

BEGINNER RMS TRAINING



Instructor: RMS Support Center Staff

Phone: (442) 333-1011

6/5/22
<https://rms.usace.army.mil/>

BEGINNER RMS TRAINING

The Goal of this training session is to cover how to perform some of the most common basic functions in RMS.

This training does not include guidance on business processes, policy, or regulations that govern contract administration or quality assurance actions.

BEGINNER RMS TRAINING

Topics

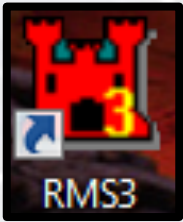
General Navigation

Administration

Submittals / Transmittal

Quality Control/ Quality Assurance

Progress Payment



RMS 3.0 GM Navigation

Learning Objectives:

- *Explanation of RMS 3 Launcher*
- *Map of the USACE Divisions & Districts*
- *District Selection*
- *Contract Selection View*
- *Add Favorite Contracts*
- *Contract Menu*
 - *Action Items*
- *Understanding the Data Grid*
 - *Sorting & Grouping*
 - *Exporting*
 - *Column & Search Box Filters*
- *Attachments*
 - *Add, Edit, Delete Attachments*
- *Sign Word, or PDF Documents*
- *Online/Offline Mode*

Explanation of RMS Launcher



- What is RMS Launcher?
 - The first program that runs when clicking RMS 3.0 GM icon on desktop.
 - Checks servers for latest update and automatically updates software to latest patch.
- Because of updating privileges, permissions need to be set up on the RMS3 folder on user's local machine.
 - It is recommended that the program be installed from the app portal, as it sets all permissions automatically.
- Helpful links:
 - Installing the launcher for the first time on government computers: <https://www.youtube.com/watch?v=X79--2JiUTI>
 - Updating the launcher: https://www.youtube.com/watch?v=3gTgMn1eC_o

RMS Launcher – Common Errors



- After launcher runs, no new window pops up, but RMS shows open on the task bar.
 - Caused by Windows handling of multiple monitors, adding, changing or removing monitors – User needs to maximize the window. 3 possible fixes: [How to View Non-Displayed Reports - YouTube](#)
- Disconnected: your computer could not connect to the following resources
 - Can be caused by shortcut pointing to the wrong location – update shortcut to point to the correct location: <https://www.youtube.com/watch?v=1D8POO-Nfus&t=14s> starting at 0:14 seconds
 - Can also be caused by not opening the program on a weekly basis – need to update from the website: https://youtu.be/rdTd7bK_ZgM

RMS Login View

US Army Corps of Engineers
Resident Management System - RMS 3.0

RMS 3.0 Login

Smart Card Reading Smart Card...

Click on [Refresh Smart Card](#) if your name is not displayed in the box above and your CAC is in the card reader.

[Refresh Smart Card](#)

Login

[New Users - to Create an Account Click Here](#)

[If you DO NOT have a DOD issued Smart Card Click Here](#)

[RMS Website](#) [RMS Support](#)

RMS Support button will take you to a Jira login to submit a ticket (**NOT compatible with IE**) and The RMS Website button will link you to our website.

Version information and testing connections can be found here.

Server Connections

Processing Site: WPC01 version 127
Software Version: 3.0 Patch Level: 0328
Launcher Version: 3.0 Patch Level: 30
Data Server: <https://rms.usace.army.mil/rms3/api/serverinvoke0005/>

If you are a government user and want to use contractor mode for the current session mark the checkbox below prior to login.
☐ Use Contractor Mode for Government User

Scheduled Maintenance dates can be found in the Notices section.

Important Notice

CE-IT scheduled weekend maintenance: 1/22/2022 - 1/23/2022. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 2/12/2022 - 2/13/2022. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 3/12/2022 - 3/13/2022. RMS may be inaccessible during this time.
CE-IT scheduled weekend maintenance: 3/19/2022 - 3/20/2022. RMS may be inaccessible during this time.

First Screen – Map of the USACE Divisions

US Army Corps of Engineers
Resident Management System - RMS 3.0

Last Login: 4/25/2022 9:04:53 AM

Select a District to Access RMS Data

Switch to Offline Mode

Processing Site: WPC01 version 137
Software Version: 3.0 Patch Level: 0343
Data Server: https://rms.usace.army.mil/rms3/api/serverinvoke0005/

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may inspect and seize data stored on this IS. -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. -Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

- The USACE District offices are color coded according to the USACE Division they belong to.
- You can also click on any USACE Division to see what Districts are tied to the Division.

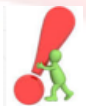
Click on any USACE Division to view the list of Districts.

USACE Divisions

- Pacific Ocean Division
- Northwestern Division
- South Pacific Division
- Southwestern Division
- Mississippi Valley Division
- Great Lakes & Ohio River Division
- North Atlantic Division
- South Atlantic Division
- Transatlantic Division

Southwestern Division

- Fort Worth
- Galveston
- Little Rock
- Tulsa



You will have access to all the districts you have been assigned to with your single login.

District Selection



US Army Corps of Engineers

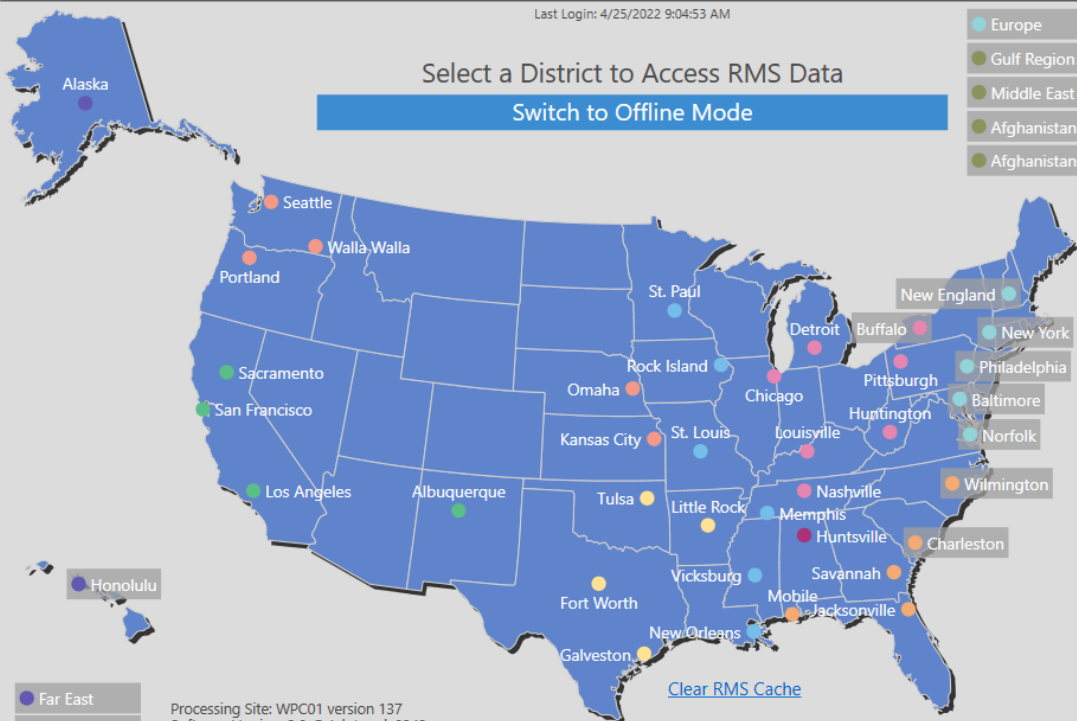
Resident Management System - RMS 3.0

 RMS Website
  RMS Support
  Log out

Last Login: 4/25/2022 9:04:53 AM

Select a District to Access RMS Data

Switch to Offline Mode



Europe

Gulf Region

Middle East

Afghanistan North

Afghanistan South

Far East

Japan

Processing Site: WPC01 version 137
 Software Version: 3.0 Patch Level: 0343
 Data Server: <https://rms.usace.army.mil/rms3/api/serverinvoke0005/>

Clear RMS Cache

Recently Used

- Huntsville
- Los Angeles
- San Francisco

USACE Divisions

- Pacific Ocean Division
- Northwestern Division
- South Pacific Division
- Southwestern Division
- Mississippi Valley Division
- Great Lakes & Ohio River Division
- North Atlantic Division
- South Atlantic Division
- Transatlantic Division

North Atlantic Division

- Baltimore
- New England
- New York
- Norfolk
- Philadelphia
- Europe

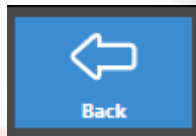
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may inspect and seize data stored on this IS. -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. -Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

To find a contract in RMS 3.0 GM, click on the District the contract is associated with.

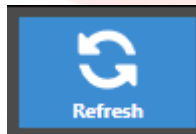
If you are assigned to multiple districts, you will select the other district here.

- Common Errors:** Login to <district> failed
 - Contact a District administrator for the district you need access to. If access has already been granted, but you still can't access, then contact the help desk for assistance.

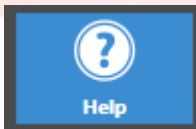
Navigation Buttons



BACK Saves and Returns to the previous screen. There is no SAVE in RMS3; data is stored to the database upon entry. Clicking on **BACK** will also save/commit data to the database. *Note:* Exiting RMS without clicking the back button will result in loss of data.



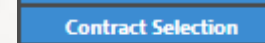
REFRESH Refreshes data view. On occasion screens may not immediately reflect entered data. When this occurs, click on **REFRESH** to update the data showing on the screen. *Note:* If data entered has not been saved the refresh button will result in unsaved updates being loss. When using the "Refresh", if newly input data is not displayed, close and reopen RMS.



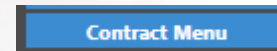
HELP provides quick access to the RMS3 Online User Guide, RMS Website and RMS Support Ticket entry.



- Returns view to District Selection map/list.



- Return to Contract Selection list.



- Return to Contract Menu screen.

Contract Selection View

T2 Baltimore Test District
56 Offices, 1,805 Staff, 1,114 Contracts

Local Office | District Office | District Library | System Library | Summary Reports | RMS GIS | User Settings | RMS Mobile | RMS Staff

RMS Test Office (including suboffices)

		Favorites	Recent
All Contracts	1		E1002684 Functional Testing - NO CEFMS link W912GB22C0000
Future Contracts	1		E1001660 Wideband Satellite Communications Center W912DR-11-C-0033
Awarded Contracts - Construction Not Complete	0		E1002686 LL Test Contract - NO CEFMS Link W912DY20C0001
Awarded Contracts - Final Payment Not Made	0		E1000059 NANSEMONT ORDANANCE DEPOT DACA31-99-D-0021 0005
Construction Complete - Not Physical Complete	0		
Construction Complete - Final Payment Not Made	0		
Final Payment Made - Not Fiscal Complete	0		
Fiscal Complete Contracts	0		

Add Edit Archive RMS Test Office (including suboffices) : All Contracts Search Export

Drag a column header and drop it here to group by that column

	Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
>	[E1002586]	E1002586	R Hunter 9 R6-621	RMS Test Office	Future

Filter using Contract Group

☒ Display Contracts ☐ Display Projects

T2 Baltimore Test District
56 Offices, 1,805 Staff, 1,114 Contracts

Local Office | District Office | District Library | System Library | Summary Reports | RMS GIS | User Settings | RMS Mobile | RMS Staff

RMS Test Office (including suboffices)

		Favorites	Recent
All Projects	0		E1002684 Functional Testing - NO CEFMS link W912GB22C0000
Future Projects	0		E1001660 Wideband Satellite Communications Center W912DR-11-C-0033
Awarded Projects - Construction Not Complete	0		E1002686 LL Test Contract - NO CEFMS Link W912DY20C0001
Awarded Projects - Final Payment Not Made	0		E1000059 NANSEMONT ORDANANCE DEPOT DACA31-99-D-0021 0005
Construction Complete - Not Physical Complete	0		
Construction Complete - Final Payment Not Made	0		
Final Payment Made - Not Fiscal Complete	0		
Fiscal Complete Projects	0		

Edit RMS Test Office (including suboffices) : All Contracts Search Export

Drag a column header and drop it here to group by that column

	Project ID	Contract/Delivery Order No.	Full Title of Contract	Office Name	Contract Stage
<Not Linked>		[E1002586]	R Hunter 9 R6-621	RMS Test Office	Future

- The user can toggle between Contracts and Projects.

☐ Display Contracts ☒ Display Projects

Contract Selection - Common Errors

T2 Baltimore Test District
55 Offices, 1,769 Staff, 1,050 Contracts

Government Mode Home Back Refresh Help

Local Office District Office District Library System Library Summary Reports RMS GIS User Settings RMS Mobile RMS Staff

RMS Test Office (including suboffices)

All Projects	0
Future Projects	0
Awarded Projects - Construction Not Complete	0
Awarded Projects - Final Payment Not Made	0
Construction Complete - Not Physical Complete	0
Construction Complete - Final Payment Not Made	0
Final Payment Made - Not Fiscal Complete	0
Fiscal Complete Projects	0

Favorites

Recent

E1002684	Functional Testing - NO CEFMS link
W912GB22C0000	
E1001660	Wideband Satellite Communications Center
W912DR-11-C-0033	
E1002686	LL Test Contract - NO CEFMS Link
W912DY20C0001	
E1000059	NANSEMONT ORDANANCE DEPOT
DACA31-99-D-0021 0005	

Edit RMS Test Office (including suboffices) : All Contracts Search Export

Drag a column header and drop it here to group by that column

Project ID	Contract/Delivery Order No.	Full Title of Contract	Office Name	Contract Stage
<Not Linked>	[E1002586]	R Hunter 9 R6-621	RMS Test Office	Future

- The user can toggle between Contracts and Projects.

☐ Display Contracts ☒ Display Projects

- Not being able to find a contract or add a contract*
 - Most likely, the view displayed is incorrect, click on the display projects or display contracts radial button to change view and try again.*

Contract Selection View

T2 Baltimore Test District
55 Offices, 1,769 Staff, 1,050 Contracts

Government Mode Home Back Refresh Help

Local Office District Office District Library System Library Summary Reports RMS GIS User Settings RMS Mobile RMS Staff

RMS Test Office (including suboffices)

- All Contracts 1
- Future Contracts 1
- Awarded Contracts - Construction Not Complete 0
- Awarded Contracts - Final Payment Not Made 0
- Construction Complete - Not Physical Complete 0
- Construction Complete - Final Payment Not Made 0
- Final Payment Made - Not Fiscal Complete 0
- Fiscal Complete Contracts 0

Favorites

District Menu Items: Click on Menu item to open

District Contract Statuses Sort Tiles

Recent

- E1002684 Functional Testing - NO CEFMS link W912GB22C0000
- E1001660 Wideband Satellite Communications Center W912DR-11-C-0033
- E1002686 LL Test Contract - NO CEFMS Link W912DY20C0001
- E1000059 NANSEMONT ORDANANCE DEPOT DACA31-99-D-0021 0005

Add Edit Archive Actions for this view suboffices) : All Contracts Search Export

Drag a column header and drop it here to group by that column

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
[E1002586]	E1002586	R Hunter 9 R6-621	RMS Test Office	Future

Filter using Contract Group

Display Contracts Display Projects

The Data grid (List View) is typical for different modules.

- Click on **Favorite**, or **Recent**, contract and the contract will open. Always add your contracts you mostly work on as **Favorite**.
- Select **Contract Stage** filter icon and select contracts that are **Active**, **Construction Complete**, **Final Payment Made**, etc..
- You can generate *data grid* reports for these contracts in *Excel*, or *PDF*, format, by clicking the **Export** button.
- The **Search** box instantly filters as you type.

Adding Favorites to Contract Selection View

T2 Baltimore Test District
55 Offices, 1,769 Staff, 1,050 Contracts

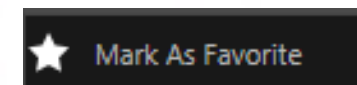
Local Office | District Office | District Library | System Library | Summary Reports | RMS GIS | User Settings | RMS Mobile | RMS Staff

RMS Test Office (including suboffices)

Contract/Delivery Order No.	Contract ID	Contract	Office Name	Contract Stage
[E1002586]	E1002586	R Hunter 9 R6-621	RMS Test Office	Future

Once the user selects a contract, on the next view, they can click **Mark as Favorite**. This will add the contract to the Favorites square.

- The ***Favorites*** tile is very useful, especially if you are working on several active contracts.
- To make a contract a Favorite open contract and on the next screen, click on the button:
- The contract will be added to the Favorites.



- To remove the contract from the ***Favorites***, just click on the **Mark as Favorite** button again.

R Hunter 9 R6-621
[E1002586]

Government Mode Home | Contract Selection | Back | Refresh | Help

Contract Menu

★ Mark As Favorite

Sorting & Grouping Data on the Data Grid

The screenshot shows the 'RMS Testing Contract' application interface. At the top, there's a header with the application name and a contract ID [E1002687]. Below this is a navigation bar with buttons for 'Government Mode Home', 'Contract Selection', 'Contract Menu', 'Back', 'Refresh', 'Log Out', and 'Help'. A secondary bar displays report counts for various categories: All Reports (66), Administration Reports (10), Financial Reports (21), QA/QC Reports (22), Submittal Reports (5), Schedule Reports (5), and Closeout Reports (3). The 'All Reports' section is highlighted with a red circle. Below this, a 'Report Menu' dropdown is shown with a red arrow pointing to it. A tooltip explains: 'Click the Arrow in the Report Menu square and the order will change to "Descending"'. The main data grid is titled 'All Reports' and has columns for 'Report Title', 'Developed By', and 'RMS Center'. It is grouped by 'Report Menu'. A green box highlights a section of the grid, with a tooltip stating: 'Grouping is excellent way to see all the records in the Data Grid, but grouping the data by the column the user selects.' The grid lists various reports under categories like ADMIN, CLOSEOUT, and FINANCE.

Report Title	Developed By	RMS Center
ADMIN		
Action Items - Contractor		RMS Center
All Request For Information		RMS Center
Contract Status Sheet	ADMIN	RMS Center
Correspondence - Draft Letters	ADMIN	RMS Center
Correspondence - Subject and Status	ADMIN	RMS Center
Correspondence - Subject Listing	ADMIN	RMS Center
Correspondence Listing	ADMIN	RMS Center
List of Contractors	ADMIN	RMS Center
Outstanding Requests for Information	ADMIN	RMS Center
RFI Form	ADMIN	RMS Center
CLOSEOUT		
Contractor Performance Evaluation (CPAR)	CLOSEOUT	RMS Center
DD Form 1354 - Transfer & Acceptance of Military Real Proper	CLOSEOUT	RMS Center
Warranty Inspection Listing	CLOSEOUT	RMS Center
FINANCE		
Activity Earnings by Invoice	FINANCE	RMS Center
Activity Summary by CLIN	FINANCE	RMS Center
Activity Total Earnings	FINANCE	RMS Center
Cancelled Changes	FINANCE	RMS Center

Report Menu

- And all the records in the Data Grid will be visible; but will be displayed by each group (in ascending order).
- The default sort is ascending, but the user can change to descending.
- *Definition of a DATA GRID: a list populated with selectable items*

Filtering the Data Grid

Feature Of Work

Number of Days after Preparatory that Initial should be Scheduled

1

Select All

☐ 0

☐ 1

☐ 5

☐ 6

☐ 100

Show rows with value that

Is greater than

0

And

Is equal to

Filter

Clear Filter

2

3

4

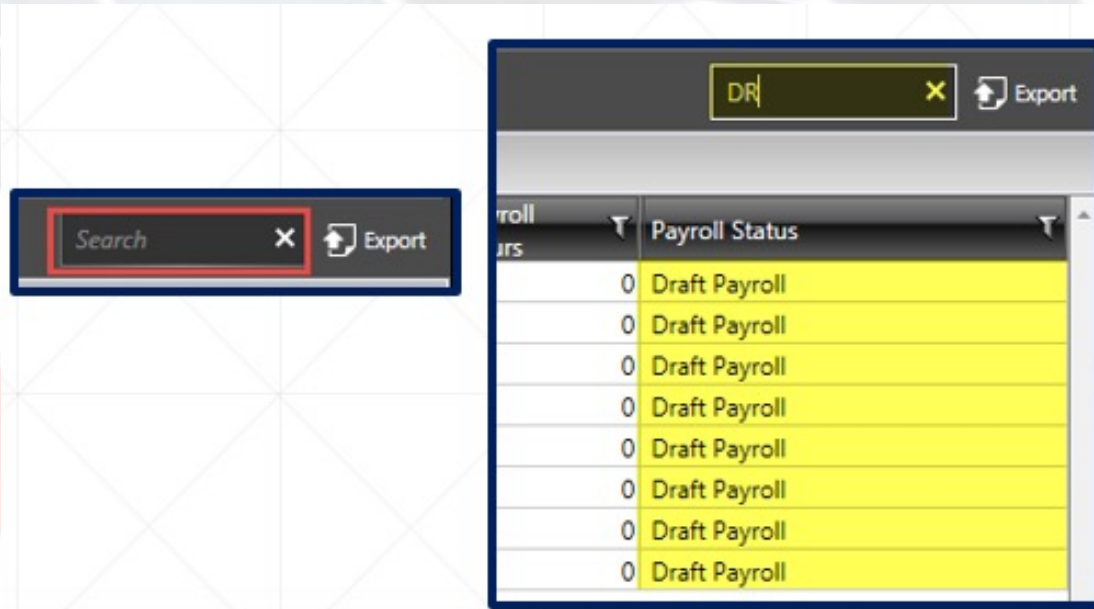
- This type of filtering will work on any data grid.
- To clear the filter, click on the filtering tool and then Clear Filter.

Demo: https://youtu.be/H1G7moM7T_4

Feature Of Work	Number of Days after Preparatory that Initial should be Scheduled
> BUILDING INSULATION-RIGID/BATT	1
child development center	100
CMU Laying	5
Dust abatement	5
Excavation	6

All Values greater than '0' will be displayed in the Data Grid

Using the Search Box on the Data Grid



- Looking at Payrolls screen, and you want to look at all Draft Payrolls.
- Start typing in **Search** box *Draft Payrolls*, or 0003 for Resp Code, the filtering will bring up all Draft Payrolls in the data grid.



The Search box does not work on the date field.

All Payrolls							
Drag a column header and drop it here to group by that column							
Resp Code	Contractor Name	Payroll Date	Number of Employee	Payroll hours	Accepted/Rejected Date	Payroll Status	
001	random 1	03/05/2022	0	0		Draft Payroll	
001	random 1	02/26/2022	0	0		Draft Payroll	
001	random 1	02/19/2022	0	0		Draft Payroll	

Exporting the Data Grid

T2 Baltimore Test District
56 Offices, 1,769 Staff, 1,053 Contracts

Government Mode Home Back Refresh Log Out Help

Local Office District Office District Library System Library Summary Reports RMS GIS User Settings RMS Mobile RMS Staff

RMS Test Office (including suboffices) ...

RMS Test Office (including suboffices)		Favorites		Recent	
All Contracts	2	E1002586	9th Army Heardquaters	E1002586	9th Army Heardquaters
Future Contracts	2	[E1002586]		[E1002586]	
Awarded Contracts - Construction Not Complete	0				
Awarded Contracts - Final Payment Not Made	0				
Construction Complete - Not Physical Complete	0				
Construction Complete - Final Payment Not Made	0				
Final Payment Made - Not Fiscal Complete	0				
Fiscal Complete Contracts	0				

Click on the "Export" button to export the current Data Grid.

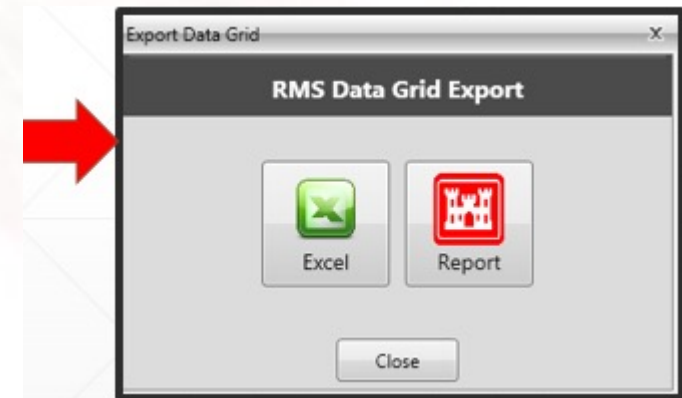
Add Edit Archive RMS Test Office (including suboffices) : All Contracts Search Export

Drag a column header and drop it here to group by that column

Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage
[E1002586]	E1002586	9th Army Heardquaters	RMS Test Office	Future
[E1002687]	E1002687	RMS Testing Contract	RMS Test Office	Future

Filter using Contract Group Display Contracts Display Projects

- Click *Export* and the data can be exported to an *Excel* or *PDF* document.
- This Export works on any Data Grid.



Sorting & Grouping Data on the Data Grid

The screenshot shows the 'RMS Testing Contract' interface with the contract ID [E1002687]. At the top, there are navigation buttons: 'Government Mode Home', 'Contract Selection', 'Contract Menu', 'Back', 'Refresh', 'Log Out', and 'Help'. Below these are seven report category buttons: 'All Reports' (66), 'Administration Reports' (10), 'Financial Reports' (21), 'QA/QC Reports' (22), 'Submittal Reports' (5), 'Schedule Reports' (5), and 'Closeout Reports' (3). The 'All Reports' button is circled in red. Below the report counts is an 'All Reports' section with an 'Edit' button, a search bar, and an 'Export' button. A yellow instruction bar says 'Drag a column header and drop it here to group by that column'. A red arrow points from this instruction to the 'Report Menu' column header in the data grid below. The data grid has four columns: 'Report Title', 'Report Menu', 'Author', and 'Developed By'. The first row is highlighted in orange and shows 'Action Items - Contractor', 'ADMIN', 'RMS Center', and 'RMS Center'. The following three rows are white and show 'Activity Earnings by Invoice', 'Activity Schedule', and 'Activity Start/Finish', all with 'FINANCE', 'SCHEDULE', and 'SCHEDULE' in the 'Report Menu' column and 'RMS Center' in the 'Author' and 'Developed By' columns.

Report Title	Report Menu	Author	Developed By
> Action Items - Contractor	ADMIN	RMS Center	RMS Center
Activity Earnings by Invoice	FINANCE	RMS Center	RMS Center
Activity Schedule	SCHEDULE	RMS Center	RMS Center
Activity Start/Finish	SCHEDULE	RMS Center	RMS Center

- Grouping Data on the Data Grid (Reference **All Reports** under **Contract Reports**):

- **DRAG** the Column Header to the space above the data grid.
- All the data in the Data Grid in this case will be Grouped By *Report Menu*.



- *This type of Sorting and Grouping will work on all the Data Grids.*



Contract Menu

T2 Baltimore Test District
55 Offices, 1,769 Staff, 1,050 Contracts

Contract Menu ★ Mark As Favorite

Contract Opens in the Administration View. The different submodules are listed as the squares (or tiles). Click on whatever submodule is needed.

Three KPI's (Key Performance Indicators) which instantly alerts the users on what needs attention.

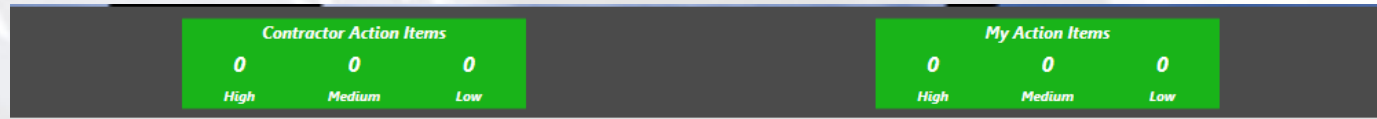
Click on the "Mark as Favorite" command button to add this contract to the Favorite List.

Government Action Items			Contractor Action Items			My Action Items		
0	10	0	50	6	0	0	0	0
High	Medium	Low	High	Medium	Low	High	Medium	Low

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Status Enter status/delay codes. Update Issues and Photo.	Contract Personnel Assign PDT and view User Roles.	Contract Documents Identify and send documents to PCF.				
Contract File Identify and send documents to PCF.	Contract Setup Determine how contract is to be managed by QA and QC staff. Setup submittal register.	P2 Projects Link RMS Contract to P2 Project.	Correspondence Create, edit, and view, Letters and Memos.				
Request for Information Respond to RFI's from Contractor.	Contract User Entries Insert data for District generated macros for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.				
Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Labor Interviews Conduct Labor Standard Interviews for Davis-Bacon Compliance.	Action Item Control Control selection, severity and responsible parties for contract action items.				

- The **Action Items** Dashboard (boxes) on this screen are in RMS 3.0 CM and RMS 3.0 GM. There are three *Key Performance Indicators*(KPI) on Government side and two on Contractor side. Each KPI has *High*, *Medium* and *Low* priority action items that indicate to the user what items need to be completed for the contract.
- The three boxes to the left show the Government personnel actions, and priority, needed to be taken by the Government, Contractor and individual.
- If there are any High Action items that are outstanding, the box will turn **Red**. If there are Medium Action Items outstanding, the box will turn **Orange**. If there are Low Action items outstanding, the box will turn **Yellow**. If there are no outstanding High, or Medium, Action Items, the box will turn **Green**.

Contract Menu - Action Items



Contractor Mode Action Items



Government Mode Action Items

- Government enables the Government and Contractor Actions Items for each contract (under Action Items Control module) and assigns an action to an individual on GM and CM sides. Each action item has a preset Alert Level.
- The **Action Items** are only visible when the contract is being viewed/edited.
- If you want to see the Government Action Items, click on Government Mode Action Items box, and a new window will be displayed.
- This features provides a great visual of what data is needed for each contract. The Contractor should view, and update data in CM, prior to meeting with Government QA to discuss % complete for activities. Government personnel can also use this feature to keep data updated on Government side, and to monitor Contractor's data.

Action Item Control

Control selection, severity and responsible parties for contract action items.

Contract Menu - Action Items


RMS Testing Contract
 [E1002687]

Government Mode Home
 Contract Selection
 Contract Menu

Back Refresh Log Out Help

Government or Contractor
 All 61 Low 2 Medium 13 High 46

Government Action Items
 All 9 Low 2 Medium 5 High 2

Contractor Action Items
 All 52 Low 0 Medium 8 High 44

☒ Show All
☐ Show Enabled

Copy Enable All Disable All

Contract Action Item Controls - - All Search Export

Grouped by: Government or Contractor

	Government or Contractor	Item Type	Title	Alert Level	Enabled	Responsible Party Name
Contractor	CLIN	CLIN Activities not Balanced	Medium	Yes		
Contractor	Equipment	Equipment missing safety check date	High	No		
Contractor	Equipment	Equipment safety check due	High	No		
Contractor	Exposure Hours	Exposure hours not complete	High	No		
Contractor	Feature	Feature has no activities assigned	High	No		
Contractor	Feature	Feature Preparatory Meeting due	High	No		
Contractor	Feature	Feature Initial Meeting due	High	No		
Contractor	Letter	Letter needs Contractor Answer	Medium	No		
Contractor	Modification	Modification contractor signature due	High	No		
Contractor	Pay Activity	Activity scheduled finish date has passed	High	No		
Contractor	Pay Activity	Activity scheduled start date has passed	High	No		
Contractor	Pay Activity	Activity not scheduled	High	No		
Contractor	Pay Activity	Activity Feature not assigned	High	No		

Title Activity Final Follow Up Needed
 Description

☐ Enabled
☒ Disabled

This is the data grid for the Action Items, grouped by Gov or Contractor
 The Action Items are predefined alerts, based on the Item Type and the Alert Level.

