

CONTRACT AWARD CMR PRE-CON: VENDOR

Process Description:

Provides for submission, review, and approval of Contract Award for Construction Manager at Risk Preconstruction Agreements

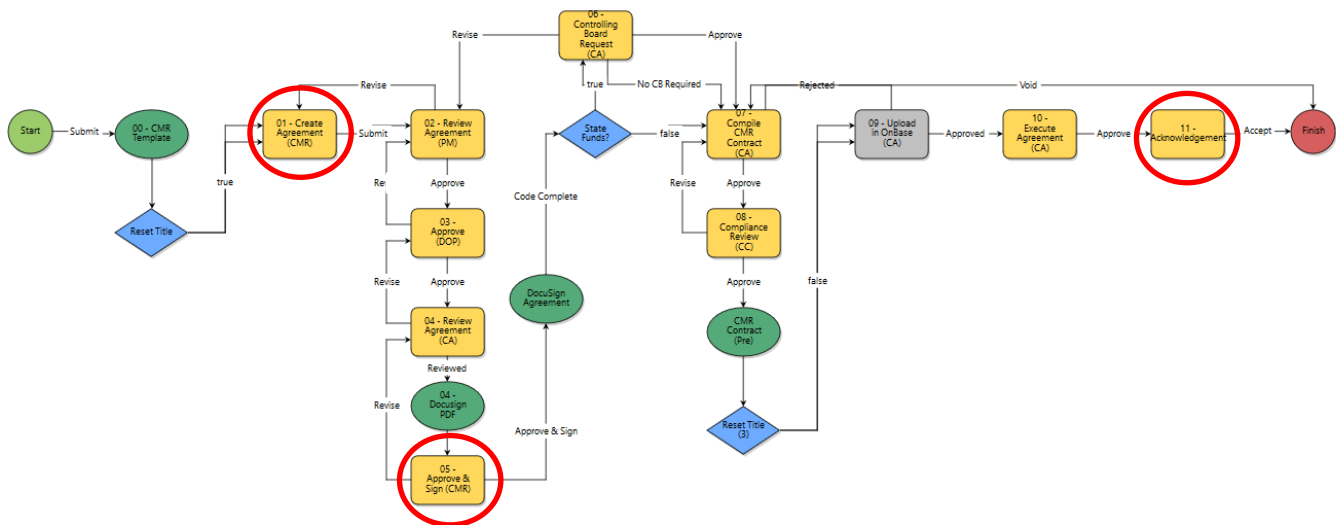
Roles That Can Start the Process:

OSU Contract Administrator, OSU Project Manager

Process Participants:

OSU Contract Administrator (CA), OSU Project Manager (PM), OSU Contract Compliance (CC), 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 the documents listed in the “Agreement Documents: section”
 - Agreement document
 - Technical proposal transmittal/ Best Value Rating Form
 - Exhibit A
 - Exhibit B
 - Exhibit C

5. Complete the “Agreement Summary” section
6. Upload “Required Insurance Documents”
7. Complete the Insurance Information grid per the on-screen instruction
8. Enter BWC, DFSP, EDGE information, EEO, and Bond information
9. Complete the Surety Information grid
10. Click the dropdown box and select **Submit**
11. 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**
6. Click **Take Action**

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.