

CONTRACTOR ALLOWANCE/ CONTINGENCY RELEASE: VENDOR

Process Description

Provides for approval for the contractor to use contingency and allowances

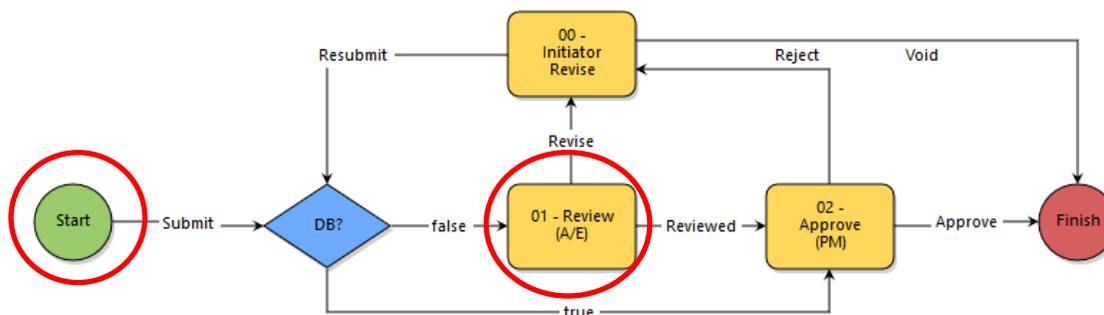
Roles That Can Start the Process

Design Builder (DB), Construction Manager at Risk (CMR), General Contractor (GC), OSU Project Manager

Process Participants

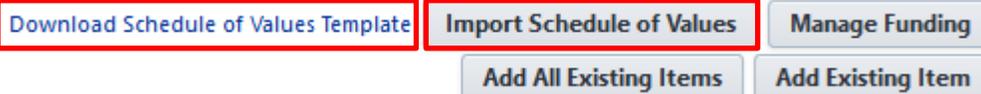
DB, CMR, GC, PM, Architect/Engineer (AE)

Workflow Diagram



Initiation of Process

1. Open the **Contractor Allowance/Contingency Release** process
2. Select **Allowance** or **Contingency** and provide a description
3. Attach backup documentation
4. Commitment Change Details Section: (Follow on-screen instructions) Select the **Commitment, Date** and **Reason Code**
5. Commitment Change Items Section: (Follow on-screen instructions) **Download "Schedule of Value Template"** and enter amounts:



- Increase existing line(s) or add a new line(s)
 - Decrease the Allowance or Contingency line by the same amount
 - **Import Schedule of Values**
6. Click the **Submit** button

Review AE

1. Open the process and review information
2. Click the dropdown box and select **Reviewed or Revise**
3. Click the **Take Action** button

Approve (PM)

Performed by OSU

Finish

The process is complete.