You can attach a responsible person by selecting a Contract Staff member

<Not Assigned>

- Click on the Title of the Action Item and then click **Enabled** or **Disable**.
- If the Action Item is no longer needed, just click on **Disabled**.
- Select a responsible person for each action item.
- The Alert Level is predetermined by the program, which can't be changed.

Action Item Control

Control selection, severity and responsible parties for contract action items.



Attachments – Document Packages folder

- Has two functions: 1) Enables transfer of signed documents generated by RMS 3.0 between Contractor and Government, and 2) Allows Gov to send back data to Contractor for re-submitting incorrect, or missing, data.
- Document Packages folders are available in most modules.
- Generated documents are automatically added to Document Packages folders where they can be signed. Currently for government signatures, predefined signature positions are already available for *BCD's*, *RFI's*, *ENG 93's*, *QA Daily Reports & ENG 4025's* inside Document Packages folders. Gov can add additional custom signature positions for other documents for Gov and Contractor to sign inside District Library under *Document Signature Positions* module.
- *Manually signed by Contractor* and *Manually signed by Government* buttons allow imported documents signed status to be changed to signed. If signed outside RMS, signature status becomes *Attested Signature Attached*.
- When Gov opens a Contractor's Document Package folder to review the document, document can be *Accepted* and then processed; or document can be *Return for Corrections*. The returned Document Package folder can be opened by the Contractor to make changes, or a new Document Packages folder can be created to submit changes.
- Once Gov forms are prepared and marked *Completed*, Document Packages folder are automatically created and completed form is added. Then, just sign, add attachments and comments to the Contractor, and send completed package to Contractor, and documents are sent to Government Contract File folder.
- *Submit for Review* and *Completed* buttons must be checked for signed document to transfer.



What's New

6/5/22

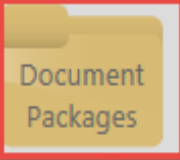
Title of Package	Package No.	Status
------------------	-------------	--------

Add - Adds a new **Attachment Package** and the system automatically names the package.
Edit - Edits an existing package - the user can add files to an existing package.
Delete - only Government has permissions to Delete a **Package**. Contractors have permission to delete the attachment.

This folder notifies the user they are able to attach documents.

Add Attachments in RMS 3.0 GM

 Add  Edit  Delete



Document Packages

Add

Edit

Delete

Title of Package	Package No.	Status
------------------	-------------	--------

This folder notifies the user they are able to attach documents.

Add - Adds a new **Attachment Package** and the system automatically names the package.
Edit - Edits an existing package - the user can add files to an existing package.
Delete - only Government has permissions to Delete a **Package**. Contractors have permission to delete the attachment.



Generally, document packages folders and forms (i.e., *ENG 4025's*, *ENG 93's*, *RFI's*, *QA/QC Daily Reports*) are automatically generated when form is marked completed.

Adding Attachments in RMS 3.0 GM

Document Package: Transmittal 013513.16-1

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
2	2	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	0	0	0	0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	
☒	12/30/2021	8	Transmittal 013513.16-1 - 4025.pdf	Electronically Signed	Electronically Signed	Electronically signed - Review required
☐	12/30/2021	8	Government Remarks - Transmittal 013513.16-	Not signed	Not signed	Not signed - Review required

Date of the Document: 12/30/2021 15 Edit Document View Document

Document Title: Transmittal 013513.16-1 - 4025.pdf Signed By: Jennifer McGugan

Description:

☐ Manually signed by Contractor ☐ Manually signed by Government

Save Document to File

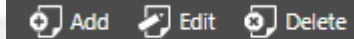
Document Package Status: In Review. Documents will be marked Ready to Send to PCF when package is accepted.

GOVERNMENT: Review, sign as appropriate and then accept or return this document package. Accept Package Return for Corrections

Government Review Notes

Contractor Notes to Government

- Either click *Add* button



or use the *Drag and Drop* feature to import files from your C:/ drive to the Document Packages folder.

- The *Date of the Document* field is the date when the document is uploaded inside the Document Packages folder, and not the date of the document. This date cannot be changed.
- The *Document Title*, and *Description* can also be changed after file is added to Document Packages folder. It is recommended not to revise the Document Title because the program knows where to file the document into the correct Contract File folder.
- Word (*Insert/Signature Line*) and PDF documents can be signed inside Document Packages folder.
- Programmers added a box *Manually signed by Government* when document is signed outside RMS 3.0 GM and imported into the Document Packages folder. When clicking this box, the Government Signature Status becomes *Attested Signature Attached*.
- **Contractors have permission to add new Document Package folders, but once a document package has been submitted to the government, that package becomes locked. They will be able to add another document package, but cannot edit or delete an already submitted package unless the government returns the package to them for corrections**

Drag and Drop Attachments in RMS 3.0 GM

RMS Testing Contract [E1002687]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Document Package: RFI-0013 Response

All Attachments 0
PDF Documents 0
Word Documents 0
Excel Files 0
Powerpoint Files 0
JPEG/JPG Images 0
Text Files 0
CSV Files 0
Email 0

Drag and Drop Attachment Files Here

Add Edit Delete

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode

Add Edit Delete

- Attachment_Gov Response.docx
- attachment 2.docx
- ENG 4025.pdf
- Mohawk River Channelization - H-0008 Letter.msg
- RFI-0001G Attachment.docx

- Open Windows Explorer from C:\ drive and locate the file(s) to attach. *You can attach multiple files at one time, if located in the same folder in Windows Explorer)*
- **Drag and Drop** the files from your C:\ drive into the Drag and Drop box.

Mohawk River Channelization [M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Document Package: RFI-0013 Response

All Attachments 2
PDF Documents 0
Word Documents 2
Excel Files 0
Powerpoint Files 0
JPEG/JPG Images 0
Text Files 0
CSV Files 0
Email 0

Drag and Drop Attachment Files Here

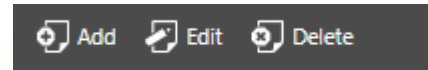
Add Edit Delete

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
☐	8/31/2017 12:43:59 PM	RFI-0013 Response - Attachment_Gov Res	Not signed	Not signed	Document not included	Shared with Contractor
☐	8/31/2017 12:44:05 PM	RFI-0013 Response - attachment 2.docx	Not signed	Not signed	Document not included	Shared with Contractor

Note: Do not change the Document Title.

Click the Back Button to save/commit the changes

Edit Attachments in RMS 3.0 GM



Document Package: Transmittal 013513.16-1

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
2	2	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	0	0	0	0

Drag and Drop Attachment Files Here

Generate Letter

Sign Selected Documents

Export Selected Documents

Add Edit Delete

All Attachments

Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status
☒	12/30/2021 8	Transmittal 013513.16-1 - 4025.pdf	Electronically Signed	Electronically Signed	Electronically signed - Review required
☐	12/30/2021 8	Government Remarks - Transmittal 013513.16-	Not signed	Not signed	Not signed - Review required

Click on the attachment to edit

Users can change the title and add a description of the document

Date of the Document: 12/30/2021 15 Edit Document View Document

Document Title: Government Remarks - Transmittal 013513.16-1_G

Description:

☐ Manually signed by Contractor

☐ Manually signed by Government

Save Document to File

Document Package Status: In Review. Documents will be marked Ready to Send to PCF when package is accepted.

GOVERNMENT: Review, sign as appropriate and then accept or return this document package.

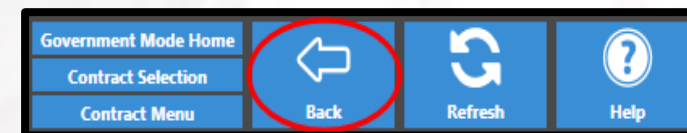
Accept Package Return for Corrections

Government Review Notes

Contractor Notes to Government

- Click on attachment and click *Edit*.
- The user should not change the *Document Title* after a new file is added to Document Packages folder. RMS knows where to file the document in the appropriate Contract File folder, if not changed.
- User can add a *Description* and change the *Date of the Document* to the official date.

Click the Back Button to save/commit the changes



Delete Attachments in RMS 3.0 GM

Mohawk River Channelization
[M5001320] W9126G-10-C-0000

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Document Package: RFI-0013

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
3	3	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	0	0	0	0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit **Delete** 3

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
☐	8/22/2017 8:59:18 AM	RFI-0013 Attachment 1.pdf	Not signed	Not signed	Document not included i	Shared with Contractor
☐	8/22/2017 9:50:01 AM	RFI-0013 - Example of Attachment.pdf	Electronically Signed	Electronically Signed	Document not included i	Shared with Contractor
☒ 1	8/23/2017 12:38:41 PM	RFI-0013 - Attachment.docx 2	Electronically Signed	Not signed	Document not included i	Shared with Contractor

Add Edit Delete

- Note: Government has permission to delete the **Document Package folder**; Contractors can only delete attachments.

1 Open the package folder and click on the attachment to delete

- 2 Work cautiously – check status and signatures

Delete Confirmation

Delete this Attachment?

Primary : False
Date of the Document : 8/23/2017 12:38:41 PM
Document Title : RFI-0013 - Attachment.docx
Contractor Signature Status : Electronically Signed
Government Signature Status : Not signed
Status : Document not included in PCF
Sharing Mode : Shared with Contractor

Yes - Delete this item No - Cancel the deletion

3 Confirm that you want to delete the attachment. Click the Back Button to save/commit the changes

Sign Attachments Inside Document Packages Folder

Mohawk River Channelization [M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Document Package: RFI-0013 Response

All Attachments 4 PDF Documents 1 Word Documents 3 Excel Files 0 Powerpoint Files 0 Email 0

Drag and Drop Attachment Files Here Generate Letter Sign Selected Documents Export Selected Documents

Add Edit Delete All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
☐	8/31/2017 12:44:05 PM	RFI-0013 Response - attachment 2.docx	Not signed	Not signed	Document not included	Shared with Contractor
☐	8/31/2017 3:11:22 PM	RFI-0013 Response - Attachment Example	Not signed	Not signed	Document not included	Shared with Contractor
☐	8/31/2017 3:11:26 PM	RFI-0013 Response - Example of pdf.pdf	Not signed	Not signed	Document not included	Shared with Contractor
☐	8/31/2017 3:11:32 PM	RFI-0013 Response - Attachment_Gov Res	Not signed	Not signed	Document not included	Shared with Contractor

- If any of the PDF, or Word, documents need to be signed, click on the *Sign Selected Documents* button.
- Click document to be signed and click *Next*. Click lookup for *Digital Signature Position* and select document to be signed, click *OK*, then *Finish*. Click *View Document* to view signed document to ensure signature block is attached. When signed the *Contractor Signature Status* becomes *Attested Signature Attached*.
- If document is not on the *Digital Signature Position* list, then user will have to sign outside RMS 3.0 GM.



Word Documents can be signed inside Document Packages folder. When signed, the RMS 3.0 Document count considers it a PDF file.



Notice the Counts – PDF Documents 2, and Word Documents 1.

Mohawk River Channelization [M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Document Signing

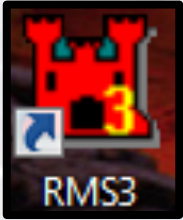
RMS provides digital signature capabilities for Word documents and PDF documents. Word documents are first converted to PDF prior to signing. Select documents to sign from the list below and then click next to choose positioning to be used for digital signatures.

Select Documents to Digitally Sign (PDF and Word only) Search X Export

Drag a column header and drop it here to group by that column

☐	Date of the Document	Document Title
☒	8/31/2017 12:44:05 PM	RFI-0013 Response - attachment 2.docx
☒	8/31/2017 3:11:22 PM	RFI-0013 Response - Attachment Example.docx
☒	8/31/2017 3:11:26 PM	RFI-0013 Response - Example of pdf.pdf
☐	8/31/2017 3:11:32 PM	RFI-0013 Response - Attachment_Gov Response.docx

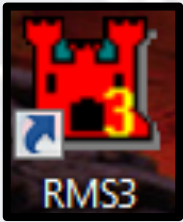
QUESTIONS?



Questions??

6/5/22





RMS 3.0 GM – Administration Tab



Learning Objectives:

- Overview
- Modules
- Contract Description
- Contract Status
- Contract Personnel
 - Add / Edit / Delete
- Contract Documents
 - Contract File
 - Manually Add Document
 - Contract Setup
 - Admin / Funding
 - Payment / Modifications
 - Quality Assurance
 - Submittals / Schedule
 - P2 Projects
- Correspondence
 - Adding / Editing a Letter
 - Attachments / Document Packages
- Request for Information
 - Adding / Editing / Responding
 - Attachments / Document Packages
- Contract User Entries
 - Prime Contractor
- Subcontractors
- Contractor Insurance
 - Add / Editing
 - Attachments / Document Packages
- Contractor Payrolls
- Labor Interviews
- Action Item Control

RMS 3.0 GM Contract Menu Screen


Denison - Texoma Flood Gate Hoists
[M5002340] W912BV-16-C-0049

Government Mode Home
Contract Selection

 Back

 Refresh

 Log Out

 Help

Contract Menu
★ Mark As Favorite



Government Action Items
0 0 0
High Medium Low

Contractor Action Items
0 0 0
High Medium Low

My Action Items
0 0 0
High Medium Low

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Status Enter status/delay codes. Update Issues and Photo.	Contract Personnel Assign PDT and view User Roles.	Contract Documents Identify and send documents to PCF.				
Contract File Identify and send documents to PCF.	Contract Setup Determine how contract is to be managed by QA and QC staff. Setup submittal register.	P2 Projects Link RMS Contract to P2 Project.	Correspondence Create, edit, and view, Letters and Memos.				
Request for Information Respond to RFI's from Contractor.	Contract User Entries Insert data for District generated macros for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.				
Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Labor Interviews Conduct Labor Standard Interviews for Davis-Bacon Compliance.	Action Item Control Control selection, severity and responsible parties for contract action items.				

Administration Module



- Administration module is where all administrative functions are located.
 - Contract Setup for new contract actions.
 - Set up Prime Contractor and Contractor's Administrator.
 - Set up Contract Description, Contract Number.
 - Set up *Weather Days*, *Submittal Register*, select *Manual*, or *NAS schedule*, etc..
 - P2 projects can be linked to RMS contracts here (**It is recommended that PA's link RMS contracts to P2 Numbers and setup Contract Obligation Amount for each Funding Account under Contract Funding tab; and setup Award Contract amount under Project Funding tab; and setup Primary Fund Type under Contract Description module**).
 - Assign PDT members to specific contract (i.e., PM, RE, PE, QA, etc.).
 - *RFI's*, *Correspondence* and *Payrolls* allow for tracking of important administrative items.
 - *Contract File Folder* is where all official documents are stored and upload to PCF. You must manually add folders and subfolders after award. Gov Signed documents will automatically upload to the correct Contract File folder. Contractor signed documents for some modules will have to be manually loaded to Contract File folder.
 - Contract Status should be kept updated throughout construction phase until *Final Payment*.

Administration Modules

Mohawk River Channelization
[M5001320] W9126G-10-C-0000

Government Mode Home
Contract Selection

Back Refresh Log Out Help

Contract Menu ★ Mark As Favorite

This is the Administration view. The different submodules are listed as **Blue Squares**. Just click on the submodule needed, and it will be displayed

Click on "Mark as Favorite" and the contract will be displayed in your **Favorites Square**.

Three color coded KPI's for Action Items.

Government Action Items			Contractor Action Items			My Action Items		
High	Medium	Low	High	Medium	Low	High	Medium	Low
0	63	0	77	0	0	0	0	0

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Status Enter status/delay codes. Update Issues and Photo.	Contract Personnel Assign PDT and view User Roles.	Contract Documents Legacy Documents prior to PCF interface. Use Contract File for current documents.				
Contract File Identify and send documents to PCF.	Contract Setup Determine how contract is to be managed by QA and QC staff. Setup submittal register.	P2 Projects Link RMS Contract to P2 Project.	Correspondence Create, edit, and view, Letters and Memos.				
Request for Information Respond to RFI's from Contractor.	Contract User Entries Insert data for District generated macros for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.				
Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Labor Interviews Conduct Labor Standard Interviews for Davis-Bacon Compliance.	Action Item Control Control selection, severity and responsible parties for contract action items.				

Modules accessible on the Administration View that will be discussed in this training:

- Contract Description
- Contract Status
- Contract Personnel
- Contract Documents
- Contract File
- Contract Setup
- P2 Projects
- Correspondence
- Request for Information
- Contractor User Entries
- Prime Contractor
- Subcontractors
- Contractor Insurance
- Contractor Payrolls
- Labor Interviews
- Action Item Control

Contract Description

Training - Basics
[J1003833] DACA81-98-D-0022

Contract Description

Contract Title: Training - Basics (2) Fiscal Year: 2022 (3)

Contract Short Title: Bldg 3200

Contract No.: DACA81-98-D-0022 (4) Delivery Order No.: NA (4)

Contract Office: JSM - Jenn's Training Select Contract Office

Contract Long Title: DO 315 - Renovate Bldg 3200, CP Tango

☐ Exclude from District placement Calculations?

☐ Will ARRA funding be used for this contract

Contract Description: Furnish all labor, materials, equipment, transportation, and supervision necessary to Project KAN-40004-1, Renovate Command Group Office, Building No 3200, at Camp Tango, Korea. (5)

Primary Fund Type: 14 - Operation and Maintenance, Army Contracting Method: J - Firm Fixed Price

Contract Location: Apple Valley, CA Customer: ARMY - U.S. ARMY

Select location on map Latitude: (6) Longitude: (6)

Existing contract locations We have been notified that geo spatial information needs to come from official sources.

Wage Determination No: Wage Determination Date: Select a date Bid Open Date: Select a date

☐ BIM Compliant

Design Build Code: Architect-Engineer

Design Cost: \$0.00

Designer Name: Address:

☐ Contract requires a small business plan

☐ Contract Administered by SBA

☐ Includes COVID-19 DFARS Deviation for Safer Federal Workforce (Vaccine Mandate)

- The Contract Description module contains general information related to the contract that is entered by the Project Engineer during Advertisement and after award.

- Enter all data fields, if applicable.**

- Contract ID Number** – auto generated by system when contract is first created.
- Contract Title** – The description of the contract as awarded. This field is limited to 40 characters.
- Fiscal Year** – there is a Fiscal Year report in Summary Reports.



- Contract Number & Delivery Order Number** – must be entered and match CEFMS (Corps of Engineers Financial Management System). If the data doesn't match, the CEFMS finances will not import into RMS. If contract doesn't have a Delivery Order, enter NA.
- Contract Description** – As listed in the IFB/RFP.
- Latitude & Longitude** should be added for upward reporting. Click *Select Location on Map* and click on the location of the building site and RMS will calculate Latitude and Longitude.

Recommend PA enter Fund Types and push CEFMS finances to RMS 3.0 GM after construction contract award.

Contract Description

Enter award description and funding sources.
Contract location should be entered.

Contract Status

There are three tabs:

1. Status Photos – can only upload jpeg/jpg file formats
2. Monthly Progress – not discussed in this training
3. Phase - Status / Issues

Wideband Satellite Communications Center
[E1001660] W912DR-11-C-0033 W9123820F0130

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Contract Status

Contract - Status Photos Contract - Monthly Progress Phase - Status / Issues

Status Photo

Select a representative photo to show the current status of the construction contract.

This photo will be used on the main contract menu and in status reports for the contract.

Upload New Status Photo
Save Status Photo to File
View Status Photo

PE Should keep Status Photos and Status / Issues updated monthly until final payment.

Quick view of the contract's status:

- ***Can add a history of photos under Contract Status – Status Photos tab.***
- ***The Cost/Time Growth was moved to Contract Status – Phase Status/Issues tab.***

 ***NOTE: PE's should keep Phase Status / Issues and Contract - Status Photos updated monthly until final payment. The info after BOD is needed for Closeout reporting.***

Contract Status

Enter status/delay codes. Update Issues and Photo.

Contract Status – Monthly Progress Tab

Wideband Satellite Communications Center [E1001660] W912DR-11-C-0033 W9123820F0130

Government Mode Home Contract Selection Contract Menu Back Refresh Log Out Help

Contract Status

Contract - Status Photos Contract - Monthly Progress Phase - Status / Issues

Monthly Progress Export

Month	Through Progress Payment	Date Payment Approved	% Earnings to Date	Actual % Progress Update Status	% Progress Scheduled	% Actual Progress
Apr 2011				04/30/2011 - No progress reported	0	0
May 2011				05/31/2011 - No progress reported	0	0
Jun 2011				06/30/2011 - No progress reported	0	0
Jul 2011				07/31/2011 - No progress reported	0	0
Aug 2011				08/31/2011 - No progress reported	0	0
Sep 2011				01/22/2019 - Progress updated by Paul McGuire	0	1
Oct 2011				10/31/2011 - No progress reported	0	1
Nov 2011				11/30/2011 - No progress reported	0	1
Dec 2011	1	12/01/2011	1%	01/23/2022 - Progress updated by Rupa Rusum	0	1
Jan 2012	3	01/25/2012	2%	02/22/2018 - Progress updated by Joshua May	0	10
Feb 2012	5	02/17/2012	4%	02/17/2012 - Progress updated by Payment 5	0	10
Mar 2012	6	03/23/2012	5%	03/23/2012 - Progress updated by Payment 6	0	10
Apr 2012	6	03/23/2012	5%	02/21/2018 - Progress updated by Paul McGuireSupport	0	10
May 2012	8	05/23/2012	10%	05/23/2012 - Progress updated by Payment 8	1	10

Update Scheduled Progress Copy Placement

Actual Progress through Sep 2021 reported on Status Report

nt on 04/28/2022
ess - On Schedule

This view is a combination of the progress payments and activity schedule.

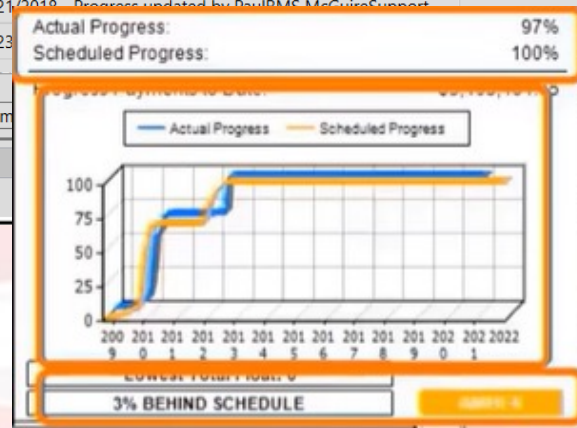
This progress information is used to populate the contract status sheet to form

- Actual progress
- Schedule progress
- Graph
- Scheduled box
- And the color

Changes made to this screen will affect the graph. Each district may have a different policy or preferred method for updating the monthly progress.

Contract Status

Enter status/delay codes. Update Issues and Photo.



Contract Status – Status Photos Tab

Wideband Satellite Communications Center
[E1001660] W912DR-11-C-0033

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Contract Status

Contract - Status Photos | Contract - Monthly Progress | Phase - Status / Issues

Status Photo

Select a representative photo to show the current status of the construction contract.

This photo will be used on the main contract menu and status reports for this contract.

Upload New Status Photo
Save Status Photo to File
View Status Photo

Status Photo History

1. The *Upload New Status Photo* allows users to upload new status photos.
2. *Save Status Photo to File* allows you to download status photos to C: \ drive.
 *Keep a history of photos under Contract – Status Photos.*
3. *View Status Photo* button allows you to view a larger photo.

Contract Status

Enter status/delay codes. Update Issues and Photo.

Contract Status – Phase Status / Issues

Contract Status

Contract - Status Photos Contract - Monthly Progress **Phase - Status / Issues**

Contract W912GB19D0037 1234 - (Single phase)

Issues

Contract Status: 3 - Facility Accepted by Using Service - Without Defic Primary Delay Code: AA - Award Authorization/Funds Not Received

Remarks: some comments Issues/Remarks as of: 12/28/2021

Issues Customer: this issue

Issues USACE: new issue

Cost / Time Growth

Current Contract Including Completed Mods (Code 6)				Approved Contract Including Approved Changes (Code 5)				Proposed Contract Including Proposed Changes (Code 4)			
Base Award	\$2,620,145.46	179 days		Current Contract	\$2,624,200.46	181 days		Approved Contract	\$2,631,150.46	183 days	
Options/Definitizations	\$0.00	0 days		Options/Definitizations	\$0.00	0 days		Options/Definitizations	\$0.00	0 days	
Original Contract	\$2,620,145.46	179 days		Orig Approved Contract	\$2,624,200.46	181 days		Orig Proposed Contract	\$2,631,150.46	183 days	
Controllable Mods	\$0.00	0 days		Controllable Mods	\$0.00	0 days		Controllable Mods	\$0.00	0 days	
Uncontrollable Mods	\$4,055.00	2 days		Uncontrollable Mods	\$6,950.00	2 days		Uncontrollable Mods	\$0.00	0 days	
Current Contract	\$2,624,200.46	181 days		Approved Contract	\$2,631,150.46	183 days		Proposed Contract	\$2,631,150.46	183 days	
Controllable Growth			Total Growth	Controllable Growth			Total Growth	Controllable Growth			Total Growth
% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time	% Cost	% Time
0.0%	0.0%	0.2%	1.1%	0.0%	0.0%	0.4%	2.2%	0.0%	0.0%	0.4%	2.2%
Original Required Completion 12/01/2020				Approved Required Completion 12/05/2020				Proposed Required Completion 12/05/2020			
Current Required Completion 12/03/2020											

PE's should update Contract Status monthly until final payment; data uploads to P2, if linked, for upward reporting.

1. Click on **Contract Status** data field and select the status Code that reflects the current phase, or status, of the contract (until final payment).
2. Select the **Primary Delay Code** for this contract. Update each month.
3. The **Remarks** short field is primarily for the PM.
4. Enter remarks for customer to see under **Issues Customer**. Remarks will be in P2 reports, where customer can view. In **Issues USACE** update prior to monthly PRB. Enter date in **Issues/Remarks as of** when update takes place.

Note: Click on the blue lookup data fields and select from a list of values.



Milestone Schedule and Monthly Placement can be found on the Schedule Tab.

Contract Status

Enter status/delay codes. Update Issues and Photo.

Contract Personnel

The screenshot displays two data grids within the 'Contract Personnel' interface. The top grid, 'Project Delivery Team Members', lists roles like Project Manager, Project Engineer, and Construction Control Representative. The bottom grid, 'Contract Personnel User Roles', lists various roles such as DESIGN ENGINEER/ARCHITECT, PROJECT ENGINEER, and ADMINISTRATIVE ASSISTANT. Annotations include: a red circle around the top-left icons (Add, Edit, Delete) with a callout explaining their function; a green circle around the top-right filter icon with a callout stating 'You can filter the view by using the Data Grid filters (refer to Chapter 3: Navigation)'; and a green box explaining that the PDT members are key players in contract execution. Another green box explains that Contract Personnel User Roles are individuals with a user role on the contract.

Project Delivery Team Members

Name	Position Title
	Project Manager
	Project Engineer
	Construction Control Representative
	Project Engineer
	Civil Engineer
	Construction Control Representative

You can filter the view by using the Data Grid filters (refer to Chapter 3: Navigation).

Add, Edit, Delete - these are the permissions for the PDT portion of this view.

The Project Delivery Team (PDT) members is a list of the key players involved in the execution of the contract.

Contract Personnel User Roles

Name	Contract User Role
	DESIGN ENGINEER/ARCHITECT
	PROJECT ENGINEER
	DESIGN ENGINEER/ARCHITECT
	PROJECT ENGINEER
	DESIGN ENGINEER/ARCHITECT
	RMS Coordinator
	DESIGN ENGINEER/ARCHITECT
	DESIGN ENGINEER/ARCHITECT
	CONSTRUCTION BRANCH
	PROJECT ENGINEER
	ADMINISTRATIVE ASSISTANT
	COST ESTIMATOR
	DESIGN ENGINEER/ARCHITECT
	SWT PROJECT MANAGER

The Contract Personnel User Roles are individuals that have a user role on this contract.

- Assigns *User Role inside contract*.
- The Contract Personnel contains two Data Grids:
 - The Project Delivery Team Members: Add Gov staff members to contract and assign User Role who will be executing the contract.
 - The Contract Personnel User Roles): Can view User roles from Users set up in RMS 3.0 GM.

Contract Personnel

Assign PDT and view User Roles.

6/3/22

Contract Personnel - Add a PDT Member

Mohawk River Channelization
Resident Management System

Staff Member Lookup

Staff Members

Search [X] Export

Drag a column header and drop it here to group by that column

Sort Name

1

1. Click on the Staff Member to ADD to the Project Delivery Team.
2. Click 'OK' to continue.

2 OK Cancel

- Click *Add* button.
- Use the Search function to locate the Staff Member to add as a PDT person – then, Click on the Staff Member's name.
- Click *OK*.
- Change Staff Member's Position Title to reflect their role on the contract. For instance, a PE could have a role set up as a QA.



Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

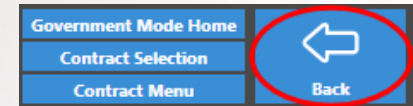
Back Refresh Log Out Help

Contract Personnel

Staff Member [Redacted]
Position Title Civil Engineer

The new Staff Member will be displayed on the Contract Personnel form.
Click the Back button to save (commit) the addition.

- Click the Back button to save (commit) the changes.



- The new Member will be displayed on the Project Delivery Team Members.

Project Delivery Team Members

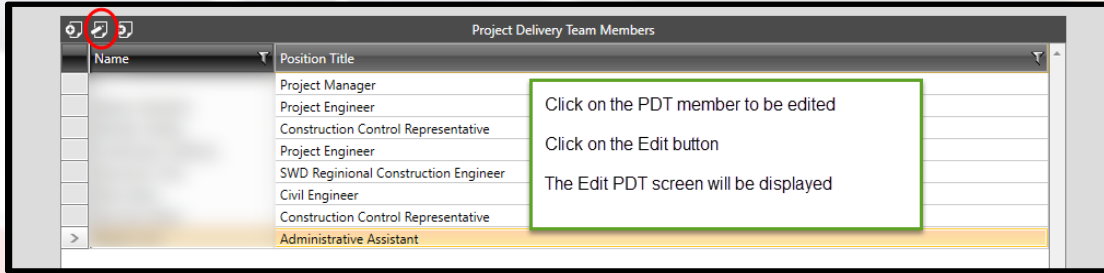
Name	Position Title
	Project Manager
	Project Engineer
	Construction Control Representative
	Civil Engineer
	Administrative Assistant

Contract Personnel

Assign PDT and view User Roles.

6/3/21

Contract Personnel - Edit a PDT Member

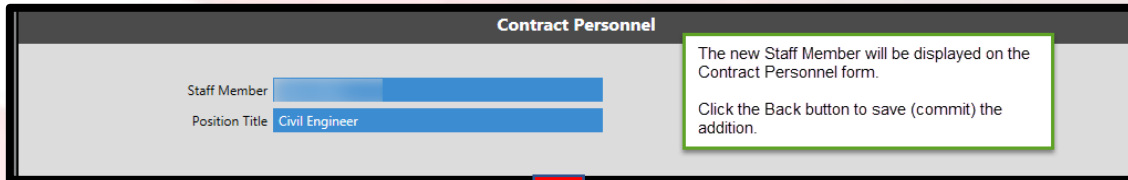


Project Delivery Team Members

Name	Position Title
	Project Manager
	Project Engineer
	Construction Control Representative
	Project Engineer
	SWD Regional Construction Engineer
	Civil Engineer
	Construction Control Representative
	Administrative Assistant

Click on the PDT member to be edited
Click on the Edit button
The Edit PDT screen will be displayed

- Click on *PDT Member* and click on the Edit button.
- Change Position Title, or Staff Member.
- Click the *Back* button to save (commit) the changes.



