



QUICK REFERENCE GUIDE:

## 5.17 – Transitioning a Proposal

### Background:

In order for contractors to submit payroll for a contract and/or for the contract to be administered in construction it must be transitioned to construction. Prior to transitioning a proposal, the proposal must be in the Workflow Phase, Awarded.

### Roles:

Letting User

### Navigation:

Proposal Overview

1. Search for an select the proposal to be transitioned to construction
2. If this is a Calendar Days Proposal jump to step 4. If this is a completion date contract, from the Proposal Summary select the **Time tab** on the left hand side of the screen
3. Populate the **Start Date** with today's date and click **Save**
4. From the Proposal Summary, select the **Component Actions Menu** and click **Transition Proposal to Construction**
5. Click **Execute**
6. To confirm the proposal has been transitioned click the **Global Actions Menu** and select **Open Process History**
7. Look for the Transition to Construction Process and confirm that under **Success**, there is a **Yes** populated
8. If **No** is populated under **Success**, download the **Error.log**, address the errors and begin again

Notes: If the proposal has been transitioned to construction in error, the Regional Contract Chief or their delegated user with the Letting User Role and all contract authority, can undo the transition. The proposal's transition cannot be undone once construction has begun the activation process.

To undo the transition, from the home page in the Contract Administration Overview search for the transitioned contract. In the **Row Actions Menu** select **Undo Transition**.

### Next Steps:

N/A