



## QUICK REFERENCE GUIDE:

# PSA - Adding a Subcontractor

## Background:

Adding subcontractors will occur once at the beginning of every contract, and as many times as additional subcontractors are added over the life of the contract. Adding items to subcontractors should occur any time an amendment adds work for a subcontractor over the life of the contract. The Civil Rights Office uses the Calculated Subcontract Total for their federal reporting for PSA contracts. The Calculated Subcontract Total is an aggregate total of all items (tasks) that the subcontractor works on and the dollars allocated to them for each item.

## Roles:

Construction Office & Project Engineer, RCCL User, CRO User

## Navigation:

Construction -> Contract Administration

1. From the Dashboard select the **Contract Administration** link
2. Using the Search field search for and select the Contract by clicking the **Contract** link
3. Click the **Subcontracts** quick link at the top of the screen
4. Click the Subcontract **Component Actions Menu** and select **Add**
5. Enter the **Subcontractor Number** (Sequential starting with 1 for the first subcontractor entered)
6. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
7. Choose a **Subcontract Type** from the dropdown
8. Enter the date the subcontractor is included in the contract in the **Sub Cert Received Date** field (Award date if they were added on award, Amendment date or Term Agreement NTP if they were added by amendment or Term Agreement NTP).

9. In the Work Classifications collapsible toggle the **Name** dropdown to D-Default
10. If a lower tier subcontractor is being input, enter the **Parent Subcontractor Number**.
11. Click **Save**
12. Select the **Items** tab from the left-hand side of the screen.
13. Press the **Select Items** button
14. From the modal window use the search field to search for and select all of the items (tasks/task groups) that the subcontractor will be working on. Press **Add to Subcontract**
15. Click **Save**
16. Enter the dollars allocated to the subcontractor in the **Item Quantity**. Leave the **Unit of Measure** DLR-Dollar.
17. Populate the **Self Cert Unit Price** as 1.00. (The **Self Cert Unit Price** will default to 0 until manually entered.)
18. Click **Save**

*Note:* Steps 12-18 have the possibility to occur multiple times on a PSA contract, whenever an amendment adds work for the subcontractor(s).

*Note:* On the items tab you will be able to see the Subcontract Total from Self Cert that you entered on the detail screen as well as a running total of what you have entered on the items tab in the Calculated Subcontract Total

## Next Step:

N/A