Contract Personnel

Staff Member

Position Title

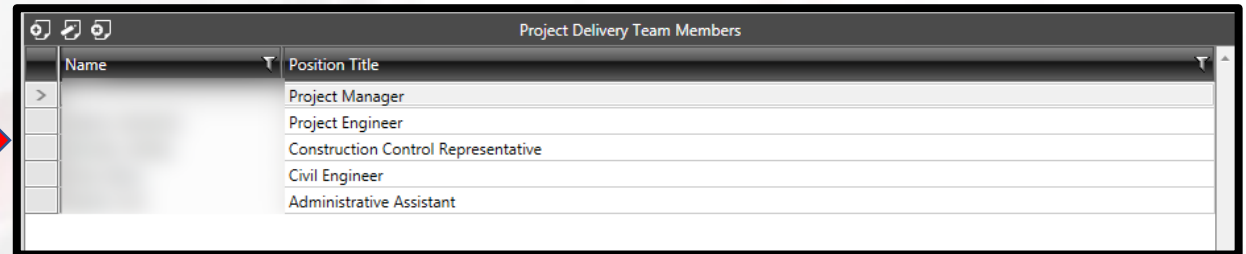
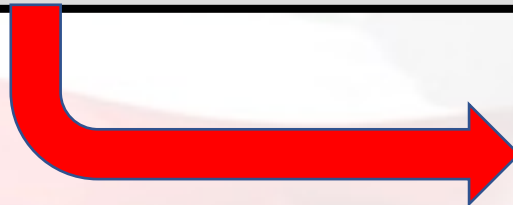
The new Staff Member will be displayed on the Contract Personnel form.
Click the Back button to save (commit) the addition.



Government Mode Home
Contract Selection
Contract Menu

Back

Refresh



Project Delivery Team Members

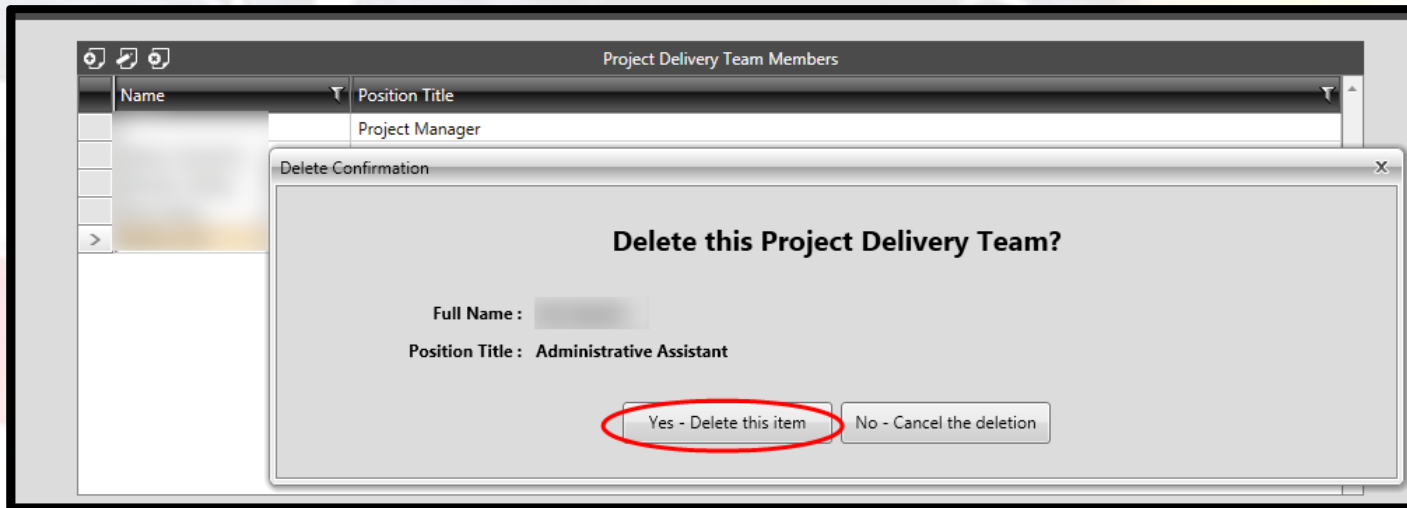
Name	Position Title
	Project Manager
	Project Engineer
	Construction Control Representative
	Civil Engineer
	Administrative Assistant

Contract Personnel

Assign PDT and view User Roles.

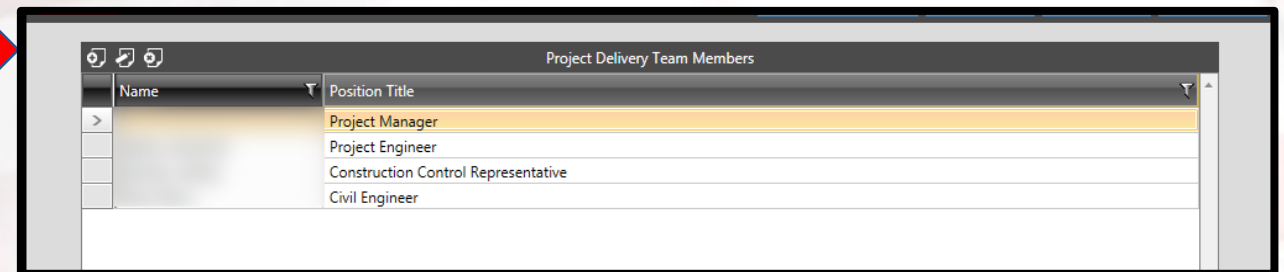
6/3/22

Contract Personnel - Delete a PDT Member



- Click on Individual and *Delete*.
- The Delete Confirmation pop-up will be displayed – review the *Staff Member* and *Position Title* to be deleted.
- Click on **Yes – Delete this item** button.

- Click the *Back* button to save (commit) the changes.



Contract Documents

- This module is used to show documents that were uploaded from legacy 2.38 documents. Documents will only show here if contract was started in 2.38.

2.38 Contract Documents		2.38 Closeout Documents
0		0
Legacy 2.38 Documents		
Search ×  Export		
Drag a column header and drop it here to group by that column		
Dated	Title of Document	Status

Contract File

- The Contract File Module is used for storing and categorizing official contract documents in RMS and uploading signed documents to PCF.
-  *The PCF is an actual Army electronic document repository system. The use of PCF has been mandated; Contracting is responsible to scan in all pre-award and construction contract documents and add to PCF. Field offices are responsible for signed construction documents to be added to the appropriate Contract File folder, which will then migrate to PCF.*
- Key features of the Contract File:
 - Documents that have been added to a document package are automatically added to a Contract File folder; These types of documents will only be editable if the originating document package is “IN REVIEW”
 - Provides another means to upload documents to send to PCF when no document package is available. This can be done by using the ADD button.
 - Documents added to the contract file through a document package will automatically upload to the appropriate Contract File folder.
 - When RMS creates a file name in the Document Packages folder, don’t change file name format unless adding an ending. The arrangement of the folders in the Administration/Contract File module mimics the layout of folders in PCF.
 - Once the originating document packages have been accepted by the government, those documents will be ready to send to PCF and will automatically do so over the next few scheduled transfers.
 - Documents uploaded here will be ready to send to PCF after the user has marked it as such and will again send over the next few scheduled transfers.

Contract File

PCF Documents			
Add Edit Delete			
Search X Expand Collapse Export			
Grouped by: Folder Subfolder			
	Folder	Subfolder	PCF Status
▼	a. Contract Administration		
▼	b. Correspondence		
▼	c. Labor		
▼	d. Payments		
▼	f. Modifications		
▼	g. Quality Assurance & Quality Control		
▼	h. Safety		
▼	i. Submittals		
▼	j. Closeout		

- Contract File stores all the official documents in RMS, and sends them to PCF.

1 For ease of use the view is automatically grouped by the PCF folder and subfolder.

 **Note:** you can also group by the Status or Document Title.

- To expand one of the *Grouped* folders, click the lookup to the left of the folder name.
- To expand or collapse all the folders click on **Expand** or **Collapse** respectively

-  **Note:** documents deleted from the contract file will also be deleted from the originating document package and vice versa. Documents that have been sent to PCF or ready to send cannot be edited or deleted.

PCF Documents			
Add Edit Delete			
Search X Expand Collapse Export			
Grouped by: Folder Subfolder			
	Folder	Subfolder	PCF Status
▼	Contract Administration		
▼	Correspondence		
▲	(1) Correspondence Logs		
	b. Correspondence	(1) Correspondence Logs	Correspondence Logs
▼	Letters to Contractor		
▼	Letters from Contractor		
▼	Letters to Others		
▼	6) Government In-house Memos		
▼	7) E-Mail Correspondence		
▼	8) RFI Logs		
▼	9) Requests for Information		
▼	c. Labor		

To expand the folder, click on the up/down arrows to the left of the folder.

NOTE: deleting documents from the contract file will delete them from the document package and vice versa. If a document package has been accepted, the document cannot and should not be deleted or edited as it is now part of the legal record.

Contract File

Identify and send documents to PCF.

6/3/22

Manually Add a Document – Contract File

To manually add an official document to a Contract file folder, click *Add* on the *Contract File* view.

Select the section and add the document by either generating the document or selecting the document from your local file system.

- The *PCF Edit* view will be displayed.

The screenshot shows the 'PCF Document' form. At the top, it says 'Status: Not completed' and 'Not signed - Review required'. Below this are two buttons: 'Completed' (annotated with a yellow '5') and 'Send To PCF'. The 'Attached Document' section contains buttons for 'Generate Document', 'Edit Document' (annotated with a yellow '4'), 'Sign Document', 'Remove Document', 'View Document', and 'Save Document'. The 'Brief Summary' section has fields for 'File Name' (Testing DOCX doc signing in document packages.docx), 'Document Title' ((a) Preconstruction meeting minutes (annotated with a yellow '1')), 'Date of the Document' (Select a date, with a calendar icon and '15' (annotated with a yellow '2')), and 'Description' (annotated with a yellow '3'). A red box on the right side of the form contains instructions: '1 After uploading a document: Update the ending of the document title only.', '2 Select the date associated with the document.', '3 Update the description as needed.', '4 Sign the document if required.', and '5 Once complete, click the **Completed** button and if needed, **Send to PCF**.'

1. Select the *Date of the Document*.

2. *Status* – Keep *Not Completed* until after Documents are uploaded.

3. *Attached Document* section:

- Click *Select Document* - upload a document saved on your C:\ drive. Make sure the document is signed.
- Click *Generate Document* – to generate the document using Word Template from District Library.
- *RMS Document Description* – summary of the document (optional).

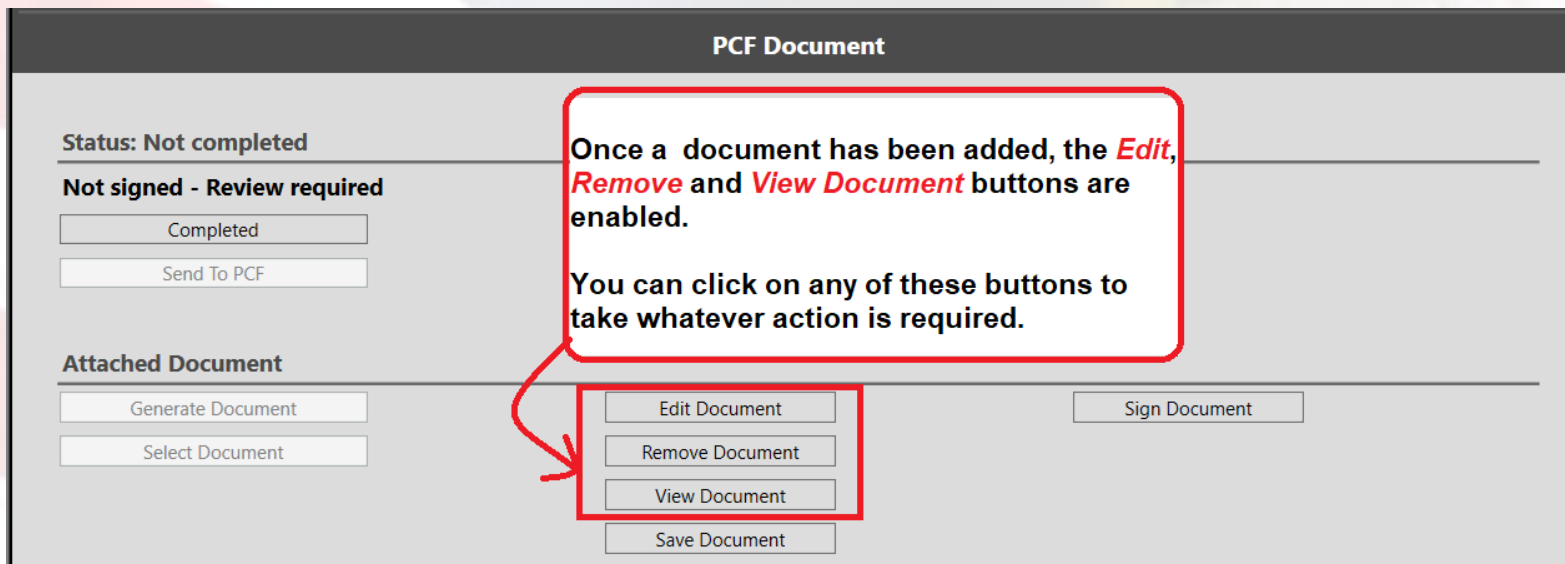
Contract File

Identify and send documents to PCF.

6/3/22

Manually Edit a Document – Contract File

- Once added, the official document can be updated, changed or deleted prior to clicking on the *Completed* button:
 - The *Edit*, *Remove* and *View Document* buttons are enabled.
 - You can click on any of the buttons to take whatever action is required.
 - Last steps: Click the *Completed* button, and then if required, *Send To PCF*. The document will become Read Only.



The screenshot shows a web interface titled "PCF Document". It has a dark header bar with the title. Below the header, there are several sections. The first section is "Status: Not completed" with a sub-section "Not signed - Review required" containing "Completed" and "Send To PCF" buttons. The second section is "Attached Document" containing "Generate Document", "Select Document", "Edit Document", "Remove Document", "View Document", "Save Document", and "Sign Document" buttons. A red box highlights the "Edit Document", "Remove Document", and "View Document" buttons, with a red arrow pointing to them from a text box. The text box contains the following text: "Once a document has been added, the *Edit*, *Remove* and *View Document* buttons are enabled. You can click on any of these buttons to take whatever action is required."



If official document is not entered into Contract File folder correctly, there is no way to remove it from database. The corrected document will need to be added to PCF.

Contract Setup

Contract Setup						
Administration/Funding	Payment/Modifications	Quality Assurance	Submittals/Schedule	Dredging	DVA	

The Contract Setup module is where new contract data is entered during advertisement and completed just after construction award. There are five tabs:

1. Administration / Funding
2. Payment / Modifications
3. Quality Assurance
4. Submittals / Schedule
5. Dredging
6. DVA (Note: This tab will be removed with Release 338)

Contract Setup

Determining how contract is to be managed by QA and QC staff. Setup submittal register.

Contract Setup – Administration / Funding

- This tab allows you to configure what information will be collected.
 - Check box to link CEFMS to Contract.
 - Check box to link to P2. Can click *Use only one Phase* for multiple projects added to one contract. It will allow you to have one set of milestones for both projects.
 - Check *Allow Government to enter Contractor Data* only sparingly. This will allow you to enter Contractor data, even while in RMS 3.0 GM. An example would be the Government could add a Contractor letter not entered in RMS 3.0 CM.
 - Check box to track insurance.
 - Check box to track payrolls. In RMS 3.0 payrolls can only be tracked; Contractor can't generate payrolls. If going to create/track payrolls by other means, do not click box.
 - Check box to track labor interviews.
 - Check box if requires a ENG 1354 (military contracts).
 - Check box to send signed documents to Contract File folder. Not having this option checked will require you to enter your password for confirmation and logging purposes.

Contract Setup

Administration/Funding | Payment/Modifications | Quality Assurance | Submittals/Schedule | Dredging | DVA

Administration

☒ Use CEFMS for downloading Finances and uploading CEFMS Database Name: LOS ANGELES DISTRICT (L1)

☒ Will this contract be linked to P2? ☒ Use P2 data prior to award ☐ Use only one Phase

 ☐ **Allow Government to enter Contractor Data**

☒ Track Contractor's Insurance

☒ Track Contractor's Payrolls in RMS

End Payrolls Milestone: [dropdown] ± [0] Days

☒ Track Labor Interviews

☒ Requires a DD1354 Transfer Document Category Codes for: ARMY

☒ Send documents to PCF ☐ Enable FY22 look ups for DD1354

☐ Log change in Office location

RMS 2.38 access: No one (circled in red)

QCS is turned Off

Funding

Funding Method: Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS

Currency Type: US - US DOLLAR

Since 2.38 has been discontinued, this option should never be changed

Contract Setup

Determining how contract is to be managed by QA and QC staff. Setup submittal register.

Contract Setup – Payment Modifications

Contract Setup

Administration/Funding | **Payment/Modifications** | Quality Assurance | Submittals/Schedule | Dredging

Obligations for Payment Search X Export

Obligation Line Item No.	Obligation Title	Oblig Line Item Days	Refund Payment Days	Final Payment Days
NC0001	Non CEFMS Account	14	30	30

Payment

CEFMS Downloads contract Obligation Line Items. Obligations need to be linked to CLINS.

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

☐ Include All Activities on Prompt Payment Document

Note: Last CEFMS download had unapproved ammendment(s) affecting Payment Terms

ACO Modifications

Issued By: CESWT - Tulsa District [Select Office]

Administered By: CESWT-ECT-T - Tulsa Resident Office [Select Office]

SF30 Signed By: <Not Set>

SF30 ACO Title: [Blue Fields are lookup fields or predefined List of Values]

CO Modifications

Issued By: CESWT - Tulsa District [Select Office]

Administered By: CESWT-ECT-T - Tulsa Resident Office [Select Office]

SF30 Signed By: Cianci, Diane

SF30 CO Title: [Blue Fields are lookup fields or predefined List of Values]

- Shows Obligation Line Items and pay periods to process monthly and final pay requests (added in CEFMS and uploaded to RMS 3.0 as read only).
- MILCON contracts - Prompt Pay period are 14 days for monthly payments, and 30 days for final payment. For Delivery Orders, 30 days.
- Progress Payments – Allow Additional Earnings not included in Activity Earnings* allows additional earnings that exceed CLIN amount be paid as long as the contract amount is not exceeded. Used for CLIN items with unit costs.
- Include All Activities on prompt Payment Document* – when checked, all activities will be included in the prompt payment document regardless how complete the activity is.
- Select ACO, CO, field office and district office from lookup.

Contract Setup

Determining how contract is to be managed by QA and QC staff. Setup submittal register.

Contract Setup – Quality Assurance

Contract Setup

Administration/Funding

Payment/Modifications

Quality Assurance

Submittals/Schedule

Dredging

DVA

Quality Assurance

QA Report Type

MILITARY

Project Engineer

On Site COR

Number of QA Shifts

1 Shift

Chief QA Rep - Shift 1

Alternate QA Rep - Shift 1

Quality Assurance Units

US Units

Border wall group

NONE

Time Extensions due to Unusually Severe Weather

Contract Expected Work Week

5

days per week

Anticipated adverse weather days per month based on Contract Expected Work Week

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	9	6	4	4	6	8	7	4	4	5	9

Actual Work Week

4

days per week

Anticipated adverse weather days per month based on Actual Work Week

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8	7	5	3	3	5	6	6	3	3	4	7

- Select *Civil* or *Military*, to set QA narratives.
- Select *English* units, or *Metric* units.
- Enter *Contract Expected Work Week* and *Actual Work Week*.
- Enter *Contract Expected Weather days* for each month per the contract.
- Use the **blue** boxes to select the *Project Engineer*, *COR*, *Chief QA Rep*, and *Alternate QA Rep*.
- If Number of QA Shifts is increased to 2 or 3, 2 or 3 more **blue** boxes will appear to add those individuals, respectively.

Contract Setup

Determining how contract is to be managed by QA and QC staff. Setup submittal register.

Contract Setup – Submittals / Schedule

Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Contract Setup

Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule Dredging DVA

Add Edit Delete **Submittal Register List** Search Export

Register	Title
> 01	Main Register

Submittals

☒ Compute Submittal Need Dates based on Activity Schedule

Government Review Period (days)					
GA	FIO	CR	DA	DA/CR	DA/GA
30	0	0	0	0	0

Contractor Resubmittal Period: 14 Days

Default Number of Copies					
GA	FIO	CR	DA	DA/CR	DA/GA
6	6	0	0	0	0

Default Government Reviewer: [Blue Bar]

Address Transmittal 4025 Packages To: CESWT-EC-FC - Tinker AFB

Schedule

Contractor Schedule Type: Manually enter Schedule Start/Finish Dates

- Add *Submittal Register* for Construction. Can add multiple registers (i.e., for Design during Design phase).
- Check *Compute Submittal Need Dates based on Activity Schedule*, if NAS schedule is required by contract.
- Enter *Government Review Period* and number of copies for transmittals. Keep copies to a minimal, since signed electronic documents are stored inside RMS 3.0.
- Select the *Default Government Reviewer* and the *Address Transmittal 4025 Packages* are mailed to.
- Enter *Contractor Schedule Type* (NAS or Manual).

Contract Setup

Determining how contract is to be managed by QA and QC staff. Setup submittal register.

P2 Projects

P2 Projects

Links P2 projects to RMS Contracts already created.

You need to obtain the P2 Project ID, Task Code and Task Name from PM when linking RMS Contract to P2 project.

Project **Task** **Awarded - RMS Construction Data exported to P2**

Task Status **Milestones Events** **Cost/Time Growth**

Status: V Construction Underway - Behind Schedule

Delay Code: ZZ Other Causes Not Covered By Other Code

RMS Customer Issues

CONSTRUCTION:

RMS USACE Issues

- This module links P2 projects to RMS Contracts already created.
- Click *Add* and select the correct *P2 Code* and *Task Code* to link to the RMS contract.

NOTE: It's preferred for PA to link the appropriate P2 code and Task Code after uploading CEFMS finances to RMS 3.0. The PA goes to Contract Funding tab, and for each Funding Account selects the appropriate P2 code and add contract amounts.

- *Task Status*, *Milestone Events* and *Cost/Time Growth* data will come over from P2 to RMS 3.0 prior to construction award. After construction award this data in RMS will feed P2.
- **COMMON ERRORS:** P2 project not displayed in the lookup field.
- Check to ensure the Project was setup correctly in P2, see tutorial video at 4:10 timestamp for setup instructions: [Linking P2 Projects to RMS](#)

P2 Projects

Link RMS Contract to P2 Project.
6/3/22

P2 Projects

Task Status		Milestones Events	Cost/Time Growth
Status	Displays status, delay code, % of progress, total earnings, and Customer / USACE issues (same as RMS 2.38)		Task % Placement 99.3 %
Delay Code			Contract % Progress SCH 97.0 %
			Contract % Progress ACT 99.0 %
			Total Earnings To Date

Task Status		Milestones Events	Cost/Time Growth	
Drag a column header and drop it here to group by that column				
	Milestone	Original	Scheduled	Actual
>	Contract Award			
	NTP Acknowledged			
	Construction Completion			

Displays the System Milestones which are required for the project.

Task Status	Milestones Events	Cost/Time Growth	
Task Amounts and Mods/Changes			
	Amount	Percentage	Time/Days
Original Contract	Task Amounts and Mod / Changes (same as RMS 2.38)		
Options Exercised			
Finalized Changes			
Current Contract			

P2 Projects

Link RMS Contract to P2 Project.
6/3/22

Correspondence

- The correspondence module will allow the Contractor and the USACE representative to exchange signed correspondence letters within RMS 3.0 GM and 3.0 CM, and to track those correspondences.
- Correspondence is now all on one selection grid with the ability to sort by letter status (*Draft, Sent, Received, and In-House Memos*).
- Letters to be sent will include Contractor Home Office (H-####) and Site Office (S-XXXX). Gov letters remains C-XXXX format.
- The Documents Packages folder allows the same sort of attachments as other document packages (i.e., signed PDF, or Word, letters, JPEG/JPG images, Excel Files, Powerpoint Files, Text Files, CSV Files and emails) to be added. Government and Contractor shall add signed letters in Document Packages folder within this module.
- The Government will generate both RFP and C- letters and send to either Contractor Home, or Site Office, depending on where the Contractor wants letters to be sent.



Correspondence

- Correspondence module has all letters sorted into 4 tiles (*Draft*, *Sent*, *Received* and *In-House Memos* with a count).
- Select the count in the letter status box you want to view.

Correspondence

Draft

All	3
Not Completed	2
Completed	1
Approved	0

Sent

All	14
Answer Required	3
Unresolved Issues	0

Received

All	7
Answer Required	5
Unresolved Issues	0

In-House Memos

All	1
Answer Required	0

Add Edit Delete

Correspondence Draft-All Search Export

Drag a column header and drop it here to group by that column

Dated	Letter No.	Brief Summary	Letter Status
12/14/2016	C-0012		Draft Letter Completed
> 12/04/2013	RFP-0003	Request For Proposal for XX001-1 - NTP, Extend Channelization by 50...	Draft Letter Not Complete
04/26/2017	RFP-0004	Request For Proposal for XX001-1 - NTP, Extend Channelization by 50...	Draft Letter Not Complete

Correspondence

Draft

All	3
Not Completed	2
Completed	1
Approved	0

Sent

All	14
Answer Required	3
Unresolved Issues	0

Received

All	7
Answer Required	5
Unresolved Issues	0

In-House Memos

All	1
Answer Required	0

Add Edit Delete

Correspondence Received-Answer Required Search Export

Drag a column header and drop it here to group by that column

Dated	Letter No.	Brief Summary	Letter Status
> 02/05/2014	H-0002		Received, Answer Required
03/14/2014	H-0003		Received, Answer Required
01/15/2015	H-0007		Received, Answer Required
07/19/2017	H-0008	H-0008 7/19/2017 - Example OnlyDeficient Control Wiring Repairs Co...	Received, Answer Required
06/12/2014	S-0001		Received, Answer Required

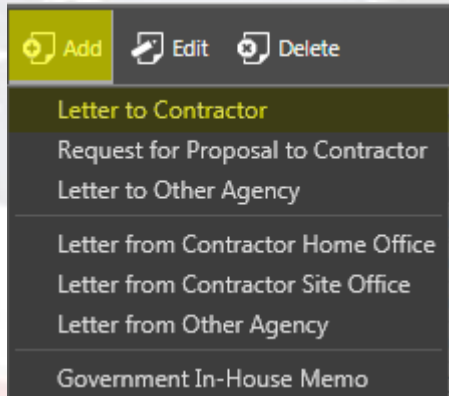
In Contract Setup, use *Allow Government to enter Contractor Data* sparingly. Checking this box will allow the Government to enter data for Contractor. An example is entering a letter for Contractor.

Correspondence

Create, edit and view, Letters and Memos.

6/3/22

Adding a Letter



- Click on the Add button to bring up a list of options.
- Select the type of letter (Letter to Contractor).
- *Note: Depending on what type of letter is being created will determine the system generated prefix.*

A screenshot of a pop-up window titled 'Add Correspondence Entry'. The window has a title bar with 'RMS' and a close button. Below the title bar is a header with the text 'Add Correspondence Entry'. The main area contains a message: 'The following information is required to add a new Correspondence Entry'. Below this is a text input field labeled 'Letter No. C-' with a yellow background and the number '13' entered. To the right of the input field is a label: 'Enter the number for the new letter - Leading zeros will be automatically added'. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

- Once the type of letter has been selected, a pop-up form will be displayed with a letter number.
- Click *OK* to continue

Adding a Letter

Correspondence - C-0013

Letter Dated: 4/25/2022 Sent Status: Draft Letter Not Complete

☐ Unresolved Issue

☐ Requires Answer?

Letter Summary:
Checking the box "Requires Answer?" will require an answer for your letter.
Click on the notepad to enter the Letter Summary.

Letter No. C-0013 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Document Packages

Title of Package	Package No.	Status
Letter No. C-0013	1	Not Complete

Select Letter(s) Answered By C-0013 Create New Letter to Answer C-0013 Select Existing Letter(s) to Answer C-0013

Letters Answered by C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

Letters Answering C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

- After adding a letter, the *Correspondence Letter View* comes up:
 - Enter *Letter Dated* and *Letter Summary*.
 - Enter *Unresolved Issue*, if applicable.
 - Click *Add* to add a Document Package folder.
 - Once Document Package folder has been created the *Title of Package* is system generated and cannot be edited.
 - The user can click double click the *Title of Package* or click *Edit* to add attachments inside Document Packages folder. User can add another Document Package folder (example would be if the Contractor sends revised documents in a different Document Package folder).
- Click letter in *Letters Answered by C-0013*, or *Letters Answering C-0013*, whichever is appropriate.
- Reference Correspondence report (*Correspondence – Subject Listing*) in Contract Reports that allow you to track correspondence.

Adding Attachments to Correspondence

Letter No. C-0013 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Title of Package	Package No.	Status
Letter No. C-0013	1	Not Complete

Buttons: Add, Edit, Delete

Bottom buttons: Select Letter(s) Answered By C-0013, Create New Letter to Answer C-0013, Select Existing Letter(s) to Answer C-0013

- Once Document Package folder has been created the Title of Package is system generated and cannot be edited.
- Normally, all other attachments are added to one Document Packages folder.
- In this example, we will add to the existing package – click on the **Edit** Button:

Adding Attachments to Correspondence

Document Package: Letter No. C-0013

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files	Drag and Drop Attachment Files Here	Generate Letter
0	0	0	0	0		
	JPEG/JPG Images	Text Files	CSV Files	Email		Sign Selected Documents
	0	0	0	0		Export Selected Documents

Add Edit Delete

All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
---------	----------------------	----------------	-----------------------------	-----------------------------	--------	--------------

Document Date: Select a date [15] Edit Document View Document

Document Title

Description

Document Package Status: Not Complete

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package Complete Package

Government Notes

- This is the "*All Attachments*" view for the Document package Letter No. C-0013.
- Users can use *Drag and Drop feature* or click *Add* to attach as many documents as they want to in the Document Packages folder. (File size limit is currently 250 mb).

Adding Attachments to Correspondence

Document Package: Letter No. C-0013

All Attachments 0	PDF Documents 0	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

All Attachments

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode

Drag and Drop Attachment Files Here

Eng_Form_4025 Transmittal 02300-1.1.pdf	8/30/2017 10:42 AM
Eng_Form_4025.pdf	8/4/2017 11:08 AM
Eng_Form_4025-R.pdf	8/4/2017 11:04 AM
Example of Attachment.pdf	8/16/2017 8:29 AM
Example.docx	8/16/2017 8:28 AM
C-0013 Attachment.pdf	8/1/2017 11:05 AM

Document Package: Letter No. C-0013

All Attachments 3	PDF Documents 2	Word Documents 1	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

All Attachments

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
☐	9/8/2017 10:39:30 AM	Letter No. C-0013 - Example.docx	Not signed	Not signed	Document not included i	Shared with Contractor
☐	9/8/2017 10:39:38 AM	Letter No. C-0013 - C-0013 Attachment.pdf	Not signed	Not signed	Document not included i	Shared with Contractor
☐	9/8/2017 10:39:44 AM	Letter No. C-0013 - Example of Attachment.pdf	Not signed	Not signed	Document not included i	Shared with Contractor

Drag and Drop Attachment Files Here

- Open Windows Explorer and open the folder where the attachments are located.
- Drag attachments to the *Drag and Drop* square and drop them.
- Click the Back button to save the record.

