



Expense Contract Training Guide (Mentor)

Date Created: 7/19/2021

Date Updated: 4/19/2023

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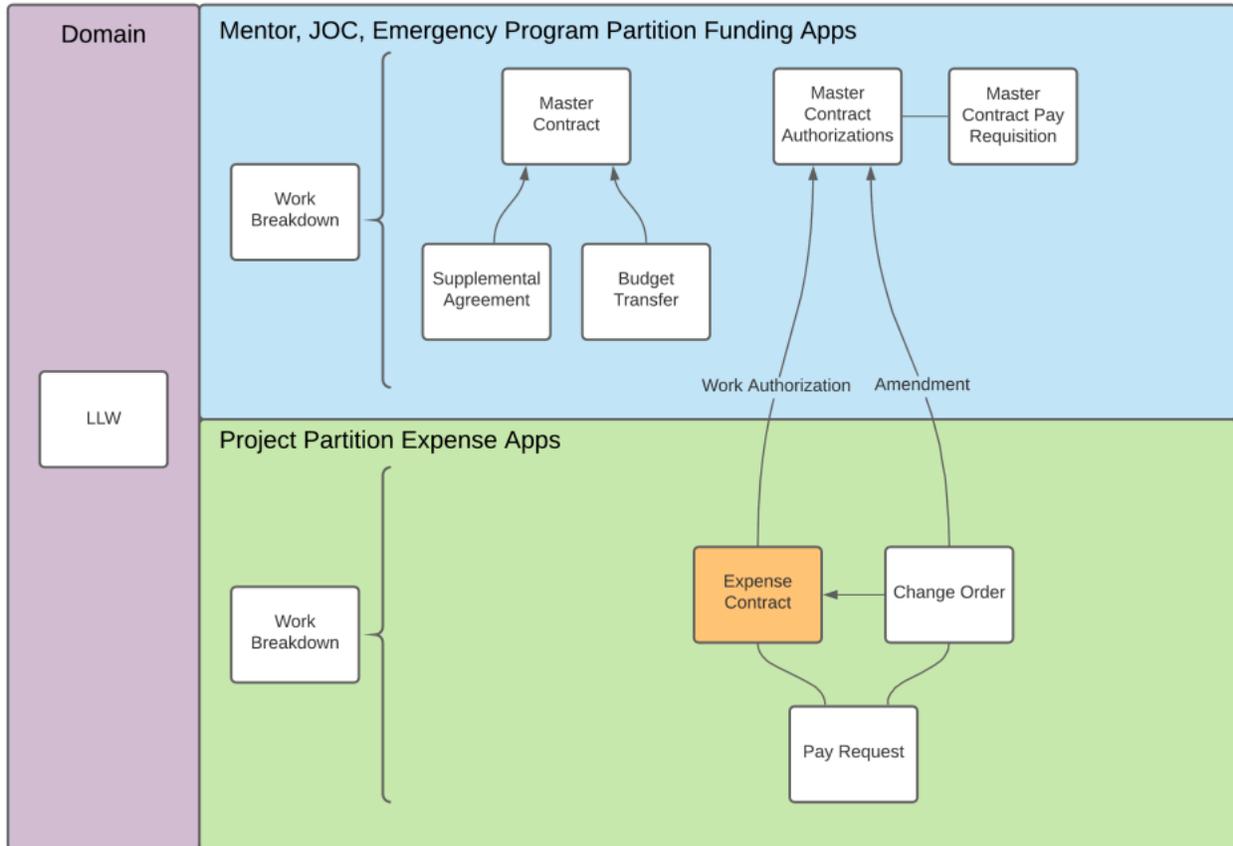
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About

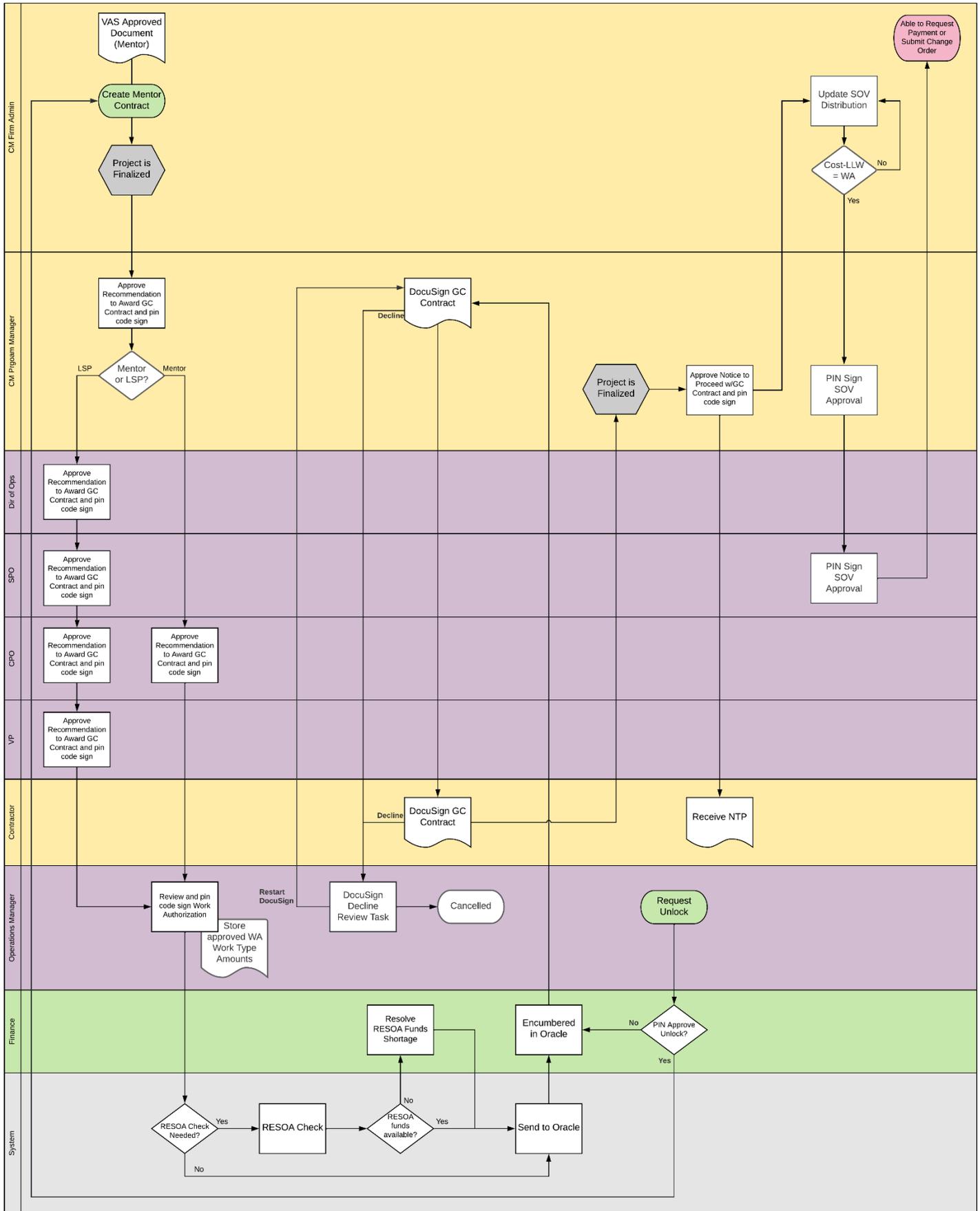
Expense Contracts are agreements between the Construction Management Firm and the General Contractor.

Workflow Diagrams

Summary Workflow



Mentor Expense Contract Workflow



Process Overview

Once the Expense Contract is submitted, the Recommendation to Award (RTA) is approved by the CM PM followed by SCA approval, see Notes. Next, a Work Authorization is approved and encumbered. For Mentor Contracts, Construction Management and General Conditions are also approved and encumbered with the Work Authorization. All cost lines are grouped by LLW and copied to Master Contract Authorizations. Next, the Contract is signed, and the CM Program Manager issues a Notice to Proceed. This is followed by updating the SOV distribution. Once these steps are completed, work may commence, and Pay Requests may be submitted.

Note

This training guide follows the workflow for a Mentor Contract with CPO approval of the RTA. The only workflow difference for LSP Contracts is the RTA approval is PIN signed by the Director of Operations, SPO, CPO, and VP of Construction.

