

Contracts - RFPs and Directives

BACKGROUND: For agency personnel to use an agency view to record RFPs and Directives on a Contract, you must first add the agency view to the contract. Use the *Agency Views - Adding for Contracts* QRG to add AV: RFPs and AV: Directives to your Contract.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
2. In the Views section, select **AV: RFPs or AV: Directives : Form 25D-069**.
3. Click the **New** button to add a row for the new RFP or Directive.
4. Enter data in the Agency View fields.
5. Click **Save**.

Next Steps: You can generate your RFP and Directive by using the Generating Reports QRG