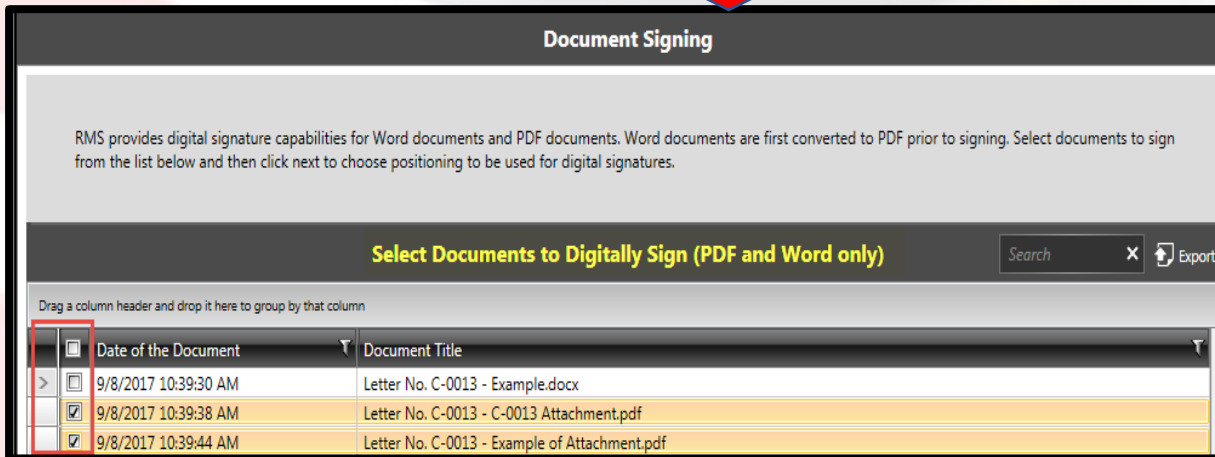
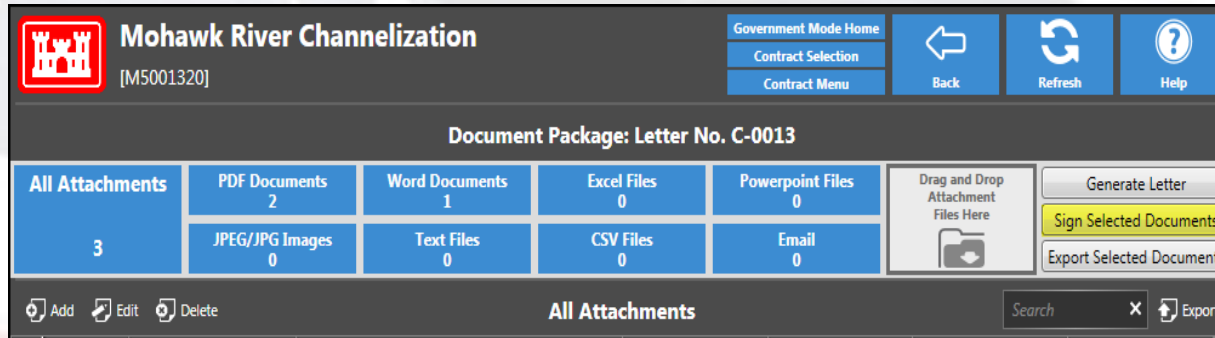
Government Mode Home	Back	Refresh
Contract Selection		
Contract Menu		

Correspondence

Create, edit, and view, Letters and Memos.

6/3/23

Sign Attachments to Correspondence



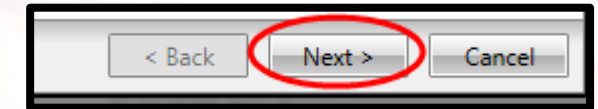
	Date of the Document	Document Title
☐	9/8/2017 10:39:30 AM	Letter No. C-0013 - Example.docx
☒	9/8/2017 10:39:38 AM	Letter No. C-0013 - C-0013 Attachment.pdf
☒	9/8/2017 10:39:44 AM	Letter No. C-0013 - Example of Attachment.pdf

- If any of the PDF, or Word, documents need to be signed, click on the *Sign Selected Documents* button.



- *Word Documents can be signed inside Document Package folder.*

- Check the documents to be electronically signed and click *Next*.



- Confirm/Change the Digital Signature Position and click on *Finish*.



Complete Document Package(s)

Document Package: Letter No. C-0013

All Attachments 3	PDF Documents 2	Word Documents 1	Excel Files 0	Powerpoint Files 0	Drag and Drop Attachment Files Here 	Generate Letter Sign Selected Documents Export Selected Documents	
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0			

All Attachments

	Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
☐		9/8/2017 10:39:30 AM	Letter No. C-0013 - Example.docx	Not signed	Not signed	Document not include	Shared with Contract
☐		9/8/2017 10:39:38 AM	Letter No. C-0013 - C-0013 Attachment.pdf	Not signed	Electronically Signed	Document not include	Shared with Contract
☒		9/8/2017 10:39:44 AM	Letter No. C-0013 - Example of Attachment.pdf	Not signed	Electronically Signed	Document not include	Shared with Contract

- The documents signature status will now be *Electronically Signed*.
- If document cannot be signed inside Document Package folder, sign outside and import into Document Package folder and click *Manually Signed by Government*. Signature status then becomes *Attested Signature Attached*.
- Add any Government Notes to the Contractor.
- Once the attachments are complete and correct, click *Complete Package*.
- Click the Back button to save (commit) the record.

Document Package Status: Not Complete

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package

Government Notes These are notes Government can add to give any additional and critical information, before completing the package.

Document Package Status: Complete

This document package has been completed. No further editing is allowed. If needed, create a new document package.

Government Mode Home			
Contract Selection			
Contract Menu			

Finalizing Correspondence to Contractor

- After all the information has been entered and it is ready to go to the Contractor, change *Sent Status* to *Letter Sent*. Document will then upload to Contractor side.

Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

Correspondence - C-0013

Letter Dated: 9/8/2017
Requires Answer?: ☒
Answer Due: 9/19/2017
Letter Summary: C-0013 Letter Summary Example: Type in a brief summary for the letter being attached.

Sent Status: Draft Letter Not Complete

Letter No. C-0013 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Document Packages

Title of Package	Package No.	Status
Letter No. C-0013	1	Accepted

Letters Answered by C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

Letters Answering C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

Sent Status: Draft Letter Not Complete
Draft Letter Complete
Letter Approved
Letter Sent

Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

Correspondence - C-0013

Letter Dated: 9/8/2017
Requires Answer?: ☒
Answer Due: 9/19/2017
Letter Summary: C-0013 Letter Summary Example: Type in a brief summary for the letter being attached.

Sent Status: Draft Letter Sent

The letter and document package(s) are now Read-Only

Letter No. C-0013 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Document Packages

Title of Package	Package No.	Status
Letter No. C-0013	1	Accepted

Letters Answered by C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

Letters Answering C-0013

Dated	Letter No.	Brief Summary
-------	------------	---------------

Warning: Once this letter is marked 'sent', this action cannot be undone. Are you sure the letter is complete?

Yes No

Correspondence

Create, edit, and view, Letters and Memos.

6/5/22

Send Correspondence to Contractor

Mohawk River Channelization [M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Correspondence

Draft		Sent		Received		In-House Memos	
All	3	All	15	All	7	All	1
Not Completed	2	Answer Required	4	Answer Required	5	Answer Required	0
Completed	1	Unresolved Issues	0	Unresolved Issues	0		
Approved	0						

Add Edit Delete

Correspondence Sent-Answer Required Search X Export

Drag a column header and drop it here to group by that column

Date	Letter No.	Brief Summary	Letter Status
> 09/21/2010	C-0002		Sent, Answer Required
09/08/2017	C-0013	C-0013 Letter Summary Example: Type in a brief summary for the lett...	Sent, Answer Required
05/30/2013	RFP-0001	Request For Proposal for XX001 - Weather Time Extension Aug 12 - D...	Sent, Answer Required
12/04/2013	RFP-0002	Request For Proposal for XX001 - Weather Time Extension Aug 12 - D...	Sent, Answer Required

- The correspondence is now in the appropriate Status box, *Answer Required*.

Receiving Letter from Contractor - 1

The screenshot shows the 'Correspondence - C-0013' form. At the top, 'Letter Dated' is 9/8/2017 and 'Sent Status' is 'Draft Letter Not Complete'. A red circle highlights the 'Requires Answer?' checkbox, which is checked. A red box contains a notepad icon and text: 'Checking the box "Requires Answer?" will require an answer for your letter. Click on the notepad to enter the Letter Summary.' Below this, a red circle highlights the 'Document Packages' folder icon. A table shows one package: 'Letter No. C-0013' with status 'Not Complete'. At the bottom, three buttons are highlighted with red boxes: 'Select Letter(s) Answered By C-0013', 'Create New Letter to Answer C-0013', and 'Select Existing Letter(s) to Answer C-0013'. Red arrows point from these buttons to two empty tables below: 'Letters Answered by C-0013' and 'Letters Answering C-0013'.

Correspondence - C-0013

Letter Dated: 9/8/2017 15

Sent Status: Draft Letter Not Complete

☒ Requires Answer? ☐ Unresolved Issue

Letter Summary: [Notepad icon]

Letter No. C-0013 GOVERNMENT: Complete a document package for this letter using this document package manager. The document package should include the letter itself and any applicable supporting documents.

Add	Title of Package	Package No.	Status
Edit	Letter No. C-0013	1	Not Complete
Delete			

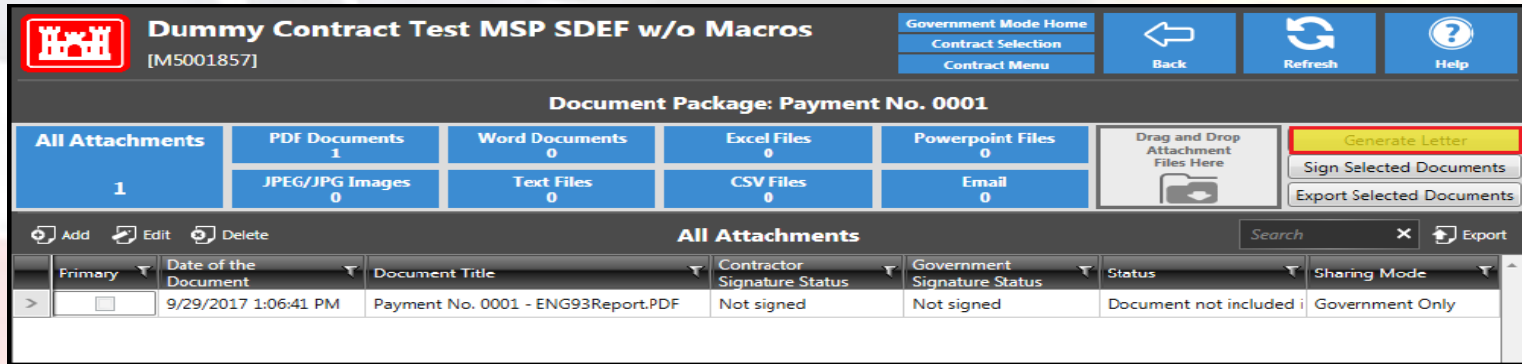
Select Letter(s) Answered By C-0013 Create New Letter to Answer C-0013 Select Existing Letter(s) to Answer C-0013

Letters Answered by C-0013		
Dated	Letter No.	Brief Summary

Letters Answering C-0013		
Dated	Letter No.	Brief Summary

- **Receiving Letter from Contractor on Gov side (GM):**
- Gov opens the letter from *Received blue* tile. Enter *Unresolved Issue*, or *Requires Answer*, if applicable. If responding, add *Answer Due* date and *Action By* and *Letter Summary*.
- Click *Edit* to open Contractor Documents Package and click *View Document* to view letter. If ok, click *Accept Package*. If not ok, click *Return for Corrections*. Click *Back* to save.
- Click one of the 3 options: *Select Letter(s) Answered By*, *Create New Letter to Answer*, or *Select Existing Letter(s) to Answer*.
- When you select the 2nd option, a Gov "C" letter will be created under *Letters Answering C-00*. Double click the "C" letter and a new correspondence letter will open, and a Document Packages folder is generated. Enter *Requires Answer* and *Letter Summary*.
- Open the Document Package's folder and either click *Add* or use *Drag and Drop* feature to add signed letter from the C:/ drive.

Receiving Letter from Contractor - 2



Dummy Contract Test MSP SDEF w/o Macros [M5001857]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Document Package: Payment No. 0001

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
1	1	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	0	0	0	0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

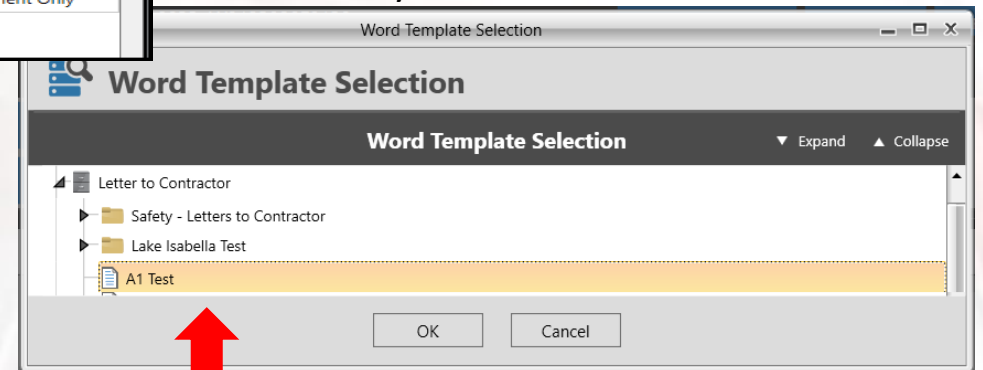
Add Edit Delete

All Attachments Search Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	9/29/2017 1:06:41 PM	Payment No. 0001 - ENG93Report.PDF	Not signed	Not signed	Document not included i	Government Only

- Another option to respond, is to click *Generate Letter* inside the Document Package folder to create a letter from Standard forms stored in the District Library.

- The standard letter will generate and be added to Document Packages folder as a Word document. Click *Edit Document* and make any necessary changes.
- You can sign the Word Document using ink pen option in *View Document*.
- Add other attachments into Documents Packages folder, if necessary. Then, *Check Complete Package* and change "Sent" status to "Sent to Gov".



Word Template Selection

Word Template Selection Expand Collapse

- Letter to Contractor
 - Safety - Letters to Contractor
 - Lake Isabella Test
 - A1 Test

OK Cancel

Select the applicable Word Template in Government Library to use for generating the letter.

Request for Information (RFI's)

- During the course of a contract, it is often necessary to obtain clarification, guidance, or interpretation of certain aspects of the contract. This can include the written documents (specifications), plans (contract drawings), or interpretation and application of the contract as a whole.
- The new Document Package folder allows transfer of documents to the Contractor as long as the size limit is not exceeded (250MB).



- *Note: Government and/or Contractor can add RFI's.*

- RFI's include the following key items:
 - Information requested
 - Date Requested
 - Contractor's Recommendation
 - Will it result in a cost or schedule impact to the contract?
 - Attachments such as contract drawings, sketches, or photos

Tips for RFI's - Government

Mohawk River Channelization
[M5001320] W9126G-10-C-0000

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Request For Information - RFI No. RFI-0088 RFI Form

Contractor RFI Government Response

Contractor Request

Requested: 5/2/2018

RFI-0088 CONTRACTOR: Complete a document package for this RFI and submit it using this document package manager. The document package should include the RFI document and any applicable supporting documents.

Document Packages

Add Edit Delete

Title of Package	Package No.	Status
RFI-0088	1	In Review

- Government will click *Outstanding RFI's* blue tile and double click RFI.
- First, go into Contractor's Document Packages folder and open RFI. The status of the Document Packages folder must be *In Review*.

Title of Package	Package No.	Status
RFI-0088	1	Not Complete

- If status is *Not Complete*, Contractor did not click *Submit for Review* and you will need to have the contractor click that button for you to proceed.
- Gov can click *Return for Corrections* and request Contractor to correct, or to correct Contractor not signing the RFI, or correct missing data. Only Document Packages folder will be sent back to the Contractor; Contractor will not be able to modify the RFI form.
- Government must review RFI and attachment, and, if acceptable, Government will click *Accept Package* and process. Go to the Government Response tab to process the RFI.

Mohawk River Channelization
[M5001320] W9126G-10-C-0000

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Request For Information - RFI No. RFI-0088 RFI Form

Contractor RFI Government Response

Government Response

Received: Select a date Answered: Select a date Answer Completed

RFI-0088 Response: GOVERNMENT: Prepare a document package for this RFI response and complete it using this document package manager. The document package should include the RFI response and any applicable supporting documents.

Document Packages

Add Edit Delete

Title of Package	Package No.	Status
------------------	-------------	--------

Tips for RFI's - Government

Mohawk River Channelization
[M5001320] W9126G-10-C-0000

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Request For Information - RFI No. RFI-0091

Contractor RFI Government Response

Government Response

Receipt Acknowledged: Once Government checks the boxes: Answer Completed and COR / ACO Approved, the system generates the document package, RFI-____ Response. The Status is **Not Complete** and will need to be accepted in order for the AFE to be properly closed and the AFE will be ready to process through PCF.

Answer Completed
COR / ACO Approved

RFI-0091 Response: GOVERNMENT: Prepare a document package for this RFI response and complete it using this document package manager. The document package should include the RFI response and any applicable supporting documents.

Document Packages

Title of Package	Package No.	Status
RFI-0091 Response	1	Not Complete

- Enter *Receipt Acknowledged*, *Answer Prepared By*, and *Govt Response*. If DOR reviews, enter their comments under *Secondary Respondent Response*. Once completed the QA will click *Date Answered*, *Answer Completed*, and *COR*, or *ACO*, will click *COR/ACO Approved* box, and Document Packages folder will be automatically created and RFI added.
- Click *Sign Selected Documents* and select *RFI* and click *Next*. Highlight the RFI, click *Next* and the RFI should show up under *Digital Signature Position*, click *Finish*. Verify signing by clicking *View Document*.
- Add any necessary attachments in Document Packages folder, enter *Government Notes* and click *Complete Package*.
- RFI will move to *Complete RFI's*, will be forwarded to the Contractor, and a copy will automatically go to the Contract File folder.

Document Package Status: Complete

This document package has been completed. No further editing is allowed. If needed, create a new document package.

Government Review Notes

Contractor Notes to Government

Contract User Entries/Special Data

Description of Macro	Data for UDF Contract
Project Number (1391 Number)	
SWD PM Phone Number	
SWD Program Manager	

- RMS 3.0 GM contains a variety of predefined macros for use with Microsoft Word when generating documents.
- The list of Macros is in the *Summary Reports – Library Reports* module and selecting the RMS Word Macros report.

Report Title	Report Menu	Author	Developed By
RMS Word Macros	LIBRARY	RMS Center	RMS Center

- When you generate a report that uses one of these predefined macros, RMS will insert into the Word document a value found in the database. If there are macros not listed in the Predefined Macros users can input a value that is not found.
- These macros are called *User Defined Macros*.
 - Examples: Emergency numbers and addresses, an urgent care facility nearest a job site, etc.
- The *Administration – Contract User Entries* module along with the *District Library – User Defined Macros* module create the user defined macros that will be available for every contract in the district.
- In *Administration – Contract User Entries* module, enter the values for those user defined macros that are to be inserted into Word documents as they are generated.

Contract User Entries

Insert data for District generated macros for reporting.

Prime Contractor Info Tab

Add Prime Contractor from Entered Info

Prime Contractor

Prime Contractor Info | Contractor Staff

Prime Contractor Information

RMS 3 Prime Contractor: E1000118 - The Ranger Group

Prevent Contractor Mode Access

DUNS No: 964970177 Copy DUNS and Contractor Information

Responsibility Code: PRIM

Contractor Full Name: The Ranger Group

Contractor Short Name:

Send Mail To: Contractor Home Office

Payee Office: <Not Assigned>

Home Office Address

Street: 2100 Corporate Drive test

City: Boynton Beach State: FL Zip Code: 33426

County: test Country: USA

Phone: 561-742-7644 Fax: 561-742-7636

Site Office Address

Street: 123984

City: asdfkajsdff State: asdfkajsdff Zip Code: asdfkajf

County: asdfasdj Country: asdfjasdfj

Phone: asdfasdj Fax: asdfasdj

Staff Information

Project Manager: John Sloss E-Mail: abc@abc.com

Phone: Mobile: 561-718-9829 Other Phone:

Superintendent: Rob Robinson E-Mail: abc@abc.com

Phone: 561-676-1267 Mobile: Other Phone:

Assistant Superintendent:

QC Manager: John Sylvestri Asst QC Manager:

Site Safety/Health Officer: Alternate SSHO:

Contractor Representative to Review Performance Evaluation (CPAR)

Name: cristina Espinoza Email:

Bonding Company / Work Days

Bond Number: 09030497 & 822844-65

Bonding Company: Construction Surety & Insurance Services, LLC

Address 1: 5901 Thornton Ave.

Address 2: Des Moines, IA 50321

Phone: 473

Fax:

Work Days:

☐ Sunday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☒ Contractor is a small business

☒ Contract requires a small business plan

☒ Contract Administered by SBA

Small business plan goal: 4 %

SBA Office Name: SBA OFFICE SBA Office Address: SBA Office Addy

SBA Administrator Name: SBA Admin SBA Administrator Title: SBA Admin Title

☒ Insurance Required?

☒ Payroll Required?

Payrolls ending day of week: Saturday

☒ Use Last Day as Payroll end override?

- The Prime Contractor name and information should be added to the Prime Contractor's list in the *District Office*, and then it can be added to the Contract.
- This module exists in both RMS 3.0 GM and RMS 3.0 CM; but data in the second section and down are mostly entered by the Contractor.
 - Contractor CANNOT add the information in the top section.**
- RMS 3.0 GM adds *Prime Contractor, Duns Code and Payee Office* soon after construction award. Conversely, clicking on *Copy DUNS and Contractor Information* from District Office will be copied.
- Contractor will add remaining information.

Mohawk River Channelization [M5001320]

Government Mode Home

Contract Selection

Contract Menu

Back

Refresh

Log Out

Help

Prime Contractor

Prime Contractor Information

RMS 3 Prime Contractor: M5000152 - BP Construction

Prevent Contractor Mode Access

DUNS Code: BR549BR549 Copy DUNS and Contractor Information

Responsibility Code: PRIM

Contractor Full Name: BP Construction

Contractor Short Name: Buford

Send Mail To: Contractor Site Office

Payee Office:

Prime Contractor

Identify Contractor for payment purposes and view Contractor Staffing.

Prime Contractor Info Tab

Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Prime Contractor

Prime Contractor Information

RMS 3 Prime Contractor M5000152 - BP Construction Prevent Contractor Mode Access

DUNS Code BR549BR549 Copy DUNS and Contractor Information

Responsibility Code PRIM

NAICS Code BR549B

Contractor Full Name BP Construction Contractor Short Name Buford

Send Mail To Contractor Site Office Payee Office

- The responsibility code for the Prime Contractor is always PRIM.
- The Government will enter the Prime Contractor's *NAICS Code* (**North American Industry Classification System**), if available, and DUNS Code on Gov side. The *NAICS Code* for construction can be found on the following link:
<https://www.naics.com>
- *Prevent Contractor Mode Access*. Option to prevent Contractor from accessing Contractor mode for this contract. Used when there is a dispute, termination or other reason to prevent access to the contract by the Contractor.

Prime Contractor

Identify Contractor for payment purposes and view Contractor Staffing.

Prime Contractor – Contract Staff

The screenshot shows the Prime Contractor interface. At the top, there are tabs for "Prime Contractor Info" and "Contractor Staff". Below the tabs, there are buttons for "Add", "Edit", and "Delete". The "Add" button is circled in red. Below the buttons, there is a table with the following columns: Name, Account ID (email), Admin, Linked, Last Logged In, Inactive, and Deleted. The table contains one row for Jennifer, McGugan, with Account ID (email) jennifer@rmssupport.com, Admin Yes, Linked Yes, Last Logged In 12/29/2021 3:5, Inactive checked, and Deleted checked. A red arrow points from the "Add" button to the "Add Contractor Staff Member" dialog box. The dialog box has a title bar "RMS Add View" and a header "Add Contractor Staff Member". Below the header, there is a message: "The following information is required to add a new Contractor Staff Member". Below the message, there is a text input field for "Account ID (email)" with the value "jennifer+test@rmssupport.com". The field is circled in red. To the right of the field, there is a warning icon and a text box that says "Verify email is spelled correctly before clicking OK." Below the field, there are "OK" and "Cancel" buttons. A red arrow points from the "OK" button to the "Contractor Staff" section of the main interface. The "Contractor Staff" section has a header "Staff Information" and a text input field for "Account ID (email)" with the value "jennifer+test@rmssupport.com". Below the field, there are two text input fields for "First Name" and "Last Name", both with the placeholder text "Enter user's first name" and "Enter user's lastname" respectively. The fields are circled in red. Below the fields, there is a section for "Administrator Rights" with a warning icon and a checked checkbox labeled "Has Administrator Rights". Below the checkbox, there is a text box that says "Administrator rights for Contractor Staff grants ALL permissions to the user. This includes the ability to set permissions for other users and to create other administrators." Below the "Administrator Rights" section, there is a section for "Inactive Staff" with a checkbox labeled "Inactive staff member".

Name	Account ID (email)	Admin	Linked	Last Logged In	Inactive	Deleted
Jennifer, McGugan	jennifer@rmssupport.com	Yes	Yes	12/29/2021 3:5	☒	☒

Add Contractor Staff Member

The following information is required to add a new Contractor Staff Member

To add a staff member, enter an email address.

Account ID (email)

Verify email is spelled correctly before clicking OK.

OK Cancel

Contractor Staff

Staff Information

Account ID (email)

First Name

Last Name

Administrator Rights

☒ Has Administrator Rights

Administrator rights for Contractor Staff grants ALL permissions to the user. This includes the ability to set permissions for other users and to create other administrators.

Inactive Staff

☐ Inactive staff member

- The Government will enter the Prime Contractor's first user as an admin, after that, the contractor is then responsible for adding more staff on their side.
- It is highly recommended that the contractor set up user roles to assign to non-admin users.



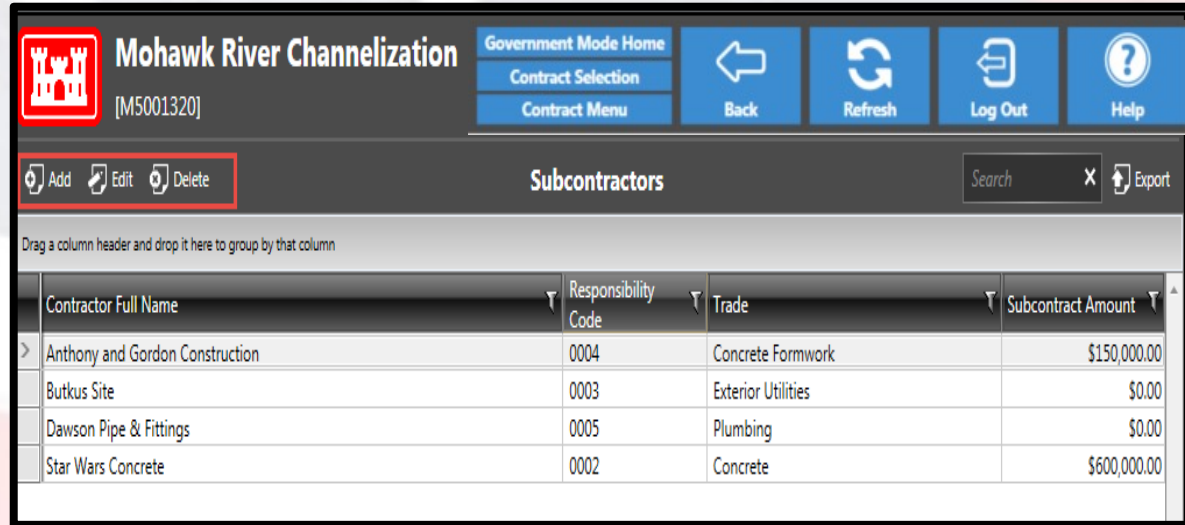
Prime Contractor

Identify Contractor for payment purposes and view Contractor Staffing.

Subcontractors

- Subcontractor entry is an essential part of the RMS Contractor Mode program.
 - Attaching a subcontractor to each activity will link submittal items to the subcontractor.
 - With the subcontractor linked to activities, contractor mode knows who has related responsibilities, such as 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.

Subcontractors



Contractor Full Name	Responsibility Code	Trade	Subcontract Amount
Anthony and Gordon Construction	0004	Concrete Formwork	\$150,000.00
Butkus Site	0003	Exterior Utilities	\$0.00
Dawson Pipe & Fittings	0005	Plumbing	\$0.00
Star Wars Concrete	0002	Concrete	\$600,000.00

- This is the list of all subcontractors associated with the contract.
- Each subcontractor must have a unique Responsibility Code.
- *The Prime Contractor Administrator manually adds subcontractors, if there is a manual schedule. For a NAS schedule subcontractors are added by the SDEF import. SDEF import also brings in Features of Work and Pay Requests.*

Contractor's schedule software loads the subcontractor's responsibility codes into RMS 3.0 CM. So, when there is a NAS schedule the subcontract responsibility codes are pulled from the SDEF file.



NOTE: if the contractor's scheduler changes the responsibility codes in the scheduling software, duplicates will be created and **CANNOT** be deleted if labor hours, payrolls sent to gov, insurance and other features are linked to the subcontractor and sent to PCF. Responsibility codes for the Prime Contractor should be marked **PRIM** in the scheduling software.

Subcontractor – Edit view

Subcontractor	
Resp Code	DEMO
Contractor Short Name	DEMO
Contractor Full Name	Demo structural engineer
First Day on Site	5/3/2021 15
Last Day on Site	Select a date 15
Address - 1	123 Some Street
Address - 2	This City, CA 92345
Address - 3	
Trade	Doors, Frames and Hardwa
POC	Jack Dean
Office Phone	123-456-7890
Office Fax	
Subcontract Amount	\$15,000.00
☐ Contractor is a small business	
☒ Insurance Required?	
☒ Payroll Required?	
	Payrolls ending day of week Sunday *Payroll week ending day should be selected
☐ Use Last Day as Payroll end override?	
☐ Contractor is a Second Tier Sub	

Common Error:

- If the **Payrolls ending day of week** is changed mid-contract, then duplicate payrolls could be generated.
- It is recommended that once the contract starts, this field does not change.

Contractor Insurance

- The *Contractor Insurance* module is designed to track the insurance of both the Prime contractor as well as the Subcontractors.
- Every Contractor and subcontractor will show the correct expiration dates.