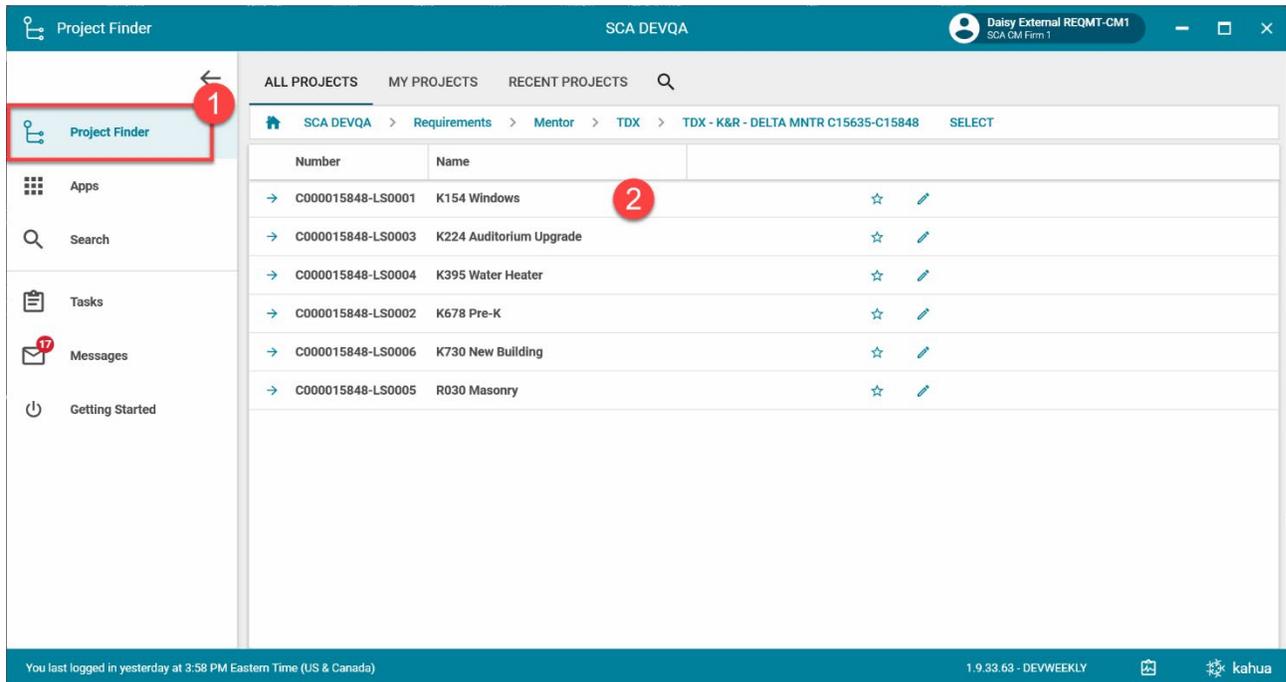
Step-by-Step Instructions

Create Mentor Expense Contract

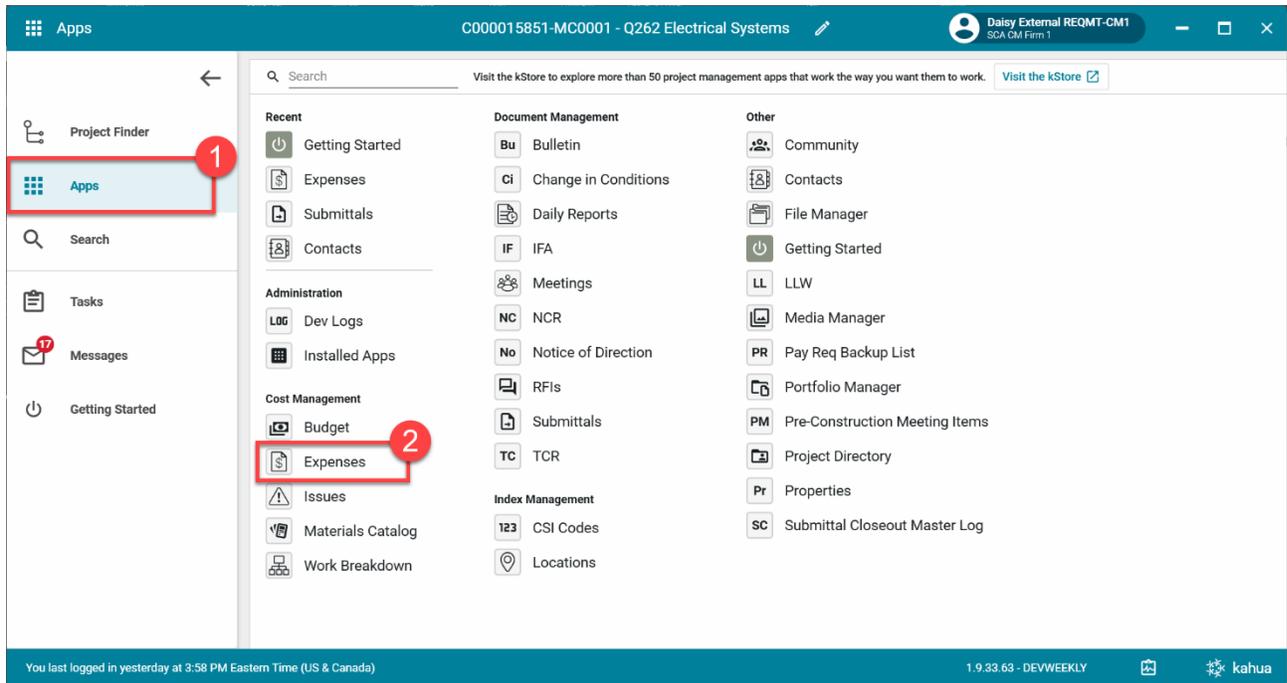
Role	Preceding Steps	Outcome
CM Firm	Contract information is known. Work Breakdown is entered at Program and Subproject level.	The Expense Contract is created.

Steps

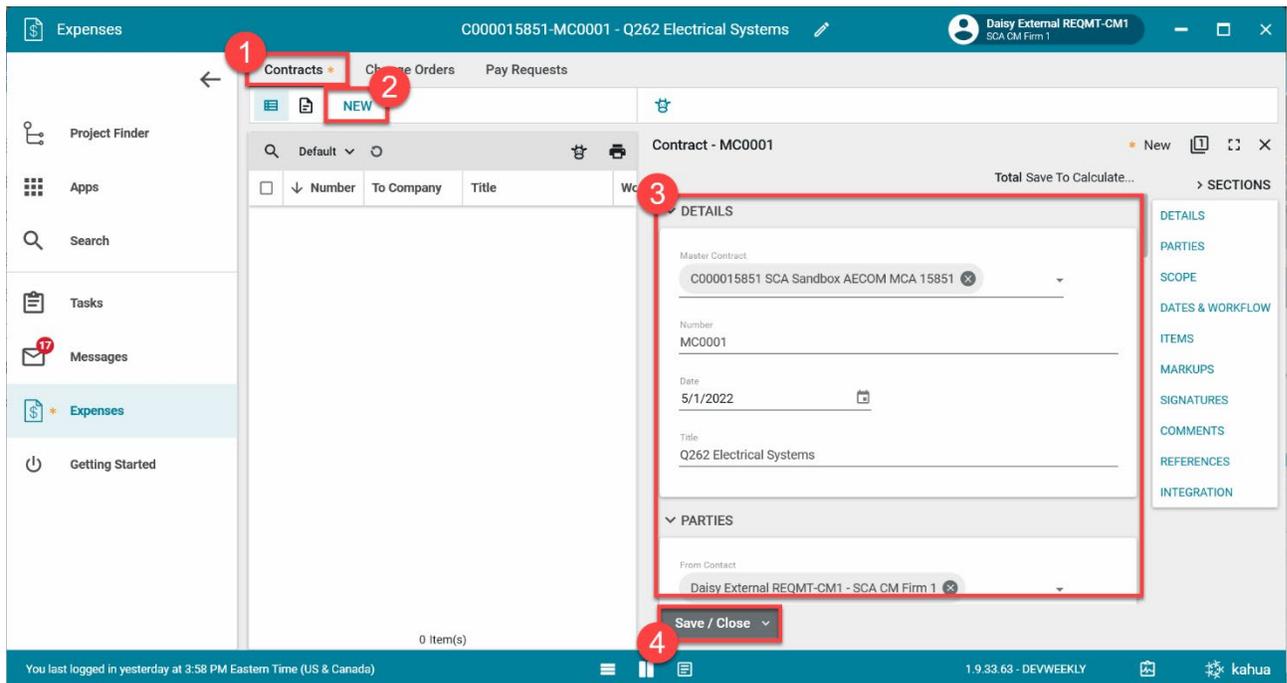
1. Go to 'Project Finder' > Select desired Subproject/Project



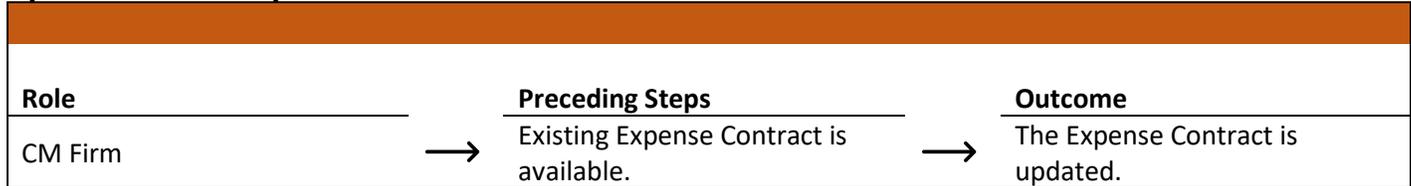
2. Go to 'Apps' > Select 'Expenses' App



3. Select the 'Expense Contract' tab > Click 'New' > Enter required fields, add cost items, and upload backup information in References > Click 'Save/Close'

