

Adding a Change Order

RMS 3.0 GM

From the “Contract Menu”, select the “Finance” tab.

RMS - Resident Management System

Training 2 [J4001328] W911KB18C1234

Government Mode Home Contract Selection Back Refresh Help

Contract Menu 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 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 RFIs 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.				

Client:WPF.RMS->ContractMenuView Notifications



Under “Finances”, select “Contract Changes”.

The screenshot shows the RMS - Resident Management System interface. At the top, there is a header with the logo, the text "Training 2", and the ID "[4001328] W911KB18C1234". Below this is a "Contract Menu" section with a photo of two dogs playing with a rope. Underneath the photo are three green boxes for "Government Action Items", "Contractor Action Items", and "My Action Items", each with a "0" and "High", "Medium", "Low" labels. Below these is a navigation table with columns for Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. An arrow points to the "Contract Changes" link in the "Finances" column.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Finances <i>Download CEPMS 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>				



Under the “Change Request” main screen, select “Add”.

The screenshot shows the 'Change Requests' main screen in the RMS - Resident Management System. The interface includes a header with 'Training 2' and user information '[J4001328] W911KB18C1234'. Below the header are navigation buttons: 'Government Mode Home', 'Contract Selection', 'Contract Menu', 'Back', 'Refresh', and 'Help'. The main area features a toolbar with 'Add', 'Edit', and 'Delete' buttons, a search field, and an 'Export' button. A table of change requests is displayed below the toolbar, with columns for 'Change Request No', 'Change Request Title', 'Status', 'Reference No', 'Change Amount', 'Change Days', and 'Mod Age'. The table contains two rows of data. Below the table is a 'Change Request Status' summary section with columns for 'Amount' and 'Time', listing various status items and their corresponding values.

Change Request No	Change Request Title	Status	Reference No	Change Amount	Change Days	Mod Age
0004	Testing the Change Request	4	R00001	\$0.00	0	29
01	Testing out the Change Request	4		\$0.00	0	119

Change Request Status		Amount	Time
✓ Basic Change Document	- Completed 10/17/2017	\$0.00	0
Plans	- Not Required		
Specifications	- Not Required		
Government Estimate	- Not Required	\$0.00	0
Contractor Proposal	- Not Required	\$0.00	0
Negotiations	- Not Required	\$0.00	0
✓ Funding (4)		\$0.00	0
Remarks			



Using the radio buttons, select the type of change request that is being added.

Once the choice has been made select “Next”.

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Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Add New Change Request

Select the type of change request you would like to add from the available options below.

- Add new Single Part Change Request
- Add new First Part of a Multiple Part Change Request
- Add new Subsequent Part (2,3,...) of a Multiple Part Change Request
- Add new Change Request for a Weather Modification

< Back Next > Cancel

Client:WPF.RMS.Views.Finances.ContractChangeAdd->ContractChangeAddView Notifications



RMS will default to the next “Change Request” number. Use the default. Click in the blue box next to “Reason Code”.

The screenshot shows a web application window titled "RMS - Resident Management System". The main content area is titled "FTR 123 Troop Medical Clinic" with the identifier "(J4000633) W911KB-10-C-0123". The page header includes navigation links: "Government Made Home", "Contract Selection", and "Contract Menu". On the right side of the header are buttons for "Back", "Refresh", and "Help". The main heading is "Add New Change Request". Below this, a message reads: "Enter a unique and valid Change Request Number for the new single part change below and select a valid reason code." The form contains two input fields: "Change Request No" with the value "0002" and "Reason Code" with the value "<Not Set>". The "Reason Code" field is highlighted with a blue background. At the bottom of the form are "Back" and "Finish" buttons. The browser's address bar at the bottom shows the path: "Client:WPF-RMS-View-Finances-ContractChangeAdd->ContractChangeAddView".



Click and highlight the appropriate reason code for the potential modification.
Select “OK”.

