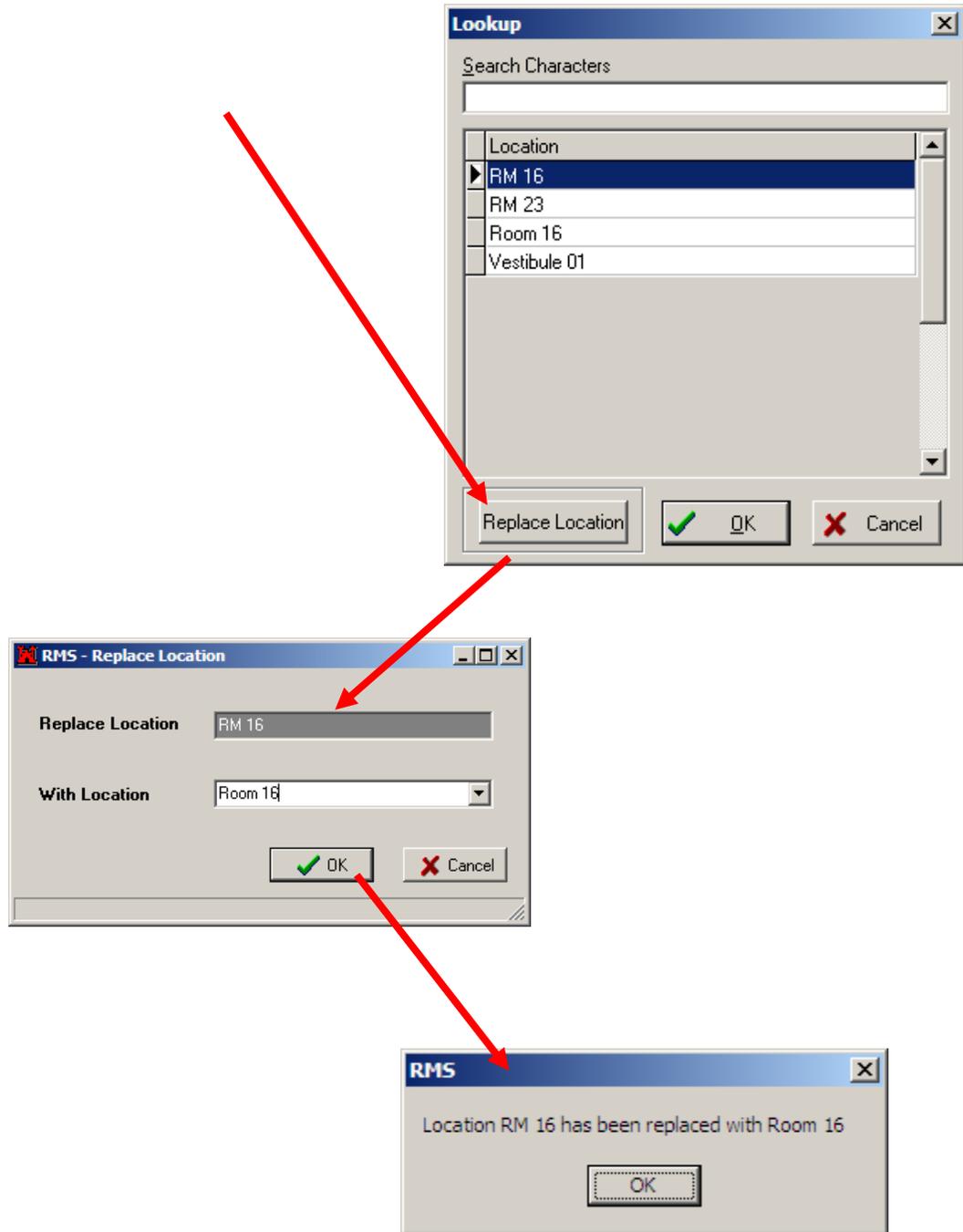
Civil format

## Deficiency Items

You are able to **Copy** Deficiencies (aka: 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.



## QA Attachments

You are now able to add attachments to the QA Daily Report. This feature is not yet activated for the QC Daily Report due to the current Import/Export time it takes. You can attach these types of files: doc, docx, rtf, txt, msg, htm, html, pdf, xls, xlsx, and various types of picture files, such as wmf, bmp, jpg, jpeg, gif and so forth.

**MILITARY QA Report Number 1,133 06/01/2010 -- Tuesday**

QA Report - QA Attachments

**Weather**  
Weather Caused No Delay

**QA Narratives**  
3 Written Today

**Deficiencies**  
0 Issued; 8 of 26 Verified

**QA Tests**  
0 Completed Today

**QA Final Follow-Ups**  
12 of 721 Completed Today

**Verify QC Requirements**  
14 of 733 Verified Today

**Labor Interviews**  
0 Held Today

**Accident Reporting**  
0 Accidents Today

**QA Attachments**  
5 Attachments Today

QA Report Completed  
 Not Required

Date	Document Title	Status
06/01/2010	Clip7.jpg	Document Attached
06/01/2010	Riyadh Inspection Party.docx	Document Attached
06/01/2010	Tech Support-Fred-001.xls	Document Attached
06/01/2010	A-430 Boater Education Card Application.pdf	Document Attached
06/01/2010	RMS POC 2010.doc	Document Attached

## Sample Daily QA Report Form - Military

The *Daily QA Report* is accessed by pushing the **QA Report** button at the top of the screen.

<b>INSPECTORS QUALITY ASSURANCE REPORT (QAR)</b> <b>DAILY LOG OF CONSTRUCTION - MILITARY</b> <i>(ER 1180-1-6)</i>		REPORT NUMBER 526 <span style="float: right;">Page 1 of 1</span>																	
		DATE 14 Jan 2010 - Thursday																	
PROJECT RMS Training Contract		CONTRACT NUMBER NA																	
CONTRACTOR Cogeco Roma		WEATHER Weather Caused No Delay Temperature Min 43 °F, Max 56 °F; 0.75 IN Precipitation; 15 MPH Wind																	
<b>QA NARRATIVE(S)</b>  <b>Comments Pertaining to Contractors' CQC Activities:</b> Fred Freeman Contractor CQC Manager was not on site this morning. He arrived on the jobsite at 13:20 and indicated he had been to another project.  Fred Freeman Contractor CQC Manager was not on site this morning. He arrived on the jobsite at 13:20 and indicated he had been to another project.  <b>Safety Inspections</b> Fred Freeman Inspected Trench from Main Transformer pad to Power Pole #43.  <b>Results of Safety Inspection:</b> Fred Freeman Trench work was satisfactorily being maintained with proper (approved) shoring, 2 ladder access points, and trench material was placed a minimum of 3 feet from the walls of the trench. No water was observed in the trench.  <b>Comments Pertaining to Contractors' CQC Activities:</b> Fred Freeman Contractor CQC Manager was not on site this morning. He arrived on the jobsite at 13:20 and indicated he had been to another project.																			
<b>QA DEFICIENCY</b> (Describe QA Deficiency items issued, verify QA Deficiency items reported corrected by contractor)  <b>The following QA Deficiency items were issued today:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">QA Deficiency Item</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>QA-00001</td> <td>Room 16</td> <td>Paint is peeling from wall. It appears the wrong type of sealer was used, as indicated on a can sitting in the room. The sealer is not the type and/or brand that was submitted and approved and was discussed at the Preparatory Inspection Meeting.</td> <td>Not Reported Corrected</td> </tr> <tr> <td>QA-00002</td> <td>Vestibule 01</td> <td>The storefront doors are loose on the floor. When you close the door the wall moves approximately 3/4-inch. You can take a flashlight and look underneath the store front and not see many anchors.</td> <td>Not Reported Corrected</td> </tr> <tr> <td>QA-00004</td> <td>Latrine 4</td> <td>Ceramic Tile on rear wall of HC stall is loose and falling out.</td> <td>Not Reported Corrected</td> </tr> </tbody> </table>				QA Deficiency Item	Location	Description	Status	QA-00001	Room 16	Paint is peeling from wall. It appears the wrong type of sealer was used, as indicated on a can sitting in the room. The sealer is not the type and/or brand that was submitted and approved and was discussed at the Preparatory Inspection Meeting.	Not Reported Corrected	QA-00002	Vestibule 01	The storefront doors are loose on the floor. When you close the door the wall moves approximately 3/4-inch. You can take a flashlight and look underneath the store front and not see many anchors.	Not Reported Corrected	QA-00004	Latrine 4	Ceramic Tile on rear wall of HC stall is loose and falling out.	Not Reported Corrected
QA Deficiency Item	Location	Description	Status																
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Employer	Employee/Classification																		
Cogeco	George Jones MUCKER																		
INSPECTOR'S SIGNATURE	DATE	SUPERVISOR'S INITIALS	DATE																

## 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 (ER 1180-1-6)					THE QCR WILL BE ATTACHED TO OR FILED WITH THE QAR										
TO CELRL-QCS					REPORT NUMBER 526 Page 1 of 1										
PROJECT RMS Training Contract, Metairie, LA					DATE 14 Jan 2010 - Thursday										
CONTRACTOR (Or hired Labor) Cogeco Roma					CONTRACT NUMBER NA										
CONTRACTOR (Or hired Labor) Cogeco Roma					WEATHER Weather Caused No Delay										
PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS					TEMPERATURE WIND										
STRUCTURAL EXCAVATION 75 %	BORROW EXCAVATION 75 %	EMBANKMENT 0 %	CONCRETE 0 %	STRUCTURE 100 %	MINIMUM 43 °F	MAXIMUM 56 °F	WIND 15 MPH								
HAS ANYTHING DEVELOPED ON THE WORK WHICH MIGHT LEAD TO A CHANGE ORDER OR FINDING OF FACT ? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Explain)					24 HOUR PRECIPITATION										
					INCHES 0.75		ENDING 08:00 M								
NUMBER OF GOVERNMENT EMPLOYEES					RIVER STAGE										
SUPERVISORY 2	OFFICE 3	LAYOUT 0	INSPECTION 6	TOTAL 11	LABOR 0	FEET 1.0	TIME 15:00 M								
NUMBER OF CONTRACTOR'S EMPLOYEES				NUMBER OF SHIFTS											
SUPERVISORY 7	SKILLED 23	LABORERS 44	TOTAL 74	FROM 06:00 M	TO 14:00 M	FROM 14:00 M	TO 22:00 M								
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 FROM TO FROM TO FROM TO 06:00 M 14:00 M 14:00 M 22:00 M 22:00 M 06:00 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.															
<b>QA NARRATIVE(S)</b>  <b>Comments Pertaining to Contractors' CQC Activities:</b> Fred Freeman Contractor CQC Manager was not on site this morning. He arrived on the jobsite at 13:20 and indicated he had been to another project.  <b>Safety Inspections</b> Fred Freeman Inspected Trench from Main Transformer pad to Power Pole #43. Trench work was satisfactorily being maintained with proper (approved) shoring, 2 ladder access points, and trench material was placed a minimum of 3 feet from the walls of the trench. No water was observed in the trench.															
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Employer	Employee/Classification														
Cogeco	George Jones MUCKER														
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.

Contract ID - L1001373 Contract No. - W912PP-07-C-0010

RMS Training Contract

Administration - Contract Setup

Submittals

ID	Title
01	Main Register
02	Generator Building

Will there be more than one Submittal Register?  
 Compute Submittal Need Dates based on Activity Schedule.

Government Review Period: GA: 30 FIO: 30 CR: 0 DA: 0 DA/CR: 0 DA/GA: 0 Days  
 Contractor Resubmittal Period: 15 Days  
 Default Number of Copies: GA: 4 FIO: 4 CR: 0 DA: 0 DA/CR: 0 DA/GA: 0 Copies

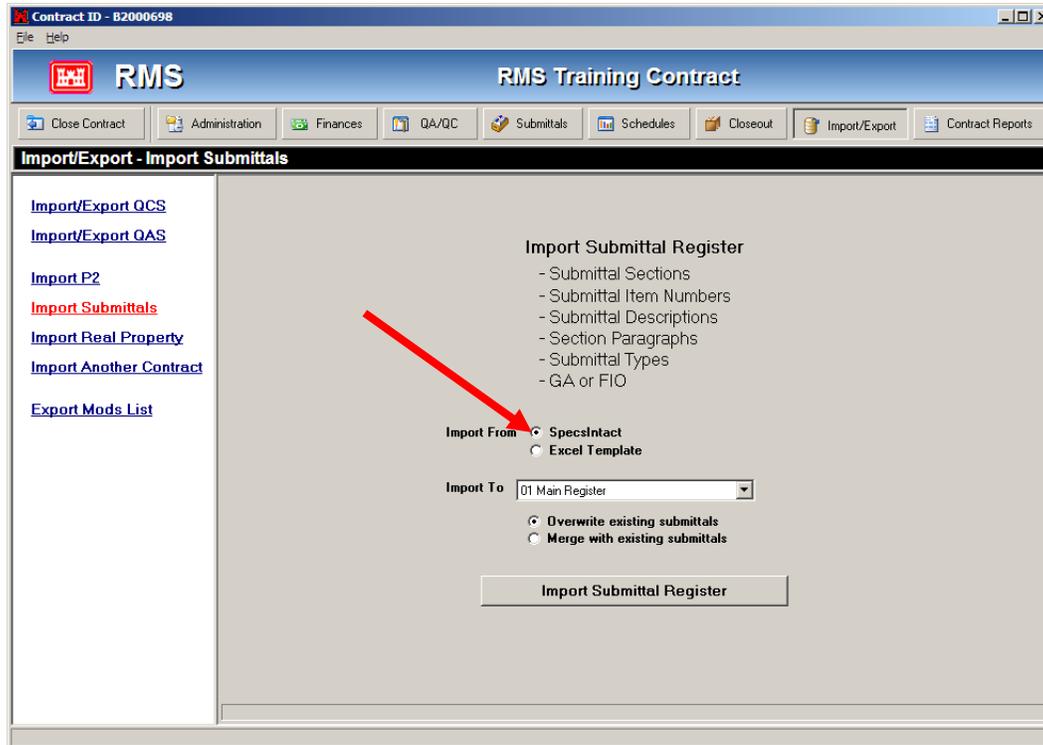
Default Government Reviewer: Clinton Griffin Default Review Office: Roadrunner Resident Office

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)
   
 Do you want QCS to require the contractor to use actual start and finish dates from the QC Reports on the NAS?