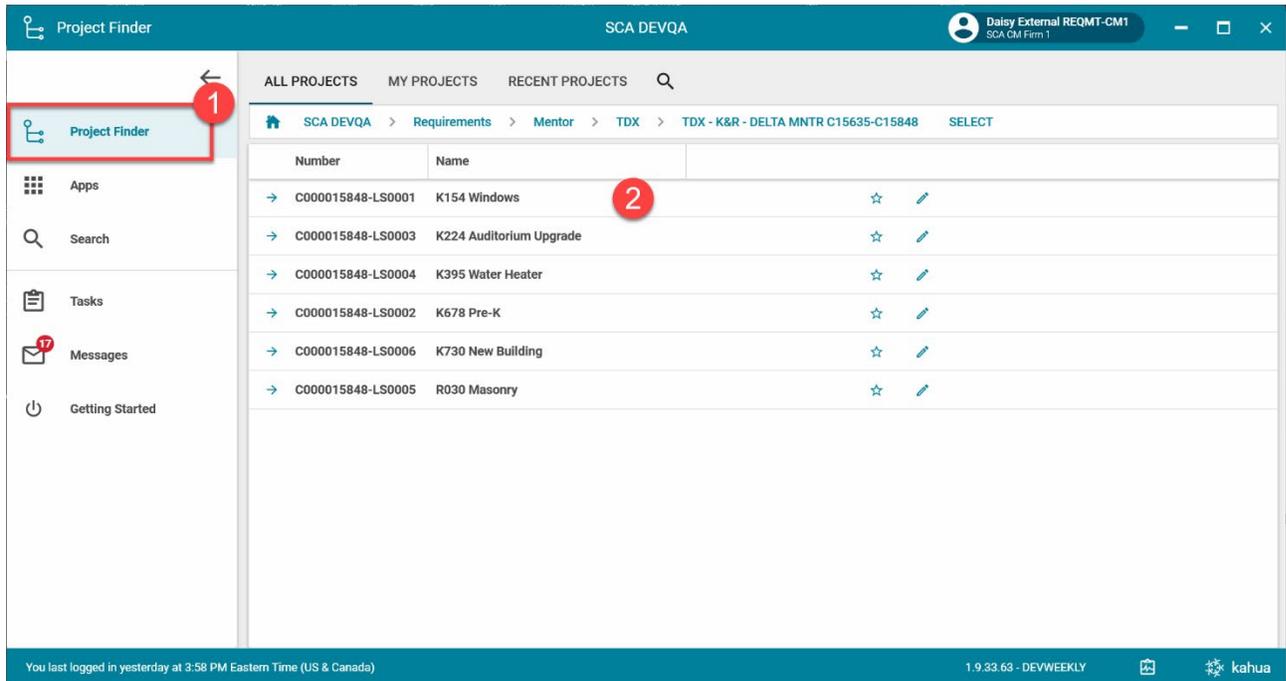


Update Mentor Expense Contract

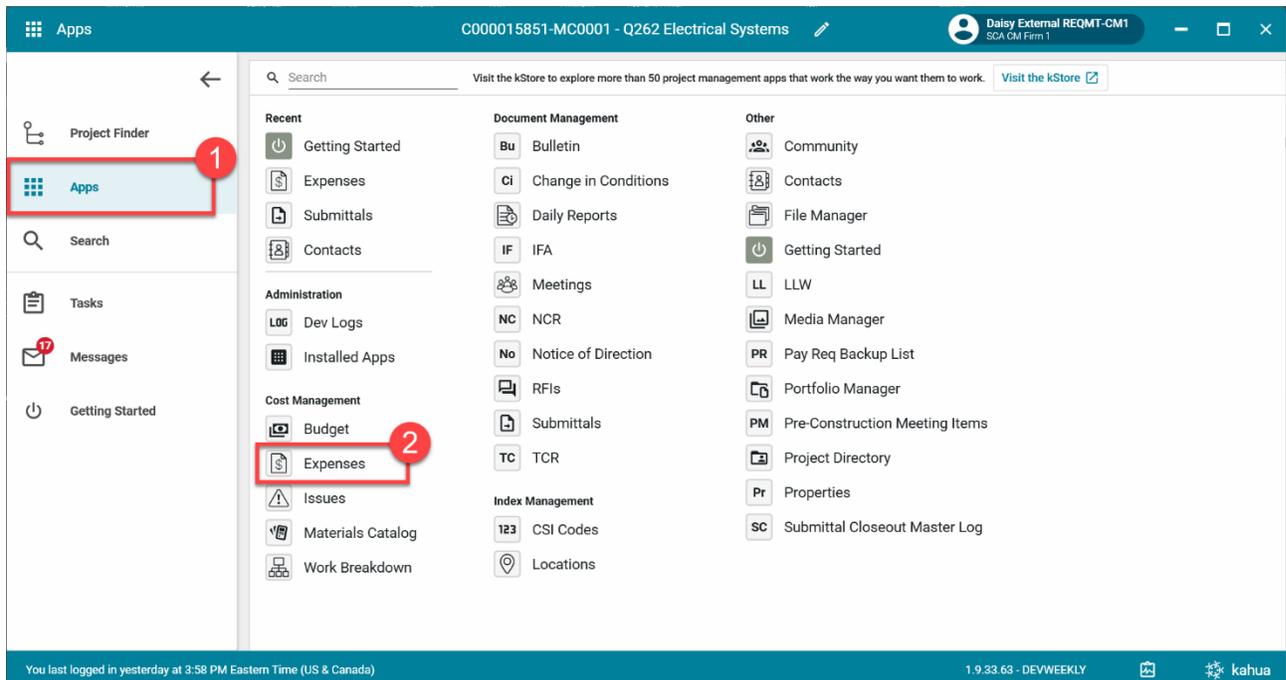


Steps

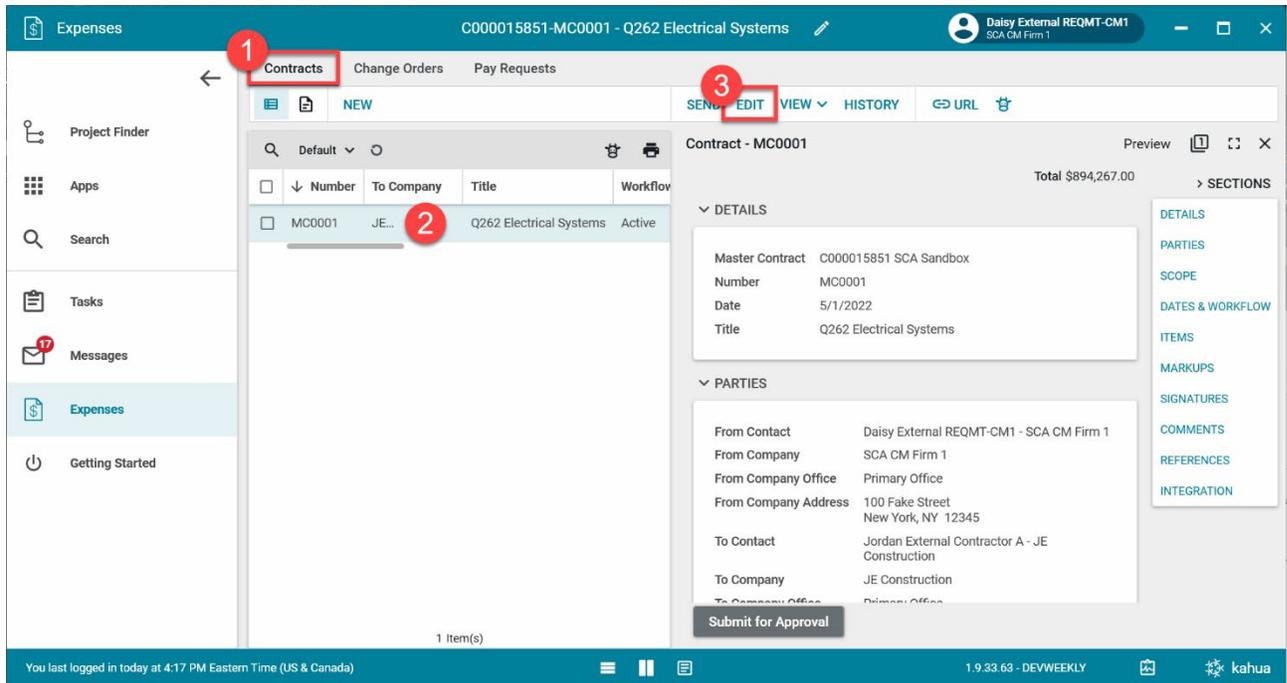
1. Go to 'Project Finder' > Select desired Subproject/Project