Prior to commencement of work, Contractor and subcontractor insurance documentation is furnished to the Government.

 **Contractor can enter the insurance expiration dates here for Prime and subcontractors and can upload the insurance documents into the Documents Packages folder if the insurance required checkbox is checked in the Prime Contractor module.**

- The insurance coverage must amount to at least the limits referred to in the contract. Where the Financial Responsibility Compulsory Insurance Law of the State in which the contract is located requires higher limits, policies should provide coverage of at least those limits.
- In *Subcontractor* module check subcontractor when required to submit Insurance.

Contractor Insurance

Contractor Insurance

All1

Insurance Missing1

SF1413 Missing0

Expired Insurance0

Edit

All

X

Export

Drag a column header and drop it here to group by that column

	Contractor Name	Responsibility Code	Trade	General Insurance	Auto Insurance	Workers' Comp	Form SF 1413
>	Seong Bo Construction Co., Ltd	PRIM	PRIM	01/03/2023		01/28/2023	01/24/2022

-  In Contract Setup module ensure Track Contractor Insurance is checked, if you want the insurance to be tracked in RMS 3.0.

- The Prime and Subcontractor's insurance data grid is entered by the Contractor.
- To add/edit the insurance information, click on Contractor, or subcontractor, and then *Edit* button.

Contractor Insurance

Track General, Auto, and Workman's Comp Insurances.

Add/Edit Insurance Information

Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
Contract Menu

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Contractor Insurance [0002] - Star Wars Concrete

Insurance Expiration Dates

General Insurance Expires 3/9/2018 15 1

Auto Insurance Expires 3/9/2018 15 2

Workman Comp Expires 3/9/2018 15 3

Form SF 1413 Statement and Acknowledgment

SF1413 Attached 3/14/2018 15 4

Contractor Insurance - [0002] CONTRACTOR: Complete a document package for this subcontractor insurance and Form SF 1413, and submit it using this document package manager. The document package should include the insurance documents, signed Form SF 1413, and any applicable supporting documents.

Document Packages

Add	Title of Package	Package No.	Status
Edit	> Contractor Insurance - [0002]	1	Not Complete
Delete			

Attach all the insurance documents for each subcontractor for the contract.
The Prime Contractor will submit the insurance documents to the Government.

- Contractor will enter expiration dates for *General Insurance*, *Auto Insurance* and *Workman's Comp*.
- Enter *SF 1413* date.
- Contractor can add the insurance and SF 1413 documents for prime and subcontractors into the Document Package folder. This could be valuable if Contracting used RMS 3.0 GM.

Contractor Insurance

Track General, Auto, and Workman's Comp Insurances.

Add/Edit SF1413's



Note: The Contractor can upload the SF 1413s for each subcontractor.

- SF 1413 is used by all executive agencies, including the USACE. SF1413 provides the following information:
 - Identifies all the subcontractors under the prime contractor.
 - Identifies each subcontractor's scope of work, award date, and subcontractor number.
- The SF 1413 also provides formal notification to subcontractors of the labor laws and associated clauses they are responsible for complying with. Since the form provides formal notification, it is acknowledged by both parties and becomes a part of the contract.

STATEMENT AND ACKNOWLEDGMENT					OMB No.: 9000-0014 Expires: 6/30/2014	
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 this burden, to the FAR Secretariat, (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0014), Washington, DC 20503.						
PART I - STATEMENT OF PRIME CONTRACTOR						
1. PRIME CONTRACT NO.		2. DATE SUBCONTRACT AWARDED		3. SUBCONTRACT NUMBER		
4. PRIME CONTRACTOR				5. SUBCONTRACTOR		
a. NAME				a. NAME		
b. STREET ADDRESS				b. STREET ADDRESS		
c. CITY		d. STATE	e. ZIP CODE	c. CITY		d. STATE e. ZIP CODE
6. The prime contract ☐ does, ☐ does not contain the clause entitled "Contract Work Hours and Safety Standards Act - Overtime Compensation."						
7. The prime contractor states that under the contract shown in Item 1, a subcontract was awarded on the date shown in Item 2 to the subcontractor identified in item 5 by the following firm:						
a. NAME OF AWARDING FIRM						
b. DESCRIPTION OF WORK BY SUBCONTRACTOR						
8. PROJECT						
9. LOCATION						
10a. NAME OF PERSON SIGNING		11. BY (Signature)			12. DATE SIGNED	
10b. TITLE OF PERSON SIGNING						
PART II - ACKNOWLEDGMENT OF SUBCONTRACTOR						
13. The subcontractor acknowledges that the following clauses of the contract shown in Item 1 are included in this subcontract:						
Contract Work Hours and Safety Standards Act - Overtime Compensation - (If included in prime contract see Block 6)			Davis-Bacon Act			
Payrolls and Basic Records			Apprentices and Trainees			
Withholding of Funds			Compliance with Copeland Act Requirements			
Disputes Concerning Labor Standards			Subcontracts (Labor Standards)			
Compliance with Davis-Bacon and Related Act Regulations			Contract Termination - Debarment			
			Certification of Eligibility			
14. NAME(S) OF ANY INTERMEDIATE SUBCONTRACTORS, IF ANY						
A		C				
B		D				
15a. NAME OF PERSON SIGNING		16. BY (Signature)			17. DATE SIGNED	
15b. TITLE OF PERSON SIGNING						
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE						
STANDARD FORM 1413 (REV. 7/2009) Prescribed by GSA/FAR (48 CFR) 53.222(w)						

Contractor Insurance

Track General, Auto, and Workman's Comp Insurances.

Add/Edit Insurance Information

Mohawk River Channelization
[M5001320]

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Document Package: Contractor Insurance - [0002]

All Attachments

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files	JPEG/JPG Images	Text Files	CSV Files	Email
1	1	0	0	0	0	0	0	0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	7/24/2017 9:08:06 AM	Contractor Insurance - [0002] - SF 1413.pdf	Electronically Signed	Not signed	Document not included	Shared with Contractor

Document Date: 7/24/2017 15 Edit Document View Document

Document Title: Contractor Insurance - [0002] - SF 1413.pdf

Description:

Document Package Status: Not Complete

CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review

Contractor Notes to Government

Submit for Review

After all the insurance documents have been uploaded, submit the document package using the Submit for Review button.

1. If Contractor is loading insurance and SF1413's in RMS 3.0 CM, they will use *Drag and Drop* feature, or click *Add*, to upload documents into Document Packages folder.
2. File format of the file name created by RMS 3.0 after uploading documents into the Document Packages folder should not be changed.
3. Once the document package is *Complete*, click *Submit for Review* and documents will be available for Government Review.



NOTE: The insurance documents must be reviewed before construction starts.

Contractor Insurance

Track General, Auto, and Workman's Comp Insurances.

Contractor Payrolls

Contract Setup

Administration/Funding | Payment/Modifications | Quality Assurance | Submittals/Schedule | Dredging

Administration

☒ Use CEFMS for downloading Finances and uploading CEFMS Database Name: FAR EAST DISTRICT (J1)

☒ Will this contract be linked to P2? ☒ Use P2 data prior to award ☐ Use only one Phase

☐ Allow Government to enter Contractor Data

☐ Track Contractor's Insurance

☒ **Track Contractor's Payrolls in RMS**

End Payrolls Milestone: **Construction Completion** ± 0 Days

☐ Track Labor Interviews

☒ Requires a DD1354 Trans

☒ Send documents to PCF

☐ Log change in Office location

RMS 2.38 access: No one

QCS is turned Off

Funding

Funding Method: Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS

Currency Type: US - US DOLLAR

- After construction award the Gov Rep turns on payrolls by clicking *Track Contractor's Payrolls* in RMS under *Administration/Contract Setup*.
- Payrolls in RMS 3.0 will only be tracked; payrolls cannot be generated. If Contractor is utilizing a software for developing payrolls and tracking, then you could turn off the *Contractor Payroll* button.



- *Payrolls can only be generated on the contractor side and will only be generated until the chosen milestone ACTUAL date has been entered.*

Contractor Payrolls

Enter or Review Contractor Payrolls for
Department of Labor reporting purposes.

Contractor Payrolls

- The Contractor Payrolls screen displays automatically all the payroll dates for Prime and subcontractors when they are actively working on-site. Payroll dates are automatically entered by the program.



Use the Payroll Date column filter to display the payroll week(s).

Payroll Date Number of Employee

Select All

- ☐ 08/05/2017
- ☐ 08/06/2017
- ☐ 08/11/2017
- ☐ 08/12/2017
- ☐ 08/13/2017
- ☐ 08/18/2017
- ☒ 08/19/2017
- ☐ 08/20/2017
- ☐ 08/25/2017
- ☐ 08/26/2017
- ☐ 08/27/2017

Show rows with value that

Is equal to

Enter date

And

Is equal to

Enter date

Filter Clear Filter

Wideband Satellite Communications Center

[E1001660] W912DR-11-C-0033 W9123820F0130

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Contractor Payrolls

Contractors On Site

All

Submitted for Review

Contractor Outstanding

Approved

4568

52

4494

22

Edit

All Payrolls

Search

Export

Drag a column header and drop it here to group by that column

Resp Code	Contractor Name	Payroll Date	Number of Employee	Payroll hours	Accepted/Rejected Date	Payroll Status
ABAT	ABAT	08/19/2017	0	0		Draft Payroll
RAFR	Ceiling & Partitions	08/19/2017	0	0		Draft Payroll

The data grid can be filtered by any of the four blue tiles at the top. Additional filters can be applied by using the filter icon in the column header. Filtering the data grid helps the users focus on the task(s) required.

Contractor Payrolls

Enter or Review Contractor Payrolls for Department of Labor reporting purposes.

Reviewing Contractor Payrolls

**Mohawk River Channelization**
[M5001320]

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Contractor Payrolls Contractors On Site

All
202

Submitted for Review
1

Contractor Outstanding
174

Approved
27

 Edit **2**

All Payrolls Search X Export

Drag a column header and drop it here to group by that column

	Resp Code	Contractor Name	Payroll Date	Number of Employees	Payroll hours	Payroll Status
>	0002	Star Wars Concrete	08/19/2017	0	0	Contractor Payroll
	0003	Butkus Site	08/19/2017	0	0	Contractor Payroll
	0004	Anthony and Gordon Construction	08/19/2017	0	0	Draft Payroll
	0005	Dawson Pipe & Fittings	08/19/2017	0	0	Submitted to Government

- Click on the Contractor Name and *Edit* to enter the payroll information.

 The sub's payrolls requirement is added for subcontractors when the *Insurance Required* and *Payrolls Required* boxes are clicked under *Subcontractor* module. Payrolls will be required for the weeks the subcontractor works on-site, as identified by the QC Daily Reports.

Contractor Payrolls

Enter or Review Contractor Payrolls for
Department of Labor reporting purposes.

Reviewing Contractor Payrolls

Contractor Payroll Edit

Contractor

Contractor Name: ABAT Payroll Date: 3/3/2018

Payroll Number: 125423 (Optional) Reference No.: ☐ Non Work Week

Number of Employees: 0 Payroll hours: 0

Contractor Comments: Non Work Week

Date Submitted: 9/20/2018 Submitted By: Cris Espinoza

☒ Payroll Ready for Review

Government

Date: By:

☐ Payroll Accepted ☐ Payroll Rejected

Government Comments:

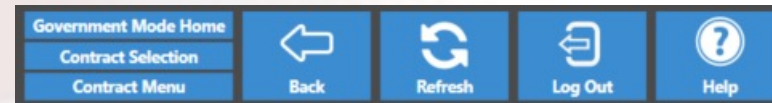
Weekly Payroll ABAT 3/3/2018 GOVERNMENT: Complete a document package for this weekly payroll using this document package manager.

	Title of Package	No.	Status

Revision History

Status	Revision Date	Comments
> Submitted to Government	09/20/2018	Non Work Week
Draft Payroll	02/26/2018	Payroll generated

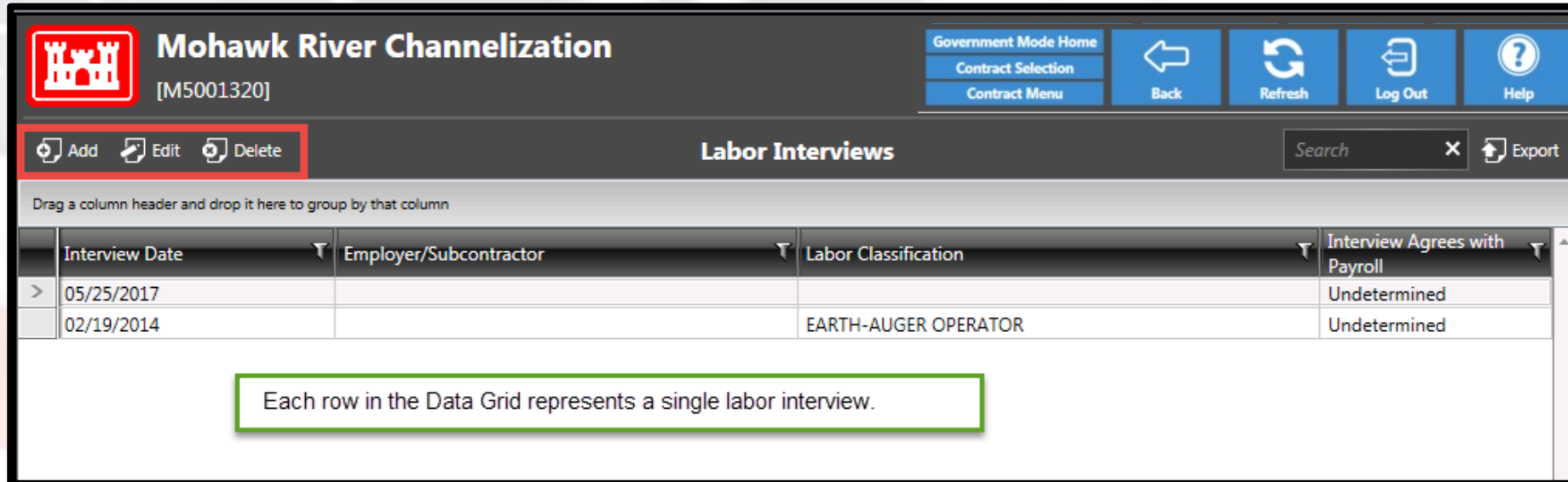
- Government checks the Accepted or Rejected checkboxes and adds any comments.
- If payrolls are rejected, then the Contractor-entered payroll data fields become edible in contractor mode.
- History of payrolls can be seen in the bottom screen.
- Click the back button to save the record.



Contractor Payrolls

Enter or Review Contractor Payrolls for
Department of Labor reporting purposes.

Labor Interviews



Mohawk River Channelization
[M5001320]

Government Mode Home
Contract Selection
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Add Edit Delete Labor Interviews Search Export

Drag a column header and drop it here to group by that column

	Interview Date	Employer/Subcontractor	Labor Classification	Interview Agrees with Payroll
>	05/25/2017			Undetermined
	02/19/2014		EARTH-AUGER OPERATOR	Undetermined

Each row in the Data Grid represents a single labor interview.

- Labor Interviews in RMS 3.0 GM.
- Provides in RMS a way of recording labor standard interviews, using SF 1445. This provides Government with spot-checks to verify the Contractors meet the minimum standard labor standard provisions of the contract.
- Each row in the Data Grid represents a single labor interview.
- This module is not available to contractors.

Labor Interviews

Conduct Labor Standard Interviews for Davis-Bacon Compliance.

Add a Labor Interview

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[M5001320]

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Labor Standard Interview

Labor Standard Interview

Interview Date: 9/12/2017 15 1

Employer/Subcontractor: 0004 - Anthony and Gordon Construction 2

Employee: John Q. Public 3

Labor Interview: READY-MIX TRUCK DRIVER - 900.683-010 4

Wage Rate: \$30.00 hr 5

☐ Sick Leave Confirmed

For Use by Payroll Checker

Is Labor Interview Information in agreement with Payroll Data? Yes 6

Comments: Test comments put in about the labor interview. 7

Labor Interview QA-00012 Government: Complete a document package for this Labor Interview using this document package manager. The document package should include any applicable supporting documents.

3/13/2013

Document Packages

Add	Edit	Delete	Title of Package	No.	Status
			Labor Interview QA-00012 3/13/2013	1	Accepted

1. Click *Add* and Interview Date is automatically added.
2. Use lookup field to select the Employer/Subcontractor.
3. Enter the Employee's name.
4. Select the job classification from the lookup list.
5. Enter hourly wage rate.
6. If the labor interview information agrees with payroll data? (Yes, No or Unresolved) If unsure, choose Unresolved.
7. Enter Comments related to the Job Interview.
8. Attach any supporting documents in the document package.

Yes

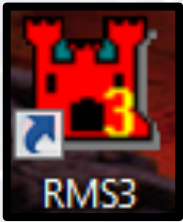
Unresolved

Yes

No

Labor Interviews

Conduct Labor Standard Interviews for Davis-Bacon Compliance.



QUESTIONS?

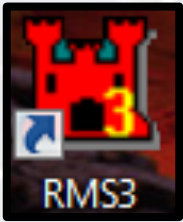


Questions??

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6/5/22





RMS 3.0 GM – Submittals Tab

Learning Objectives:

- *Specification Sections*
- *Submittal Register*
 - *Contract Requirement*
 - *Post-Award Responsibilities*
- *Transmittal Log*
 - *Add a Transmittal Log*
- *Submittal Assignments*

RMS 3.0 GM Contract Menu Screen



**Denison - Texoma Flood Gate Hoists**
[M5002340] W912BV-16-C-0049

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★ Mark As Favorite



Government Action Items

000

HighMediumLow

Contractor Action Items

000

HighMediumLow

My Action Items

000

HighMediumLow

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Specification Sections <i>List of Specification Sections required for this contract.</i>		Submittal Register <i>Required Submittal items to be provided by Contractor.</i>	Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>			Submittal Assignments <i>Assign reviewer, review period and activities to submittal items.</i>	

Submittals

6/5/22



Specification Sections

USACE - RMS
System Information

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MasterFormat 1995 **MasterFormat 2004** MasterFormat 2014

MasterFormat 2004 Specification Sections

Drag a column header and drop it here to group by that column

Section	Section Name
> 00 00 00	Procurement and Contracting Requirements
00 01 01	Project Title Page
00 01 05	Specifications Page
00 01 07	Seals Page

Mohawk River Channel
[M5001320]

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Add Edit Delete

Specification Sections

Search Export

Drag a column header and drop it here to group by that column

Section	Name
> 00 00 00	Procurement and Contracting Requirements
00 01 01	Project Title Page
00 01 05	Certifications Page
00 01 07	Seals Page

Specification Sections
List of Specification Sections required for this contract.

- *Specification Section module utilizes the 1995, 2004 and 2014 Library formats to build the submittal registers.*
- Click *Add* to manually add a Spec Section, or select *Specification Sections from MasterFormat 1995, 2004 or 2014 libraries.*

Submittal Register

Mohawk River Channelization

[M5001320]

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Submittal Register

Register 01- Main Register

Click to select another Register

All Items

39

Outstanding Items - KTR Action Required

Items In Review - GOVT Action Required

Completed Items

All	Due >7 days	Due <=7 days	Overdue
38	0	33	5
0	0	0	0
1			

Add Edit Delete

All Submittal Items

Click on any of the tiles in the header portion of this screen to instantly filter for what you need.

Export

Drag a column header and drop it here to group by that column

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Primary QA Reviewer	Status
00 01 15	3	03							
01 32 00	1	03						Wolfeher, Paul	Outstanding
01 57 20 00 10	1	03							Outstanding
01 57 20 00.10	1	03							Outstanding
011000	4	03							Outstanding
02630	1	03							Outstanding

Export

Add Edit Delete

All Submittal Items

Search

Export

Drag a column header and drop it here to group by that column

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Primary QA Reviewer	Status
00 01 15	3	03	Design Package 65%						Outstanding
01 32 00	1	03	Project Schedule						Outstanding
01 57 20 00 10	1	03	Environmental Protection Plan (EPP)						Outstanding
01 57 20 00.10	1	03	SWPPP						Outstanding

Export

Submittal Register

Required Submittal items to be provided by Contractor.

- Contractor and Gov can click *Add* to select a Spec Section from the library you chose in the *Spec Section module*; then click *Next*. *Item Number* will automatically be assigned; but it can be overwritten. Click *Finish*.
- Then complete the data fields for the submittal item.
- PE adds the *Primary Government Reviewer* for each submittal item. The field will select *Secondary Reviewers by* entering the TM, if the DOR will review, or Military Design Chief, if in-house designer will review.
- When the transmittal is received for review the Military Design Chief, or TM, will assign it to an available in-house engineer, or architect, or send to the A-E, for review.

Entering Submittal Item (CM)

Add Edit Delete

 **Mohawk River Channelization**
[M5001320] W9126G10C0000

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Submittal Item

Section No. 02722 -

Item No. 1 0

Description Graded Crushed Aggregate Base Course

Required for Activity 0005 - Concrete Drives and Sidewalks

Paragraph 1 Drawing

Start Date Select a date Submittal need dates based on Activity Start Date

Lag(+)/Lead(-) -10 Days Materials must be delivered by 05/28/2021 to be available 10 days before work starts

Procurement Period 45 Days Approval must be completed by 04/13/2021 to allow for 45 day procurement

Days to Review 30 Days Contractor must submit item by 03/14/2021 to allow 30 day government review

Classification GA - Government Approval Submittal Type 03 - PRODUCT DATA

Primary Contractor Reviewer <Not Set>

Primary Government Reviewer <Not Set> Office Name:

Secondary Reviewers

Reviewer

Government will setup review periods (30 cal days), number Of copies and default Government reviewers.

- Contractor enters submittal item in RMS 3.0 CM side and ties to Activity, if a NAS schedule is used.
- If *Start Date*, *Lag(+)*, or *Lead (-)*, *Procurement Period* and *Days to Review* are entered for material or equipment, when Submittal Register is generated, the register will calculate the following dates:
 - *When the Submittal should be Submitted.*
 - *When it needs to be Approved.*
 - *When the Materials are Needed on-site.*
- Can now delete multiple submittal items in the Submittal Register.

Submittal Register

Required Submittal items to be provided by Contractor.

Tips for Processing Transmittal

Mohawk River Channelization
[M5001320] W9126G10C0000

Transmittal Log

Register 01-Main Register
Click to select another Register

Pending Government Receipt: 57
Transmittals in Review: 12
Pending Contractor Acknowledgement: 10
Completed Transmittals: 32

Transmittals Pending Government Receipt

Search [X] Export

Drag a column header and drop it here to group by that column

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received by Government	Classification
	0/2021			11/10/2021		GA
	1/2018			02/01/2018		GA

Click on Pending Government Receipt. Enter the date received by Government - once this is done, the Transmittals move to Transmittals in Review.

Transmittal 00 00 00-1 - Pending Government Receipt

Item	Description	Primary Government Reviewer	QA Code	Primary Contractor Reviewer	QC Code	Variation
1	New Again	Paul Wolfgeher		<Not Set>	A	No

Contractor Remarks to Government

- **Government side:**
- Gov rep will click *Pending Gov Receipt* blue tile; and enter *Date Received by Government* for transmittal.
- First, go into each transmittal and click *Attachments* to view the submittal data Contractor submitted. If acceptable, click *Accept Package*.
- Go to the Contractors main Document Packages folder to see if the Contractor signed the ENG 4025. If ENG 4025 is not signed, instruct Contractor in *Gov Review Notes* to sign and return; then click *Return for Corrections*.
- If ENG 4025 is signed, proceed with entering QA code(s) in main Transmittal screen and enter *Government Remarks to Contractor*.

Tips for Processing Transmittal

Document Package: Transmittal 02300-1

All Attachments 4	PDF Documents 4	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	8/4/2017 11:34:13 AM	Transmittal 02300-1 - Transmittal4025.PDF	Electronically Signed	Not signed	Document not include	Shared with Contractor
	8/22/2017 12:41:31 PM	Transmittal 02300-1 - TRYSTAR quote 2.pdf	Electronically Signed	Not signed	Document not include	Shared with Contractor
	8/22/2017 12:45:14 PM	Transmittal 02300-1 - TRYSTAR quote 2.pdf	Not signed	Not signed	Document not include	Shared with Contractor
	9/16/2017 11:45:04 AM	Transmittal 02300-1 - Transmittal4025.PDF	Not signed	Not signed	Document not include	Shared with Contractor

Document Date: 8/4/2017 Edit Document View Document

Document Title: Transmittal 02300-1 - Transmittal4025.PDF

Description:

Document Package Status: In Review

GOVERNMENT: Review, sign as appropriate and then accept or return this document package

Government Review Notes:

Contractor Notes to Government: This will be any comments about the attachments to be viewed by Government

Accept Package Return for Corrections

- Enter *Date Sent to Contractor*; and *Government Remarks Report* will automatically be added to main Contractor Document Packages folder. The Remarks Report will be forwarded to the Contractor.

- Add any notes to Contractor in *Government Review Notes* and click *Accept Package*.

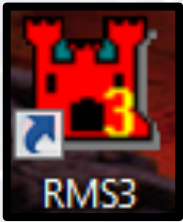
- Video:* [Updated Transmittal Process \(GOV - Apr 2021\) - YouTube](#)

- NOTE: If Contractor is missing submittal data,**
1. Enter comments in **Government Review Notes** to explain what data Contractor should re-send
 2. Click **Return to Contractor for Corrections** in Document Packages folder (if changes need to be made to the document package) and
 3. Then **Return for Corrections** in main Transmittal screen;

(NOTE: Don't enter Date Sent to Contractor when you send back to Contractor). Contractor will resubmit revised data either in a new Document Packages folder or the old one depending on #2.

Transmittal Log

Record of Submittal items transmitted for Government review or information.



QUESTIONS?

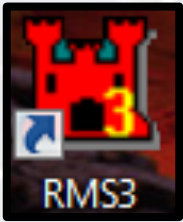


Questions??

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6/5/22





RMS 3.0 GM – QA/QC Tab

Learning Objectives:

- QC Summary
- QA Daily Reports
- QC Daily Reports
- QA / QC Summary
- Weather Delays
- Features of Work
- Three Phase Inspections
- Hazard Analysis (AHA)
- QC Requirements
 - QC Tests
 - User Schools
 - Installed Property
 - Transfer Property
- Equipment Checks
- Dredging Equipment
- Exposure hours
- QA Tests
- Required Verifications
- Planned Interviews

RMS 3.0 GM Contract Menu Screen



**Mohawk River Channelization**
[M5001320] W9126G10C0000

Government Mode Home

Contract Selection

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Contract Menu

★ Mark As Favorite



Government Action Items			Contractor Action Items			My Action Items		
0	0	10	7	89	0	0	0	0
High	Medium	Low	High	Medium	Low	High	Medium	Low

AdministrationFinances**QA/QC**SubmittalsSchedulesCloseoutImport/ExportContract Reports

RMS 3.0 GM Contract Menu Screen



Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
QA Daily Reports <i>Prepare and Review Daily QA Reports.</i>		QC Daily Reports <i>Prepare and Review Daily QC Reports.</i>		QA/QC Summary <i>A roll-up of each QA and QC Daily Report entry topic.</i>		Weather Delays <i>A monthly picture of Weather Delays and analysis of days to be added to contract.</i>	
Features of Work <i>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</i>		Three Phase Inspections <i>A tabulation of DFOV and the number of Checks linked to the 3-Phase Meetings.</i>		Hazard Analysis <i>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</i>		QC Requirements <i>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</i>	
Equipment Checks <i>Listing of Equipment used, or anticipated to be used on the jobsite.</i>		Dredging Equipment <i>Listing of Dredging Equipment used, or anticipated to be used.</i>		Exposure Hours <i>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</i>		QA Tests <i>Government QA Tests - Target 10% of Contractor QC Tests.</i>	
Required Verifications <i>Government Confirmation of selected QC Requirements.</i>		Planned Interviews <i>Targeted Labor Standard Interviews of Contractor Labor Force.</i>					

QA Daily Reports

- This chapter addresses information on the Government QA Report and provides general information for utilizing the associated Quality Assurance module.
- **Elements of Quality Assurance**
 - Daily QA Report
 - Weather Delays
 - Features of Work and 3 Phase Inspection Checks/AHAs
 - QA Tests
 - QC Tests
 - Required QA Verifications
 - Planned Labor Interviews
 - Anticipated Adverse Weather

Creating a Daily QA Report

**First United States Army Group HQ**
[E1002586] W912DY00Q0000

Government Mode Home
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Log Out

Help

All Daily QA Reports
3

Completed QA Reports
1

Not Completed QA Reports
2

Not Required
0

Add Edit Delete Multi-Sign Daily Reports

Daily Reports

Search X Export

Drag a column header and drop it here to group by that column

Report No.	QA Report Date	QA Weather Reported	QA Report Status	QC Report Status	Contains Signed Document	QA PCF Status
>	782	03/22/2022 Tuesd	Weather Not Entered	Not Completed		
	44	01/19/2022 Wedne	Weather Caused No Delay	Not Completed		
	15	12/21/2021 Tuesd	Weather Caused No Delay	Accepted and Ready to transfer t	☒	PCF Ready

- The **QA Daily Report** is generated whenever the QA visits the construction site.
- Main **QA Daily Report** screen shows QA Daily Reports and their status.
- The **Blue** tiles allow you to sort *All Daily QA Reports, Completed QA Reports, Not Completed QA Reports* and *Not Completed*.
- QA Report formats can be either Military, Civil, or Dredging.
- Click *Add* to open a new Daily Report.



Keep in mind a simple thought: The report should be a *Record-of-Fact*, not a *Record of Opinion*.

Creating a Daily QA Report

Weather

Weather Not Entered

1

QA Narratives

0 Written Today

2

Deficiencies

1 Issued; 0 of 1 Verified Today

3

QA Tests

0 Completed Today

4

QA Final Follow-Ups

0 of 1 Completed Today

5

Verify QC Requirements

0 of 1 Verified Today

6

Labor Interviews

0 Held Today

7

Mishap Reporting

0 Mishaps Today

8

 **Mohawk River Channelization**

[M5001320] W9126G10C0000

Government Mode Home

Contract Selection

Contract Menu

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Refresh

Log Out

Help

QA Daily Report No. 1332, 01/23/2022 - Sunday

QA Daily Report

Weather

Weather Not Entered

QA Narratives

0 Written Today

Deficiencies

0 Issued; 0 of 78 Verified Today

QA Tests

0 Completed Today

QA Final Follow-Ups

0 of 3 Completed Today

QUALITY ASSURANCE REPORT (QAR)
DAILY LOG OF CONSTRUCTION

REPORT NUMBER
757

DATE
03 Apr 2016 - Tuesday

CONTRACT NUMBER
W9126G10C0000

WEATHER
Weather Caused No Delay
Temperature Min 0 °F, Max 0 °F
No Precipitation No Wind

PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS

STRUCTURAL EXCAVATION 5%

BORROW EXCAVATION 5%

EMBANKMENT 5%

CONCRETE 0%

STRUCTURE 0%

TEMPERATURE

MINIMUM 0°F

MAXIMUM 0°F

WIND 0 MPH

HAS ANYTHING DEVELOPED ON THE WORK WHICH MIGHT LEAD TO A CHANGE ORDER OR FINDING OF FACT?