## SUBMITTAL REQUIREMENTS

Submittal requirements can, and should be, imported from the **SpecsIntact** system. The **Import/Export** feature is shown from the main **Contract Menu / Import/Export** by highlighting **Import Submittals**. However, for you remaining neophytes that continue to insist on using an *Excel Spreadsheet* for submittal registers, RMS has the capability to import such antiquated and unofficial data format. If you have multiple submittal registers, be sure to select the correct "Import To" register.



If you have made the **SpecsIntact/Excel Template** import, you are finished with the setup!!

However, you can still make manual entries if required.

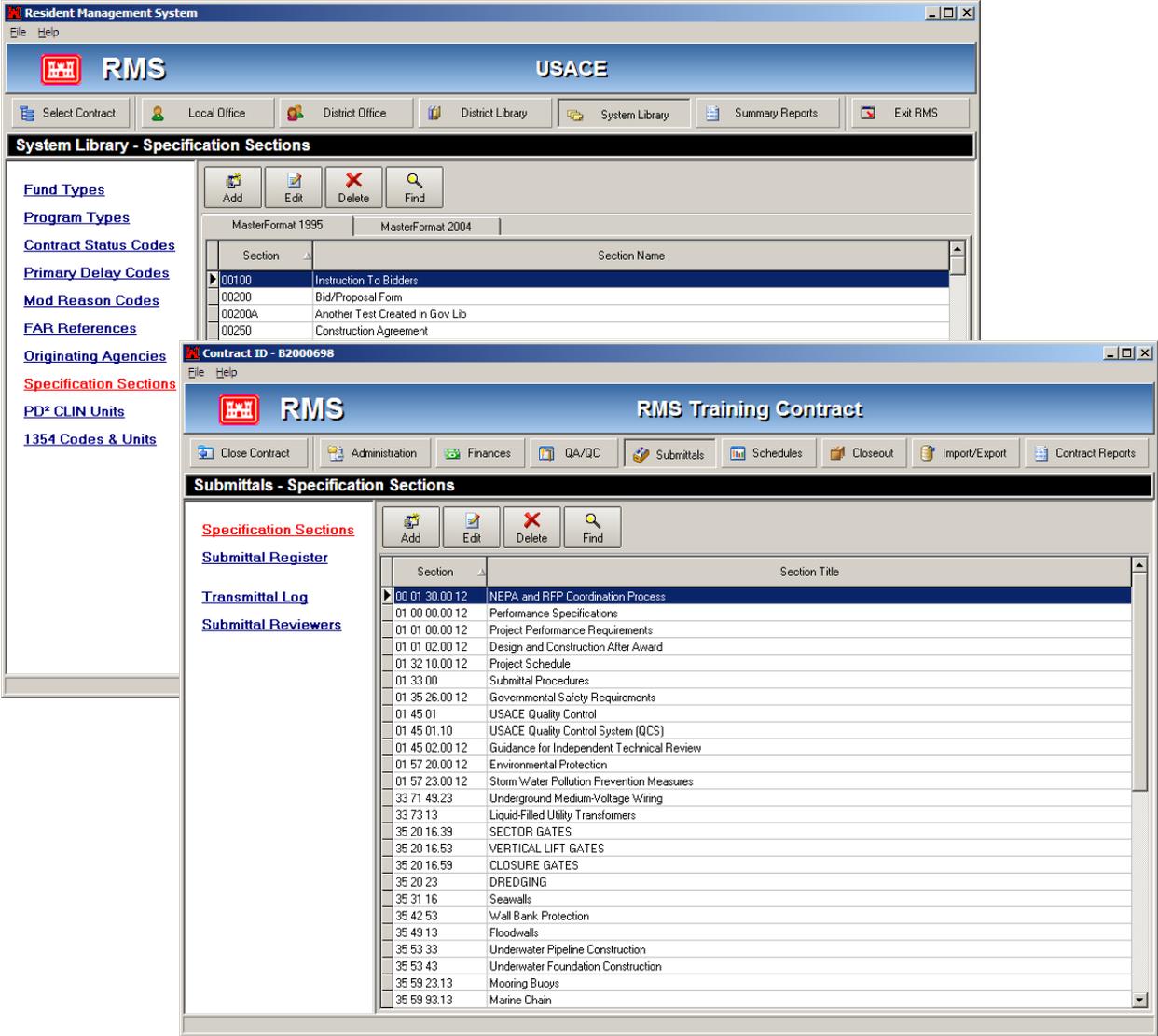
SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION RMS Training Contract, Metairie, LA				DATE 15 Jan 2010							
ACTIVITY No.	TRANS-MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION FIO GA, DA or CR	REVIEWER OFFICE / NAME	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
								SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE	
<b>SECTION - 00 01 30.00 12 NEPA and RFP Coordination Process</b>															
0001		1	00 01 30.00 12 00130.3	Tier 2 NEPA Process and Decision	PRECON SUBMTL	GA RO	St Germain, James	06 Feb 10	13 Feb 10	13 Feb 10					
0001		2	00 01 30.00 12 00130.3	NEPA Tier2 Alternative Process Complete	PRECON SUBMTL	GA RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
0001		2.1	00 01 30.00 12 00130.3	NEPA Tier 2 Complete Revised	PRECON SUBMTL	GA RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					

# 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 **System 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 (**System 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 (it must have taken a Rocket Scientist to develop this new – it is a NASA program, remember). 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.



## 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:

- Section No.: 02630
- Section Title: Storm-Drainage System
- Item No.: 20
- Item Description: Pipe for Culverts and Storm Drains
- Paragraph: 2.1
- Classification:
  - FIO - For Information Only
  - GA - Government Approval
  - DA - Designer of Record Approval
  - CR - Government Conformance Review of Design
  - DA / CR
  - DA / GA
- Drawing: C-6
- Submittal Type: 04 SAMPLES
- Primary Reviewer:
  - Name: OYAN ZAIN AL ABDEEN WALI
  - Office: (empty)
- Secondary Reviewers: (empty list)
- Submittal Schedule:
  - Required For Activity: UGKS1240 Install Precast Storm Drain In
  - Submittal need dates based on Activity Start Date: 08/09/2007A
  - Material Delivery Lag/Lead ±: -14 Days
  - Material Needed by: 07/26/2007
  - Procurement Period: 60 Days
  - Approval Needed by: 05/27/2007
  - Government Review Period: 30 Days
  - Submit Needed by: 04/27/2007

## Classification of Submittals

We currently use the following codes in the RMS program. These one character codes are directly imported from SpecsInTact.

G = GA (Government Approval)

D = DA (Designer of Record Approval)

C = CR (Government Conformance Review of Design)

F = FIO (For Information Only)

R = DA/CR (Designer of Record Approval / Government Conformance Review of Design)

A = DA/GA (Designer of Record Approval / Government Approval)

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 RMS Training Contract, Metairie, LA				DATE 15 Jan 2010								
				CONTRACTOR Cogeco Roma				CONTRACT NUMBER NA								
ACTIVITY No.	TRANS-MITTAL 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	CORPS RETURNED DATE	
<b>SECTION - 00 01 30.00 12 NEPA and RFP Coordination Process</b>																
0001		1	00 01 30.00 12 00130.3	Tier 2 NEPA Process and Decision	PRECON SUBMTL	GA	RO	St Germain, James	06 Feb 10	13 Feb 10	13 Feb 10					
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0001		2.1	00 01 30.00 12 00130.3	NEPA Tier 2 Complete Revised	PRECON SUBMTL	GA	RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
0001		2.2	00 01 30.00 12 00130.3	NEPA Tier 2 process rev 2	PRECON SUBMTL	GA	RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
<b>SECTION - 01 01 00.00 12 Project Performance Requirements</b>																
0001		1	01 01 00.00 12 2.11	Contractor Project Management Plan Draft	PRECON SUBMTL	GA	RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
0001		2	01 01 00.00 12 2.11	100% Draft Design-Build PMP	PRECON SUBMTL	GA	RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
0001		3	01 01 00.00 12 2.11	Final PMP	PRECON SUBMTL	GA	RO	St Germain, James	15 Dec 09	14 Jan 10	14 Jan 10					
		4	01 01 00.00 12 3.1.6	Project Signage	PRECON SUBMTL	GA	RO	St Germain, James								
<b>SECTION - 01 01 02.00 12 Design and Construction After Award</b>																
		1	01 01 02.00 12 3.2.7	Mandatory Hydraulic Modeling Scope	DESIGN DATA	GA	RO	Desoto-Duncan, A								
		2	01 01 02.00 12 3.2.7	Design Survey Scope	SURVEY DATA	GA	RO	Desoto-Duncan, A								
	1	3	01 01 02.00 12 3.2	Soil Borings and Test Program Scope	DESIGN DATA	GA	RO	Desoto-Duncan, A					A	25 Aug 08	A	
		4	01 01 02.00 12 3.2	10% Design Basis Design criteria	DESIGN DATA	GA	RO	Desoto-Duncan, A								
		5	01 01 02 00 12 N/A	IHNC alignment Approval Drawings	DRAWINGS	GA	RO	St Germain, James								

**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 logged 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.

**Contract ID - L1001373 Contract No. - W912PP-07-C-0010**

**RMS Training Contract**

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

**Submittals - Transmittal Log [ 01 Main Register ]**

Imported Transmittals Transmittals - In Review Transmittals - Review Completed

Edit Delete All Reviewers

Transmittal Number	Submittal Items included on Transmittal	Received by Government	Review Due Date	Sent to Contractor
02526-2	3	06/24/2009		
02531-2	5	06/24/2009		
02630-3	11	06/24/2009		
02703-4	8	06/24/2009		
02704-9	2.6	06/24/2009		
02748-1	3	06/24/2009		
02770-11.1	2.8	06/22/2009	07/22/2009	
02770-16.1	2.12	06/24/2009		
02770-18	2.14	06/22/2009	07/22/2009	

**Transmittal 02770-11.1 In Review - Review overdue by 281 days**

Item	Item Description	Primary Reviewer	QC Code	Variation	QA Code
2.8	Field Quality Control		A	No	

**Secondary Reviewer**

Secondary Reviewer	Review Due	Review Completed

Resident Management System

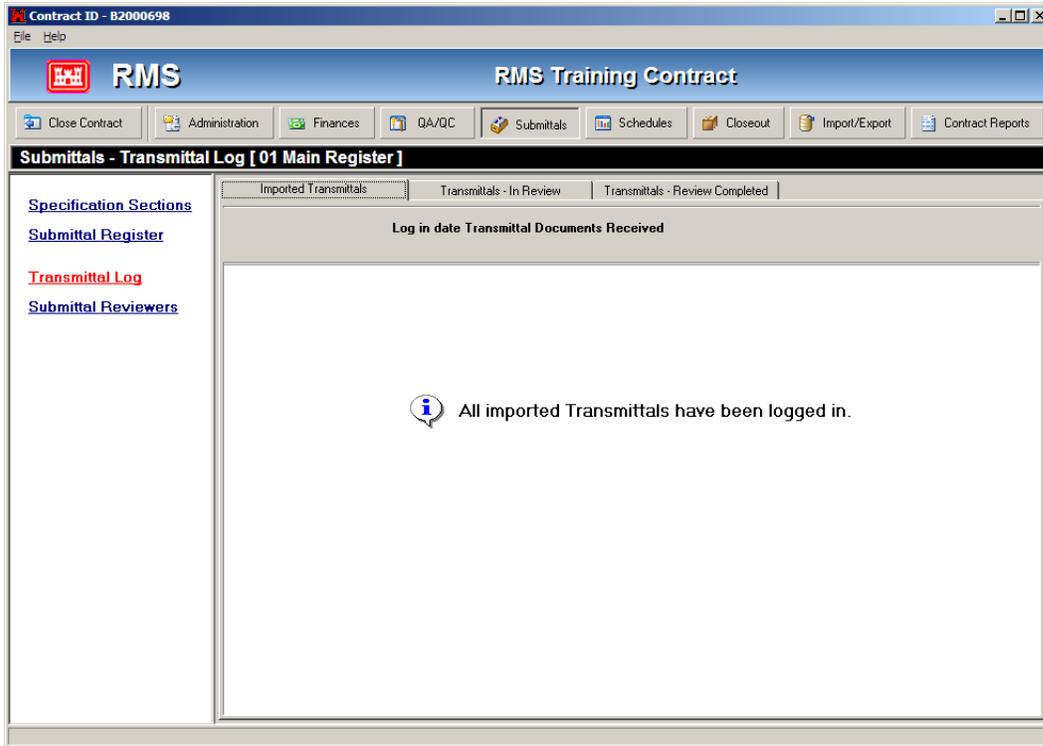
Sample Transmittal Form (ENG Form 4025)