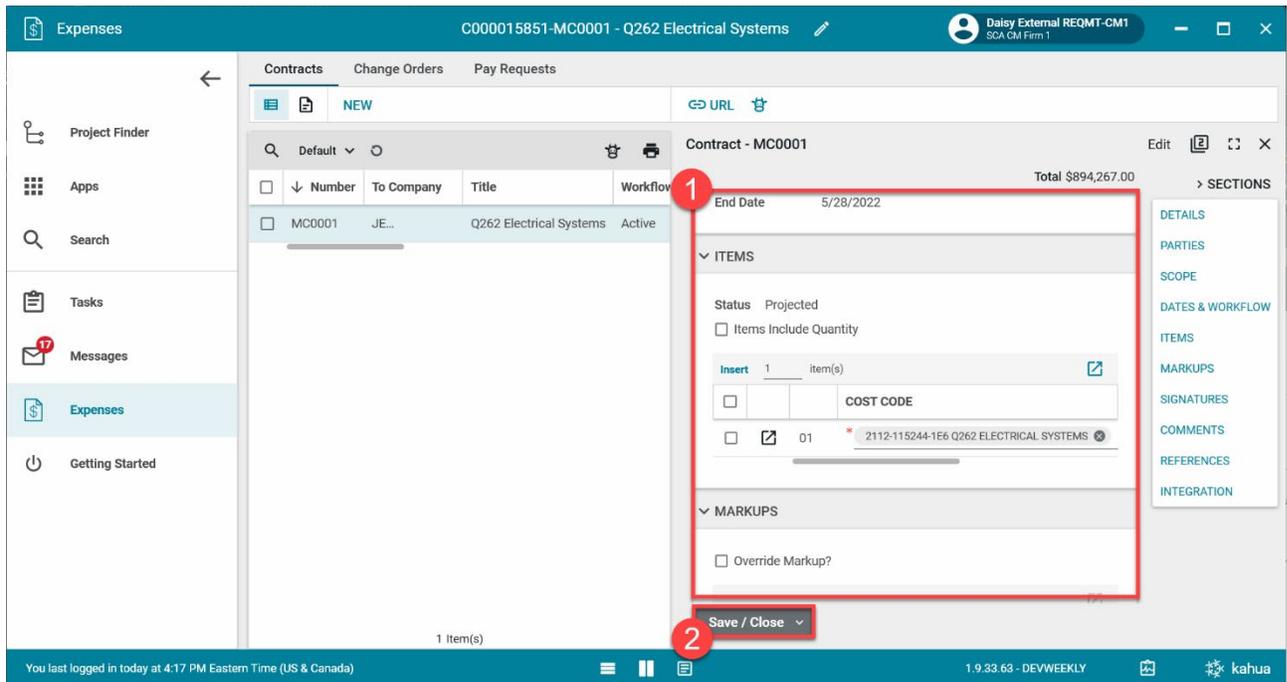
2. Go to 'Apps' > Select 'Expenses' App



3. Select the 'Contracts' tab > Select the expense contract > Click 'Edit'



4. Modify the details > Click 'Save/Close'

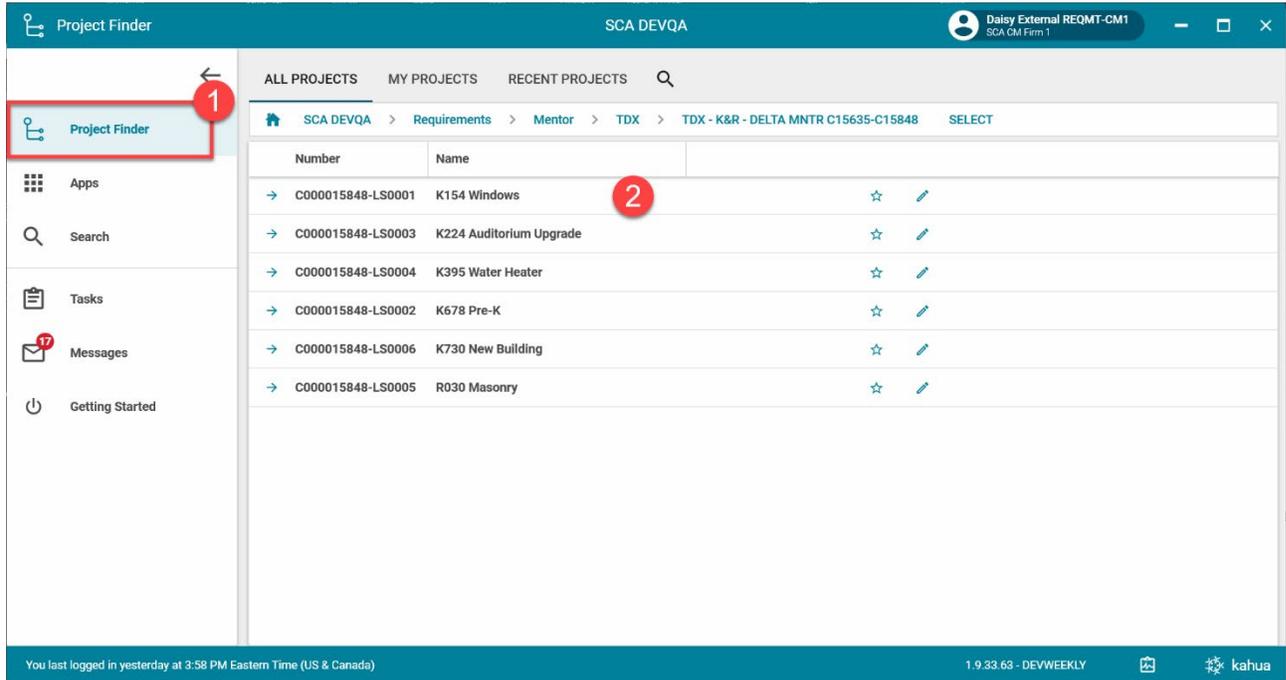


Submit for Approval

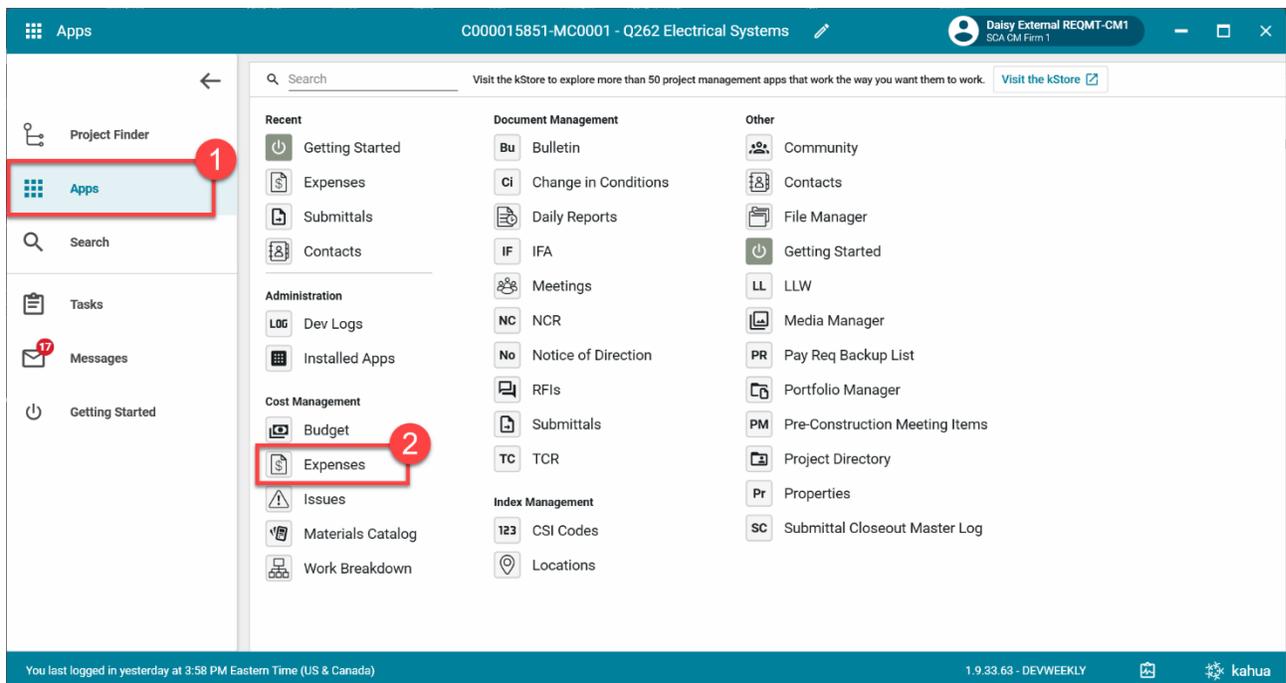
Role	Preceding Steps	Outcome
CM Firm	Project is finalized. Sum of cost items value is not greater than the 'Not to Exceed' amount.	Recommendation to Award GC Contract is sent to CM PM for PIN code approval.

