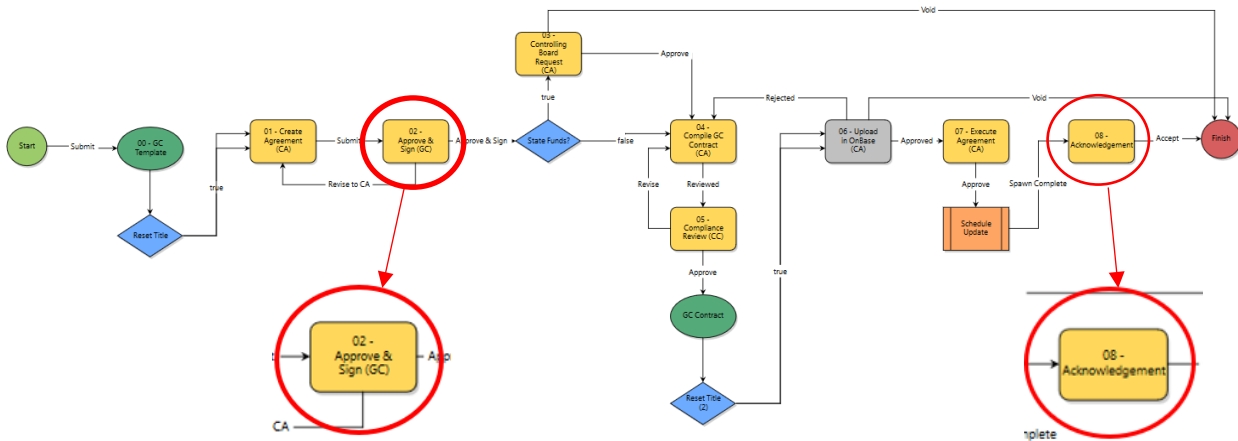


CONTRACT AWARD (GC): VENDOR

Workflow Diagram:



Process Description:

Provides for submission, review, and approval of Contract Award for General Contract Agreements.

Roles That Can Start the Process:

OSU Contract Administrator, OSU Project Manager

Process Participants:

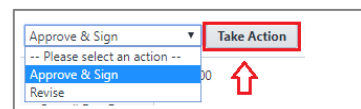
OSU Contract Administrator (CA), OSU Project Manager (PM), OSU Contract Compliance (CC), General Contractor (GC)

Initiation of Process

Initiation of Process – Create Agreement (CA): Performed by OSU.

Approve & Sign (GC)

1. Open the process. The **Contract Award - GC (CA-GC)** screen displays.
2. Populate all required fields and upload all required documents.
 - Upload certificate of insurance
 - Insurance Company Name
 - Insurance Expiration Date
 - Upload BWC documentation
 - EDGE Participation
 - Upload related EDGE documentation
 - Drug Free Safety Program Certificate
 - Upload EEO documentation
 - Upload Bond documentation
 - Upload any applicable additional documents
3. Click the dropdown box and select **Approve & Sign**.
4. Click the **Take Action** button to DocuSign the agreement.



Additional Process Steps

Controlling Board Request (CA) to Execute Agreement (CA): Performed by OSU (see workflow diagram above).

Acknowledgement (GC)

1. Click the process link.
2. Populate Signed Agreement, Notice of Commencement, and Tax Exemption Form fields.
3. Select **Accept** to acknowledge.

Agreement Summary	
Architect/Engineer (A/E):	A/E's Principal Contact:
Contract Sum:	Base Bid:
Notice To Proceed Date:	Substantial Completion of all work - Contract Time In Days:
Substantial Completion of All work:	

Notice to Proceed	
Notes to GC:	
Signed Agreement:	<input type="text"/>
Notice of Commencement:	<input type="text"/>
Tax Exemption Form:	<input type="text"/>

4. Click the **Take Action** button.

Accept	Take Action	←
-- Please select an action --		
Accept		

Finish

The process is complete.