<b>TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE</b> <small>(Read instructions on the reverse side prior to initiating this form)</small>				DATE 08/25/2008		TRANSMITTAL NO. 01 01 02.00 12-1		
<b>SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS</b> <small>(This section will be initiated by the contractor)</small>								
TO: Roadrunner Resident Office 3636 North Central Avenue, Suite 900 Phoenix, Arizona 85012-1939			FROM: Cogeco Roma 73 Mt Heady Ave Winlock, WA 98535		CONTRACT NO. NA		CHECK ONE: <input checked="" type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____	
SPECIFICATION SEC. NO. <small>(Cover only one section with each transmittal)</small> 01 01 02.00 12 Design and Construction After Award			PROJECT TITLE AND LOCATION 01-Main Register RMS Training Contract Metairie, LA			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.	DESCRIPTION OF ITEM SUBMITTED <small>(Type size, model number/etc.)</small>	MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. <small>(See instruction no. 8)</small>	NO. OF COPIES	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE	VARIATION <small>(See Instruction No. 6)</small>	FOR CE USE CODE
				SPEC. PARA. NO.	DRAWING SHEET NO.			
3	Soil Borings and Test Program Scope	DESIGN DATA	7	3.2		A	Y	A
7.1	Revised Test Pile and Load Test Plan	DESIGN DATA	7	3.2		A		E
13	10% Design - GIWW - Approach Walls	DESIGN DATA	7	3.2		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				
<b>SECTION II - APPROVAL ACTION</b>								
ENCLOSURES RETURNED (List by item No.)			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY			DATE		

## Transmittal Log

### 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.



## Transmittals in Review

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.

**Contract ID - L1001373 Contract No. - W912PP-07-C-0010**

**RMS RMS Training Contract**

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

**Submittals - Transmittal Log [ 01 Main Register ]**

Imported Transmittals Transmittals - In Review Transmittals - Review Completed

Edit Delete All Reviewers

Transmittal Number	Submittal Items included on Transmittal	Received by Government	Review Due Date	Sent to Contractor
02526-2	3	06/24/2009		
02531-2	5	06/24/2009		
02630-3	11	06/24/2009		
02703-4	8	06/24/2009		
02704-9	2.6	06/24/2009		
02748-1	3	06/24/2009		
02770-11.1	2.8	06/22/2009	07/22/2009	
02770-16.1	2.12	06/24/2009		
02770-18	2.14	06/22/2009	07/22/2009	

**Transmittal 02770-11.1 In Review - Review overdue by 281 days**

Item	Item Description	Primary Reviewer	QC Code	Variation	QA Code
2.8	Field Quality Control		A	No	

**Secondary Reviewer**

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
00 01 30.00 12	1	Tier 2 NEPA Process and Decision	01	GA	James St Germain	7
00 01 30.00 12	2	NEPA Tier2 Alternative Process Complete	01	GA	James St Germain	30
00 01 30.00 12	2.1	NEPA Tier 2 Complete Revised	01	GA	James St Germain	30
00 01 30.00 12	2.2	NEPA Tier 2 process rev 2	01	GA	James St Germain	30
01 01 00.00 12	1	Contractor Project Management Plan Draft	01	GA	James St Germain	30
01 01 00.00 12	2	100% Draft Design-Build PMP	01	GA	James St Germain	30
01 01 00.00 12	3	Final PMP	01	GA	James St Germain	30
01 01 00.00 12	4	Project Signage	01	GA	James St Germain	30
01 01 02.00 12	1	Mandatory Hydraulic Modeling Scope	05	GA	Angela Desoto-Duncan	30
01 01 02.00 12	2	Design Survey Scope	16	GA	Angela Desoto-Duncan	30
01 01 02.00 12	3	Soil Boings and Test Program Scope	05	GA	Angela Desoto-Duncan	30
01 01 02.00 12	4	10% Design Basis Design criteria	05	GA	Angela Desoto-Duncan	30
01 01 02.00 12	5	IHNC alignment Approval Drawings	15	GA	James St Germain	30
01 01 02.00 12	6	10 Percent Floodwall Design Submittal	05	GA	Angela Desoto-Duncan	30
01 01 02.00 12	7	Test Pile and Load Test Plan	05	GA	James St Germain	30
01 01 02.00 12	7.1	Revised Test Pile and Load Test Plan	05	GA	James St Germain	30
01 01 02.00 12	8	10% Design for GIWW Gate Sill/Base	05	GA	James St Germain	30
01 01 02.00 12	9	10% Design GIWW Braced Sheet Pile Wall	05	GA	James St Germain	30
01 01 02.00 12	10	10% Design - GIWW - Pile Foundations	05	GA	James St Germain	30
01 01 02.00 12	11	10% Design - GIWW - Concrete Sill	05	GA	James St Germain	30
01 01 02.00 12	12	10% Design - GIWW - Monolith	05	GA	James St Germain	30
01 01 02.00 12	13	10% Design - GIWW - Approach Walls	05	GA	James St Germain	30
01 01 02.00 12	14	10% Design - GIWW - Bypass Approach Wall	05	GA	James St Germain	30
01 01 02.00 12	15	10% Design - BB - Braced Sheet Pile Wall	05	GA	James St Germain	30
01 01 02.00 12	16	10% Design - BB - Pile Foundation	05	GA	James St Germain	30

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

#### Activity Schedule

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.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
0001	Basic Contract	01/14/10A				In Progress
0001A	Basic Contract - Electrical					Not Started
0001B	Basic Contract - Mechanical					Not Started
0001C	Basic Contract - Plumbing					Not Started
0001D	Basic Contract - Concrete					Not Started
0002	Asphalt Paving					Not Started
0002A	Sidewalks and Landscaping					Not Started
0002B	Patio					Not Started
0003	Fencing					Not Started

## Resident Management System

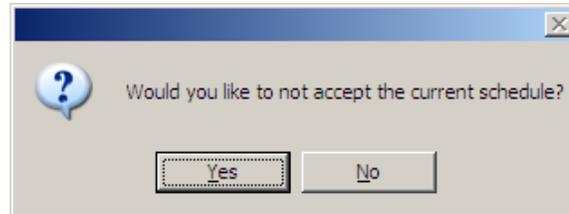
- RMS will now present a better picture of the Contractor's scheduling efforts. The Activity Schedule screen now has an additional tab and two buttons to assist in this effort.
- Upon importing the initial SDEF file from the Contractor, both tabs (Current and Previous) will be identical, as you haven't anything yet to compare. Following the next import of the SDEF file, the "Current Activity Schedule" will be moved to the "Previous Accepted Schedule" tab. You can toggle between the tabs and probably see some differences.
- However, a much better way to spot the differences is to use the Summary and Compare buttons. The Summary button will show you the Current Activity Schedule Summary and will show a listing of 13 items relative to the schedule, including the scheduled finished date and float.
- The Compare button gives you an in-depth look at the schedules when compared. It will show you the Activities Added, Amount Changed on the Activities, Duration Changes, and many others. The compare button will actually create a report that you can review immediately.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
10000	Award Contract / NTP for Desig	08/14/08A	08/14/08A			Finished
10010	Notice to Proceed for Construc	10/28/08A	10/28/08A			Finished
10020	Period of Performance (330 Cal	10/29/08A	09/23/09		09/23/09	In Progress
10030	Pre-Construction Conference	09/03/08A	09/03/08A			Finished
10040	Kick off Meeting/Design Concep	09/03/08A	09/03/08A			Finished
10060	Project Activation/Mobilizatio	08/15/08A	11/30/08A			Finished
10100	Transfer Employees Out of Exis	12/02/08A	12/01/08A			Finished
101000	Prepare Concept Review CFC Sub	08/27/08A	08/29/08A			Finished
101010	Submit Concept Review CFC Subm	08/30/08A	08/29/08A			Finished
101020	USACE Rev/Comm Concept Rev CFC	09/02/08A	09/11/08A			Finished
101030	Concept Review CFC Submittal (	09/12/08A	09/11/08A			Finished
101040	Prepare Preliminary CFC Submit	09/12/08A	10/02/08A			Finished
101050	Submit Preliminary Review CFC	10/03/08A	10/02/08A			Finished
101060	USACE Rev/Comm Preliminary CFC	10/03/08A	10/23/08A			Finished
101070	Preliminary CFC Submittal (65%	10/24/08A	10/23/08A			Finished
101080	Prep Pre-Final Dsgn Review C	10/24/08A	10/30/08A			Finished
101090	Submit Pre-Final Dsgn Review C	10/31/08A	10/30/08A			Finished
10120	Demo Existing JAG Building	12/09/08A	12/21/08A			Finished
101200	USACE Rev Pre-Final Dsgn Rev C	10/31/08A	11/17/08A			Finished
101210	Pre-Final Dsgn Review CFC Subm	11/18/08A	11/17/08A			Finished
101220	Prepare Final Design Review CF	11/18/08A	12/02/08A			Finished

- The radio buttons along the bottom of the screen will show you are reviewing the schedule, you are accepting the schedule, or you are not accepting the schedule.
- If you accept the schedule, the listing will copy the Current Activity Schedule to the Previous Accepted Schedule to enable you to repeat the process with your next SDEF import.

## Resident Management System

- If you do not accept the schedule, you will get a message asking if you would like to not accept it, and if you say "Yes", the program will delete it and restore the screen to its previous listing.



## Milestone Schedule

**Contract ID - B2000698**

**RMS Training Contract**

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

**Schedules - Milestone Schedule**

Activity Schedule  
Milestone Schedule  
Placement Schedule  
Feature Schedule

**Active Contract**

Award Duration 400 days Current Duration 400 days

Add Edit Delete Find  Show System Events Only All Events

Milestone Event	Original Date	Scheduled Date	Scheduled Time	Actual Date	Status
Contract Award				08/05/2008	Completed
NTP Acknowledged				08/05/2008	Completed
Construction Start Date		08/07/2008		08/08/2008	Completed
Contract Required Completion	09/10/2009	09/10/2009			Scheduled
Beneficial Occupancy Date	09/10/2009	09/10/2009			Reschedule
AE Evaluation Date					Not Scheduled
Construction Completion					Not Scheduled
Contractor Evaluation Date					Not Scheduled
Contractor Final Payment					Not Scheduled
Physical Completion					Not Scheduled
Project Fiscal Completion					Not Scheduled
Red Zone Meeting					Not Scheduled
Transfer Document Date					Not Scheduled

◆ System Milestones ■ District Milestones ● Contract Milestones

Milestone Event 1 of 13.

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 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 you 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 **Projected Placement** module from the **District Office** module.