Steps

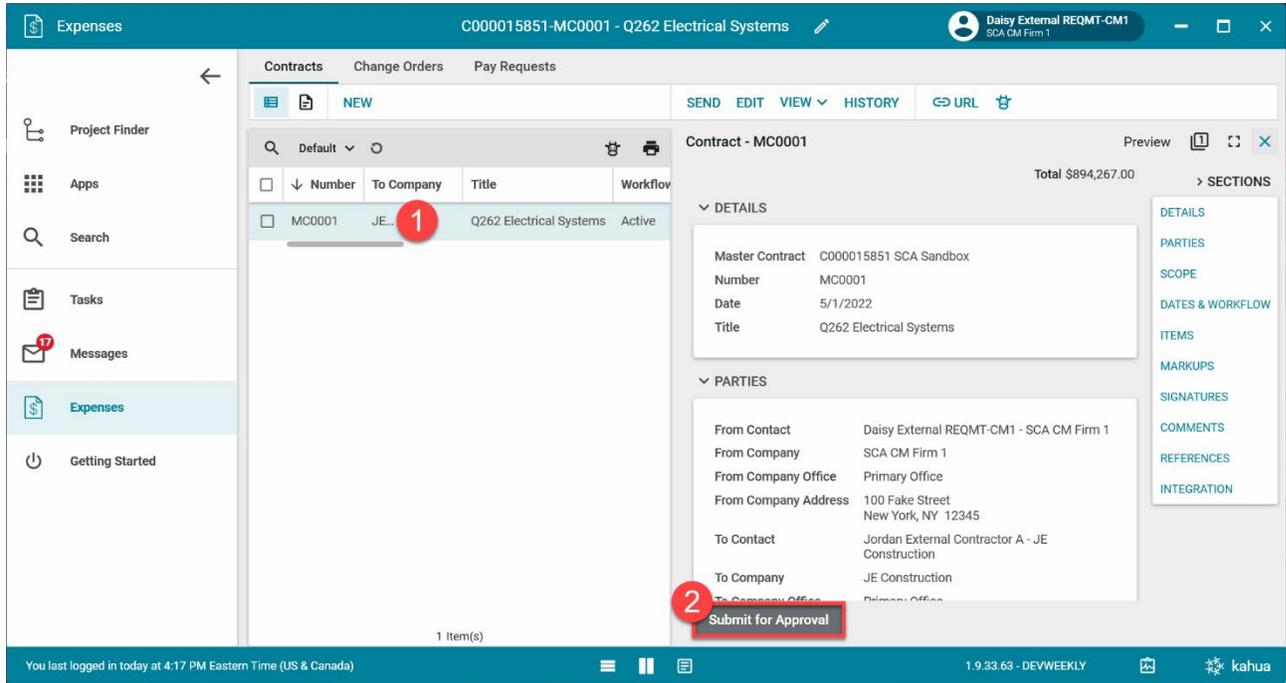
1. Go to 'Project Finder' > Select desired Subproject/Project



2. Go to 'Apps' > Select 'Expenses' App



3. Select the 'Contracts' tab > Select on the expense contract requiring submission > Click 'Submit for Approval'

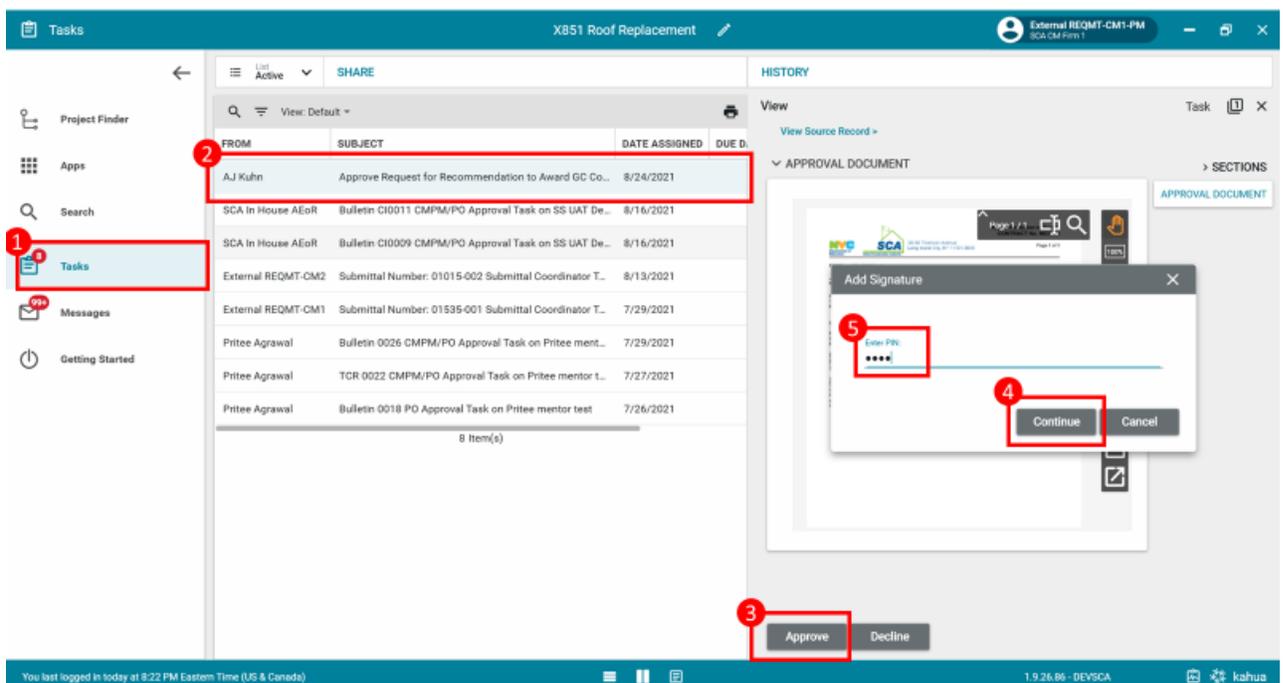


Approve RTA – CM PM

Role	Preceding Steps	Outcome
CM PM	Recommendation to Award GC Contract has been submitted for approval.	Recommendation to Award GC Contract is sent to CPO for PIN code approval.

Steps

1. Go to 'Tasks' > Click 'Approve Request for Recommendation to Award GC Contract and pin code sign' subject > Click 'Approve' button > Enter Pin Code > Click 'Continue'



Approve RTA – CPO

Role	Preceding Steps	Outcome
CPO	→ Recommendation to Award GC Contract has been approved by CM PM.	→ Recommendation to Award GC Contract is sent to Operations Manager for Work Authorization Review.

**Same as steps for CM PM. Reference previous step and screenshots.*

1. Go to 'Tasks' > Click 'Approve Request for Recommendation to Award GC Contract and pin code sign' subject > Click 'Approve' button > Enter Pin Code > Click 'Continue'

Alternate Step: Decline RTA

Role	Preceding Steps	Outcome
Approvers	→ Recommendation to Award GC Contract has been submitted for approval.	→ Recommendation to Award is sent back through the Approvers to the CM Firm.

Steps

1. Go to 'Tasks' > Click 'Approve Request for Recommendation to Award GC Contract and pin code sign' subject > Click 'Decline' button > Enter reason in 'Decline Reason' pop-up window > Click 'Continue'

The screenshot displays the 'Tasks' interface for 'XB51 Roof Replacement'. The task list includes:

FROM	SUBJECT	DATE ASSIGNED	DUE D.
AJ Kuhn	Approve Request for Recommendation to Award GC Co...	8/24/2021	
SCA In House AEoR	Bulletin CI0011 CMPM/PO Approval Task on SS UAT De...	8/16/2021	
SCA In House AEoR	Bulletin CI0009 CMPM/PO Approval Task on SS UAT De...	8/16/2021	
External REQMT-CM2	Submittal Number: 01015-002 Submittal Coordinator T...	8/13/2021	
External REQMT-CM1	Submittal Number: 01535-001 Submittal Coordinator T...	7/29/2021	
Pritee Agrawal	Bulletin 0026 CMPM/PO Approval Task on Pritee ment...	7/29/2021	
Pritee Agrawal	TCR 0022 CMPM/PO Approval Task on Pritee mentor L...	7/27/2021	
Pritee Agrawal	Bulletin 0018 PO Approval Task on Pritee mentor test	7/26/2021	

The 'Decline Reason' pop-up window is open, showing a text input field and 'Continue' and 'Cancel' buttons.

Review and PIN Sign Work Authorization

Role	Preceding Steps	Outcome
Operations Manager	→ Recommendation to Award GC Contract has been approved by CM PM and CPO. →	Work Authorization is sent for system check and encumbrance in Oracle.

**Same as previous two steps for CM PM and CPO Approval. Reference previous step and screenshots.*

1. Go to 'Tasks' > Click Task > Click 'Approve' button > Enter Pin Code > Click 'Continue'

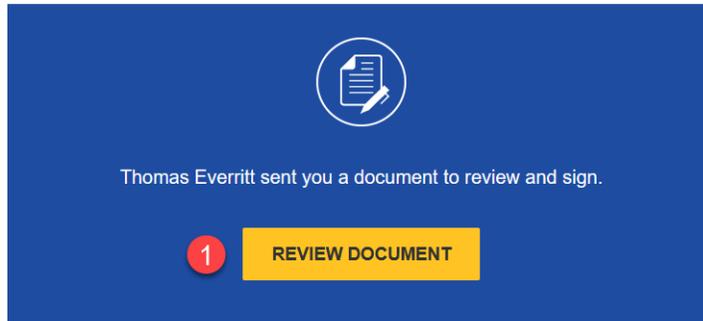
DocuSign Mentor Expense Contract – CM PM

Role	Preceding Steps	Outcome
CM PM	→ Expense Contract is encumbered in Oracle. →	Mentor Expense Contract is sent to GC for DocuSign signature.