Resident Management System

Modification Reason Code Lookup

Modification Reason Codes [X] [Export]

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

Code	Mod Reason	Reason Type	Category
> 1	Engineering Changes	Engineering Changes	Controllable
4	User Changes, Discretionary	User Requested	Uncontrollable
5	Contract Options	Other Changes	Option
6	Miscellaneous Changes	Other Changes	Uncontrollable
7	Differing Site Conditions	Construction Changes	Uncontrollable
8	Value Engineering Change	Other Changes	Controllable
9	Administrative Change	Other Changes	Uncontrollable
A	Adverse Security Conditions	Other Changes	Uncontrollable
E	Excusable Delay for No Fault	Other Changes	Uncontrollable
G	Government Furnished Property	Other Changes	Controllable
I	Incremental Definitization of Work	Other Changes	Uncontrollable
Q	Variations in Estimated Quantities	Other Changes	Uncontrollable
R	Revaluation - Foreign Currency	Other Changes	Uncontrollable
S	Suspensions of Work	Other Changes	Controllable
T	Termination of Work	Other Changes	Controllable
V	Construction Changes	Construction Changes	Controllable

OK Cancel Clear Selection



After selecting “OK” there is an opportunity to ensure that Change Request Number and the Reason Code are correct.
Click “Finish”.

The screenshot shows a web application window titled "RMS - Resident Management System". The main content area is titled "Add New Change Request". At the top left of the content area is a red icon of a castle and the text "Training 2" followed by the ID "[J4001328] W911KB18C1234". To the right are navigation buttons: "Government Mode Home", "Contract Selection", "Contract Menu", "Back", "Refresh", and "Help". The main instruction reads: "Enter a unique and valid Change Request Number for the new single part change below and select a valid reason code." Below this, there are two input fields: "Change Request No" with the value "001" and "Reason Code" with the value "1 - Engineering Changes". At the bottom right of the form are buttons for "< Back" and "Finish". The footer of the window shows the path "Client.WPF.RMS.Views.Finances.ContractChangeAdd->ContractChangeAddView" and a "Notifications" link.



From the “Inception” tab enter in the title of the Change Request. This title can be used to sort on the main Change Request Register Screen.

Select the “Inception” and “Mod Required Date” in accordance with District/Office Policy. The “Date Cancelled” can be entered in if it is determined later the change is not needed.

Select the correct staff for “Mod Action By”, “Requested By Name”, and “Approved by Name” by the Select Staff tab provided

The screenshot displays the 'Change Request 001' form within the RMS - Resident Management System. The interface includes a navigation bar with 'Government Mode Home', 'Contract Selection', and 'Contract Menu' options, along with 'Back', 'Refresh', and 'Help' buttons. The form is titled 'Change Request 001' and is divided into several sections:

- Change Request No:** 001
- Change Request Title:** [Empty text field]
- Inception:** Select a date [15]
- Mod Required Date:** Select a date [15]
- Date Cancelled:** Select a date [15]
- Agency Code:** C - C - Corps of Engineers (All Levels)
- Reason Code:** 1 - Engineering Changes
- Mod Type Code:** B - Bilateral Mod, In Scope
- Mod Action By:** [Empty text field] [Select Staff]
- Requested By Name:** [Empty text field] [Select Staff]
- Requested By Title:** [Empty text field]
- Recommended By Name:** [Empty text field] [Select Staff]
- Recommended By Title:** [Empty text field]
- Approved By Name:** [Empty text field] [Select Staff]
- Approved By Title:** [Empty text field]

The bottom of the window shows the client path: Client:WPF.RMS.Views.Finances.ContractChangeEdit->ContractChangeEditView and a Notifications icon.



If the information that was entered is correct, select the “Description” tab.

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Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Change Request 001 BCD

Inception	Description	Status/Funding	Claims/Disputes	Supporting Documents
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Change Request No: 001

Change Request Title: Testing this out

Inception: 11/15/2017

Mod Required Date: 11/15/2017

Date Cancelled: Select a date

Agency Code: C - C - Corps of Engineers (All Levels)

Reason Code: 1 - Engineering Changes

Mod Type Code: B - Bilateral Mod, In Scope

Mod Action By: Kelly McG

Requested By Name: Michael Presley
Requested By Title: Civil Engineer

Recommended By Name: Mark H. Kelliher, P.E.
Recommended By Title: Administrative Contracting Officer