## Resident Management System

## 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.

Contract ID - L1001373 Contract No. - W912PP-07-C-0010

RMS RMS Training Contract

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Schedules - Feature Schedule (Read Only)

Activity Schedule  
Milestone Schedule  
Placement Schedule  
Feature Schedule

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
ACCORDIAN PARTITIONS	04/06/09 A	06/26/09		
ACOUSTICAL TREATMENT, CEILINGS	04/14/08 A	07/02/09	03/30/09 A	04/13/09 A
ADMINISTRATION & MOBILIZATION	04/25/07 A	11/04/09	05/17/07 A	05/22/07 A
ARCH FURNISHINGS, INT/EXT	09/24/08 A	07/06/09	06/17/09 A	
ASPHALT PAVING	10/13/08 A	10/30/08 A	10/06/08 A	10/13/08 A
BLEACHERS	05/26/09 A	06/30/09	06/17/09 A	06/19/09 A
BUILDERS HARDWARE	05/26/09 A	07/07/09	05/05/09 A	05/26/09 A
BUILDING INSULATION-RIGID/BATT	02/02/09 A	03/10/09 A	11/06/08 A	01/22/09 A
CARPENTRY - ROUGH	09/04/08 A	10/06/08 A	09/08/08 A	09/15/08 A
CASEWORK	01/05/09 A	07/06/09	04/13/09 A	04/21/09 A
CAULKING & SEALANTS	05/04/09 A	06/12/09	05/04/09 A	05/07/09 A
CONCRETE, CAST-IN-PLACE	09/04/07 A	06/01/09 A	10/17/07 A	11/01/07 A
Clearing and grubbing	05/23/07 A	05/24/07 A	05/17/07 A	05/21/07 A
DEMOLITION	05/19/08 A	05/22/08 A		
DOORS - HOLLOW METAL & FRAMES	05/15/07 A	07/08/09	05/08/08 A	06/24/08 A
DRYWALL	07/07/08 A	06/16/09	11/05/08 A	02/24/09 A

Feature - ACCORDIAN PARTITIONS

First Activity SB9405 Install Accordion Partitions A Start 04/06/2009A  
 Last Activity SB9405 Install Accordion Partitions A Finish 08/13/2009  
 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 and a scheduling program that complies with the Project Schedule Guide Specification as endorsed by HQ USACE. There are other programs that can create the SDEF file, but have not yet been endorsed by the Corps of Engineers (more testing is required).**

### 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)

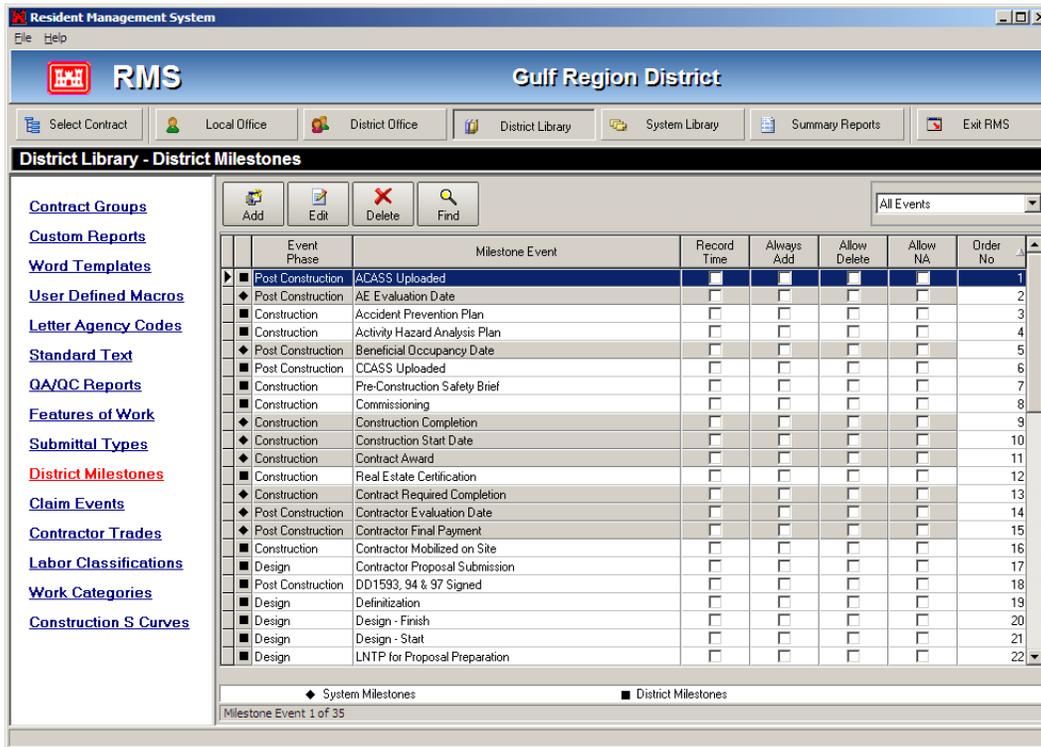
### Contract Specified Project Schedule

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

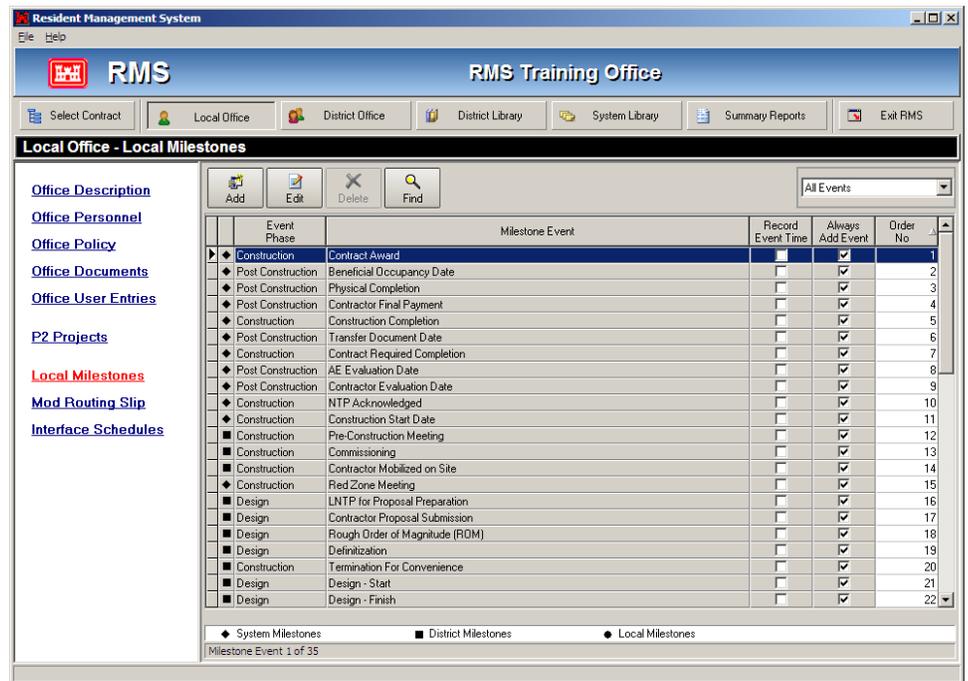
Milestones are arranged in sub-groups and are based on the time period in which they occur. The sub-groups you may select are listed below:

All Events	= Listing of All Milestone Events
Design	= Events occurring prior to award
Construction	= Events occurring during construction
Post Construction	= Events occurring following construction



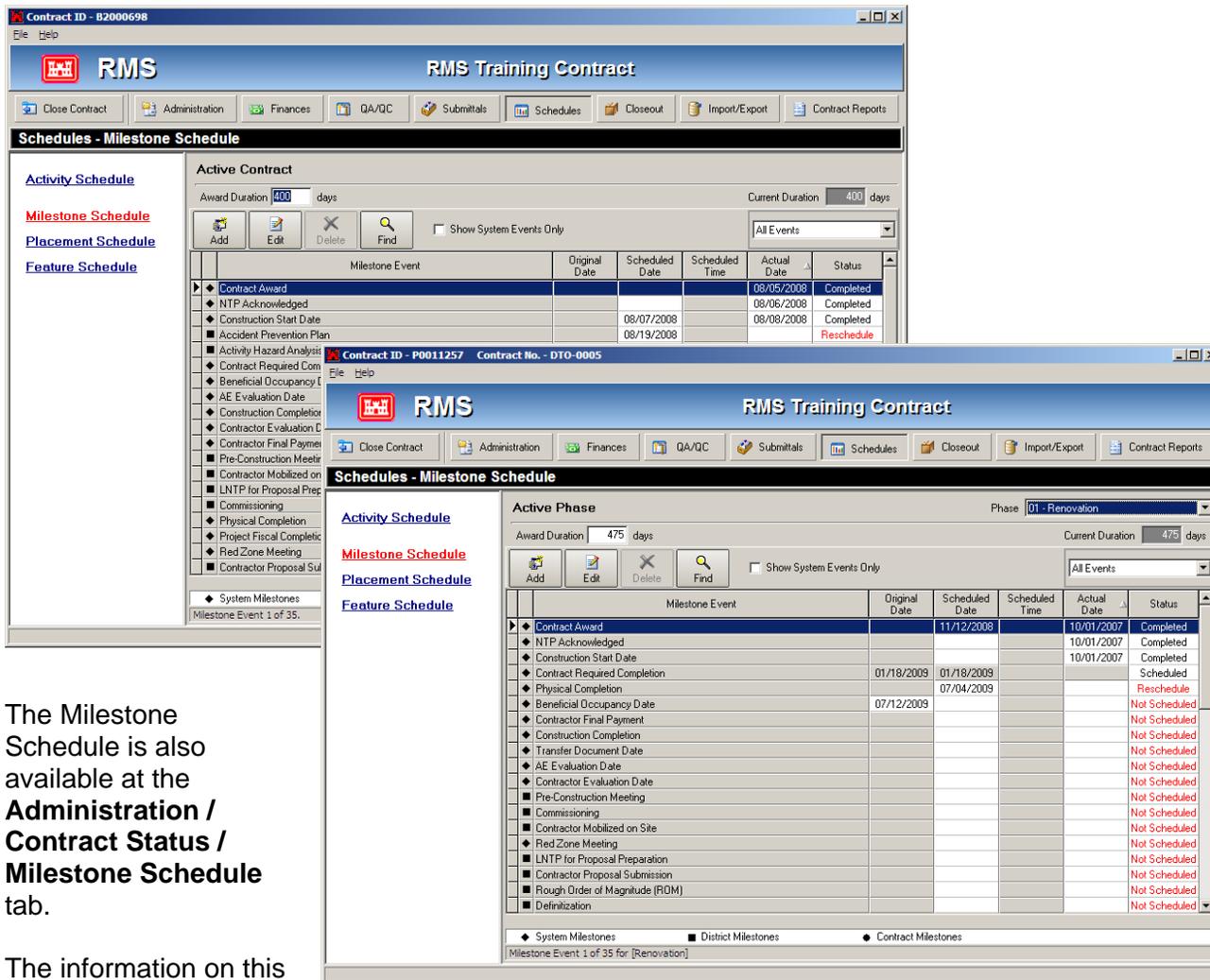
## Local Milestone Events – Local Office Module

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 Library and the Local Office modules. You are also able to add milestones that are unique to an individual contract, but these would not be listed in the Local Office, 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**).

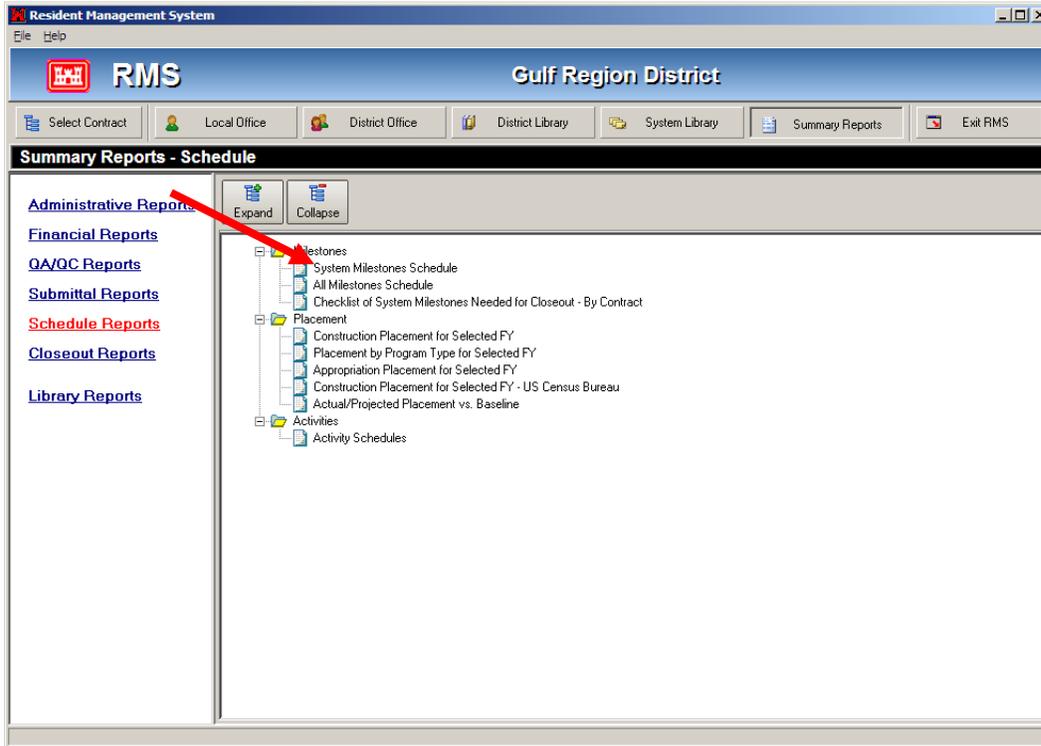


The Milestone Schedule is also available at the **Administration / Contract Status / Milestone Schedule** tab.

The information on this screen will be shared with **P2**; therefore it is very important that it be kept current.

## Milestone Reports - 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 displays the RMS Training Contract software interface. The main window shows the 'Administration - Contract Status' section with a table of monthly progress data. A red arrow points from the 'Generate Scheduled Progress' button in the table to a dialog box titled 'Generate Scheduled Progress'.