Steps

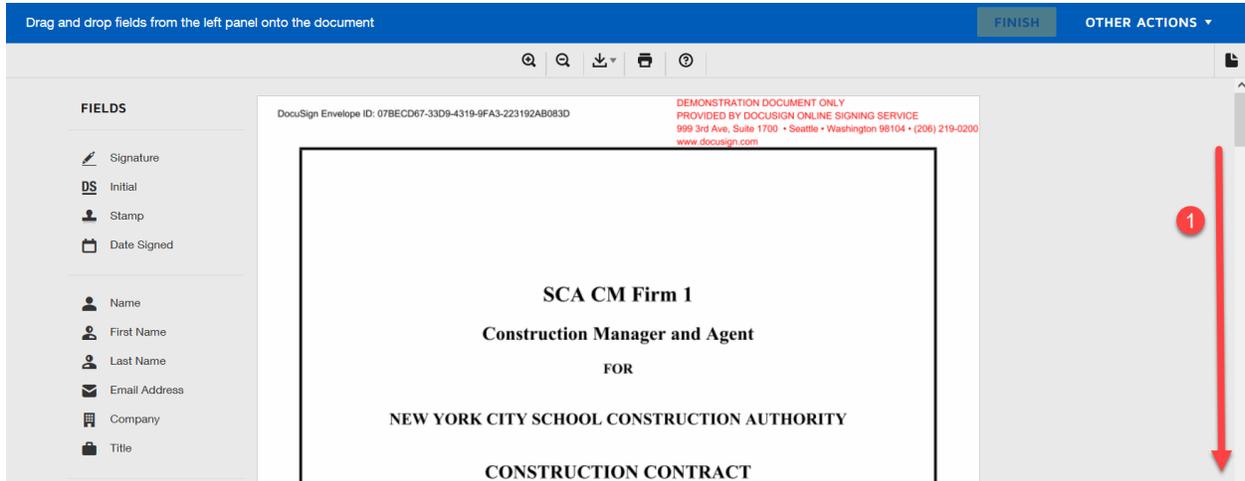
1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign

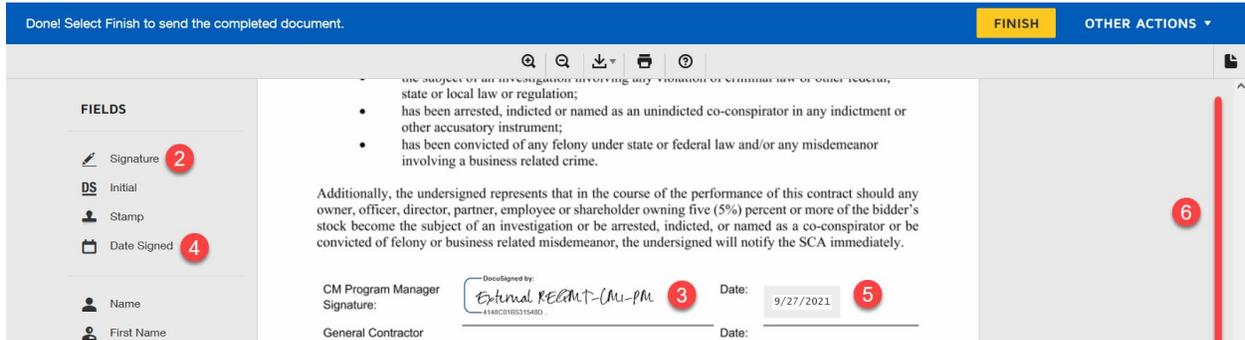


2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click the 'Adopt and Sign' button

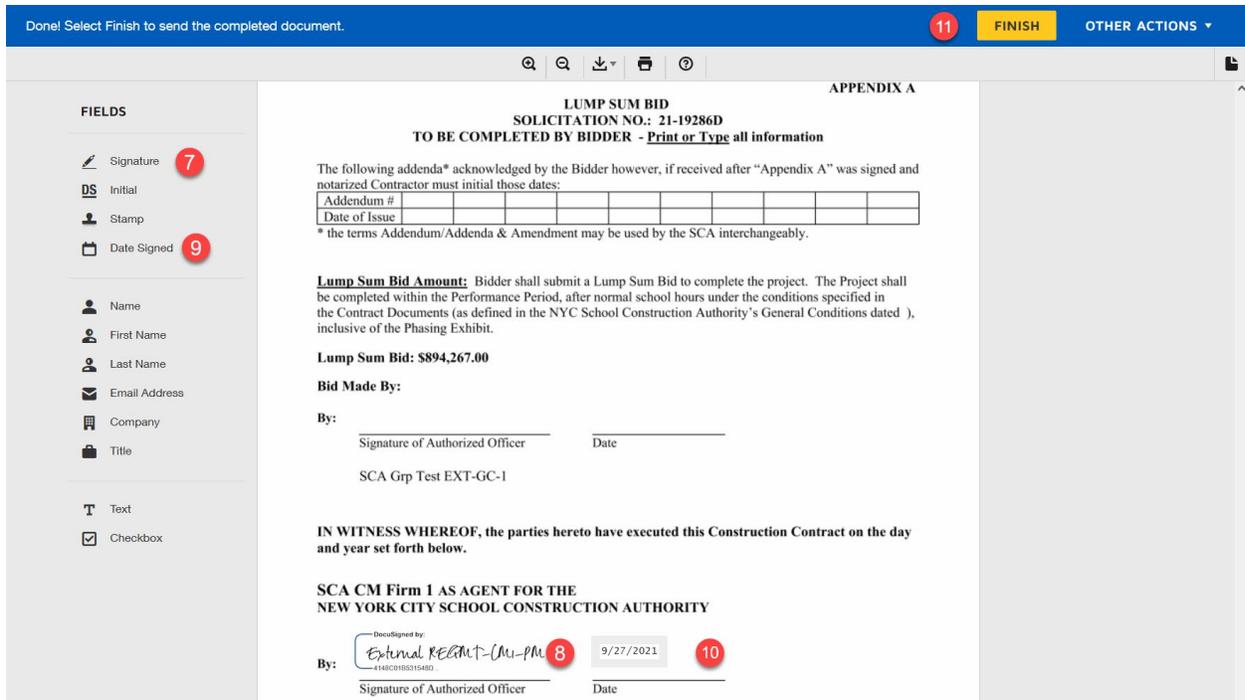
3. Scroll down to page CC-8. Follow tasks 1 through 11 as a minimum to DocuSign the Contract. Step 4 provides additional tasks that may be needed during the Contract signing.



Click 'Signature' > Click on signature line > Click 'Date Signed' > Click on Date line > Scroll down to page CC-9



Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to Date line > Click 'Finish'



4. The following additional tasks may be necessary during contract signing.

On Page CC-3, Click 'Text' > Drag the text box to the date line > Enter the date for the CM's solicitation letter.

The screenshot shows a document editor interface. At the top, a blue bar contains the text "Done! Select Finish to send the completed document." and buttons for "FINISH" and "OTHER AC". Below this is a toolbar with icons for search, zoom, download, print, and refresh. On the left, a "FIELDS" sidebar lists various fields: Signature, Initial, Stamp, Date Signed, Name, First Name, Last Name, Email Address, Company, Title, and Text. The "Text" field is highlighted with a red circle and the number "1". The main document area shows the following text:

Solicitation No.: 21-19286D
Title of Project: Q262
Description: Q262 Electrical Systems

I. General

Pursuant to and in compliance with the Construction Manager's solicitation letter dated 9/1/2021 and the Contract Documents (capitalized terms used but not defined herein shall have the meaning assigned thereto in the General Conditions, as defined below) relating hereto, the undersigned (the "Contractor") has submitted a binding offer to furnish the design, all plant, labor, materials, supplies, equipment and all other facilities things, matters and work necessary, proper, or incidental to all work required by and in strict accordance with the applicable provisions of the referenced solicitation documents which include, but are not limited to, the plans, specifications and all of the addenda thereto issued by the Construction Manager and sent to the undersigned by U.S. mail, electronic transmission or other appropriate means or delivered to the Contractor prior to the date of opening of bids, whether received by the undersigned or not; for the total sum indicated on Appendix A attached hereto in the "Bid Amount" block.

The project is located at: **95-16 89TH AVENUE , Queens NY, 11421** (the "Site").

The Contractor acknowledges that this project is governed by, and agrees to be bound by:

- (a) the Information for Bidders attached hereto as Appendix F; and
- (b) the New York City School Construction Authority's Construction General Conditions, Version 1, dated 01/28/21, available at the following link: <http://bidset.nycsca.org/GeneralConditions/GENERAL%20CONDITIONS%20FOR%20CONSTRUCTION%20PROJECTS%20revised%2012.3.18.pdf> (the "Construction General Conditions");
- (c) the 2009 SCA Safety Program & Procedures Manual and all updates thereto, which are available at the following link: <http://www.nycsca.org/Vendor/Safety-Manuals-Checklists>

A yellow text box containing "9/1/2021" is positioned over the date line in the first paragraph. A red circle with the number "2" is above the box, and a red "X" icon is to its right.

On page CC-3, Click 'Text' > Drag the text box to the Dollars line > Enter the liquidated damages amount for each continuous calendar day.

The screenshot shows the same document editor interface as above. The "Text" field in the sidebar is highlighted with a red circle and the number "1". The main document area shows the following text:

The Contractor acknowledges that this project is governed by, and agrees to be bound by:

- (a) the Information for Bidders attached hereto as Appendix F; and
- (b) the New York City School Construction Authority's Construction General Conditions, Version 1, dated 01/28/21, available at the following link: <http://bidset.nycsca.org/GeneralConditions/GENERAL%20CONDITIONS%20FOR%20CONSTRUCTION%20PROJECTS%20revised%2012.3.18.pdf> (the "Construction General Conditions");
- (c) the 2009 SCA Safety Program & Procedures Manual and all updates thereto, which are available at the following link: <http://www.nycsca.org/Vendor/Safety-Manuals-Checklists>

II. Performance Period

The Contractor shall commence Work under this Contract at a date to be specified in a Notice to Proceed (NTP) letter issued by the Construction Manager and, shall complete Work on the Project, on or before 270 continuous calendar days from the date in the Notice to Proceed (NTP).