☒ NO

☐ YES (EXPLAIN)

24 HOUR PRECIPITATION

INCHES 0.00

ENDING M

NUMBER OF GOVERNMENT EMPLOYEES

SUPERVISORY 0

OFFICE 0

LAYOUT 0

INSPECTION 0

TOTAL 0

LABOR 0

FEET 0.0

TIME M

NUMBER OF CONTRACTOR EMPLOYEES

SUPERVISORY 0

SKILLED 0

LABORERS 0

TOTAL 0

NUMBER SHIFTS 1 ☒

2 ☐

3 ☐

FROM TO FROM TO FROM TO FROM TO

M M M M M M M M

Attach a 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.

MISHAP REPORTING

(Describe mishap, cause and QA recommendations)

The following mishap(s) were reported today:

The following Mishap Report(s) were sent to the district today:

QA Daily Report No. 1332 COE: Complete a document package for this QA daily report and submit it using this document package manager.

Add

Signed

Title of Package

No.

Status

Document Packages

Edit

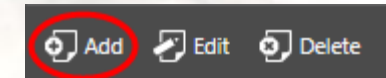
Delete

☐ Report Completed

☐ Not Required

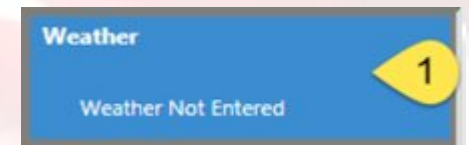
 **Contract File Status:** Government QA Report not complete

 **Contract File Status:** Contractor QC Reports not complete



- When Government adds a QA Daily Report there are 8 **blue** tiles that QA will enter data into for the QA Daily Report.
- As the user enters data in each **blue** tile, (see numbers 1-8 for report name) the changes will be seen on QA Daily Report.

Creating a Daily QA Report



Wideband Satellite Communications Center [E1001660] W912DR-11-C-0033 W9123820F0130

Government Mode Home Contract Selection Contract Menu Back Refresh Log Out Help

Inspectors Quality Assurance Report (QAR) - Daily Log of Construction

QA Daily Report No. 4055 Dated 05/18/2022 Wednesday - Civil Weather

QA Weather Weather Caused Critical Delay

Temperature

QA Min. Temp 1 QA Max. Temp 2 24 Hour Precipitation 2 QA Precipitation End Time

River Stage Feet 1 River Stage Time 1 Surface Wind 0

Portion of day Suitable for Operations

Suitable for Structural Excavation % 0 Suitable for Borrow % 0 Embankment 0 Concrete 0 Structure 0

Number of Government Employees

No. Govt Supervisors 0 No. Govt Office 0 No. Govt Layout 0 No. Govt Inspectors 0 No. Govt Laborers 0

Number of Contractor's Employees

No., Ktr Supervisors 0 Ktr Skilled Workers 0 Laborers 0

Has Anything Developed on the Shift From-Thru Entry

- Enter *Weather* data, *Portion of Day Suitable for Operations* (enter %), *Number of Government Employees* and *Number of Contractor Employees*.
 - If there is a disagreement between QA and QC Manager on the number of rain days in a month, it is identified under *Weather Delays by Month* module. It is resolved between the QA and QC Manager.

Creating a Daily QA Report

**Wideband Satellite Communications Center**

Government Mode Home
Contract Selection
Contract Menu



BackRefreshLog OutHelp

Weather

Weather Caused Critical Delay

QA Narratives

0 Written Today

Deficiencies

0 Issued: 0 of 37 Verified Today

QA Tests

0 Completed Today

QA Final Follow-Ups

0 of 385 Completed Today

Verify QC Requirements

0 of 0 Verified Today

Labor Interviews

0 Held Today

Mishap Reporting

0 Mishaps Today

QA Daily Report No. 4055, 05/18/2022 - Wednesday

QA Daily Report

ProjectWideband Satellite Communications Center

Contract NumberW912DR-11-C-0033 W9123820F0130

ContractorPrime Contractor 06062018

QA Weather

Weather Caused Critical Delay
Temperature Min 1 °F Max 2 °F
2 IN Precipitation No Wind

Portion of Scheduled Day Suitable for Operations

Structural Excavation	Borrow Excavation	Embankment	Concrete	Sturcture
0 %	0 %	0 %	0 %	0 %

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

☒ NO☐ YES

Number of Government Employees

Supervisory	Office	Layout	Inspection	Total	Labor
0	0	0	0	0	0

Number of Contractor's Employees

Supervisory	Skilled	Laborers	Total
0	0	0	0

Number of Shifts: 3

From	To	From	To	From	To

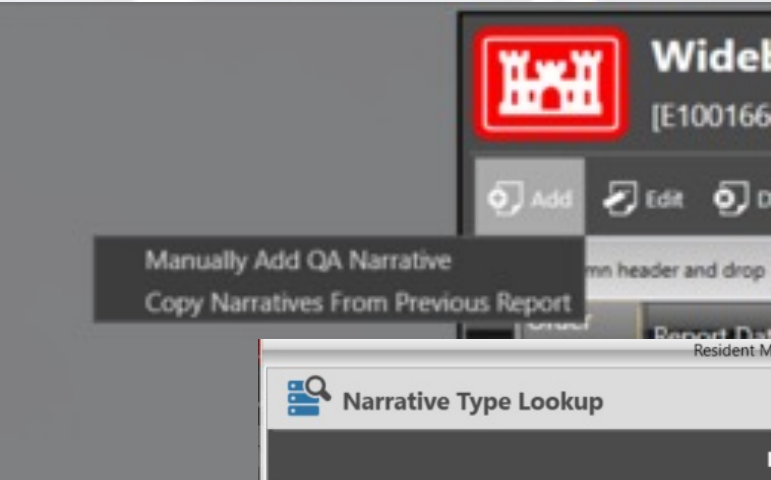
Weather information is now reflected in the QA Daily Report.

QA Daily Reports

Prepare and Review Daily QA Reports.

6/5/22

Creating a Daily QA Report



Click Add and indicate of the QA Narrative will be manually added or copied from previous report. Manually adding is recommended.

Select the narrative type by double clicking on the option.

Narrative Types		
Drag a column header and drop it here to group by that column		
Order	Title	Safety Related
1	Work Performed Today	No
2	Days of No work and Reasons for Same:	No
3	Progress of Work, Causes and Extent of Delays:	No
4	CQC Insp. Phases Attended & Instructions Given:	No
5	Comments Pertaining to Contractors' CQC Activities:	No
6	Verbal Instructions Given to Contractor:	No
7	Controversial Matters in Detail:	No
8	Information, Instructions or Actions Not Covered in QCR:	No
9	Disagreements with Quality Control Report:	No
10	Miscellaneous Remarks and Visitors to Project:	No
11	Site Safety	Yes
12	Developments that may lead to a Change Order or Claim:	No
13	Contractor/Subcontractor & Area of Responsibility for work:	No
14	Results of QA Activities and tests, deficiencies observed, actions taken	No

Creating a Daily QA Report

**Wideband Satellite Communications Center**
[E1001660] W912DR-11-C-0033 W9123820F0130

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QA Daily Report No. 4055 Dated 05/18/2022 - QA Narratives QA-00360

Days of No work and Reasons for Same:

Inspected On 5/18/2022 15

☐ Safety Related

Status QA Report Not Complete

Detail Complete the narritiave

Shift Shift 3

☐ Unresolved Issue

Staff Bryson, Bonita

Once data entry is complete, click the back button to select the next report option.

Creating a Daily QA Report

Deficiencies

3

1 Issued; 0 of 1 Verified Today

**Wideband Satellite Communications Center**

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[E1001660] W912DR-11-C-0033 W9123820F0130

QA Daily Report No. 4055 Dated 05/18/2022 - QA Deficiency QA-00541

Location

Select a location

☐ Safety Violation

Description of Deficiency Item

Activity

<Not Set>

Staff

<Not Set>

Shift

Deficiency QA-00541

Complete a document package for this deficiency and submit it using this document package manager. The document package should include any applicable supporting documents related to the Deficiency.

Document Packages

Add

Edit

Delete

Title of Package	No.	Status

View

Revision History

Search

Status	Revised	Revised By

Enter Deficiencies.
Contractor deficiencies
can be added and
tracked to completion.

QA Daily Reports

Prepare and Review Daily QA Reports.

6/5/22

Creating a Daily QA Report

**Wideband Satellite Communications Center**

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[E1001660] W912DR-11-C-0033 W9123820F0130

QA Test AT-00032

Section<Not Set>

Paragraph

Description of QA Test

Activity<Not Set>

Date PerformedSelect a date15

Performed By

QA Test AT-00032

Government: use this document manager to include a document package for this QA Test.

AddEditDelete

Title of Package	No.	Status
------------------	-----	--------

Under *QA Tests* module, outside of QA Daily Report, PE enters the planned *QA Tests*.

- Government tests approximately 10% of the QC tests to ensure materials meet the standard of the plans and specifications.
- *Description of QA Test* should be descriptive, so a specific QA test can be easily found from the long list of QA tests.

Creating a Daily QA Report

QA Final Follow-Ups
0 of 1 Completed Today **5**

**Wideband Satellite Communications Center**

Government Mode Home
Contract Selection
Contract Menu

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QA Daily Report No. 4055 Dated 05/18/2022 Wednesday - QA Final Follow-ups

Search

Export

Drag a column header and drop it here to group by that column

	Final Follow-Up	Activity No.	Description	QA Rating of Contractor's QC	RatingCode
>		A1000	Prep TAB Firm/Specialist Cert		
		A1010	Sub TAB HVAC Design Rev Report		
		A1020	Site Layout		
		A1030	Misc Site & Utility Demo P1		
		A1040	Set Jobsite Trailers		
		A1050	Demo Building 1801		
		A1060	Paving Demo - North		
		A1070	Demo Building 1823		
		A1080	Temp Construction Fence P1		
		A1090	Demo Existing Perm Fence		
		A1100	Hazardous Mat Abatement		
		A1110	Electrical to Trailers		
		A1120	Install E&S Controls		
		A1130	Bldg Pad - Admin/West Bay		
		A1140	GPR Survey		
		A1150	Building Pad - East Bay P1		
		A1190	Paving Demo - SW		
		A1200	Procure TAB Firm		
		A1210	Paving Demo - SE P1		
		A1230	Cut/Cap Utilities to 1801/1823		
		A1240	Run New Gas Line		

Enter *QA Final Follow-ups*. After Contractor marks a Definable Feature of Work (DFOW) completed, Government can rate the activities associated with the DFOW. This assists the QA and PE in developing overall QC performance evaluation.

Creating a Daily QA Report

Verify QC Requirements

0 of 1 Verified Today

6

QC Requirements - QA Daily Report No. 1883, 06/27/2013 - Thursday

All QC Requirements
753

QC Tests
753

User Schools
0

Installed Property
0

Transfer Property
0

Add Edit Delete

All QC Requirements

Search X Export

Drag a column header and drop it here to group by that column

	QA Date	QC Requirement	Description	Concur	Reissue
>		CT-00005	Blast monitoring results for vibration and air pressure.	☐	☐
		CT-00006	11/05/12 Safety Tool Box meeting ("Falls from Portable Straight...	☐	☐
		CT-00007	11/19/2008. Subgrade test at LSS MH A&B	☐	☐
		CT-00008	11/20/2008. Grout Compressive Strength Cores.	☐	☐
		CT-00009	11/21/2008. Subgrade Test at LSS MH B	☐	☐
		CT-00010	11/24/2008. Subgrade Test at LSS MH B	☐	☐
		CT-00011	11/24/2008. Concrete Test Report for pipe encasement.	☐	☐
		CT-00012	11/26/2008. Subgrade Test for LSS Pipe from MH B	☐	☐
		CT-00013	11/26/2008. Concrete Test Report for Pipe encasement.	☐	☐
		CT-00014	12/3/2008. Subgrade Test for LSS Pipe.	☐	☐
		CT-00015	12/3/2008. Soil Densities for LSS Pipe.	☐	☐

QCQA No. CT-00005

Section 02315

Activity ID

Description Blast monitoring results for vibration and air pressure.

Verify QC Requirements: QA clicks the QC Requirements that will need to be verified under Required Verifications module.

Inside the QA Daily Report, QA will check either the *Concur* or *Reissue* box for QC requirements (i.e., QC Tests, Installed Property, User Schools and Transfer Property).

Creating a Daily QA Report

Labor Interviews

0 Held Today

7

**Wideband Satellite Communications Center**

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[E1001660] W912DR-11-C-0033 W9123820F0130

Daily Report 05/18/2022 - Edit Labor Interview

Labor Standard Interview

Interview Date5/18/202215

Employer<Not Set>

Employee Name

Labor ClassificationSelect

Wage Rate\$0.00 hr

For Use by Payroll Checker

Is Labor Interview Information in agreement with Payroll Data?Unresolved

Comments on Payroll

Labor Interview QA-00031 Government: Complete a document package for this Labor Interview using this document package manager. The document package should include any applicable supporting documents.

Document Packages

AddEditDelete

Title of Package	No.	Status
------------------	-----	--------

Labor Interviews: record labor standard interviews, using SF 1445.

The labor interviews are held with labor-type workers by Government Representatives as a spot-check to verify that the contractors are compliant with the labor standard provisions of the contract

Creating a Daily QA Report

**Wideband Satellite Communications Center**

Government Mode Home
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[E1001660] W912DR-11-C-0033 W9123820F0130

A mishap is any unplanned, undesired event that occurs during the course of work being performed. The term "mishap" includes accidents, incidents and near misses.

Mishap Reported by QA

Date

Description

☐ Recordable

Mishap Reports *Shared: Complete a document package for this Mishap and submit it using this document package manager. The document package should include any applicable supporting documents related to the Mishap.*

Document Packages

Add

Edit

Delete

Title of Package	No.	Status

Accident Reporting: PE, or QA, enters Mishap and indicates whether it is Reportable.

PE or QA then attaches Safety Report in the Document Packages folder.

Save the Daily QA Report

CONTROLLED UNCLASSIFIED INFORMATION
Page 1 of 1

QUALITY ASSURANCE REPORT (QAR) DAILY LOG OF CONSTRUCTION					REPORT NUMBER 757	
PROJECT Mohawk River Channelization					DATE 03 Apr 2018 - Tuesday	
CONTRACTOR BP Construction					CONTRACT NUMBER W9126G10C0000	
					WEATHER Weather Caused No Delay Temperature Min 0 °F, Max 0 °F No Precipitation No Wind	
PORTION OF SCHEDULED DAY SUITABLE FOR OPERATIONS					TEMPERATURE	
STRUCTURAL EXCAVATION 5%	BORROW EXCAVATION 5%	EMBANKMENT 5%	CONCRETE 0%	STRUCTURE 0%	MINIMUM 0°F	MAXIMUM 0°F
					WIND 0 MPH	
HAS ANYTHING DEVELOPED LEAD TO A CHANGE ORDER					24 HOUR PRECIPITATION	
					IDING M	
SUPERVISORY OFFICE 0					AGE ME	
NUMBER OF C					M 3 ☐	
SUPERVISORY SKILLED 0					M TO M M	
Attach a 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.						
MISHAP REPORTING (Describe mishap, cause and QA recommendations) The following mishap(s) were reported today: The following Mishap Report(s) were sent to the district today:						

Once you check Report Completed a QA Daily Report will automatically be added to the Document Packages Folder. Electronically sign the QA Daily Report and add attachments, such as QA test reports, photos, etc.

84%

- Once the QA Daily Report is completed, click *Report Completed* and Document Packages folder is automatically created and completed QA Daily Report is added.
- Sign the QA Daily Report inside the Document Package folder by clicking *Sign Selected Documents*, and attach other documents, such as QA test results Report, photos, and other documents.
- If QA Report is not required because the QA was not onsite, click *Not Required*. QA only prepares a QA Report for each on-site visits.

Attaching Documents to the Daily QA Report

Document Package: QA Daily Report No. 0220

All Attachments 0	PDF Documents 0	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
---------	----------------------	----------------	-----------------------------	-----------------------------	--------	--------------

Document Package: QA Daily Report No. 0220

All Attachments 0	PDF Documents 0	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
---------	----------------------	----------------	-----------------------------	-----------------------------	--------	--------------

- Use the *Drag and Drop* feature to add attachments.
- Or you can click *Add* and select the attachments from your C:\ drive.
- Click *Sign Selected Documents* for QA and COR to sign QA Daily Reports.
- Click *Generate Letter* when a letter needs to be generated. A standard form letter can be selected from the District Library.
- The created letter can be signed as a Word document and remain in the Document Packages folder.
- Click *Export Selected Documents* to send QA Daily Report and attachments to your C:\ drive.

Complete QA Daily Reports

Document Package Status: Not Complete

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package

Complete Package

QA Daily Report No. 0757 COE: Complete a document package for this QA daily report and submit it using this document package manager.

Document Packages

Add Edit Delete

Signed	Title of Package	No.	Status
	QA Daily Report No. 0757	1	Accepted
	QA Daily Report No. 0757(2)	2	Not Complete

☒ Report Completed
☐ Not Required

 **Contract File Status:** Government QA Report filed - Signature Required
 **Contract File Status:** Contractor QC Reports not complete

- Once the Document Package is complete, click on *Complete Package* button. The Document Package will then become Read Only.



NOTE: Signed QA Daily Reports and other supporting documents will automatically load to the correct Contract File folder. Signed Contractor documents currently must be manually added to the Contract File folder.

QC Daily Reports

Mohawk River Channelization
[MS001320]

Contractor Mode Home Back Refresh Log Out Help

Click on any BLUE filter to filter the Data Grid below

All Daily QC Reports: 15
Completed QC Reports: 8
Not Completed QC Reports: 7

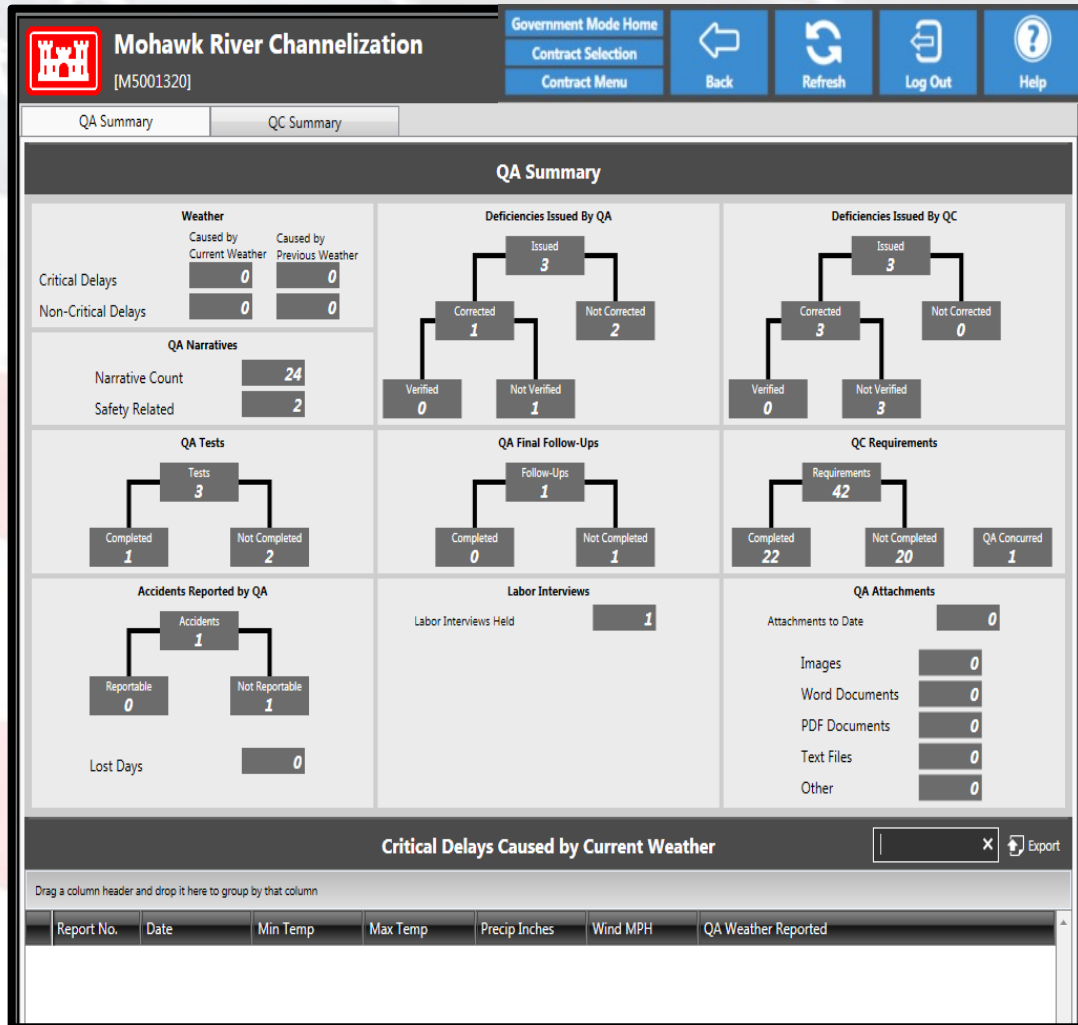
Add Edit Delete All Daily QC Reports Search Export

Drag a column header and drop it here to group by that column

Report No.	QC Report Date	QC Weather Reported	QC Report Status
493	07/13/2017 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
492	07/12/2017 Wednesday	Weather Not Entered	Not Completed by Contractor
465	06/15/2017 Thursday	Weather Caused Critical Delay	Completed - Received by the Gov't
464	06/14/2017 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
444	05/25/2017 Thursday	Weather Caused No Delay	Not Completed by Contractor
787	03/05/2015 Thursday	Weather Not Entered	Not Completed by Contractor
458	04/10/2014 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
432	03/15/2014 Saturday	Weather Not Entered	Not Completed by Contractor
431	03/14/2014 Friday	Weather Caused No Delay	Completed - Received by the Gov't
367	01/09/2014 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
94	04/11/2013 Thursday	Weather Caused No Delay	Not Completed by Contractor
93	04/10/2013 Wednesday	Weather Caused No Delay	Not Completed by Contractor
61	03/09/2013 Saturday	Weather Caused No Delay	Completed - Received by the Gov't
220	06/09/2011 Thursday	Weather Not Entered	Completed - Received by the Gov't
214	06/03/2011 Friday	Weather Not Entered	Not Completed by Contractor

- Allows Contractor to generate a QC Daily Report; to enter status of on-going and completed work and control activities.
- When Contractor completes the QC Daily report and clicks *Report Completed* a Document Packages Folder is automatically created and the QC Daily report is added.
- Contractor will then go into Document Packages folder to sign QC Daily Report, add other attachments, such as Preparatory/Initial Inspection Worksheets, AHA's, QC tests, photos, etc., and clicks *Submit for Review*. The Government will then see the Contractor's QC Daily Report.
- QA can open the Contractor's officially signed QC Daily Report in Document Packages folder and determine if QC Daily report is acceptable or needs to be returned to the Contractor.
- If acceptable QA clicks *Accept Package*; if not acceptable QA clicks *Resubmit for Corrections* inside the Document Packages folder, and clicks *Return to Contractor for Corrections* in the main QC Daily screen. This will allow the QC to make revisions to the QC Daily and Document Packages folder.
- The status of the Contractor's Document Packages folder should be *In Review* when Gov receives. *When* QA finds the QC Daily Report acceptable, the QA clicks *Accept Package* and status of Documents Package folder then becomes Accepted.

QA / QC Summary



- Click on the Tab you want to view (QA Summary, or QC Summary).
- Click one of the squares, and the information will be displayed in the Data Grid below.

QC Summary

A roll-up of each QC Daily Report entry topic.

6/3/22

Weather Delays

**Mohawk River Channelization**
[M5001320]

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Edit

Weather Delays by Month

Search X Export

Drag a column header and drop it here to group by that column

	First of Month	Days with Critical Weather Delays	Anticipated Days	Calendar Days Due Contractor	Status
>	Dec 2008	0	0	0	Review Complete
	Mar 2011	0	0	0	Review Complete
	May 2011	0	0	0	Review Complete
	Jun 2011	0	0	0	Review Complete
	Oct 2012	0	0	0	Review Complete
	Mar 2013	0	0	0	Review Complete
	Apr 2013	0	0	0	Review Complete
	Jan 2014	0	0	0	Review Complete
	Mar 2014	0	0	0	Review Complete
	Apr 2014	0	0	0	Review Complete
	Mar 2015	0	6	0	Review Complete
	May 2015	0	3	0	Review Complete
	May 2017	0	0	0	Review Complete

- RMS uses the information within this section to calculate any weather delay days due the Contractor.
- Module is on Gov side only.
- If you edit a month, the screen on the next slide will pop up.
- QA should review weather monthly, and a red ? will appear if the weather data on Contractor side does not agree with Gov side. QA and QC will resolve the disagreement, and QA will make necessary changes to weather days on Government side.

Weather Delays

A monthly picture of Weather Delays and analysis of days to be added to contract.

Weather Delays


Mohawk River Channelization
[M5001320]

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Sunday

23

Monday

24

Tuesday

25

Wednesday

26

Thursday

27

Friday

28

Saturday

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

1

2

3

4

5

QA: No QA Report

QC: Weather caused No Delay

No QA Report

Weather Review

Work Days Due

Calendar Days Due

☐ In Review
☒ Review Completed

Work Days Lost Due to Weather

0 days

Anticipated Work Days Lost

0 days

Work Days Due Contractor

0 day(s)

Work Days Per Week

5 days

Weeks Due Contractor (0/5)

0.00 weeks

Calendar Days Due (0.00 x 7)

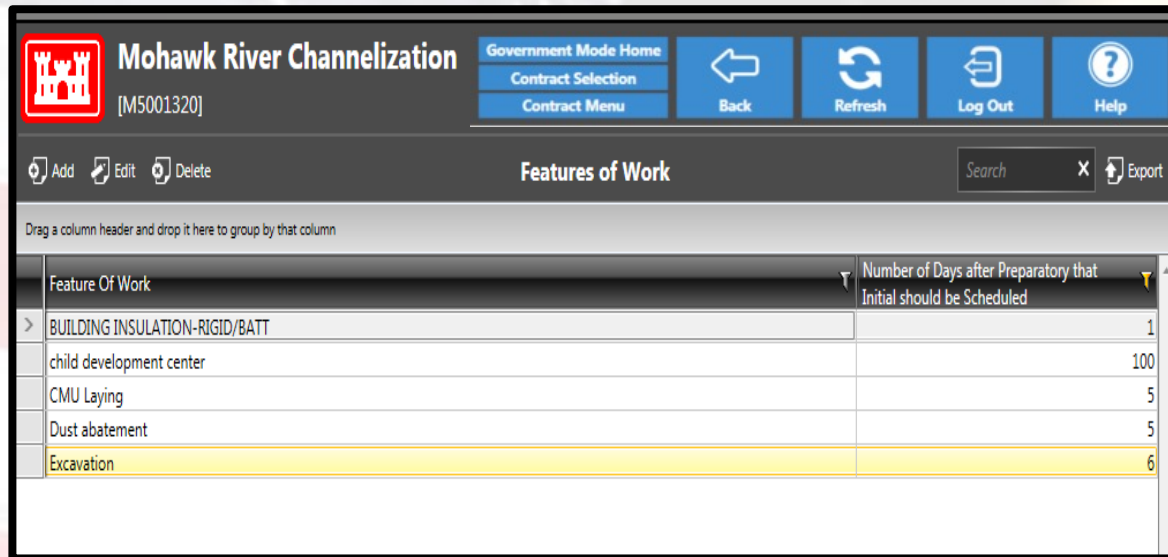
0 days

- The monthly calendar to the left indicates QA and QC reports wrote on weather days.
- If there is a conflict on a date, then *Unresolved Conflict* will be shown. Click the date and the option screen shown lower left will indicate, *Reported weather by QA and QC are NOT the same. Resolve conflicting reports. Did critical weather delay occur on this date?* Click yes, or no, to resolve.
- Click *Review Completed* when monthly weather review is completed.

Weather Delays

A monthly picture of Weather Delays and analysis of days to be added to contract.

Definable Features of Work (DFOW)



The screenshot shows a software interface for "Mohawk River Channelization" with contract number [M5001320]. The top navigation bar includes links for "Government Mode Home", "Contract Selection", "Contract Menu", "Back", "Refresh", "Log Out", and "Help". Below this is a toolbar with "Add", "Edit", and "Delete" icons, a "Features of Work" title, a search box, and an "Export" button. A table lists various features of work with their corresponding number of days after preparatory work should be scheduled. The "Excavation" row is highlighted in yellow.

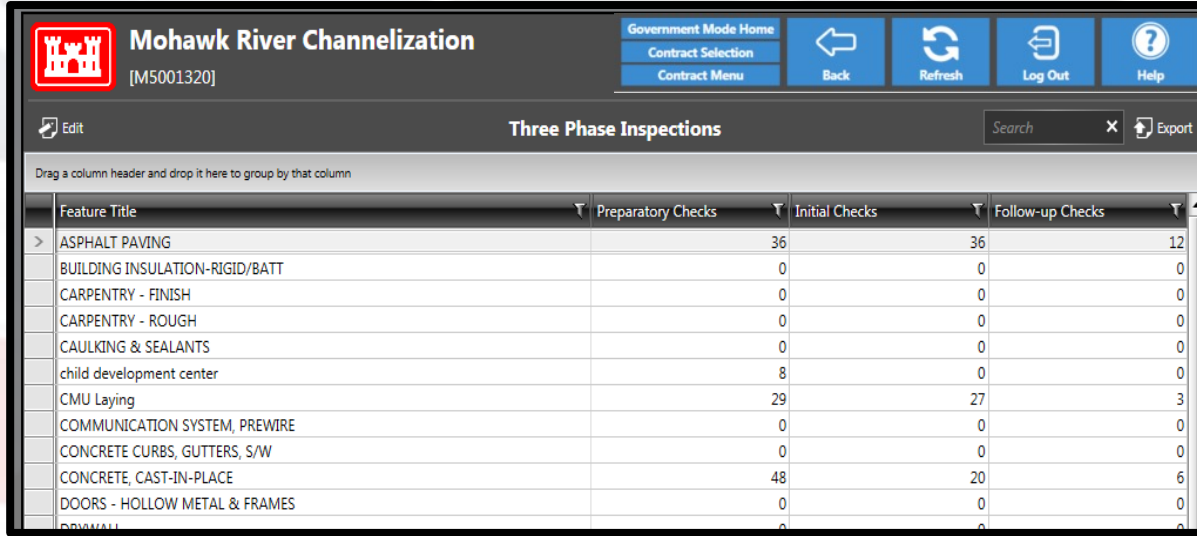
Feature Of Work	Number of Days after Preparatory that Initial should be Scheduled
BUILDING INSULATION-RIGID/BATT	1
child development center	100
CMU Laying	5
Dust abatement	5
Excavation	6

- List of DFOW defined in QC Plan and approved by Government after Coordination meeting.
- DFOW can either be added when the SDEF schedule is loaded into RMS 3.0 CM or entered manually by the Contractor; depending on the type of schedule (manual, or SDEF).
- Once DFOW have been entered, enter *Number of Days after Preparatory that Initial should be Scheduled*.
- Contractor can *Add* or *Edit* the Features of Work.
- Contractor can only delete a DFOW if it is not tied to an inspection check list.

Features of Work

Listing of Definable Features of Work to be used in the 3-Phase Inspection process.