Month	Placement Actual%	Placement Scheduled%	Progress Actual%	Progress Scheduled%
Aug 08	47%		41%	46%
Sep 08	59%		51%	54%
Oct 08	59%		57%	61%
Nov 08	70%		64%	68%
Dec 08	74%		68%	75%
Jan 09	79%		69%	81%
Feb 09	81%		69%	86%
Mar 09	84%		87%	91%
Apr 09	87%		87%	94%
May 09	90%		90%	97%
Jun 09	92%		92%	99%
Jul 09	92%		92%	100%
Aug 09	92%		92%	100%
Sep 09	92%		92%	100%

The 'Generate Scheduled Progress' dialog box contains the following text and options:

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

Buttons: OK, Cancel

## 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.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
91928	Begin Kayenta Site Project	04/25/07A	04/25/07A			Finished
CCKS1000	Change Order No. 1 FFE for COD	07/31/07A	08/01/07A			Finished
CCKS1010	Change order - Ref: RFP-0009 I	07/19/08A	07/23/08A			Finished
CCKS1020	Change order - Ref: RFP-0009 I	07/24/08A	08/09/08A			Finished
CCKS1030	Change Order - Ref: RFP-0009 I	08/13/08A	12/17/08A			Finished
CCKS1040	Change Order - Ref: RFP-0009 I	08/14/08A	12/17/08A			Finished
CCKS1050	Change Order - Ref: RFP-0005 -	04/04/08A	05/15/08A			Finished
CCKS1060	Change Order - RFP-0002 Rock E	07/17/08A	09/17/08A			Finished
CCKS1070	Change Order - RFP-0010 - Tras	11/14/07A	11/17/08A			Finished
CCKS1080	Change Order - RFP-0010 - Tras	11/14/07A	11/17/08A			Finished
CCKS1090	Change Order - RFP-0010-Trash	11/14/07A	11/17/08A			Finished
CCKS1100	Change Order - RFP-0010 - Trash	11/14/07A	11/17/08A			Finished
CCKS1110	Change Order - RFP-0012 - Comm	05/22/08A	06/30/08A			Finished
CCKS1120	Change Order - R-00015 / A0018	09/12/08A	09/17/08A			Finished
CCKS1130	Change Order - R-00015 / A0018	05/21/08A	05/22/08A			Finished
CCKS1140	Change Order - R-00015 / A0018	05/31/08A	08/26/08A			Finished
CCKS1150	Sewer Line/Water Line Conflict	02/23/09A	02/23/09A			Finished
CCKS1160	Change Order - R00021/A0009 -	09/20/07A	03/28/08A			Finished
CCKS1170	Change Order - R00021/A0009 -	09/20/07A	03/28/08A			Finished
CCKS1180	Change Order - R0022 / A0021 P	03/30/09A	06/01/09A			Finished
CCKS1190	Fire Alarm System Additions	06/01/09	06/01/09	06/01/09	06/01/09	Not Started

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

## Resident Management System

## Feature Schedule

As **Definable Features of Work** are required to be identified by the Contractor as part of his Quality Control program, this **Feature Schedule** of RMS is used to track and report when the **Preparatory and Initial 3-Phase Inspection Control Meetings** are scheduled and actually conducted.

**All Contractor Activities should be assigned to one and only one Definable Feature of Work.**

**The Definable Feature of Work may have MANY Activities linked to it.**

**The Definable Features of Work in the Quality Control Plan should match those in the Scheduling program and the QCS program if being used.**

The **Feature Schedule** can be accessed from the main **Contract Menu / Schedules / Feature Schedule** as shown below. If the contractor is using the QCS program, this will be a READ ONLY screen.

The **Preparatory** and **Initial** dates on this screen are taken from the Contractors' Daily QC Report. If the contractor is not using QCS, entries may be manually entered here.

**Schedules - Feature Schedule (Read Only)**

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
ACCORDIAN PARTITIONS	04/06/09 A	06/26/09		
ACOUSTICAL TREATMENT, CEILINGS	04/14/08 A	07/02/09	03/30/09 A	04/13/09 A
ADMINISTRATION & MOBILIZATION	04/25/07 A	11/04/09	05/17/07 A	05/22/07 A
ARCH FURNISHINGS, INT./EXT	09/24/08 A	07/06/09	06/17/09 A	
ASPHALT PAVING	10/13/08 A	10/30/08 A	10/06/08 A	10/13/08 A
BLEACHERS	05/26/09 A	06/30/09	06/17/09 A	06/19/09 A
BUILDERS HARDWARE	05/26/09 A	07/07/09	05/05/09 A	05/26/09 A
BUILDING INSULATION-RIGID/BATT	02/02/09 A	03/10/09 A	11/06/08 A	01/22/09 A
CARPENTRY - ROUGH	09/04/08 A	10/06/08 A	09/08/08 A	09/15/08 A
CASEWORK	01/05/09 A	07/06/09	04/13/09 A	04/21/09 A
CAULKING & SEALANTS	05/04/09 A	06/12/09	05/04/09 A	05/07/09 A
CONCRETE, CAST-IN-PLACE	09/04/07 A	06/01/09 A	10/17/07 A	11/01/07 A
Clearing and grubbing	05/23/07 A	05/24/07 A	05/17/07 A	05/21/07 A
DEMOLITION	05/19/08 A	05/22/08 A		
DOORS - HOLLOW METAL & FRAMES	05/15/07 A	07/08/09	05/08/08 A	06/24/08 A
DRYWALL	07/07/08 A	06/16/09	11/05/08 A	02/24/09 A

**Feature - ACCORDIAN PARTITIONS**

First Activity SB9405 Install Accordian Partitions A Start 04/06/2009A  
 Last Activity SB9405 Install Accordian Partitions A Finish 08/13/2009  
 Feature start and finish dates computed from the activity schedule.  
 Preparatory and Initial Inspection Dates from Daily QC Reports.

## 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.

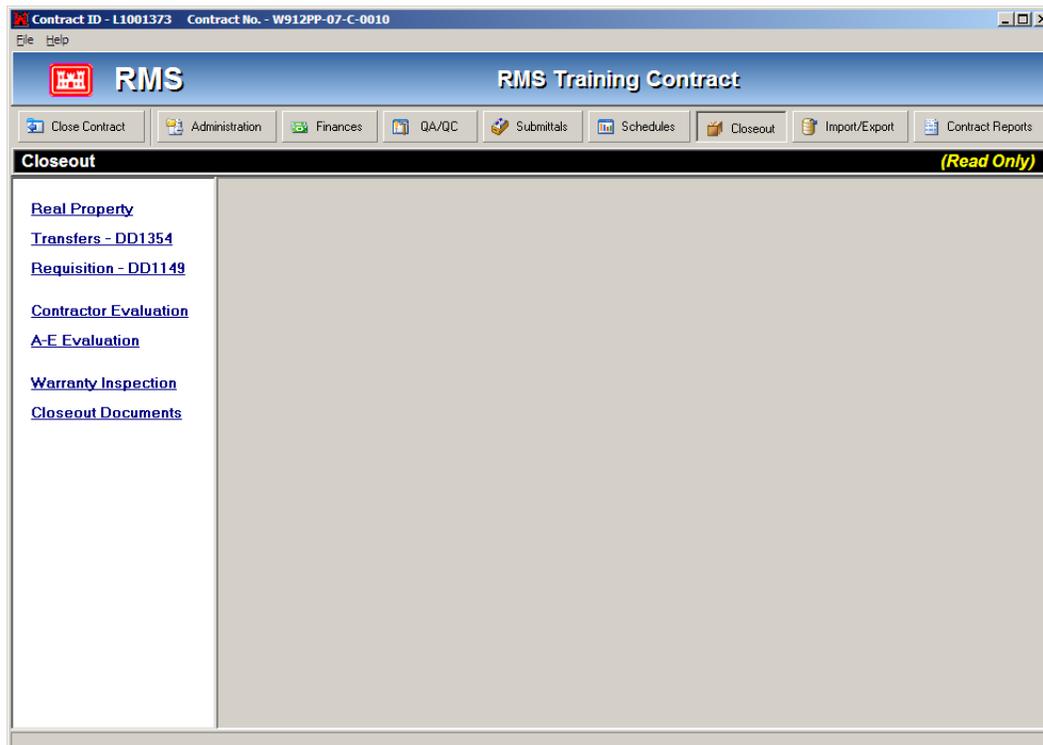


We will discuss how the RMS program is setup to assist us in closing out a contract.

## 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
- A-E Evaluations – Input for ACCASS
- Warranty Inspection screens and reports



## 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 Training Contract software interface. The main window is titled "Closeout - Real Property" and contains a table of real property items. An "Edit Real Property" dialog box is open, showing details for item RP-00001.

Order No	Real Prop ID	Facility	Category Code	Description
1	RP-00001	Conex	13320	Navigation Building, Air
2	RP-00002	Gate House	87250	Gate

**Edit Real Property** Dialog Box Details:

- Item No: RP-00001
- Order No: 1
- RPUID (Real Property Unique Identifier): ACHQ0001-AREA A/C2
- Facility: Conex
- Category Code: 13320
- Category Description: Navigation Building, Air
- Type of Construction: Permanent
- Unit of Measure / Quantity:
 

Unit	Quantity
1. SF - Square Foot	320
2.	0
- Fund Source: 01 - MILCON
- Construction Cost: \$3,475.00
- Funding Org: 00 - ARMY
- Interest Code: 01 - DoD
- Item Remarks: Navigation Equipment
- Additional Item Information: 8' x 40' x 9'h metal shipping container is converted to a storage room with unit heating/air conditioning unit mounted on roof.

---

## Real Property Unique Identifier (RPUID)

### What Is a Real Property Unique Identifier? (RPUID)

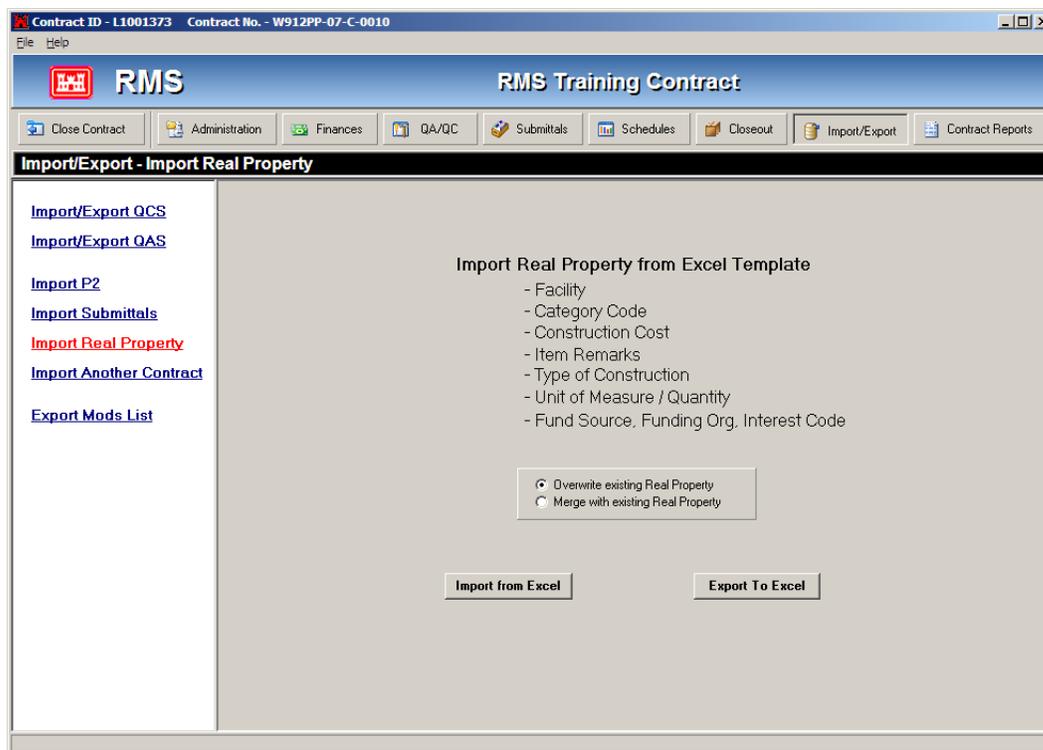
- An RPUID is the "glue" that connects data.
- An RPUID is a non-intelligent, 18-character number assigned to a real property site or asset.
- All UIDs will be generated by, and maintained in, the Registry.
- A **Site** is comprised of one or more contiguous land parcels, and/or a collection of buildings, structures, or linear structures. A **Site UID** is assigned to a site in which DoD holds a legal interest.
- An **Asset** is a land parcel, building, structure, or linear structure located on a site. An **Asset UID** is assigned to each individual land parcel or facility (i.e., a building, structure, or linear structure).
- A UID is never duplicated or reused and remains archived in the Registry database even after the asset is retired or disposed, so that the UID and associated organizational information will be available for audit and reporting purposes.