III. Liquidated Damages

The Contractor shall pay to the SCA as liquidated damages the sum of \$200 Dollars for each and every continuous calendar day the Work shall not be substantially complete after the above-stated Substantial Completion date or any authorized extension thereof.

A yellow text box containing "\$200" is positioned over the dollar amount in the "Liquidated Damages" section. A red circle with the number "2" is above the box, and a red "X" icon is to its right.

CC-3

On Page CC-9, Click 'Text' > Drag the text box to the Addendum line > Enter the Addendum Number > Click 'Text' > Drag the text box to the Date line > Enter the Addendum Date > Continue as necessary.

Done! Select Finish to send the completed document. FINISH OTHER AC

FIELDS

- Signature
- Initial
- Stamp
- Date Signed

- Name
- First Name
- Last Name
- Email Address
- Company
- Title

LUMP SUM BID
SOLICITATION NO.: 21-19286D
TO BE COMPLETED BY BIDDER - Print or Type all information

The following addendum ² acknowledged by the Bidder however, if received after "Appendix A" was signed and notarized Contractor must initial those dates:

Addendum #	1								
Date of Issue	8/15/21								

* the terms Addendum / Addenda & Amendment may be used by the SCA interchangeably.

Lump Sum Bid Amount: Bidder shall submit a Lump Sum Bid to complete the project. The Project shall be completed within the Performance Period, after normal school hours under the conditions specified in the Contract Documents (as defined in the NYC School Construction Authority's General Conditions dated), inclusive of the Phasing Exhibit.

Lump Sum Bid: \$894,267.00

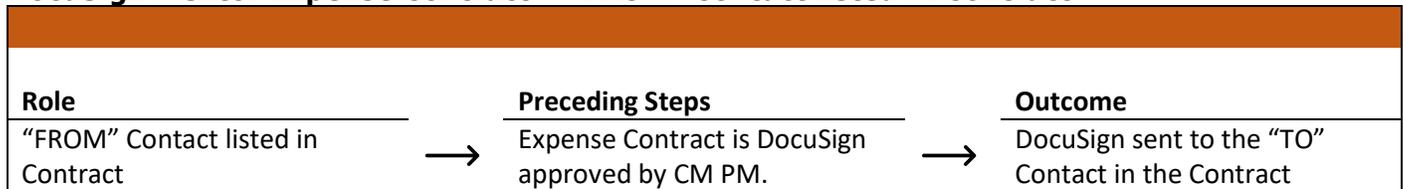
Bid Made By:

By: _____

Signature of Authorized Officer
Date

SCA Grp Test EXT-GC-1

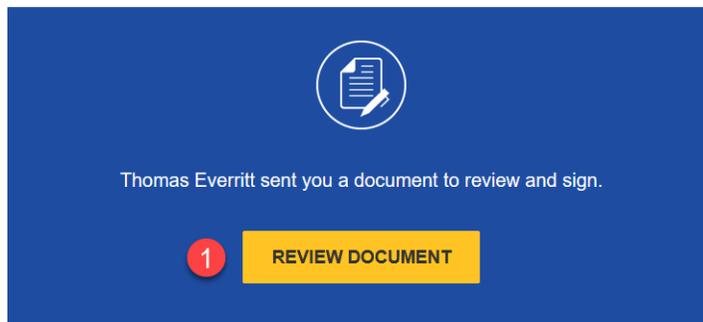
DocuSign Mentor Expense Contract – "FROM" Contact listed in Contract



Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign



2. Click 'Continue' button. Note. For First Time using DocuSign:
 - d. Check 'I agree to use electronic records and signatures' box
 - e. Select desired signature details
 - f. Click 'Adopt and Sign' button

Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures.

1 CONTINUE OTHER ACTIONS ▾

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

SCA CM Firm 1

Construction Manager and Agent

FOR

NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY

CONSTRUCTION CONTRACT

School: Q262

Project Title: Q262 Electrical Systems

Solicitation #: 21-19286D

Contract #: MC0001

3. Click 'Start' button.

Please review the documents below. FINISH OT

1 START

DocuSign Envelope ID: 07BECD67-33D9-4319-9FA3-223192AB083D

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www.docusign.com

SCA CM Firm 1

Construction Manager and Agent

FOR

NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY

CONSTRUCTION CONTRACT

Click 'Sign' on page CC-8.

Select the sign field to create and add your signature. FINISH OT

DocuSign Envelope ID: 07BECD67-33D9-4319-9FA3-223192AB083D

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- the subject of an investigation involving any violation of criminal law or other federal, state or local law or regulation;
- has been arrested, indicted or named as an unindicted co-conspirator in any indictment or other accusatory instrument;
- has been convicted of any felony under state or federal law and/or any misdemeanor involving a business related crime.

Additionally, the undersigned represents that in the course of the performance of this contract should any owner, officer, director, partner, employee or shareholder owning five (5%) percent or more of the bidder's stock become the subject of an investigation or be arrested, indicted, or named as a co-conspirator or be convicted of felony or business related misdemeanor, the undersigned will notify the SCA immediately.

CM Program Manager
Signature: External REAMT-UM-PM

General Contractor
Signature: [Signature]

Date: 9/27/2021

Date: 9/27/2021

SIGN 2

DocuSign Mentor Expense Contract – “TO” Contact listed in the Contract

Role	Preceding Steps	Outcome
“TO” Contact listed in Contract	Expense Contract is DocuSign approved by “FROM” Contact	Mentor Contract is DocuSign approved. CM PM receives a Kahua notification to issue NTP.
Follow DocuSign Process listed on page 15.		

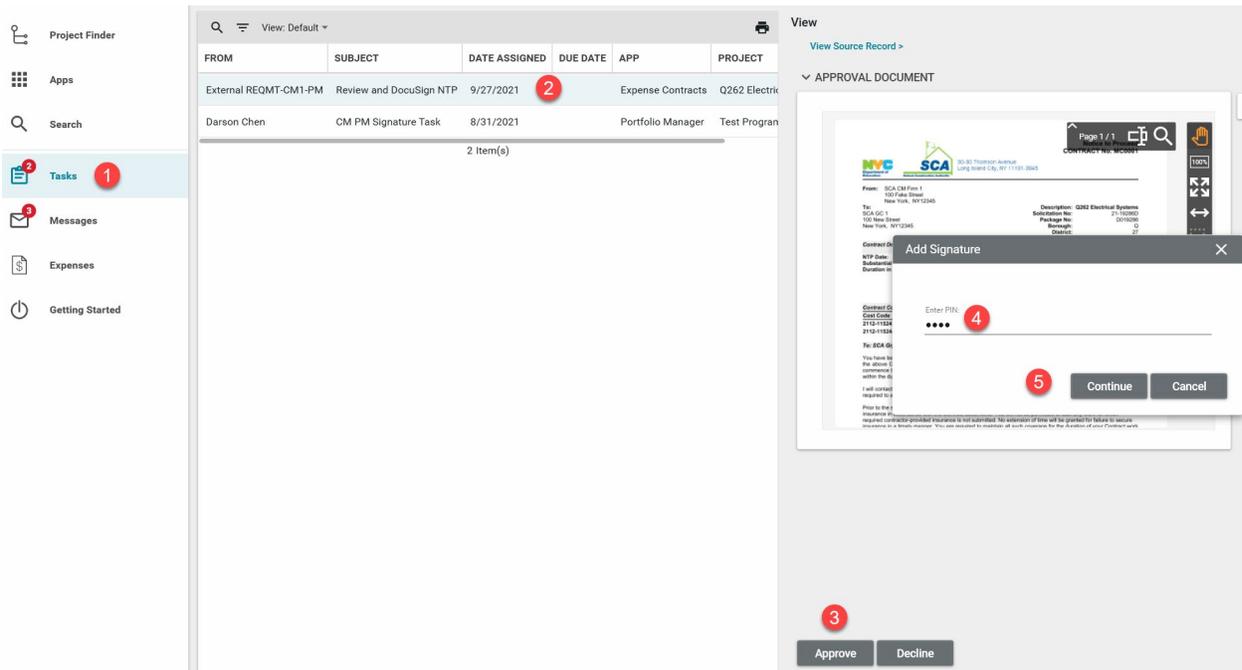
Issue Notice to Proceed

Role	Preceding Steps	Outcome
CM PM	Mentor Contract is DocuSigned.	Notice to Proceed is complete. GC can commence work.

1. Select the 'Expenses' App > Select the 'Contracts' tab > Click on the Expense Contract requiring NTP submission > Click 'Issue NTP'.