Three Phase Inspections



Mohawk River Channelization [M5001320]

Government Mode Home | Contract Selection | Contract Menu | Back | Refresh | Log Out | Help

Three Phase Inspections

Drag a column header and drop it here to group by that column

Feature Title	Preparatory Checks	Initial Checks	Follow-up Checks
ASPHALT PAVING	36	36	12
BUILDING INSULATION-RIGID/BATT	0	0	0
CARPENTRY - FINISH	0	0	0
CARPENTRY - ROUGH	0	0	0
CAULKING & SEALANTS	0	0	0
child development center	8	0	0
CMU Laying	29	27	3
COMMUNICATION SYSTEM, PREWIRE	0	0	0
CONCRETE CURBS, GUTTERS, S/W	0	0	0
CONCRETE, CAST-IN-PLACE	48	20	6
DOORS - HOLLOW METAL & FRAMES	0	0	0
DRUMMA	0	0	0

- *3 Phases of Control* is a means the Gov and Contractor control the quality of construction in accordance with the plans and specifications using *Preparatory, Initial and Follow-up inspections*.
- Using Gov Library data Contractor can generate *Preparatory and Initial Inspection Worksheets* for each DFOW on Contractor side.



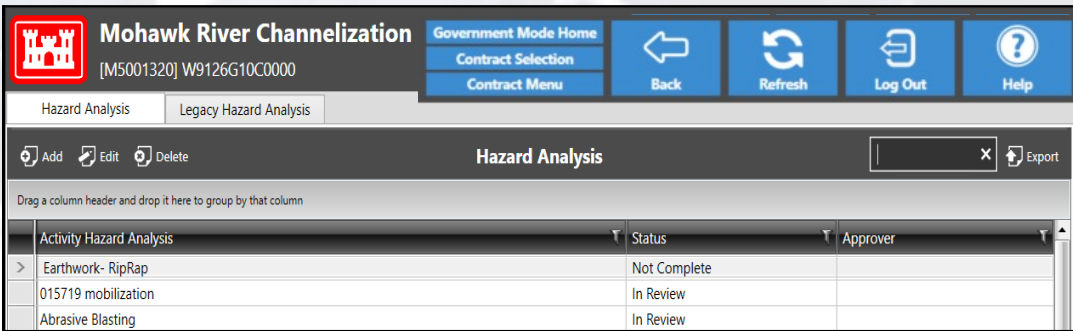
Once generated the Gov can view these documents in real time on Gov side.

- When Contractor completes *3-Phase Inspections* for a DFOW, using one of the 5 options, the screen shot above will show the number of *Preparatory Checks, Initial Checks* and *Follow-up Checks* (Note: By Work Types is recommended option).
- QA should ensure the Contractors are generating *3 Phase Inspection Worksheets* using the *3 Phase Inspections* on Contractor side.
- QA will review and enter comments on Gov side 7 cal days prior to the Preparatory, or Initial, Inspection meetings.
- It is acceptable for Contractor to utilize a *Preparatory, and, Initial Agenda*, as long as they include the Worksheets generated from RMS 3.0 CM in Excel, or PDF, format.
- After the Preparatory, or Initial, meetings, the QC will update the Worksheet and add to QC Daily Report as an attachment.

Three Phase Inspections

A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.

Hazard Analysis



Mohawk River Channelization
[M5001320] W9126G10C0000

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Contract Selection
Contract Menu

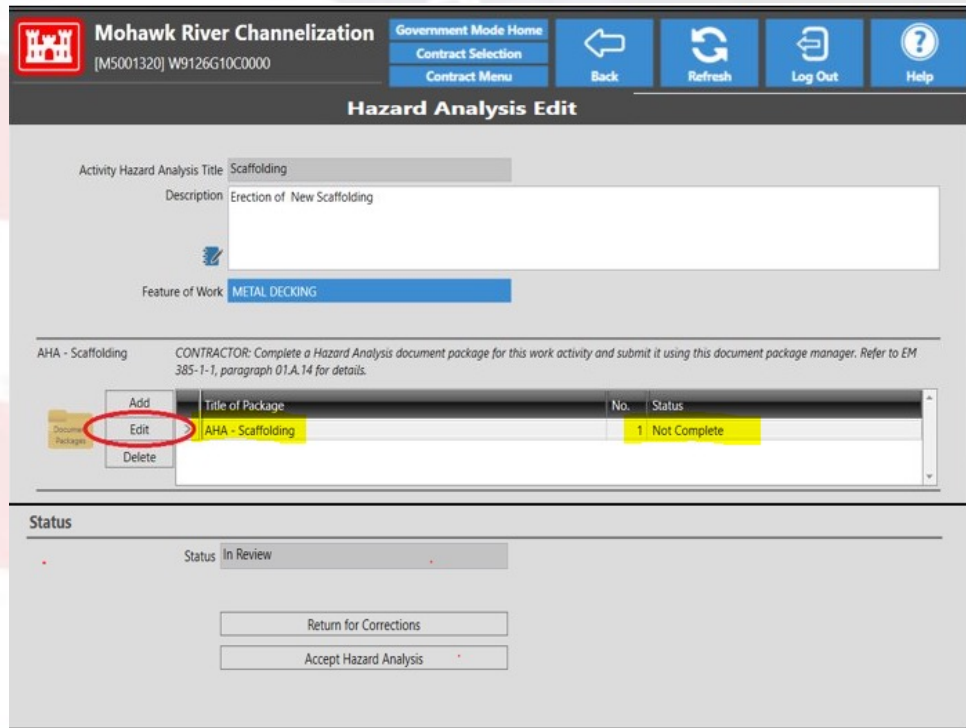
Back Refresh Log Out Help

Hazard Analysis Legacy Hazard Analysis

Add Edit Delete Hazard Analysis

Drag a column header and drop it here to group by that column

Activity Hazard Analysis	Status	Approver
> Earthwork- RipRap	Not Complete	
015719 mobilization	In Review	
Abrasive Blasting	In Review	



Mohawk River Channelization
[M5001320] W9126G10C0000

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Hazard Analysis Edit

Activity Hazard Analysis Title: Scaffolding

Description: Erection of New Scaffolding

Feature of Work: METAL DECKING

AHA - Scaffolding
CONTRACTOR: Complete a Hazard Analysis document package for this work activity and submit it using this document package manager. Refer to EM 385-1-1, paragraph 01.A.14 for details.

Title of Package	No.	Status
AHA - Scaffolding	1	Not Complete

Add Edit Delete

Status: In Review

Return for Corrections
Accept Hazard Analysis

- At the same time DFOV Preparatory and Initial Inspection Worksheets are entered in RMS 3.0 CM Contractors add AHAs in the AHA module.
- After AHA's are created in RMS 3.0 CM Contractor will submit to Gov side 7 calendar days prior to meeting so QA can review and add comments. After Review is complete, check *Accept Hazard Analysis, or Return for Corrections*. This is done prior to the Preparatory, or Initial, meetings. Contractor will be able to see Gov comments in real time.
- AHA module has Document Packages folder, which allows the Contractor to store Safety's AHA form, which has a risk assessment code for each Principal Step. Safety's preferred AHA form is not generated in RMS 3.0 CM.
- After the Preparatory, and Initial, Inspection meetings any changes to the AHA are added, and the revised AHA is added to the QC Daily Report as an attachment.
- This will require the Contractor to add to the QC Daily Report Document Packages folder a few days after completing the Preparatory, or Initial, meeting.

Hazard Analysis

Listing of each AHA that has been, or should be, prepared for each hazardous activity.

All QC Requirements

First United States Army Group HQ
[E1002586] W912DY00Q0000

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All QC Requirements: 3
QC Tests: 2
User Schools: 1
Installed Property: 0
Transfer Property: 0

Add Edit Delete All QC Requirements Search Export

Drag a column header and drop it here to group by that column

Section	QC Requirement	Location	Description	QC Date	Completed
000101	CT-00001				☐
	CT-00002				☐
> 000101	US-00001		HVAC equipment School		☐

QCQA No. US-00001 Section 000101 Activity ID 0001
Description HVAC equipment School

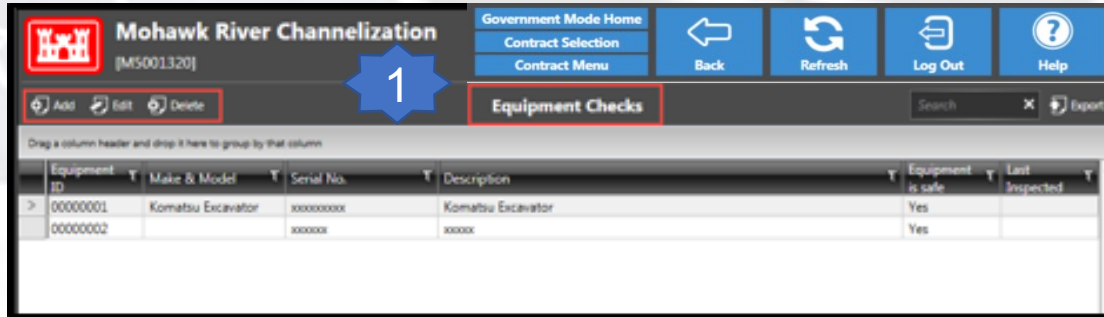
- This screen is where planned QC tests, planned User Schools, planned Installed Property and planned Transfer Property are added.
- Contractors are not entering planned QC tests because RMS 3.0 CM won't allow entering planned QC tests and adding QC tests as they occur. So, planned QC tests will have to be submitted in the Contractor's QC Plan. Government must rely on list of planned QC tests added to the QC Plan; so that QA tests can be planned.
- New data field in QC Tests added, *Requirement Needed by*.
- Location of test has a lookup data field.
- Contractor should start entering QC Requirements from day one of contract. QA will verify QC test results on Gov side.

- **Contractor should be adding installed property early in the contract outside the QC Daily Report. Installed property is verified for each monthly pay request.**

QC Requirements

Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.

Equipment Checks



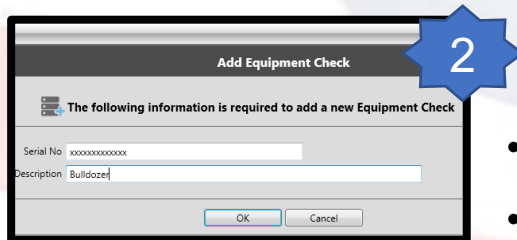
Mohawk River Channelization [MS001320]

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Add | Edit | Delete | **Equipment Checks** | Search | Export

Equipment ID	Make & Model	Serial No.	Description	Equipment is safe	Last Inspected
00000001	Komatsu Excavator	xxxxxxxxxx	Komatsu Excavator	Yes	
00000002		xxxxxx	xxxxxx	Yes	

When Contractor brings maintainable equipment to the site the equipment information is set up in the *Equipment Checks* module.



Add Equipment Check

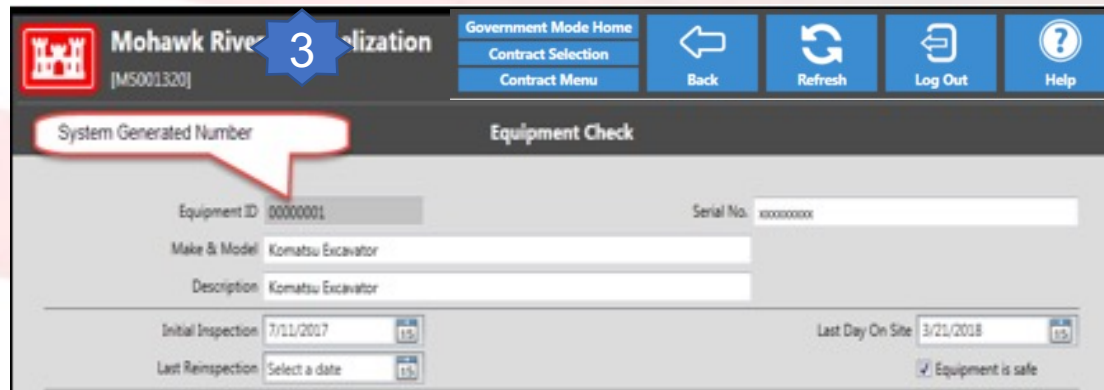
The following information is required to add a new Equipment Check

Serial No. [xxxxxxxxxx]

Description [Bulldozer]

OK | Cancel

- The equipment entered will be a lookup to track equipment hours in the QC Daily Report Module.
- Labor and equipment hours should be entered manually for each Daily Report.



Mohawk River Channelization [MS001320]

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System Generated Number | **Equipment Check**

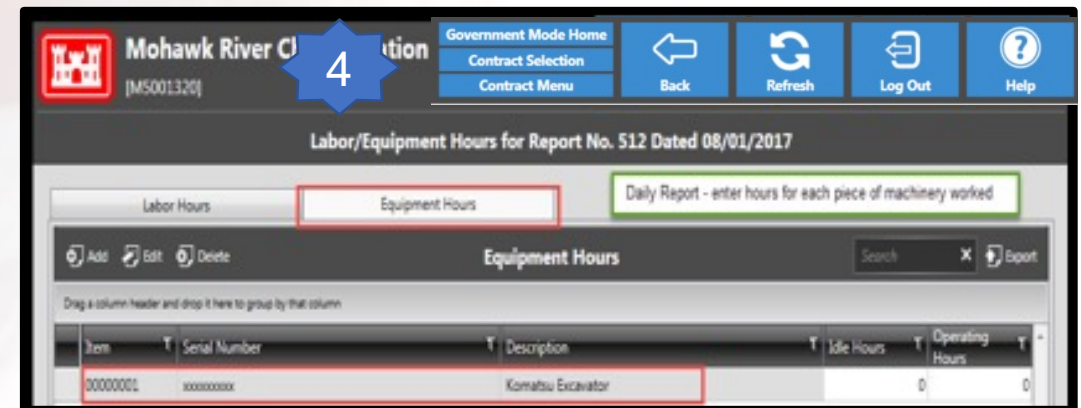
Equipment ID: 00000001 | Serial No.: xxxxxxxxxx

Make & Model: Komatsu Excavator

Description: Komatsu Excavator

Initial Inspection: 7/11/2007 | Last Day On Site: 3/21/2018

Last Reinspection: Select a date | ☒ Equipment is safe



Mohawk River Channelization [MS001320]

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Labor/Equipment Hours for Report No. 512 Dated 08/01/2017

Labor Hours | **Equipment Hours** | Daily Report - enter hours for each piece of machinery worked

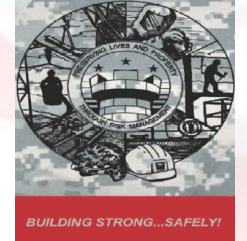
Add | Edit | Delete | **Equipment Hours** | Search | Export

Item	Serial Number	Description	Idle Hours	Operating Hours
00000001	xxxxxxxxxx	Komatsu Excavator	0	0

Equipment Checks

Listing of Equipment used, or anticipated to be used on the jobsite.

Exposure Hours



Exposure Hours for August, 2017

Search X Export

Drag a column header and drop it here to group by that column

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours for the Year	Exposure Hours for the Month
PRIM	BP Construction	Prime	415	15	0
0002	Star Wars Concrete	Subcontractor	200	0	0
0003	Butkus Site	Subcontractor	207	7	0
0004	Anthony and Gordon Construction	Subcontractor	0	0	0
> 0005	Dawson Pipe & Fittings	Subcontractor	0	0	0
Totals:			822	22	0

Submitter

Govt Remarks

The QA can write comments if exposure report is being sent back to Contractor

☐ In Review
 ☐ Hours Accepted
 ☐ Hours not Accepted. Return to Contractor for corrections

CONTRACTOR:

- Contractor submits an Exposure Report at the beginning of each month.
- The Contractor will roll up the QC Daily Report labor hours for prime and all subcontractors into the exposure report, and generate the electronic copy, electronically sign and add signed *Exposure Report* to Document Packages folder.

GOVERNMENT:

- QA will review Exposure report and check either "*In Review*", "*Hours Accepted*" or "*Hours not Accepted. Return to Contractor for corrections*".
- QA can enter comments and send back to the Contractor.

Exposure Hours

6/15/22
Compilation of all contractor and subcontractor hours of work to comply with OSHA.

QA Tests

Mohawk River Channelization
[M5001320]

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Add Edit Delete QA Tests Search Export

Drag a column header and drop it here to group by that column

Section	QA Test	Description	Date Completed
	AT-00001		
>	AT-00002	Concrete Cylinders at NW Corner of Building	06/02/2011
	AT-00003		

Mohawk River Channelization
[M5001320] W9126G10C0000

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QA Test AT-00001

Section: <Not Set> Performed By:

Paragraph:

Description of QA Test:

Activity: <Not Set>

Date Performed: Select a date

QA Test AT-00001 Government: use this document manager to include a document package for this QA Test.

Document Packages

Add Edit Delete

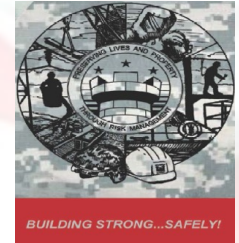
Title of Package	No.	Status

- QA tests are accomplished to verify the results of the QC test results. It's a control activity that ensures quality is achieved for the Contractors materials. Roughly 10% of QC tests are checked with a QA test. For a major Civil Works contract that percentage goes up.
- Planned QA tests are added here, and actual QA test data are entered in QA Tests inside the QA Daily report.
- There is no Document Packages folder in QA Tests module. The QA Test Report and supporting documents should be added as an attachment to the QA Daily Report Document Packages folder. The QA test must be sufficiently linked to the QA Daily Report. The PE must decide which QA Daily Report to attach the test. Is it the QA Daily report when the test occurred, or when the test report is received.

QA Tests

Government QA Tests - Target 10% of Contractor QC Tests.

Required Verifications



Mohawk River Channelization
[M5001320]

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Required QC Verifications

Grouped by: Requirement Type

QC Requirement	Section	Requirement Type	Location	Description	Requires verification?
▼ Installed Property					
▼ QC Test					
▼ Transfer Property					
▼ User School					

It might be easier for you to group the data grid by the Requirement Type.

When you are ready to do the verifications, you can expand one group at a time.

QC Tests 22 of 23 (95%)

Legend

- 1 QC Tests Not Required
- 22 QC Tests Required

User Schools 5 of 5 (100%)

Legend

- 0 User Schools Not Required
- 5 User Schools Required

Installed Property 8 of 8 (100%)

Legend

- 0 Installed Property Not Required
- 8 Installed Property Required

Transfer Property 6 of 6 (100%)

Legend

- 0 Transfer Property Not Required
- 6 Transfer Property Required

- In this module the QA will check which QC Requirement will be verified by the QA. QC Requirements include QC tests, *User Schools*, *Installed Property* and *Transfer Property*.
- In the QA Daily Report, QA will check "*Concur*" or "*Reissue*" for the QC Requirement taking place on that day.



Note: Grouping the Data Grid will make working with the verifications easier.



Required Verifications

Government Confirmation of selected QC Requirements.

Planned Interview

**Mohawk River Channelization**
[M5001320]

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Planned Interviews

Search X Export

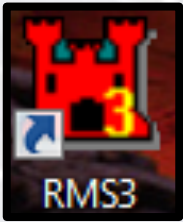
Drag a column header and drop it here to group by that column

	Contractor Code	Prime/Subcontractor	Display Name X	Trade	Number of Labor Interviews Planned
>	0004	Subcontractor	Anthony and Gordon I	Concrete Formwork	0
	PRIM	Prime	BP Construction	PRIM	0
	0003	Subcontractor	Butkus Site	Exterior Utilities	0
	0005	Subcontractor	Dawson Pipe & Fitting	Plumbing	0
	0002	Subcontractor	Star Wars Concrete	Concrete	0

- QA, or District Payroll Office, will enter the planned Labor Interviews here for prime and all subcontractors.

Planned Interviews

Targeted Labor Standard Interviews of Contractor Labor Force.



QUESTIONS?

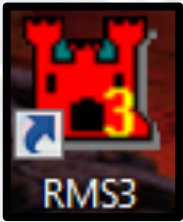


Questions??

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6/5/22





Progress Payment

Learning Objectives:

- *Print Contractor Pay worksheet*
- *Add/Edit/Evaluate Pay Request*

Progress Payment Overview

- The Contractor submits a Contractor Pay Request Worksheet Report and meets with the Government to determine earnings for activities in pay request.
- After the meeting, the Contractor loads the Pay Request, either manually, or via SDEF import, into RMS 3.0 CM.
- In accordance with the Contract Clause, Prompt payment for construction contracts, the Prompt Payment Act (PPA), payments are required to be processed within 14 calendar days of receipt of proper invoice.
- When the Government receives a pay request in RMS 3.0 CM from the Contractor the Government should receive the signed *Contractor's Prompt Payment Certification* in the Contractor's Document Package folder. This document will be automatically added to the appropriate Contract File folder along with the signed ENG Form 93.
- If pay request is correct, and indicates earnings that were discussed, the Government will process the pay request in RMS 3.0 GM, generate and sign a ENG Form 93 in the Government Document Packages folder. This document will automatically upload to Contract File folder along with other attachments.

Contractor Pay Request Worksheet

- The initial step for processing a pay request is for the contractor to enter the % or dollars, for each activity in Progress Payment module (CM) and generate the Contractor Pay Request report.
- Next is to walk the site with the Contractor to evaluate and agree on the entered %, or dollars.
- After the meeting, Contractor loads the agreed to earnings and submits the invoice

To Print Contractor Pay Request Worksheet

**First United States Army Group HQ**
[E1002586] W912DY00Q0000

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★ Mark As Favorite



Government Action Items

0
High

0
Medium

0
Low

Contractor Action Items

0
High

0
Medium

0
Low

My Action Items

0
High

0
Medium

0
Low

Administration

Finances

QA/QC

Submittals

Schedules

Closeout

Import/Export

Contract Reports

Contract Description

Enter award description and funding sources. Contract location should be entered.

Contract Status

Enter status/delay codes. Update Issues and Photo.

Contract Personnel

Assign PDT and view User Roles.

Contract Documents

Legacy Documents prior to PCF interface. Use Contract File for current documents.

Contract File

Identify and send documents to PCF.

Contract Setup

Determine how contract is and QC staff. Setup submit

Request for Information

Respond to RFI's from Contractor.

Contract User Entries/Sp

Insert data for District gene reporting.

Contractors on Site

Enter dates that Subcontractors will be on-site.

Contractor Insurance

Track General, Auto, and V Insurances.

Action Item Control

Control selection, severity and responsible parties for contract action items.

Contract Notification Co

Control which notifications this contract.

All Reports
108

Administration Reports
35

Financial Reports
24

QA/QC Reports
29

Submittal Reports
6

Schedule Reports
8

Closeout Reports
5

Legacy Reports

Edit

Contract Reports

worksh × Export

Grouped by: Report Menu

Report Title

Report Menu

Author

Developed By

^ FINANCE

> Contractor Pay Request Worksheet

FINANCE

RMS Center

RMS Center

^ QAQC

Client:WPF.RMS->ContractMenuView

Progress Payment
Add, modify, or view Payments to the Contractor.
6/5/22

To Print Contractor Pay Request Worksheet

CONTROLLED UNCLASSIFIED INFORMATION

 **Contractor Pay Request Worksheet - Invoice No. 1** 24 Jan 2022

W9126G10C0000 Mohawk River Channelization
M5001320 Dummy Office for Traini

Activity No.	Title	Total Amount	Previous Paid	Requested	Allowed
0001	Removal of Top Soil	\$250,000.00 \$1.00 LS	0 % 0 LS	50 % 0.50 LS	_____ %
Contractor Feature of work not assigned Submittal item 00 23 00-2 quality control plan Status: In Review Submittal item 02850-1 RipRap Status: In Review Submittal item 033100-1 Structural Concrete Status: In Review Submittal item 48 14 13.00 20-21 Solar liquid flat plate Status: In Review QC Test CT-00054 is Awaiting results. Soil test for compaction, Achieved 95% field compaction. OK QC Test CT-00066 is Not Performed. Compaction if mud Government Submittal item 00 23 00-2 quality control plan Status: In Review Submittal item 02850-1 RipRap Status: In Review Submittal item 033100-1 Structural Concrete Status: In Review Submittal item 48 14 13.00 20-21 Solar liquid flat plate Status: In Review					
0002	Demolition	\$200,000.00 \$1.00 LS			
Contractor Subcontractor: not assigned Feature of work not assigned Submittal item 02 41 16-1 Structure Demolition Status: In Review QC Test CT-00017 is Awaiting results. Retest of CT-00008 Field Soil Compaction tests QC Test CT-00048 is Awaiting results. Daily QC Checks QC Test CT-00057 is Not Performed. nilkijn Government Submittal item 02 41 16-1 Structure Demolition Status: In Review QC Test CT-00017 Needs QA Verification. Retest of CT-00008 Field Soil Compaction tests QC Test CT-00048 Needs QA Verification. Daily QC Checks Installed Property IP-00026 Needs QA Verification. Installed Property IP-00029 Needs QA Verification. Government Final followup inspection not held					
0003	Excavation	\$1,125,000.00 \$30,001.00 LS			
Contractor Subcontractor: not assigned Feature of work not assigned QC Test CT-00032 is Awaiting results. 6 tubes for quality control batch 24 QC Test CT-00041 is Awaiting results. Concrete Testing for 3.2a Air Slump all raw data QC Test CT-00050 is Awaiting results. Proof roll visual inspection made at QC Test CT-00059 is Not Performed. test completed at north end of prop QC Test CT-00070 is Awaiting results. Field Soil Compaction Test for NE p Used nuclear meter. field compaction was 98% of maximum: Passed. QC Test CT-00097 is Not Performed. Concrete Cylinders, Sta 2 + 00, left bank, at control structure. Ambient Air Temp at Test: 65 degrees, overcast no rain. Concrete Slump: 2 1/2 inches Concrete Ambient Air: 5% No Pozzolon Admixture/No Admixtures					

CONTROLLED UNCLASSIFIED INFORMATION

 **Contractor Pay Request Worksheet - Invoice No. 1** 24 Jan 2022

W9126G10C0000 Mohawk River Channelization
M5001320 Dummy Office for Traini

Activity No.	Title	Total Amount	Previous Paid	Requested	Allowed
0001	Removal of Top Soil	\$250,000.00 \$1.00 LS	0 % 0 LS	50 % 0.50 LS	_____ %
Contractor Feature of work not assigned Submittal item 00 23 00-2 quality control plan Status: In Review Submittal item 02850-1 RipRap Status: In Review Submittal item 033100-1 Structural Concrete Status: In Review Submittal item 48 14 13.00 20-21 Solar liquid flat plate Status: In Review QC Test CT-00054 is Awaiting results. Soil test for compaction, Achieved 95% field compaction. OK QC Test CT-00066 is Not Performed. Compaction if mud Government Submittal item 00 23 00-2 quality control plan Status: In Review Submittal item 02850-1 RipRap Status: In Review Submittal item 033100-1 Structural Concrete Status: In Review Submittal item 48 14 13.00 20-21 Solar liquid flat plate Status: In Review					

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Progress Payment

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>	Contract Status <i>Enter status/delay codes. Update Issues and Photo.</i>	Contract Personnel <i>Assign PDT and view User Roles.</i>		Contract Documents <i>Legacy Documents prior to PCF interface. Use Contract File for current documents.</i>			
Contract File <i>Identify and send documents to PCF.</i>	Contract Setup <i>Determine how contract is to be managed by QA and QC staff. Setup submittal register.</i>	P2 Projects <i>Link RMS Contract to P2 Project.</i>		Correspondence <i>Create, edit, and view, Letters and Memos.</i>			
Request for Information <i>Respond to RFI's from Contractor.</i>	Contract User Entries/Special Data <i>Insert data for District generated macros for reporting.</i>	Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>		Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>			
Contractors on Site <i>Enter dates that Subcontractors will be on-site.</i>	Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>	Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>		Labor Interviews <i>Conduct Labor Standard Interviews for Davis-Bacon Compliance.</i>			
Action Item Control <i>Control selection, severity and responsible parties for contract action items.</i>	Contract Notification Control <i>Control which notifications you will receive for this contract.</i>	Contractor Mode Record Locks <i>Lock selected records to prevent changes in Contractor Mode.</i>		Mobile Files <i>Organize files uploaded from linked mobile devices.</i>			

- Prerequisites to process a payment:
 - Actual NTP Date
 - Balanced Activities
 - Updated SDEF import
 - KTR completed Invoice

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Finances <i>Download CEFMS data and/or setup Contract funding.</i>	Award CLINs <i>Enter CLINs as they were awarded with the contract or purchase order.</i>	Current CLINs <i>CLINs as they may have been modified by the contract terms.</i>		Pay Activities <i>Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work.</i>			
Progress Payment <i>Add, modify, or view Payments to the Contractor.</i>	Contract Changes <i>Add, modify, or view Changes that may become part of a Modification.</i>	Contract Modifications <i>Create, view, or modify formal Modifications that may become part of the contract.</i>		Contractor Claims/Disputes <i>Create or review Claims and Disputes submitted by the Contractor.</i>			

- Navigate to Finances
- Select Progress Payment

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Progress Payment

Invoice No.	Pay Period Thru	CEFMS Approval Date	Earnings to Date	Earnings this Period	Deduction this Period	Refunds this Period	Due Contractor this Period
1	01/03/2022	01/03/2022	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00
2	01/06/2022	01/06/2022	In Process	In Process	In Process	In Process	In Process

Payment Status

☒ Invoice Received	- Received	Invoice Received	1/5/2022
☒ Eng93 Complete	- Completed	Payment Due	Select a date
Sent to CEFMS	- Not Completed	Date Sent	Select a date
Approved in CEFMS	- Not Completed	Date Approved	1/3/2022
Contractor Paid	- Payment made on time	Date Paid	Select a date

Confirmation

- From the Progress Payments screen, all historical progress payments can be viewed, and Gov can add a new Pay Request; but Contractor completes the Pay Request in RMS 3.0 CM.
- If a NAS is required, Contractor imports the SDEF file into RMS 3.0 CM.
- Highlight the invoice and select Edit



Contractor may contact you and inform they can't process a pay request because of an error message, Finances are not Properly Balanced. Contractor can fix the variance in RMS 3.0 CM; but must make the correction in the NAS

Submit Help desk ticket if needed don't wait could generate interest if not paid promptly.

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Progress Payment

Add

Edit

Delete

Progress Payments

Search

Export

Drag a column header and drop it here to group by that column

	Invoice No.	Pay Period Thru	CEFMS Approval Date	Earnings to Date	Earnings this Period	Deduction this Period	Refunds this Period	Due Contractor this Period
	1	01/03/2022	01/03/2022	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00
	2	01/10/2022	01/10/2022	\$42,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
	3	01/11/2022	01/11/2022	\$50,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00
	4	01/06/2022	01/06/2022	\$52,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
	5	12/06/2021	12/06/2021	\$54,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
>	6	01/11/2022	01/11/2022	In Process	In Process	In Process	In Process	In Process

Invoice 6 is in review by the Government - Numbers displayed in grid above are draft/estimate only.

Payment Status

Invoice Received	- Received	Invoice Received	Select a date 15
Eng93 Complete	- Not Completed	Payment Due	Select a date 15
Sent to CEFMS	- Not Completed	Date Sent	Select a date 15
Approved in CEFMS	- Not Completed	Date Approved	1/11/2022 15
Contractor Paid	- Not Completed	Date Paid	Select a date 15

Confirmation

Client.WPF.RMS.Views.Finances.ProgressPaymentSelection->ProgressPaymentSelectionView

0 Messages

Support View

- The main view shows
 - The Pay Period dates
 - The date the previous payment was approved in CEFMS
 - The Earnings to date and Earnings this period
 - Also shows any Deductions and Refunds
 - Finally shows the Amount due
- Highlight the invoice to review and press Edit

Progress Payment

Add, modify or view Payments to the Contractor.

