

CONTRACT AWARD CMR CONSTRUCTION: VENDOR STEPS

Process Description:

Provides for submission, review, and approval of Contract Award for Construction Manager at Risk Construction Agreements (GMP Amendment)

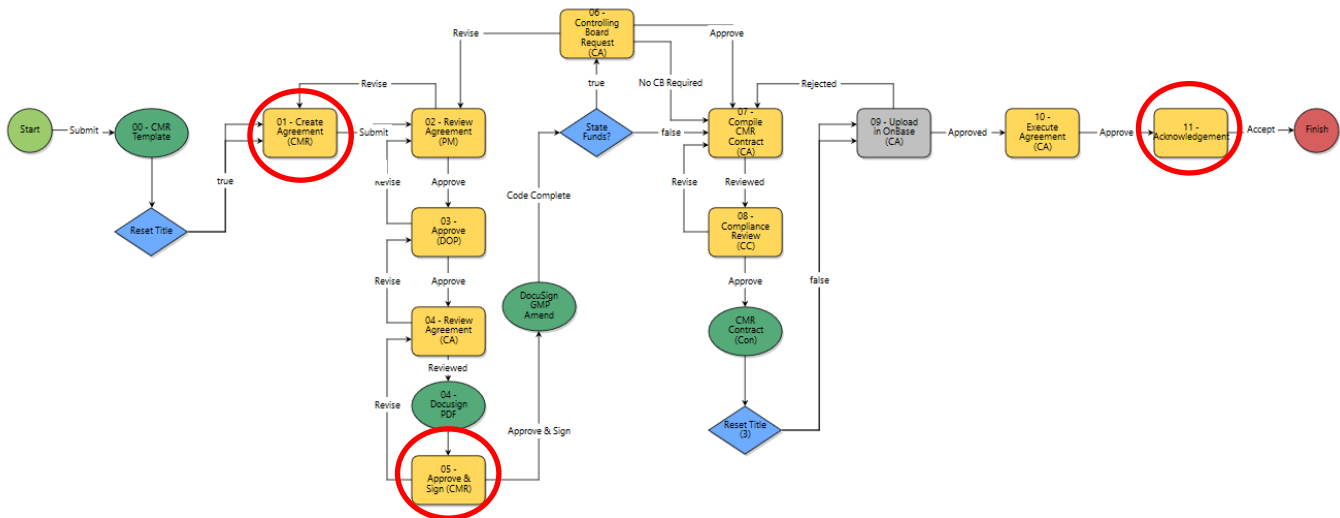
Roles That Can Start the Process:

OSU Contract Administrator

Process Participants:

OSU Contract Administrator (CA), OSU Project Manager (PM), OSU Contract Compliance (CC), Construction Manager at Risk (CMR)

Workflow Diagram:



Initiation of Process

Initiation of Process: Performed by OSU.

Create Agreement (CMR)

1. Open the process.
2. The documents in the “Standard Requirements” are displayed for your use
3. Download and complete the agreement per the on-screen instructions
4. Upload “Required Insurance Documents”
5. Complete the Insurance Information grid per the on-screen instruction
6. Enter BWC, DFSP, EDGE information, EEO, and Bond information
7. Complete the Surety Information grid
8. Click the dropdown box and select **Submit**
9. Click **Take Action**

Additional Process Steps

Review Agreement (PM) to Review Agreement (CA): Performed by OSU (see workflow diagram above).

Approve and Sign (CMR)

1. Review “Notes to CMR” section for additional documentation requests
2. Upload current Insurance Certificate
3. Review and update the Insurance Information grid
4. Review and update the BWC, DFSP, EDGE information, EEO, and Bond information
5. Click the dropdown box and select **Approve & Sign** (you will be prompted through the Dousign process)
6. Click **Take Action**

Additional Steps

Compile Contract through Execute Agreement: Performed by OSU

Acknowledgement (CMR)

1. View/ download the attached documents for your records
2. Review the acknowledgement text
3. Click the dropdown box and select **Accept**
4. Click **Take Action**

| | |
|-------------------------|----------------------|
| Signed Agreement: | <input type="text"/> |
| Notice of Commencement: | <input type="text"/> |
| Tax Exempt Certificate: | <input type="text"/> |

Finish

The process is complete.