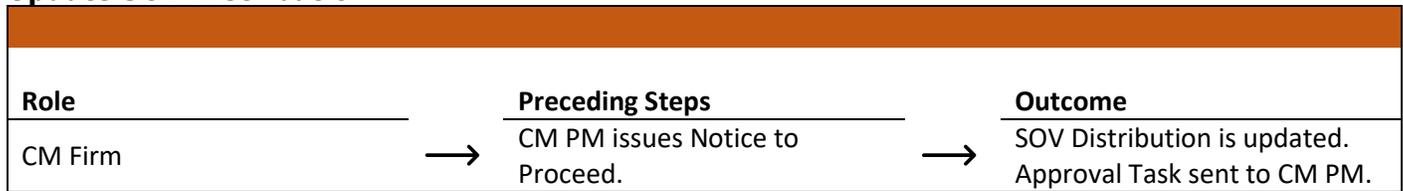
The screenshot shows the Kahua software interface. On the left sidebar, the 'Expenses' app is highlighted with a red box and the number 1. At the top, the 'Contracts' tab is highlighted with a red box and the number 2. Below the tabs, a table lists contracts. The first row is highlighted with a red box and the number 3. The table has columns: Number, To Company, Title, Workflow Status, Item Total, and Current Cont. The first row contains: MC0801, SCA GC 1, 15849 Roof Replacement, Active, \$200,000.00. On the right, the 'DETAILS' panel for contract MC0801 is shown. At the bottom of this panel, the 'Issue NTP' button is highlighted with a red box and the number 4.

2. Go to 'Tasks' > Click Task subject > Click 'Approve' button > Enter PIN > Click 'Continue'



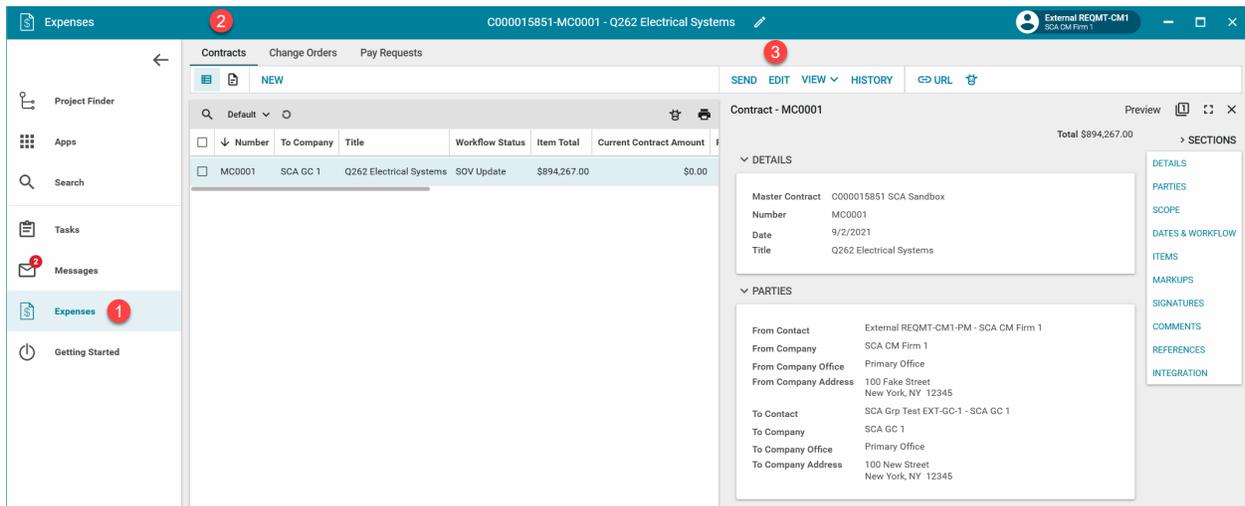
Steps

Update SOV Distribution



Steps

1. Go to 'Expenses' application > Click on the Contract > Click 'Edit'



2. Update the Cost Items (Insert Items, Select Cost Code, Enter Description, Enter Total) to match the desired Schedule of Values. > Save/Close > Submit for approval

Note. The updated Cost Items must equal the approved Amount

Expenses C000015851-MC0001 - Q262 Electrical Systems External REQMT-CM1 SCA CM Firm 1

Contracts Change Orders Pay Requests

Contract - MC0001 Total \$894,267.00

ITEMS

Status Pending

Items Include Quantity

Insert 1 Rem(s)

NO.	COST CODE	DESC	CSI CODE	STATUS	TOTAL
01	2112-115244-1E6 Q262 ELECTRICAL SYSTEMS	* Mob		Pending	\$ 94,267.00
02	2112-115244-1E6 Q262 ELECTRICAL SYSTEMS	* Work 1		Pending	\$ 100,000.00
03	2112-115244-1E6 Q262 ELECTRICAL SYSTEMS	* Work 2		Pending	\$ 100,000.00
04	2112-115244-1E6 Q262 ELECTRICAL SYSTEMS	* Work 3		Pending	\$ 100,000.00
05	2112-115244-1E6 Q262 ELECTRICAL SYSTEMS	* Work 4		Pending	\$ 100,000.00
06	2112-115243-6E2 EMERGENCY STABILIZATION	* LLW 2 Item 1		Pending	\$ 100,000.00
07	2112-115243-6E2 EMERGENCY STABILIZATION	* LLW 2 Item 2		Pending	\$ 100,000.00
08	2112-115243-6E2 EMERGENCY STABILIZATION	* LLW 2 Item 3		Pending	\$ 100,000.00
09	2112-115243-6E2 EMERGENCY STABILIZATION	* LLW 2 Item 4		Pending	\$ 100,000.00

MARKUPS

Override Markup? No

Number	Description	Activity Code	Markup Percent	Markup Amount
01	CM Fees	2120	10.6	\$94,792.30

Save / Close Submit

Approve SOV – CM PM

Role	Preceding Steps	Outcome
CM PM	→ SOV Distribution is updated.	→ Approval Task sent to SPO.

Steps

1. Go to 'Tasks' > Click 'Pin Sign SOV Approval' subject > Click 'Approve' button > Enter Pin Code > Click 'Continue'

- Project Finder
- Apps
- Search
- Tasks **1**
- Messages **5**
- Getting Started

List Active SHARE HISTORY

View: Default

FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APP	PROJECT
External REQMT-CM1	Pin Sign SOV Approval	9/27/2021 2		Expense Contracts	Q262 Electrical Systems
Darson Chen	CM PM Signature Task	8/31/2021		Portfolio Manager	Test Program

2 Item(s)

View

View Source Record >

APPROVAL DOCUMENT

3 Approve Decline

Approve SOV - SPO

Role	Preceding Steps	Outcome
SPO	→ CM PM approval of SOV.	→ CM Firm can request payment or submit change order.

Steps

1. Go to 'Tasks' > Click 'Pin Sign SOV Approval' subject > Click 'Approve' button > Enter Pin Code 3030 > Click 'Continue'

The screenshot displays the SCA DEVQA system interface. On the left, a sidebar contains navigation options: Project Finder, Apps, Search, Tasks (with a red notification badge '1'), Messages (with a red notification badge '4'), and Getting Started. The main content area shows a task list with columns: FROM, SUBJECT, DATE ASSIGNED, DUE DATE, APP, and PROJECT. A task is listed: External REGMT-CM1-PM | Pin Sign SOV Approval | 9/27/2021 | Expense Contracts | Q262 Electrical Systems. A red circle '2' is placed over the 'DATE ASSIGNED' field. Below the task list, there is a '1 item(s)' indicator. On the right, the 'View' section shows the 'APPROVAL DOCUMENT'. A table titled 'Contract Distribution' is visible, with columns: Code, Description of Work, Schedule Dates, Price, Amount, Status, Total, Material, Equipment, Services, Balance to Date, and Balance to Contract. An 'Add Signature' dialog box is open over the document, containing a 'Code: P201' field, a masked input field with four dots and a red circle '4', and 'Continue' and 'Cancel' buttons. A red circle '5' is placed over the 'Continue' button. At the bottom of the document view, there are 'Approve' and 'Decline' buttons, with a red circle '3' placed over the 'Approve' button.

Request Unlock

Role	Preceding Steps	Outcome
Operations Manager	The work authorization has been sent for budget check and encumbrance but has not been encumbered in Oracle.	An unlock request is sent to Finance.

Step

In the Expense Contracts application, select the contract > Select 'Request Unlock'

The screenshot displays the Oracle Expense Contracts application interface. The top navigation bar shows the user is logged in as 'Alex SCA Operations Manager' with the role 'SCA Sandbox'. The main content area is divided into a left sidebar with navigation options like 'Project Finder', 'Apps', 'Search', 'Tasks', 'Messages', 'Expenses', and 'Getting Started'. The central pane shows a list of contracts under the 'Contracts' tab, with a table containing columns for 'Number', 'To Company', 'Title', and 'Workflow'. A red circle with the number '1' highlights the first contract row: 'MC1046 SCA CM Firm... K917 Reso A Science Lab Upgrade Pending E'. To the right, a detailed view for 'Contract - MC1046' is shown, including a 'Total \$1,000,000.00' and sections for 'DETAILS' (Master Contract, Number, Date, Title) and 'PARTIES' (From Contact, From Company, From Company Office, From Company Address, To Contact). A red circle with the number '2' highlights the 'Request Unlock' button located at the bottom of the contract details pane. The bottom status bar indicates the user was last logged in at 2:09 PM Eastern Time (US & Canada) and shows the version '1.9.33.63 - DEVWEEKLY' and the 'kahua' logo.