6/5/22

Invoice Tab

Invoice No. 1

Logs Reports

Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package
---------	-----------------------------	---------------------------	------------------------	-----------------------	---------------------	-------------	------------------

Invoice No. 1

Invoice Reference No. 1

Pay Period From 1/3/2022 15

Pay Period Thru 1/3/2022 15

Payment Invoice Date 1/5/2022 15

Invoice Received 1/5/2022 15

Discount Days 0

Discount % 0 Enter .01 for 1%

☐ Final Payment?

Change Payment Priority

Payment Terms

Return for Corrections

ENG93 Remarks

Payee Office

Payment Prepared By Select Preparer from Staff Lookup

Payment Approved By Select Approver from Staff Lookup

Name

Name

Title

Title

- If needed, edit the *Received date, Payment Invoice Date, Pay Period*
- Check *Payment terms* (change in CEFMS)
- Check that *Payee Office* is correct (comes from CEFMS)
- Enter Names for Signatures (*COR* and *ACO*).

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Invoice

Invoice No. 1 [Logs](#) [Reports](#)

Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package
----------------	-----------------------------	---------------------------	------------------------	-----------------------	---------------------	-------------	------------------

Invoice No. 1

Invoice Reference No. 1

Pay Period From 1/3/2022 15

Pay Period Thru 1/3/2022 15

Payment Invoice Date 1/5/2022 15

Invoice Received 1/5/2022 15

Discount Days 0

Discount % 0 Enter .01 for 1%

☐ Final Payment?

[Change Payment Priority](#)

[Payment Terms](#)

[Return for Corrections](#)

ENG93 Remarks

Payee Office

Payment Prepared By Select Preparer from Staff Lookup

Payment Approved By Select Approver from Staff Lookup

Name

Name

Title

Title

- Common Errors:
 - Not entering all the dates
 - Verify Pay Period From and Thru dates
 - Payment Invoice date cannot be before Pay Period thru date
 - Invoice Received date must be the same or later than Payment Invoice Date
- RMS will not complete the ENG 93 if there are errors with the dates

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Invoice – Payment Priority

Change Payment Priority

Obligation Payment Priorities							
Drag a column header and drop it here to group by that column							
	Obligation Line Item No.	Obligation Title	Approved Amount	Previous Earnings	CEFMS Accruals	Available Payment	Payment Priority
>	NC0001		\$200,000.00	\$0.00	\$0.00	\$200,000.00	1
	NC0002		\$200,000.00	\$0.00	\$0.00	\$200,000.00	1

- Check *Payment Priority*
- *Normally not an issue unless other than Pre-planned Payment of Obligations is selected.*
- *Option is available – only in very Rare funding cases*

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Invoice – Payment Terms

Payment Terms

Obligation Payment Terms						Search	X	Export
Drag a column header and drop it here to group by that column								
	Obligation Line Item No.	Obligation Title	Payment Terms	Refund Terms	Final Terms			
>	NC0001		14	30	30			
	NC0002		14	30	30			

- Check *Payment terms* - Payment Terms dictate when contractor will be paid. *Prompt payment for construction contracts*, the *Prompt Payment Act* (PPA), payments are required to be processed within 14 calendar days of receipt of proper invoice.
- Most common error – Prompt Pay Indicator is not marked in CEFMS when Obligation is created.
- Can only be changed in CEFMS
- RMS Center not allowed to provide CEFMS guidance

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Requested Activity Earnings

Invoice No. 1

Logs Reports

Invoice

Requested Activity Earnings

Allowed Activity Earnings

Subcontractor Earnings

Allowed CLIN Earnings

Additional Earnings

Obligations

Document Package

All Activities

Activities not Fully Paid

Activities with Earnings this Period

Copy Previous Activity Earnings

4

4

4

Requested Activity Earnings - Activities with Earnings this Period

Search

Export

Pay Activity		Previous Total Earnings			Total Requested To Date			Invoice No. 1
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty	Requested Amount	Requested This Period
> 0001	CLIN 1	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0002	CLIN 2	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0003	CLIN 3	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0004	CLIN 4	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
		Totals:			\$0.00		\$40,000.00	\$40,000.00

CLIN 0001 Activity No. 0001 CLIN 1

Requested on Invoice No. 1

Activity Total Quantity

1 LS

Activity Total Amount

\$100,000.00

Activity Earnings this Period

\$40,000.00

Additional Earnings this Period

\$0.00

Total Earnings this Period

\$40,000.00

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit -> ProgressPaymentEditView

0 Messages

Support View

- This view shows the amounts being requested against the Pay Activities.
- Can be returned or adjusted in Allowed Activity Earnings

Common errors:

- KTR does not enter paid to date amount. RMS uses previous total – Current paid to date to calculate Request this Period
- Incorrect Activities paid- requires a ZERO payment to adjust amounts.
- Use Blue sort options to assist with review

Processing a Pay Request – Allowed Activity Earnings

Invoice No. 1

Logs Reports

Invoice

Requested Activity Earnings

Allowed Activity Earnings

Subcontractor Earnings

Allowed CLIN Earnings

Additional Earnings

Obligations

Document Package

All Activities

Activities not Fully Paid

Activities with Earnings this Period

Copy Requested Activity Earnings

4

4

4

Allowed Activity Earnings - All Activities

Search

Export

Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 1
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period
> 0001	CLIN 1	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0002	CLIN 2	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0003	CLIN 3	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
0004	CLIN 4	0	0	\$0.00	10	0.10	\$10,000.00	\$10,000.00
Totals:				\$0.00			\$40,000.00	\$40,000.00

CLIN 0001 Activity No. 0001 CLIN 1

Activity Total Quantity1 LS

Activity Total Amount\$100,000.00

Allowed on Invoice No. 1

Activity Earnings this Period\$40,000.00

Additional Earnings this Period\$0.00

Total Earnings this Period\$40,000.00

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit -> ProgressPaymentEditView

0 Messages

Support View

- Under *Allowed Activity Earnings* Gov can reduce requested earnings.
- Process in accordance with your District Policy
- Use Blue sort options to assist with review

Processing a Pay Request – Subcontractor Earnings

Invoice No. 1 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings **Subcontractor Earnings** Allowed CLIN Earnings Additional Earnings Obligations Document Package

☐ Update Previous Subcontractor Payments **Subcontractor Earnings** ✕ Export

Drag a column header and drop it here to group by that column

	Subcontractor Name	Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate	Subcontractor Earnings Deducted By Contractor (Total to Date)
>	ABS Contracting	\$500,000.00	\$0.00	\$0.00	\$0.00
	Test Contractor	\$0.00	\$0.00	\$0.00	\$0.00

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit -> ProgressPaymentEditView ✓ 0 Messages Support View

- *Subcontractor Earnings* tab. Subcontractor withholdings must be added in this tab.
- Payment Clause: Government is required to hold withheld funds.

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Allowed CLIN Earnings

Invoice

Requested Activity Earnings

Allowed Activity Earnings

Subcontractor Earnings

Allowed CLIN Earnings

Additional Earnings

Obligations

Document Package

CLIN Earnings

×

Export

Drag a column header and drop it here to group by that column

CLIN		Previous Total Earnings			Total Allowed To Date			Invoice No. 1
CLIN	CLIN Description	Previous %	Previous Qty	Previous Amount	Allowed Percent	Allowed QTY	Allow Amount for CLIN	Allowed This Period
> 0001	CLIN 1	0	0	\$0.00	10	10	\$10,000.00	\$10,000.00
0002	CLIN 2	0	0	\$0.00	10	10	\$10,000.00	\$10,000.00
0003	CLIN 3	0	0	\$0.00	10	10	\$10,000.00	\$10,000.00
0004	CLIN 4	0	0	\$0.00	10	10	\$10,000.00	\$10,000.00
		Totals:			\$0.00		\$40,000.00	\$40,000.00

CLIN 0001CLIN 1

Unit Price

\$100,000.00

CLIN Total Quantity

1

LS

CLIN Total Amount

\$100,000.00

Allowed on Invoice No. 1

Activity Earnings this Period

\$40,000.00

Additional Earnings this Period

\$0.00

Total Earnings this Period

\$40,000.00

- Allowed CLIN Earnings tab. Subcontractor withholdings must be added in this tab.
- Used to double-check the amounts being processed against each CLIN.

Processing a Pay Request – Additional Earnings

Invoice No. 1 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings **Additional Earnings** Obligations Document Package

Additional Earnings

Activity Earnings	Previous Total Earnings	Total Earnings To Date	Invoice No. 1	Estimated Stored Materials Included in Activity Earnings
Total Allowed Activity Earnings to Date	\$0.00	\$40,000.00	\$40,000.00	\$0.00

Additional Allowed Earnings not included in above Activity Earnings

Additional Earnings are not enabled for this contract. If additional stored materials, preparatory work or performance and payment bond are required for this contract enable additional earnings in contract setup.

Subcontractor Deductions

Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00
---	--------	--------	--------

Sum of Allowed Earnings to Date

Total Allowed Earnings	\$0.00	\$40,000.00	\$40,000.00
------------------------	--------	-------------	-------------

STANDARD CALCULATION: Use Total to Date values

☒ Total Allowed Earnings for this Pay Period Entered

Note: CEFMS will not approve payments \$100M or over in U.S. Dollars

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit->ProgressPaymentEditView ✓ 0 Messages Support View

- *Additional Earnings*
- Review the listed amounts
- Select Calculation Method
 - Standard - most common. Ensures all costs are captured
 - Periodic – Ignore previous payments, could lead to total payments not equating to contract amounts

Progress Payment

Add, modify or view Payments to the Contractor.

6/5/22

Invoice No 2 - Calculation Method

RMS supports two methods for computing the amount to be paid on obligation line items for an invoice. The basic difference is in how the calculation attempts to honor the setup of CLIN distribution to obligation line items. The first method applies that distribution using total to date while the second uses only information for the current period. A more detailed explanation follows:

STANDARD: RMS will use total to date values and current allocations for CLINS/Obligations. This approach will lead to an overall payment calculation which most accurately reflects the amount that should be paid on each obligation based on all information available to date. This calculation method will make up for previous invoices/calculations that do not match the current planned distribution among CLINS/Obligations. While this may lead to the usage of obligations in the current period that appear to not match the expected usage, it is the most accurate usage of the overall setup and will lead to reaching the setup distribution over time. This is the recommended/default calculation method.

PERIODIC: RMS will ignore total to date values and will only use values for this period to allocate CLIN payment to obligations. This option isolates the individual payment and will not make up for any discrepancies from prior invoices. While this option may be more likely to meet expected obligation usage for the current invoice, it will not adjust calculations to honor the overall/total to date setup for CLINS/obligations.

- ☒ STANDARD CALCULATION: Use Total to Date Values
- ☐ PERIODIC CALCULATION: Use only amounts this Period

Processing a Pay Request – Additional Earnings

Invoice No. 1 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings **Additional Earnings** Obligations Document Package

Additional Earnings

Activity Earnings	Previous Total Earnings	Total Earnings To Date	Invoice No. 1	Estimated Stored Materials Included in Activity Earnings
Total Allowed Activity Earnings to Date	\$0.00	\$40,000.00	\$40,000.00	\$0.00

Additional Allowed Earnings not included in above Activity Earnings

Additional Earnings are not enabled for this contract. If additional stored materials, preparatory work or performance and payment bond are required for this contract enable additional earnings in contract setup.

Subcontractor Deductions

Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00
---	--------	--------	--------

Sum of Allowed Earnings to Date

Total Allowed Earnings	\$0.00	\$40,000.00	\$40,000.00
------------------------	--------	-------------	-------------

STANDARD CALCULATION: Use Total to Date values ... ☒ Total Allowed Earnings for this Pay Period Entered

Note: CEFMS will not approve payments \$100M or over in U.S. Dollars

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit->ProgressPaymentEditView ✓ 0 Messages Support View

- Select Total Allowed Earnings for this Pay Period Entered to continue
- This completes all the actions to enter a payment in RMS.
- Next slides, will show how to set up the data to allow CEFMS to process the payment.

Progress Payment

Add, modify or view Payments to the Contractor.

6/5/22

Processing a Pay Request - Obligations

Invoice No. 2 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings Additional Earnings **Obligations** Document Package

Obligation Line Items

Drag a column header and drop it here to group by that column

	Obligation Line Item No.	Available for Earnings	Earnings by Obligation	Retainage %	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Obligation This Period
>	NC0001	\$180,000.00	\$2,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
	NC0002	\$180,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$360,000.00	\$2,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00

Obligation Line Item No. NC0001

Obligations in CEFMS	\$0.00	Previous Retainage	\$0.00
Previous Earnings	\$20,000.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$180,000.00	Total Other Deductions	\$0.00

Invoice Info

Total Earnings this Period	\$2,000.00	± Retainage this Period	\$0.00
Earnings by Obligation	\$2,000.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$2,000.00

Invoice Completion

No Errors

☐ ENG 93 Completed

Client:WPF.RMS.Views.Finances.ProgressPaymentEdit->ProgressPaymentEditView ☒ 0 Messages

Obligations tab:

- verify the correct CEFMS Obligations are going to be charged for this payment.
- Changes can be made to the amounts and % will be used to make payment.
- Retainage/Other Deductions/Refunds can be added
- Check ENG 93 Completed to create ENG 93 and prepare document for signing
- Common Errors:
 - Payment assigned to the incorrect obligation, leads to overbilling
 - Not selecting ENG 93 Complete
 - Submit Help desk ticket if needed don't wait could generate interest if not paid promptly.

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Document Package

Invoice No. 1 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings Additional Earnings Obligations **Document Packages**

Invoice No. 0001 *CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.*

Document Packages

Add

Edit

Delete

Prompt Pay Signed	Title of Package	No.	Status
>	Invoice No. 0001	1	In Review

Payment No. 0001 *GOVERNMENT: Prepare a document package for this payment and complete it using this document package manager. The document package should include the ENG93 and any applicable supporting documents.*

Document Packages

Add

Edit

Delete

ENG 93 Signed	Title of Package	No.	Status
>	Payment No. 0001	1	Accepted

- **Document Packages**
 - **Contactor Package Contains** files Contractor is required to submit with payment
 - **Government Package Contains** signed ENG 93 and any other required documents

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Government Document Package

Document Package: Payment No. 0002

All Attachments 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status
>	1/13/2022 2:5	Payment No. 0002 - ENG93Report.pdf	Not signed	Not signed	Not signed - Review required
	1/13/2022 2:5	Payment No. 0002 - Payment Calculations.PDF	Not signed	Not signed	Not signed - Review required

Date of the Document: 1/13/2022 [TS] Edit Document View Document

Document Title: Payment No. 0002 - ENG93Report.pdf

Description:

☐ Manually signed by Contractor

☐ Manually signed by Government

Signed By:

Save Document to File

Document Package Status: Not Complete. Documents will be marked Ready to Send to PCF when package is completed.

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package. Complete Package

Government Review Notes:

Client.WPF.RMS.Views.Admin.DocumentPackage->DocumentPackageView 0 Messages Support View

Government Document Packages Folder View:

- Here you can perform the following tasks:
 - Generate a letter to the Contractor.
 - Electronically sign ENG Form 93.
 - Use *Drag and Drop* feature to attach supporting documents.
- To view the signed ENG 93 Form, click *View Document* button.

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Government Document Package

Document Package: Payment No. 0002

All Attachments 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments Search Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status
☒	1/13/2022 2:55	Payment No. 0002 - ENG93Report.pdf	Not signed	Not signed	Not signed - Review required
☐	1/13/2022 2:55	Payment No. 0002 - Payment Calculations.PDF	Not signed	Not signed	Not signed - Review required

Government Document Packages Folder View:

- Click Sign selected Documents
- Select ENG 93report
- Two Signature Fields
 - Preparer
 - Approver/COR

Document Signing

RMS provides digital signature capabilities for Word documents and PDF documents. Word documents are first converted to PDF prior to signing. Select documents to sign from the list below and then click next to choose positioning to be used for digital signatures.

The default signing position can be set in the district library. Current setting is: 8 - Last Page - Bottom Right

Select Documents to Digitally Sign (PDF and Word only) Search Export

Drag a column header and drop it here to group by that column

Date of the Document	Document Title
1/14/2022 3:32:27 PM	Payment No. 0002 - Payment Calculations.PDF
☒ 1/16/2022 3:29:49 PM	Payment No. 0002 - ENG93Report.pdf

☐ ENG93 - Preparer
☐ ENG93 - Approver/COR

OK Cancel Clear Selection

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Document Package

Document Package: Payment No. 0002

All Attachments 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete

All Attachments

	Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status
>	☒	1/16/2022 3:2	Payment No. 0002 - ENG93Report.pdf	Not signed	Electronically Signed	Electronically signed - Review required
	☐	1/14/2022 3:2	Payment No. 0002 - Payment Calculations.PDF	Not signed	Not signed	Not signed - Review required

Date of the Document: 1/16/2022 15 Edit Document View Document

Document Title: Payment No. 0002 - ENG93Report.pdf

Description:

☐ Manually signed by Contractor

☐ Manually signed by Government

Signed By:

Save Document to File

Document Package Status: Not Complete. Documents will be marked Ready to Send to PCF when package is completed.

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package.

Government Review Notes:

Complete Package

Client.WPF.RMS.Views.Admin.DocumentPackage->DocumentPackageView

0 Messages Support View

After all necessary Documents have been signed:

- Add notes as needed
- Click the "Complete Package" button

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Document Package

Invoice No. 2

Logs Reports

Invoice

Requested Activity Earnings

Allowed Activity Earnings

Subcontractor Earnings

Allowed CLIN Earnings

Additional Earnings

Obligations

Document Package

Invoice No. 0002

CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the Prompt Pay document and any applicable supporting documents.

Document Packages

Add

Edit

Delete

Prompt Pay Signed	Title of Package	No.	Status
>	Invoice No. 0002	1	Not Complete

Payment No. 0002

GOVERNMENT: Prepare a document package for this payment and complete it using this document package manager. The document package should include the ENG93 and any applicable supporting documents.

Document Packages

Add

Edit

Delete

ENG 93 Signed	Title of Package	No.	Status
> Michael Bosley	Payment No. 0002	1	Accepted

Client:WPF.RMS.Views.Finances.ProgressPaymentEdit->ProgressPaymentEditView

✓

0 Messages

Support View

RMS will now show the ENG 93 as "Signed"

Hit the "Back" button and navigate back to the Obligations tab.

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Processing a Pay Request – Send to CEFMS

Invoice No. 2 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings Additional Earnings **Obligations** Document Package

Obligation Line Items as Downloaded from CEFMS

Drag a column header and drop it here to group by that column

Line Item	CEFMS Accruals	Available For Earnings	Earnings by Obligation	Retainage % This Period	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Obligation This Period	Obligation Payment Status
> NC0001	\$0.00	\$180,000.00	\$2,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	Non CEFMS Payment
NC0002	\$0.00	\$180,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this Period
	\$0.00	\$360,000.00	\$2,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	

NC0001

Obligations in CEFMS	\$0.00	Previous Retainage	\$0.00
Previous Earnings	\$20,000.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$180,000.00	Total Other Deductions	\$0.00

Invoice Info

Total Earnings this Period	\$2,000.00	± Retainage this Period	\$0.00
Earnings by Obligation	\$2,000.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$2,000.00

Invoice Completion

ENG93 Complete

☒ ENG 93 Completed

Client.WPF.RMS.Views.Finances.ProgressPaymentEdit->ProgressPaymentEditView ☒ 0 Messages

- Click on the **"Send Payment to CEFMS"** button
 - A dialog message will be displayed to authenticate user.
- The Signed ENG93 will now be sent to CEFMS
- This payment is now complete in RMS and is ready in CEFMS for COR approval
- To view CEFMS Payment upload logs, click the "Logs" button at the top right hand of the screen.

Note: The user sending the payment to CEFMS must have UserID in CEFMS. If CEFMS user ID is not found an error message will be displayed.

Progress Payment

Add, modify, or view Payments to the Contractor.

Report Preview

Invoice No. 1

Logs Reports

Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package
---------	-----------------------------	---------------------------	------------------------	-----------------------	---------------------	-------------	------------------

Invoice No. 1

Invoice Reference No. 1

Pay Period From 1/3/2022 15

Pay Period Thru 1/3/2022 15

Payment Invoice Date 1/5/2022 15

Invoice Received 1/5/2022 15

Discount Days

Discount %

☐ Final Payment

ENG93 Remarks

Prompt Pay Report

ENG 93 Report

Contract File Reports

Check

Change Payment Priority

Payment Terms

Return for Corrections

Payee Office

Payment Prepared By Select Preparer from Staff Lookup

Payment Approved By Select Approver from Staff Lookup

Name

Title

Name

Title

Reports can be previewed at any time

- Prompt Pay Report
- ENG 93
- Contract File Report
- Check

Data shown depends on stage of processing invoice

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

Report Preview – Prompt Pay Report

CONTROLLED UNCLASSIFIED INFORMATION

Prompt Payment Certification and Supporting Data For Contractor Payment Invoice

(1) Contract No.: DACA31-96-D-0026 0014	(2) Location and Description of Work: Havertown, PA Havertown Superfund Site	(3) Estimate No.: 6		
		(4) Invoice Date: 01/14/2022		
(5) Contractor Official (name and address) to whom payment is to be sent:		(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:		
(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 Deductions by Contractor (Total to Date)
ABS Contracting	\$500,000.00	\$0.00	\$0.00	\$0.00
TOTAL	\$500,000.00	\$0.00	\$0.00	\$0.00

** A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such 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 amount 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 specifications, terms, and conditions of the contract;
- (2) All Payments due to subcontractors and suppliers from previous payments received under the contract have been made, 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 or 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

Typed Name and Title

6/5/22

Page 1 of 2

CONTROLLED UNCLASSIFIED INFORMATION

Sorted by Activity No.

CONTROLLED UNCLASSIFIED INFORMATION



US Army Corps
of Engineers

Prompt Payment Certification

18 Jan 2022

DACA31-96-D-0026 0014 Havertown Superfund Site
E1000789

Activity No.	Activity Title	Activity Amount	Total Previous Earnings	% Earning To Date	Total Earnings To Date	Earnings This Period
0001	CLIN 1	\$100,000.00	\$15,000.00	15%	\$15,000.00	\$0.00
0002	CLIN 2	\$100,000.00	\$14,000.00	14%	\$14,000.00	\$0.00
0003	CLIN 3	\$100,000.00	\$12,000.00	12%	\$12,000.00	\$0.00
0004	CLIN 4	\$100,000.00	\$13,000.00	13%	\$13,000.00	\$0.00

	Total Previous Earnings	% Earning To Date	Total Earnings To Date	Earnings This Period
Total Requested Activity Earnings	\$54,000.00	14%	\$54,000.00	\$0.00
Stored Material included in Activity Earnings	\$0.00			
Additional Stored Material not included in Activity Earnings	\$0.00		\$0.00	\$0.00
Preparatory Work not included in Activity Earnings	\$0.00		\$0.00	\$0.00
Performance and Payment Bond not included in Activity Earnings	\$0.00		\$0.00	\$0.00
Less Subcontractor Deductions held by Prime	\$0.00		\$0.00	\$0.00
Total Requested Amount	\$54,000.00	14%	\$54,000.00	\$0.00

Page 2 of 2

CONTROLLED UNCLASSIFIED INFORMATION

Sorted by Activity No.

160

Report Preview – ENG 93

Page 1

US ARMY CORPS OF ENGINEERS PAYMENT ESTIMATE - CONTRACT PERFORMANCE

For use of this form, see ER37-1-30: the proponent agency is CERM-FC.

1. DATE (YYYYMMDD)

Invoice Received:

Payment Due:

2. CONTRACTOR AND ADDRESS

Test Contractor
1235 Test Street
City, State 91344

3. CONTRACT NUMBER

DACA31-96-D-0026 0014

4. DISTRICT

T2 Baltimore Test District

5. DESCRIPTION OF WORK

Havertown Superfund Site

6. APPROPRIATION AND PROJECT

7. REQUIRED COMPLETION DATE (YYYYMMDD)

8. LOCATION

Havertown, PA

9. PERIOD COVERED BY THIS ESTIMATE (YYYYMMDD)

FROM 20211207 THRU 20220111

10. JOB ORDER NUMBER

11. ESTIMATE NUMBER

6

12.

ITEM
NUMBER

DESCRIPTION

CONTRACT AMOUNT
(contract line items - see attached sheets)

(1)
QUANTITY AND UNIT

(2)
UNIT PRICE

(3)
AMOUNT

\$400,000.00

(1)
QUANTITY AND UNIT

13.5%

(2)
AMOUNT

\$54,000.00

d. INCLUDES MODIFICATION THROUGH (YYYYMMDD) 20220111

e. TOTAL CONTRACT >

\$400,000.00

f. TOTAL EARNINGS TO DATE >

\$54,000.00

13. PRESENTED FOR PAYMENT

a. PAYEE (Firm)

Test Contractor
1235 Test Street
City, State 91344

b. TITLE

16a. PREVIOUS DEDUCTIONS OTHER THAN
RETAINED PERCENTAGE**(**Page 2)

\$0.00

b. PREVIOUS RETAINED PERCENTAGE

\$0.00

c. PREVIOUS PAYMENTS

\$54,000.00

d. PREVIOUS EARNINGS (a+b+c)

\$54,000.00

e. EARNINGS THIS PERIOD
(Total Earnings to date minus d)

\$0.00

f. LESS RETAINED PERCENTAGE

\$0.00

g. LESS DEDUCTIONS OTHER THAN
RETAINED PERCENTAGE FOR

\$0.00

h. TOTAL DEDUCTIONS FOR THIS PERIOD
(f + g)

\$0.00

14. APPROVED FOR PAYMENT

I CERTIFY THAT I HAVE CHECKED THE QUANTITIES COVERED BY THIS BILL OR ESTIMATE;
THAT THE WORK WAS ACTUALLY PERFORMED; AND THE QUANTITIES ARE CORRECT AND
CONSISTENT WITH ALL PREVIOUS COMPUTATIONS AS ACTUALLY CHECKED; THAT THE
QUANTITIES AND AMOUNTS ARE WHOLLY CONSISTENT WITH THE REQUIREMENTS OF THE
CONTRACT OR OTHER INSTRUMENT INVOLVED.

i. RETAINAGE REFUNDED

\$0.00

j. OTHER REFUNDS

\$0.00

k. TOTAL REFUNDS THIS PERIOD (i + j)

\$0.00

l. AMOUNT DUE CONTRACTOR (e - h + k)

\$0.00

17. RECAPITULATION

a. TITLE

b. DATE (YYYYMMDD)

c. SIGNATURE

a. TOTAL RETAINED PCTG (b + f - i)

\$0.00

b. TOTAL PAID (c + l)

\$54,000.00

18. **DETAILED EXPLANATION AND OR REMARKS (Page 1 Item 16a.)

15a. DATE
(YYYYMMDD)

b. CONTRACTING OFFICER APPROVAL SIGNATURE

Progress Payment

Add, modify, or view Payments to the Contractor.

6/5/22

ENG FORM 93, FEB 2019

PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 3

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Report Preview – ENG 93

Page 2				PAYMENT ESTIMATE - CONTRACT PERFORMANCE			1. CONTRACT NO.			Sheet 2 of 3		
				PAYMENT ESTIMATE CLIN DETAILS			DACA31-96-D-0026 0014					
3. CONTRACTOR AND ADDRESS				Test Contractor 1235 Test Street City, State 91344			4. PERIOD COVERED BY THIS ESTIMATE			ESTIMATE NO.		
							FROM 20211207			THRU 20220111		
										6		
5. ITEM NO.	MOD. NO.	a. DESCRIPTION CONTRACT LINE ITEMS		b. CONTRACT			c. TOTAL TO DATE					
				(1) QUANTITY AND UNIT	(2) UNIT PRICE	(3) AMOUNT	(1) QUANTITY AND UNIT	(2) AMOUNT				
0001		CLIN 1		1 LS	\$100,000.00	\$100,000.00	15.0%	\$15,000.00				
0002		CLIN 2		1 LS	\$100,000.00	\$100,000.00	14.0%	\$14,000.00				
0003		CLIN 3		1 LS	\$100,000.00	\$100,000.00	12.0%	\$12,000.00				
0004		CLIN 4		1 LS	\$100,000.00	\$100,000.00	13.0%	\$13,000.00				
		TOTALS - CLIN DETAILS - ALL PAGES				\$400,000.00		\$54,000.00				

Page 3

OBLIGATION ACCOUNT SUMMARY		CONTRACT NO.		Sheet 3 of 3	
CONTRACTOR AND ADDRESS		PERIOD COVERED BY THIS ESTIMATE		ESTIMATE NO.	
Test Contractor 1235 Test Street City, State 91344		FROM 20211207 THRU 20220111		6	
OBLIGATION LINE ITEM / FUNDED WORK ITEM			This Invoice		All Invoices
OBLIGATION LINE ITEM- FUNDED WORK ITEM	NC0001	Earnings	\$0.00	\$29,000.00	
		Less Retained Percentage	\$0.00	\$0.00	
		Less other Deductions	\$0.00	\$0.00	
		Retainage Refund	\$0.00	\$0.00	
		Other Refund	\$0.00	\$0.00	
		Amount Due	\$0.00	\$29,000.00	
		No Payment Due			
OBLIGATION LINE ITEM- FUNDED WORK ITEM	NC0002	Earnings	\$0.00	\$25,000.00	
		Less Retained Percentage	\$0.00	\$0.00	
		Less other Deductions	\$0.00	\$0.00	
		Retainage Refund	\$0.00	\$0.00	
		Other Refund	\$0.00	\$0.00	
		Amount Due	\$0.00	\$25,000.00	
		No Payment Due			

Progress

Add, modify, or view Payments to the Contractor.

6/5/22

Report Preview – Contract File Report

Resident Management System

Contract Document Lookup

Contract File - Invoice 6 Documents

Drag a column header and drop it here to group by that column

Document ID	Document Type	Document Title
-------------	---------------	----------------

OK Cancel

Report Preview – Check

RMS

Payment details for Invoice No. 1

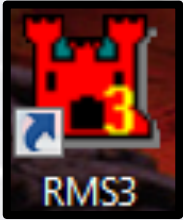
Search X Export

Drag a column header and drop it here to group by that column

	Check Date	Check No.	Earnings Paid	Pay Terms	Days Paid	Days Late	Interest Paid	Total Paid
>	12/20/2021	1000497620	\$16,271.24	14	14	0	\$0.00	\$16,271.24

✓ OK

QUESTIONS?



Questions??

6/5/22



Resources - Links

- [Getting Started with RMS 3 \(CM/GM\) – YouTube](#)
- [How to Submit a Support Ticket for RMS - YouTube](#)
- [How to Troubleshoot Launcher Updates – YouTube](#)
- [How to correct an overpayment on a contract – YouTube](#)
- [How to Get Help With RMS 3 \(CM/GM\) – YouTube](#)
- [How to Add a Prime Contractor \(GOV\) – YouTube](#)
- [How CEFMS Accruals Affect Progress Payments in RMS – YouTube](#)
- [Troubleshooting Contractor Payrolls - YouTube](#)