CHANGE ORDER (CO) - VENDOR STEPS

Process Description
Provides for submission, review, and approval of Change Order (CO)

Roles That can Start This Process
Architect/Engineer (AE) or OSU Project Manager (PM)

Process Participants
Construction Manager at Risk (CMR), Design Builder (DB), General Contractor (GC), Criteria AE (CAE), Architect Engineer (AE), OSU Project Manager (PM)

Workflow Diagram

Initiation of Process
1. Initiation of Process – Start Step: Complete the Basis of Change Order and Commitment Change Details section of the Change Order (CO) screen.

```
<table>
<thead>
<tr>
<th>Basis of Change Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Change:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Justification:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required if Multiple GMP's</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMP Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commitment Change Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Date Of Change: 05/10/2019</td>
</tr>
</tbody>
</table>

| Reason Code: Select One:  |
```
2. Complete the “Add Additional Scope Item” section using the on-screen instructions

![Add Additional Scope Commitment Item](image)

3. When done click the **Submit** button.

**Enter Pricing (GC/CM/DB)**

1. Open the process. The **Change Order** screen displays.
2. Review the information for the request and enter the commitment change information
   - Note: Using the on-screen instructions, download and complete the template
3. Select **Submit** from the drop-down box and click **Take Action**.

![Basis of Change Order](image)
Review (AE)

1. Open the process. The **Change Order** screen displays.
2. Review and approve the Basis of Change Order and Commitment Change information.
   - Select **Reviewed** from the drop-down box and click the **Take Action** button. The process routes to OSU to take action.
   - If **Revise** is selected, the process allows you to add comments. After the **Take Action** button is clicked, the process delivers these comments to GC/CM/DB for correction.

Approve (PM)

This step is performed by OSU.

**DocuSign (Contractor)**

1. Open the process. The **Change Order** screen displays.
2. Review and DocuSign the request.
3. Select **Signed** from the drop-down box and click the **Take Action** button.

**DocuSign (AE)**

1. Open the process. The **Change Order** screen displays.
2. Review and DocuSign the request.
3. Select *Signed* from the drop-down box and click the *Take Action* button.

**DocuSign (PM) (DOP)**

These steps are performed by OSU.

**Finish**

The Change Order process is complete. The schedule is updated. A notification is sent when the DOP approves the Change Order (CO).