Activating a Contract

Background:

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

Roles:

Contract Activation, Construction QA

Navigation:

Construction > Contract Administration > Contract ID > Contract Administration Summary

1. 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 the **Actl Completion** date for the Award – DT.*
    a. Ensure the **Actl Completion** date for the EXEC-DT has been entered. (This is the date the Contract is signed by the director and is required to Activate the Contract.)

3. Click **Save**.

4. From the Contract Administration Summary of the contract, use the **Component Actions Menu** and choose the Task, **Activate.**

5. Select the **Contract Authority** tab.
    a. Under Contract Specific Authority, click the **New** button.
    b. In the **Person** field first name OR last name OR userid 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 click **Save**.

6. Notify the Project Engineer that the project is Active, and they have now have contract authority. From this point forward the Project Engineer can assign contract authority to their project staff.

Next Steps:

Let the Material Rovers know the contract is now ready for them to Generate acceptance actions.