## 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](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.

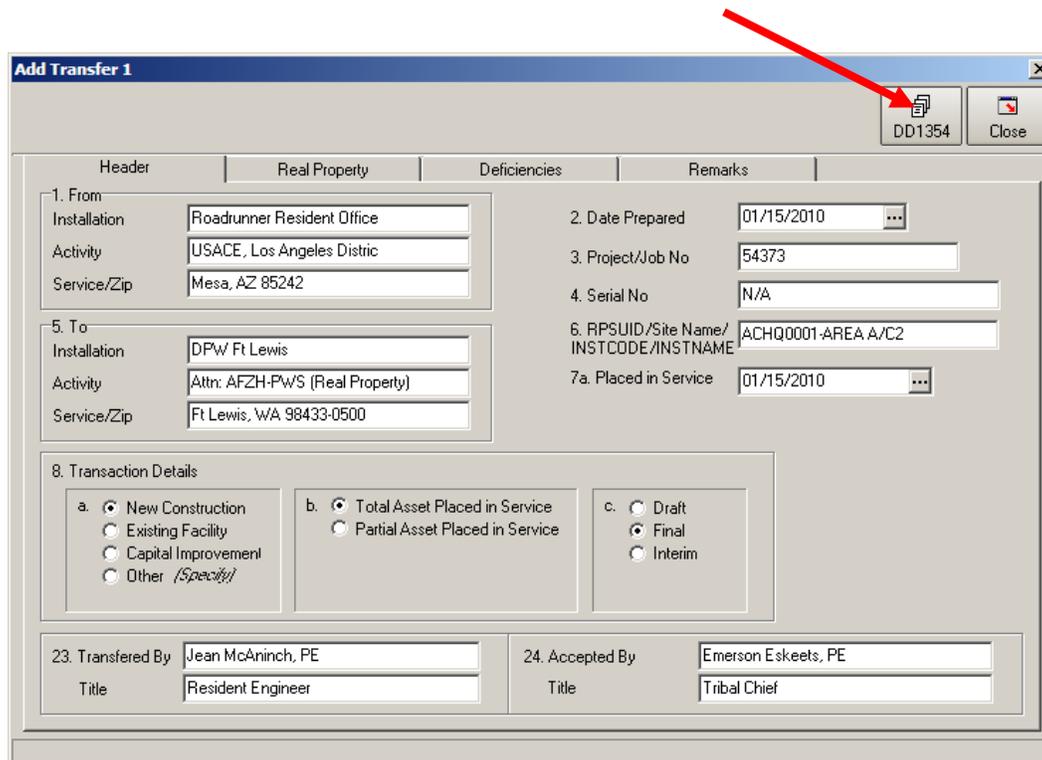
## Transfers – DD Form 1354

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 title is 'RMS Contract Menu - [G3001254] W912DW-07-C-0006 NA FY07 Air Support Operations Squadron'. The menu bar includes 'File' and 'Help'. Below the menu bar are several tabs: 'Home', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', and 'Import/Export'. The 'Closeout' tab is active, showing a sub-menu with 'Overview' and 'Reports'. The main content area is titled 'Closeout - Transfers - DD1354'. On the left, there are navigation links: 'Real Property', 'Transfers - DD1354', 'Requisitions - DD1149', 'Contractor Evaluation', and 'Warranty Inspection'. The main area contains a table with columns 'Trans No.', 'Date', 'Transferred From', and 'Transferred To'. A single row is visible with the following data: '1', '05/15/2007', 'NORTHWEST AREA OFFICE', and 'DIRECTOR FT LEWIS PUBLIC WORKS'. Above the table are icons for 'Add', 'Edit', 'Delete', and 'Find'. An 'Add Transfer 1' dialog box is open in the foreground. It has a title bar with 'Add Transfer 1' and buttons for 'DD1354' and 'Close'. The dialog is divided into several sections: 'Header' with columns for 'Real Property', 'Deficiencies', and 'Remarks'; '1. From' with fields for 'Installation' (Roadrunner Resident Office), 'Activity' (USACE, Los Angeles Distric), and 'Service/Zip' (Mesa, AZ 85242); '2. Date Prepared' (01/15/2010); '3. Project/Job No' (54373); '4. Serial No' (N/A); '5. To' with fields for 'Installation' (DPW Ft Lewis), 'Activity' (Attn: AFZH-PWS (Real Property)), and 'Service/Zip' (Ft Lewis, WA 98433-0500); '6. RPSUID/Site Name/INSTCODE/INSTNAME' (ACHQ0001-AREA A/C2); '7a. Placed in Service' (01/15/2010); '8. Transaction Details' with three groups of radio buttons: 'a. New Construction' (selected), 'Existing Facility', 'Capital Improvement', 'Other (Specify)'; 'b. Total Asset Placed in Service' (selected), 'Partial Asset Placed in Service'; 'c. Draft', 'Final' (selected), 'Interim'; and '23. Transferred By' (Jean McAninch, PE, Resident Engineer) and '24. Accepted By' (Emerson Eskeets, PE, 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 "Add Transfer 1" with a standard Windows-style title bar (minimize, maximize, close buttons). 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 from the top right of the page to the "DD1354" button. The main area of the window is a form with several sections:

Header	Real Property	Deficiencies	Remarks	
<b>1. From</b>				
Installation	Roadrunner Resident Office		2. Date Prepared	01/15/2010
Activity	USACE, Los Angeles Distric		3. Project/Job No	54373
Service/Zip	Mesa, AZ 85242		4. Serial No	N/A
<b>5. To</b>				
Installation	DPW Ft Lewis		6. RPSUID/Site Name/INSTCODE/INSTNAME	ACHQ0001-AREA A/C2
Activity	Attn: AFZH-PWS (Real Property)		7a. Placed in Service	01/15/2010
Service/Zip	Ft Lewis, WA 98433-0500			
<b>8. Transaction Details</b>				
a. <input checked="" type="radio"/> New Construction <input type="radio"/> Existing Facility <input type="radio"/> Capital Improvement <input type="radio"/> Other <i>(Specify)</i>		b. <input checked="" type="radio"/> Total Asset Placed in Service <input type="radio"/> Partial Asset Placed in Service		c. <input type="radio"/> Draft <input checked="" type="radio"/> Final <input type="radio"/> Interim
23. Transferred By		24. Accepted By		
Jean McAninch, PE		Emerson Eskeets, PE		
Title		Title		
Resident Engineer		Tribal Chief		

Resident Management System

Sample - Real Property Form – DD Form 1354

Transfer and Acceptance of Military Real Property – Page 1

TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY																Form Approved OMB No. 0704-0188		
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, Washington Headquarters Services, Executive Service Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (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.																PAGE 1 OF 3 PAGES		
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.																		
1. FROM (Installation/Activity/District and Zip Code) Roadrunner Resident Office USACE, Los Angeles Distric Mesa, AZ 85242				2. DATE PREPARED (YYYYMMDD) 20100115		3. PROJECT/JOB NUMBER 54373		4. SERIAL NUMBER N/A		8. TRANSACTION DETAILS								
5. TO (Installation/Activity/Service, Zip Code and INSNO) DPW Ft Lew is Attn: AFZH-PWS (Real Property) Ft Lew is, WA 98433-0500				6. RPSUID/SITENAME/INSTCODE/INSTNAME ACHQ0001-AAREA A/C2		7. CONTRACT NUMBER(S) W912PP-07-C-0010		7a. PLACED-IN-SERVICE DATE 20100115		a. METHOD <input checked="" type="checkbox"/> ACQUISITION BY CONSTRUCTION <input type="checkbox"/> TRANSFER BETWEEN SERVICES <input type="checkbox"/> CAPITAL IMPROVEMENT <input type="checkbox"/> INVENTORY ADJUSTMENT				b. WHEN/EVENT <input checked="" type="checkbox"/> TOTAL ASSET PLACED-IN-SERVICE <input type="checkbox"/> PARTIAL ASSET PLACED-IN-SERVICE				
										c. TYPE <input type="checkbox"/> DRAFT <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> INTERIM								
9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATCODE DESCRIPTION	13. TYPE	14. AREA		15. OTHER		16. COST	19. FUND SOURCE	20. FUND ORG	21. INTER-EST CODE	22. ITEM REMARKS				
1	Conex	ACHQ0001	13320	NAV BLDG, AIR	P	SF	320			0	\$602,755.00	01	00	01	Navigation Equipment			
Additional Item Information: 8' x 40' x 9'h metal shipping container is converted to a storage room w ith unit heating/air conditioning unit mounted on roof.																		
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.										24.a. ACCEPTED BY (Typed Name and Signature) Emerson Eskeets, PE				b. DATE SIGNED (YYYYMMDD)				
a. TRANSFERRED BY (Typed Name and Signature) Jean McAninch, PE						b. DATE SIGNED (YYYYMMDD)						c. TITLE (DPW/RPAO) Tribal Chief						
c. TITLE (Area Engr./Base Engr./DPW) Resident Engineer												25. PROPERTY VOUCHER NUMBER						

## 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
\_ □ ×

Installed No	<input type="text" value="IP-00001"/>	Location	<input type="text" value="Manhole S-3"/>
Section	<input type="text" value="02531"/> ...	Unit Type	<input type="text" value="EA"/> ...
Paragraph	<input type="text" value="13"/>	Unit Cost	<input type="text" value="\$654.50"/>
Performed by	<input type="text" value="Osmosis, Inc."/>		

---

Required for Activity	<input type="text" value="SB60140"/> ...	<input type="text" value="Sewer Vents - Area D"/>	
		Activity Start Date	<input type="text" value="09/17/2008A"/>
Requirement Lag/Lead	<input type="text" value="30"/> (days)	Requirement Needed by	<input type="text" value="10/17/2008"/>

---

**Description, ID, Manufacturer, Model, Serial Number**

Edit

---

**Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.**

Edit

## 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	10/08/2008	Cogeco Roma	Ft Lewis, WA

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 screenshot displays three overlapping windows for entering DD Form 1149 data. The top window shows the header information, including the date (04/28/2006) and the transfer origin (Prime Contractor) and destination (USACE at Bonneville Dam, OR). The middle window shows the 'Ship to-Mark for' field. The bottom window shows a list of transfer properties with columns for Transfer Property, Description, Supply Action, Container Type, Container No., and Quantity Requested. A single entry is visible: TP-00001, Provide 50 gallons of unopened, FedEx, Box, 10, 50. A status bar at the bottom indicates '1 Transfer Properties have been included.'

Transfer Property	Description	Supply Action	Container Type	Container No.	Quantity Requested
TP-00001	Provide 50 gallons of unopened	FedEx	Box	10	50

**Sample Transfer Property Form – DD Form 1149**

**Requisition and Invoice/Shipping Document – Page 1 of 1**

Resident Management System

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

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Dec 13, 1996			
Public reporting burden for this collection of information is estimated to average 1 hour 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 this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.										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) Cogeco Roma Mesa, AZ 85242					SHEET NO. OF SHEETS 12/28/2009		5. REQUISITION DATE 12/28/2009		6. REQUISITION NUMBER 2010-002				
2. TO: (Include ZIP Code) Ft Lewis, WA					7. DATE MATERIAL REQUIRED 02/25/2010		8. PRIORITY Normal		9. AUTHORITY OR PURPOSE Spare Parts in Contract				
3. SHIP TO-MARK FOR Emerson Eskets					10. SIGNATURE //signed//		11a. VOUCHER NUMBER AND DATE 2010-PTL2		12. DATE SHIPPED 01/15/2010				
					13. MODE OF SHIPMENT FedEx		14. BILL OF LADING NUMBER n/a		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.				
4. APPROPRIATION SYMBOL AND SUBHEAD				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 NOS. (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)		
00001	Provide 50 gallons of unopened pavement stripping paint. (25 gallons of yellow and 25 gallons of white)				EA	50	FedEx	Box	10	\$74.50	\$3,725.00		
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING							
RECEIVER'S SIGNATURE	18. ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVER'S SIGNATURE	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. RECEIVERS VOUCHER NO.	
	TOTAL												

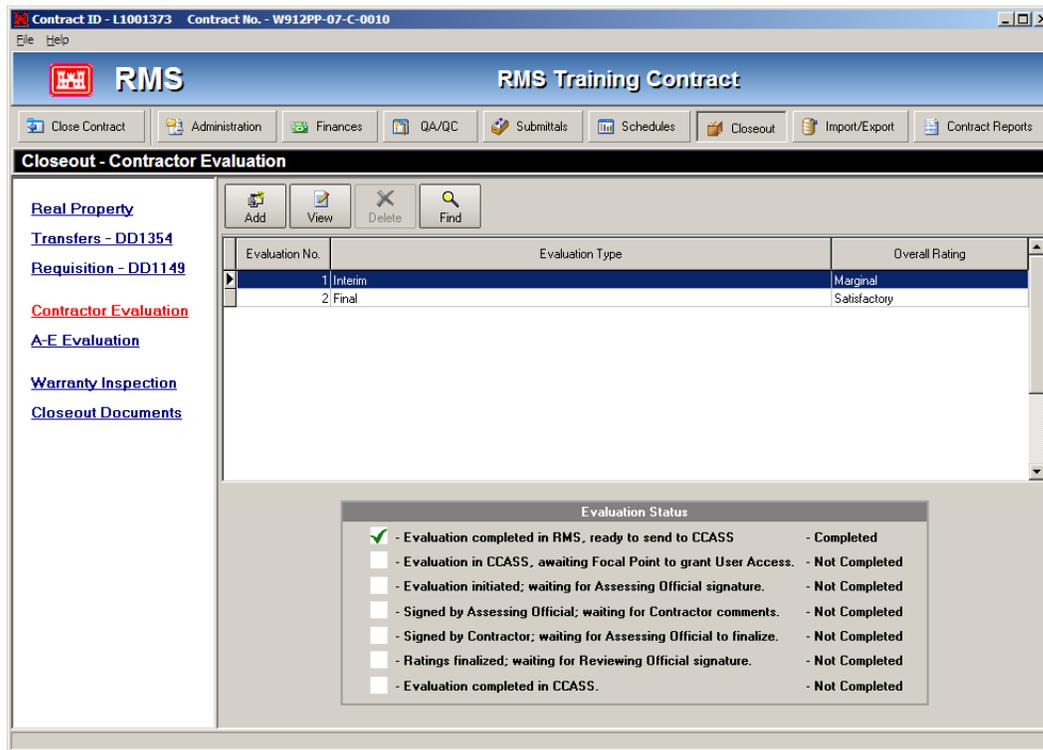
DD Form 1149, DEC 93

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 certain values. Refer to the following website for details:  
<https://www.cpars.csd.disa.mil/ccassmain.htm>



## 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. (NOTE: Some offices may have a policy against using email to send the evaluation to the contractor. In this case, you would discuss it with him personally or by telephone.) This will give you the opportunity to fine-tune the evaluation prior to formal submission.