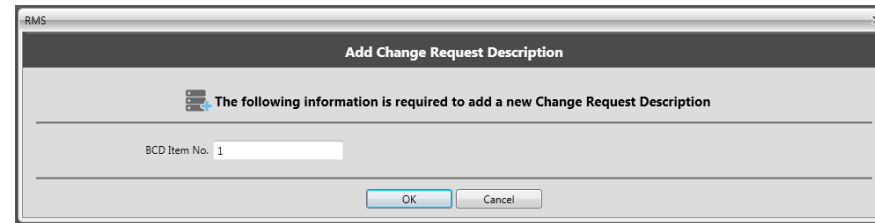
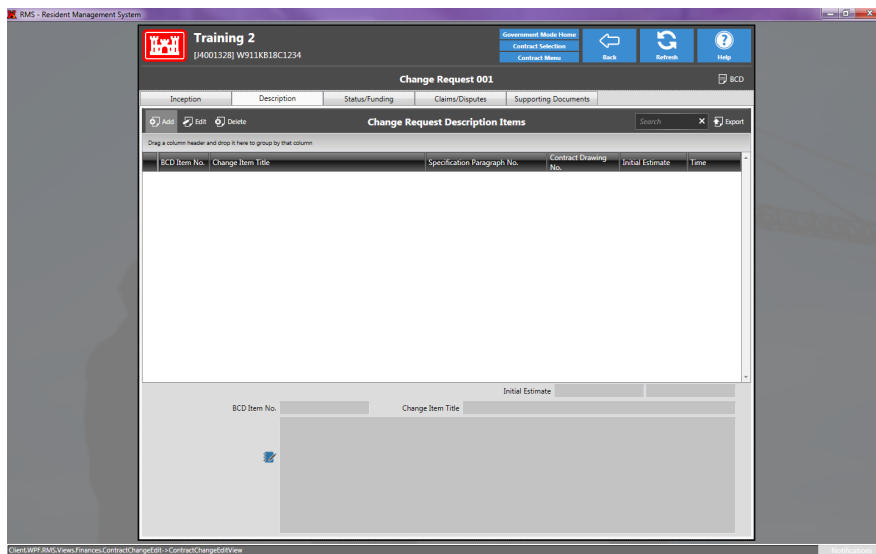
Approved By Name: David Gerland, P.E.
Approved By Title: Administrative Contracting Officer

Client:WPF.RMS.Views.Finances.ContractChangeEdit->ContractChangeEditView

Notifications



Select “Add”. RMS 3.0 will provide next item number to appear on the BCD (Basic Change Document). Use the default that is provided. Select “OK”.



- Enter in the “Change Item Title”. This title will appear on the BCD. Use the large boxes below to enter in the estimated cost of the change. NOTE: Do not enter text into the “Spec. Paragraph No.” or the “Contract Drawing No”. This will mess up the RFP.
- For a larger editing screen and the option to select from pre-entered text, select the blue notebook and pen under each of the following tabs: “Description of Change”, “Change in Drawings”, “Change in Specifications” and “Necessity of Change”.
NOTE: “Description of Change” and “Necessity of Change” are required to be filled out.

RMS - Resident Management System

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Governmental Made Home
Contract Selection
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Back Refresh Help

BCD Item Edit

BCD Item No. 1 Change Item Title
Spec. Paragraph No. Contract Drawing No. Initial Estimate \$0.00

