



## QUICK REFERENCE GUIDE:

# Adding a Subcontractor

## Background:

Prior to adding a subcontractor the Contractor Self Certification for Subcontractors and Lower Tier Subcontractors (25D- 042) should be submitted to the Department and approved, or received by the RCCL.

## Roles:

Construction Office Engineer, Construction Project Engineer, RCCL User.

## Navigation:

Construction -> Contract Administration

1. From the Dashboard select the **Contract Administration** link
2. Enter the contract in the Search field
3. Select the Contract link
4. Click the **Subcontracts** quick link at the top of the screen
5. Click the Subcontract **Component Actions Menu** and select **Add**
6. Enter the Subcontractor Number (Number should match the Submission Number on the 25D-042)
7. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
8. Choose a **Subcontract Type** from the dropdown (Try to find the most appropriate Subcontract Type, based on the Description of Subcontract Work on the 25D-042 or the Subcontractor List, 25D-5 in the conformed specifications, if you are unsure use *Miscellaneous*)
9. Enter the **Parent Subcontractor Number** if you are entering a lower tier subcontractor (if box 2. is checked on the 25D-042 they will be a lower tier subcontractor)

10. In the Work Classifications collapsible toggle the Name dropdown to D-Default
11. Enter the date the 25D-042 was received or approved in the **Sub Cert Received Date** field.
12. Click **Save**
13. If this is a trucking subcontractor *do not proceed*. . If this is not a trucking subcontractor, continue to the next step.
14. Select the **Items** tab from the left-hand side of the screen.
15. Press the **Select Items** button
16. From the modal window select all of the items that the subcontractor will be working on (you can find this information in the Contractor Self Certification (25D-042) or in the conformed specification on the Subcontractor List (25D-5) if the subcontractor was disclosed during bidding). Press **Add to Subcontract**
17. Click **Save**
18. Enter 0 in **Prime Unit Price**.
  - a. If you are adding more than one item, press the **Fill range of fields** triangle next to **Prime Unit Price**. Check **All Rows**. Press the **Fill** button.
19. Click **Save**