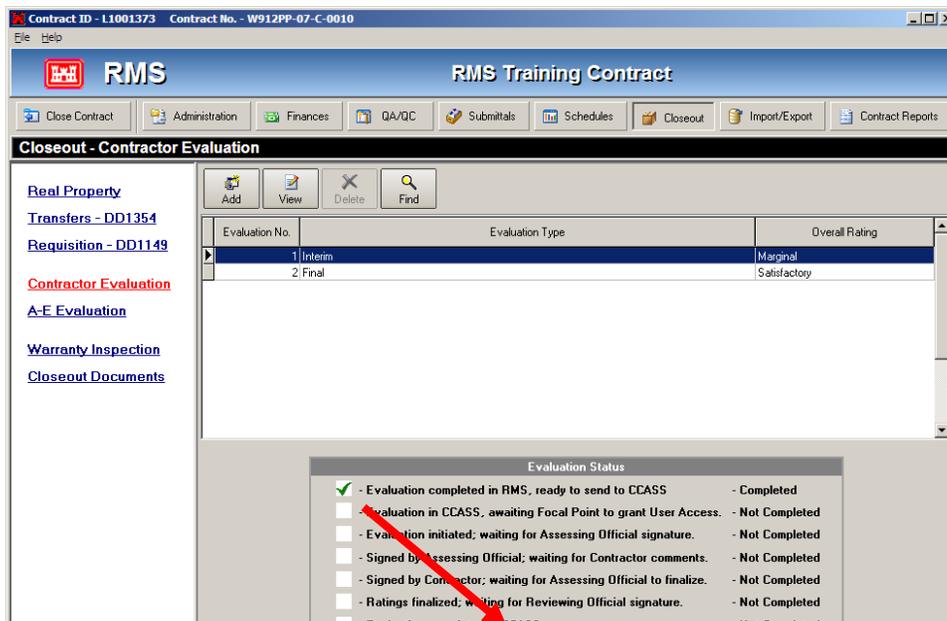
The evaluation will be exported from RMS to CCASS. When the evaluation from RMS is imported into CCASS, the contract will automatically be registered. It is not necessary to "pre-register contracts" in CCASS when using the RMS-CCASS interface.

## Resident Management System

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.



**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?**

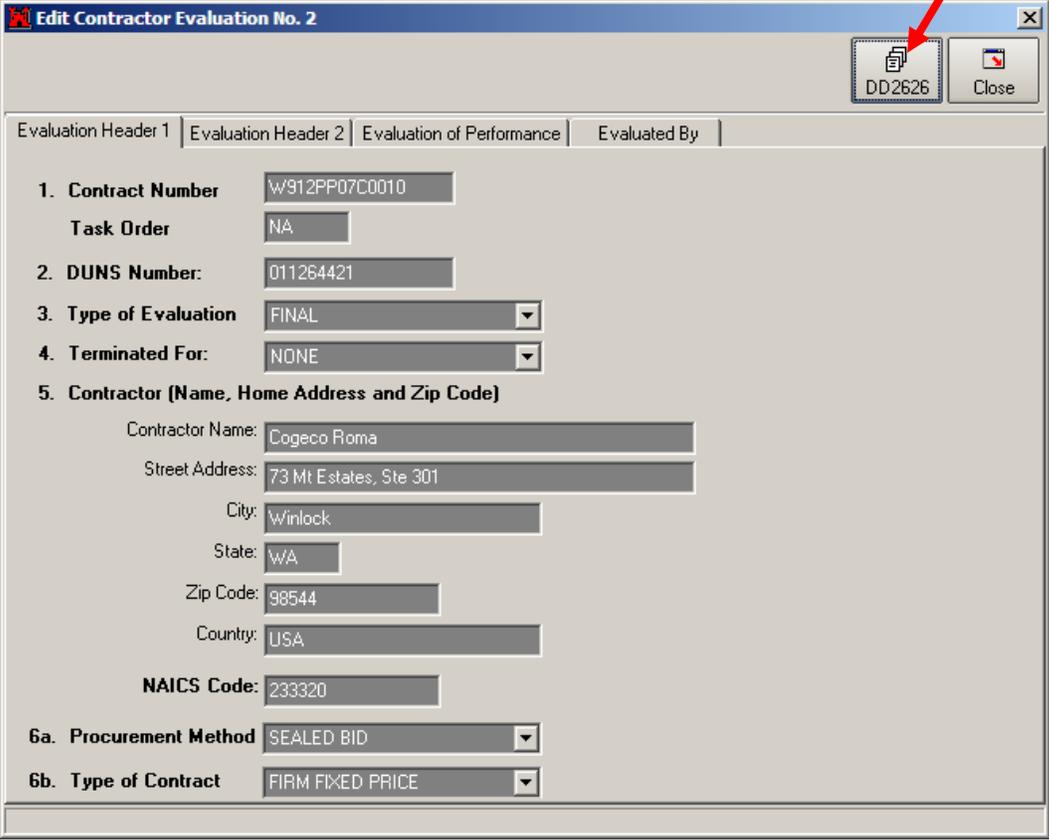
Contractors are required to obtain a PKI certificate in order to access the system. In addition to US contractors, contractors from only 4 other countries are able to obtain the PKI certificate: Canada, New Zealand, Australia, UK. All others must use a work around.

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 "Edit Contractor Evaluation No. 2". The window has a blue title bar and a close button (X) in the top right corner. Below the title bar, there are two buttons: "DD2626" and "Close". A red arrow points to the "DD2626" button. The main content area of the window is divided into four tabs: "Evaluation Header 1", "Evaluation Header 2", "Evaluation of Performance", and "Evaluated By". The "Evaluation Header 1" tab is selected and contains the following fields:

1. Contract Number	W912PP07C0010
Task Order	NA
2. DUNS Number:	011264421
3. Type of Evaluation	FINAL
4. Terminated For:	NONE
5. Contractor (Name, Home Address and Zip Code)	
Contractor Name:	Cogeco Roma
Street Address:	73 Mt Estates, Ste 301
City:	Winlock
State:	WA
Zip Code:	98544
Country:	USA
NAICS Code:	233320
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)			
<b>PERFORMANCE EVALUATION (CONSTRUCTION)</b>		1. CONTRACT NUMBER W912PP07C0010 NA	
		2. DUNS NUMBER 011264421	
IMPORTANT: Be sure to complete Part III - Evaluation of Performance Elements on reverse.			
<b>PART I - GENERAL CONTRACT DATA</b>			
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)		6.a. PROCUREMENT METHOD (X one)	
Cogeco Roma 73 Mt Estates, Ste 301 Winlock WA 98544 NAICS Code: 233320		<input checked="" type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATED	
		6.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			
RMS Training Contract Solicitation Number W912PP-06-R-0017			
Replacement of the Kayenta Community School:			
The project replaces existing Bureau of Indian Affairs Kayenta Community School, Kayenta, Navajo County, Arizona, with two new school buildings: a K-8 school building with 29 classrooms that is approximately 76,192 gross square feet; and a 120-student, co-ed, two-story dormitory with 66 rooms that is approximately 24,900 gross square feet; for students K-8, with central administrative and common use single-story core. The K-8 school building includes elementary and middle school interdisciplinary and special			
8. TYPE AND PERCENT OF SUBCONTRACTING			
34% Earthwork			
34% Concrete			
29% Electrical			
21% Insulation-Buildings			
15% Plumbing			
13% Steel Joists/Decks			
9% Masonry			
9. FISCAL DATA		a. AMOUNT OF BASIC CONTRACT	b. TOTAL AMOUNT OF MODIFICATIONS
		\$30,891,908	\$366,080
		c. LIQUIDATED DAMAGES ASSESSED	d. NET AMOUNT PAID CONTRACTOR
		\$0	\$28,691,476
10. SIGNIFICANT DATES		a. DATE OF AWARD	b. ORIGINAL CONTRACT COMPLETION DATE
		03/30/2007	12/15/2008
		c. REVISED CONTRACT COMPLETION DATE	d. DATE WORK ACCEPTED
		05/13/2009	
<b>PART II - PERFORMANCE EVALUATION OF CONTRACTOR</b>			
11. OVERALL RATING (X appropriate block)			
<input type="checkbox"/> OUTSTANDING <input type="checkbox"/> ABOVE AVERAGE <input checked="" 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)))		b. TELEPHONE NUMBER (Include Area Code)	
CESPL-COH-AW		360-880-9988	
c. NAME AND TITLE		d. SIGNATURE	e. DATE
Daniel J Alves Contracting Officer Representative			
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)

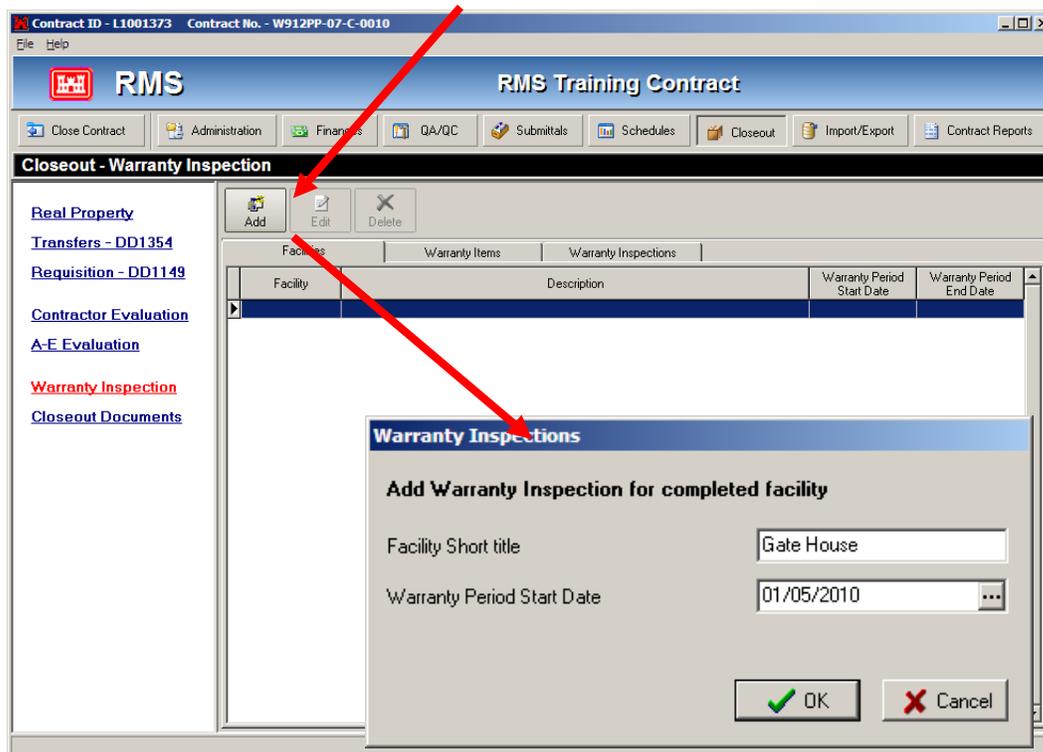
PART III - EVALUATION OF PERFORMANCE ELEMENTS								CONTRACT NUMBER W912PP07C0010 NA					
N/A = NOT APPLICABLE O = OUTSTANDING A = ABOVE AVERAGE S = SATISFACTORY M = MARGINAL U = UNSATISFACTORY													
<b>15. QUALITY CONTROL</b>	N/A	O	A	S	M	U	<b>16. EFFECTIVENESS OF MANAGEMENT</b>	N/A	O	A	S	M	U
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			<b>18. COMPLIANCE WITH LABOR STANDARDS</b>						
k. IDENTIFICATION / CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER					X		a. CORRECTION OF NOTED DEFICIENCIES				X		
<b>17. TIMELY PERFORMANCE</b>							b. PAYROLLS PROPERLY COMPLETED AND SUBMITTED				X		
a. ADEQUACY OF INITIAL PROGRESS SCHEDULE				X			c. COMPLIANCE WITH LABOR LAWS AND REGULATIONS WITH SPECIFIC ATTENTION OF THE DAVIS-BACON ACT AND EEO REQUIREMENTS				X		
b. ADHERENCE TO APPROVED SCHEDULE					X		<b>19. COMPLIANCE WITH SAFETY STANDARDS</b>						
c. RESOLUTION OF DELAYS					X		a. ADEQUACY OF SAFETY PLAN				X		
d. SUBMISSION OF REQUIRED DOCUMENTATION					X		b. IMPLEMENTATION OF SAFETY PLAN					X	
e. COMPLETION OF PUNCHLIST ITEMS						X	c. CORRECTION OF NOTED DEFICIENCIES				X		
f. SUBMISSION OF UPDATED AND REVISED PROGRESS SCHEDULES					X								
g. WARRANTY RESPONSE	X												
<b>20. REMARKS</b> (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.)													
EVALUATOR REMARKS: We are happy the contract is finally completed.													
<b>7. DESCRIPTION AND LOCATION OF WORK (Continued...)</b>													
purpose classrooms and support spaces; a Multi-purpose/gymnasium with locker rooms, showers, and office/storage spaces; center/library; and dining facilities and kitchen with loading dock. All buildings will be constructed with fire and life safety considerations. Typical exterior wall construction is masonry veneer and EIFS on metal studs with batt insulation. The primary roofing system for the low pitched roofs is a single ply fully adhered, mechanically attached TPO membrane over rigid insulation board. Pre-engineered metal building systems are specified for the gymnasium portion of the K-8 school building. Foundation system consists of deep foundation - straight shaft concrete drilled piers and grade beams. Site work involves minor demolition, a new, elevated 200,000 gallon water tank, new underground utilities, landscaping, fencing, pavements for parking and access roads, playgrounds, storm drainage system, and replacement of two well houses. Project is designed to meet Lead Silver Certified.													
The Project was advertised as "Request For Proposal." Competitive proposals were evaluated based on criteria in the RFP. Kayenta, Arizona Kayenta, Arizona													
<b>8. TYPE AND PERCENT OF SUBCONTRACTING (Continued...)</b>													
9% Roofing 6% HVAC 5% Tanks/Tank Covers 5% Windows/Glazing 4% Fire Protection-Systems 4% Pre-Engineered Buildings 4% Asphalt Paving													