BCD Item Time by Phase		
Phase	Phase Title	Phase Time
> 00		0

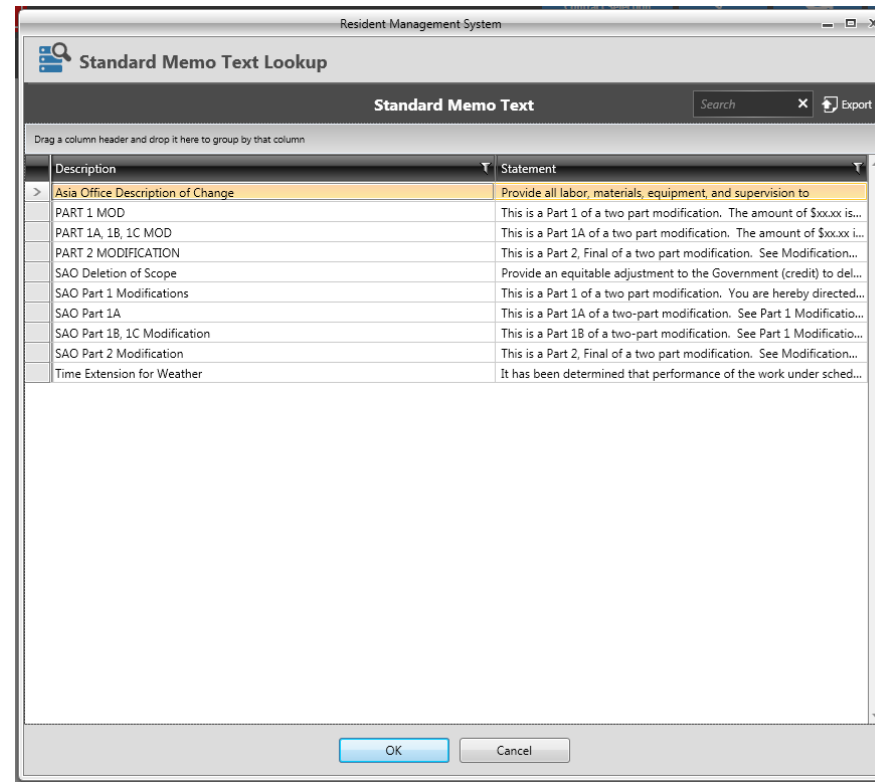
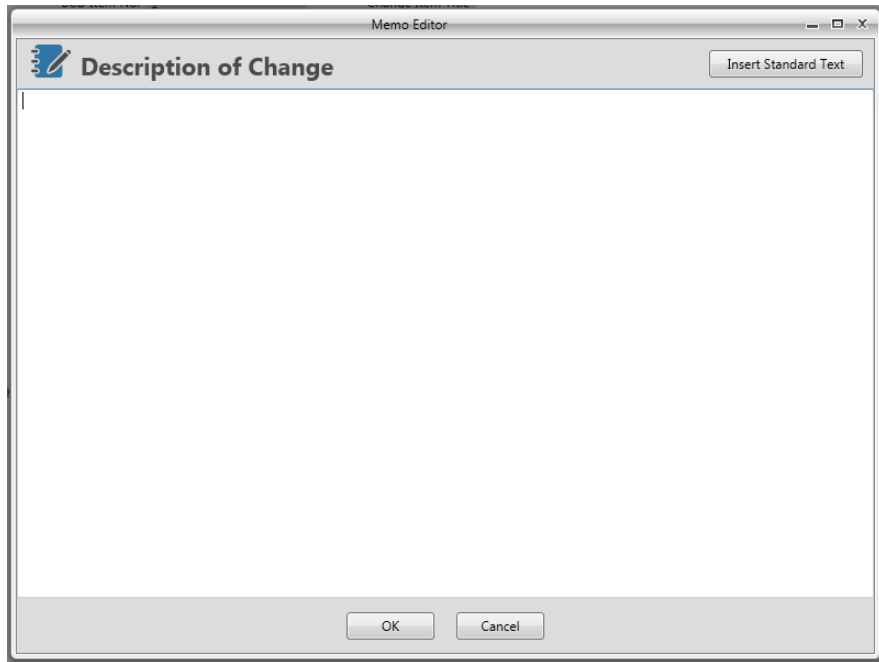
Description of Change
Change in Drawings
Change in Specifications
Necessity for Change

Client:WPF RMS Views/Finance/BasicChangeDocumentEdit - BasicChangeDocumentEditView

Notifications



Clicking the blue notebook and pen opens a larger screen. Click “Insert Standard Text”(standard text changes section). This will bring up a selection of “Standard Memo Text” that has been previously entered in. Enter in the correct text and select “OK”. If there is no text that applies, select “Cancel”.



“Supporting Documents” is where any documentation that supports the change request will be added. The Request for Proposal (RFP) can be drafted under this screen. If created here, the RFP will be automatically added to the correspondence module as well as in “Supporting Documents”. If the RFP is created under the “Correspondence” module, it will need to be added here also. Clicking on “BCD” will create the form that needs to be routed for signatures.

