



QUICK REFERENCE GUIDE:

Activating a Contract

Background:

Prior to activating a contract the proposal must be transitioned to construction.

Roles:

Construction QA

Navigation:

Construction -> Contract Administration -> Choose your contract ID -> Contract Administration Summary

1. From the Construction Administration Summary – select the **Administrative Offices** tab on the left
 - a. Press the **Select Administrative Office** button
 - b. Click **Show first 10**
 - c. Choose the administrative office and press **Add to Contract**
 - d. Enter an **Effective Date** (today)
 - e. Change Status dropdown to **Active**
 - f. Click **Save**
2. From the Contract Administration Summary, select the Contract Times tab on the left and enter **Actl Completion** dates for:
 - a. Award – DT*
 - b. DOL – NOW
 - c. EXEC – DT (Date the contract is signed by the Director)
 - d. LET – DT*
 - e. Click **Save**

3. From the Contract Administration Summary for your contract, use the **Component Actions Menu** and choose the Task, **Activate**
4. From the Construction Administration Summary select the **Contract Authority** tab
 - a. Under the Contract Specific Authority click the **New** button
 - b. In the **Person** field begin to type the name of the Project Engineer and then select them
 - c. In the **Role** field begin to type Construction – When the **Construction Project Engineer** role appears select it (if this role does not appear, contact Module Admin to add this role to the User profile for this Person)
 - d. Enter an **Effective Date** (today)
 - e. Change the **Status** dropdown to **Active** and save
5. Notify the Project's Rover that the Contract is ready for the generation of the acceptance actions ***
6. Notify the Project Engineer that their project is active and they have Project Engineer authority on the contract. From this point forward the Project Engineer can assign contract authority for their project staff

* These dates can found by navigating from the Dashboard -> Preconstruction -> Lettings -> Enter the Contract ID in the search field -> Click the **Letting ID** hyperlink

*** This step will ONLY occur when the Department is using the Construction and Materials Modules

Next Step:

Generate acceptance actions

If you need further assistance please contact your Module Admin
Last updated on March 15, 2021