## 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 to the Contractor for correction. These intervals of inspection are referred to as 4, 9 and 12 Month Warranty Inspections.

You begin this process by selecting the **Add** button.



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.

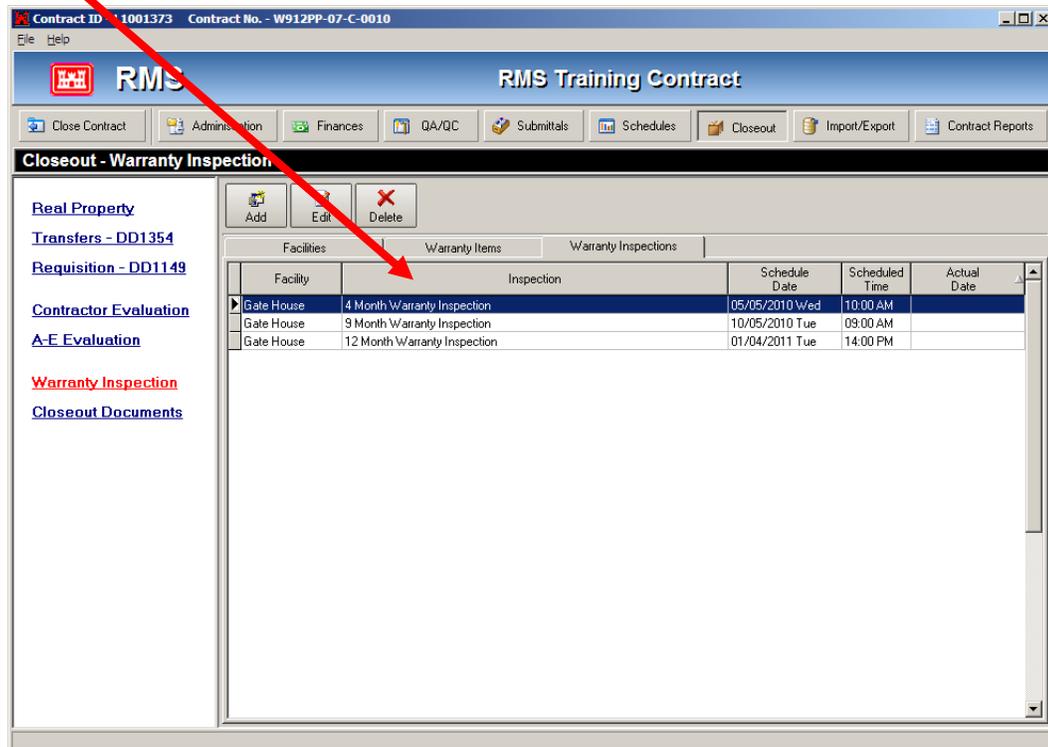
You will then be able to enter and track deficiencies identified during the inspection. These work very similar to QA Punch List Items.

You enter the Warranty Items on the Tab labelled **Warranty Items**.

Warranty 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: Gate House - 4 Mo. Wty**

Items Inspection Close

**Gate House - 4 Month Warranty Inspection**

Scheduled Date 05/05/2010 Time 10:00 AM Actual Date

Attendees for 4 Month Warranty Inspection

Attendee Name	Organization	Phone No.
Jason Ferguson	DPW	360-455-5433

Warranty Items for 4 Month Warranty Inspection

Item No.	Item Description	Status	Scheduled Correction	Actual Correction
	Warranty Attendee			

Warranty Attendee

Attendee Name: Joe Pickens  
Organization: USACE  
Phone No.: 480-987-3445

**Facility - Gate House**

Close

Warranty Item #: WI-00002 Location: BC-20

Item Description: Wall Covering Failure

Status:  Item in Review - Warranty Status Undetermined  
 Warranty Item  
 Non-Warranty Item

Dates: Date Reported by Owner: 01/12/2010 Date Contractor Notified: 01/15/2010  
Date Corrected - Scheduled: Date Corrected - Actual:

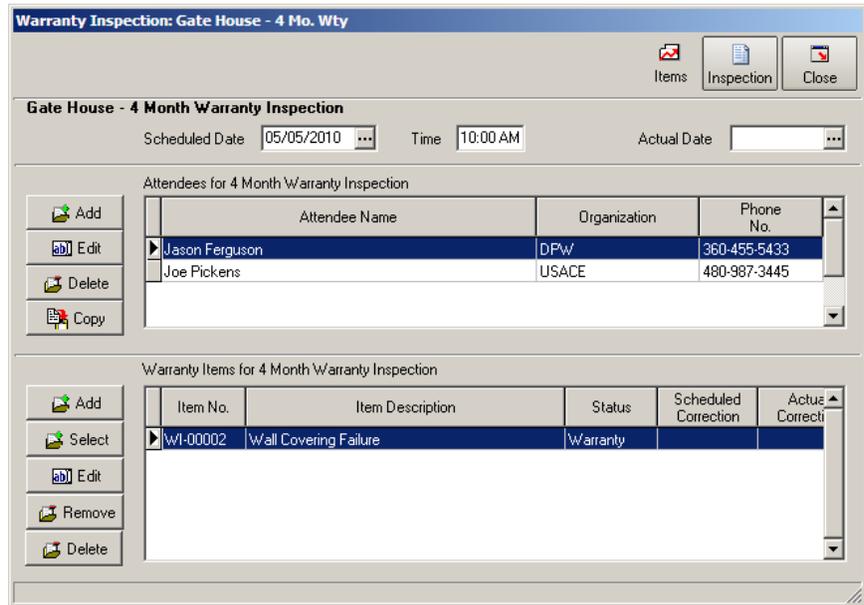
Government Remarks: Wall Covering on North Wall is falling off completely. Appears to be an adhesive failure.

Contractor Remarks:

Evaluation of Contractor Performance on this Item

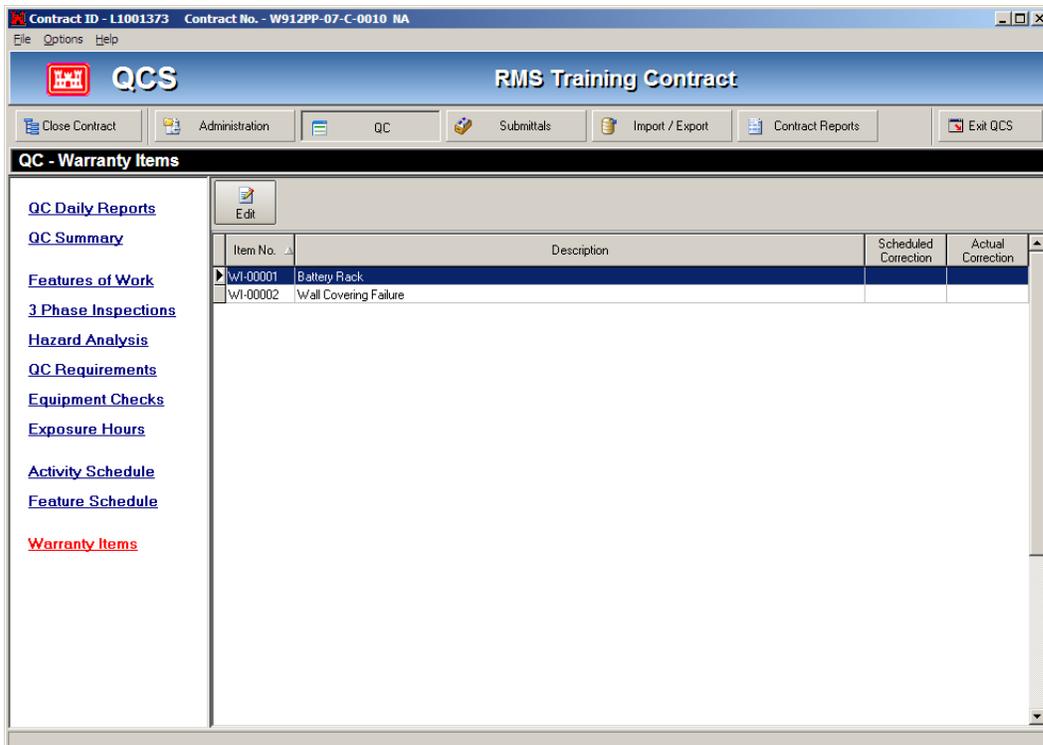
Quality Control: Timely Performance: Effectiveness of Management:

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 'Warranty Item' form with the following fields:

- Warranty Item #: WI-00002
- Location: BC-20
- Description: Wall Covering Failure
- Dates section:
  - Date Reported by Owner: 01/12/2010
  - Date Contractor Notified: 01/15/2010
  - Date Corrected - Scheduled: 01/16/2010
  - Date Corrected - Actual: 01/16/2010
- 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 -- this was confirmed by the Occupant, CMS Jerry Valdez.

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 Training Contract' interface. A red arrow points from the '1 Warranty Item Change' link in the 'Proposed Changes Requiring Government Approval' section to the 'Warranty Item' form above. The interface includes a menu on the left with options like 'Import/Export QCS', 'Import/Export QAS', and 'Export Mods List'. At the bottom, there are buttons for 'Import from QCS' and 'Export to QCS' with associated timestamps.

Close the screen.

The screenshot displays two overlapping windows from the Resident Management System. The top window, titled 'Compare Warranty Item Records', contains a table with the following data:

Item ID	Description	Change	Approved	Disapproved
WI-00002	Wall Covering Failure	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The bottom window, titled 'Closeout - Warranty Inspection', shows details for a specific warranty item. It includes a table of items:

Facility	Item No.	Item Description	Status	Scheduled Correction	Actual Correction
Gate House	WI-00002	Wall Covering Failure	Warranty	01/16/2010	01/16/2010
Gate House	WI-00001	Battery Rack	Warranty		

Below the table, the 'Facility - Gate House' section contains the following information:

- Warranty Item #: WI-00002
- Location: BC-20
- Item Description: Wall Covering Failure
- Status:  Warranty Item
- Dates: Date Reported by Owner (01/12/2010), Date Contractor Notified (01/15/2010), Date Corrected - Scheduled (01/16/2010), Date Corrected - Actual (01/16/2010)
- 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 - this was confirmed by the Occupant, CMS Jerry Valdez.
- Evaluation of Contractor Performance on this Item:
  - Quality Control: Outstanding
  - Timely Performance: Outstanding
  - Effectiveness of Management: Outstanding

Rate the performance of the Contractor on this item and you have completed the process.