



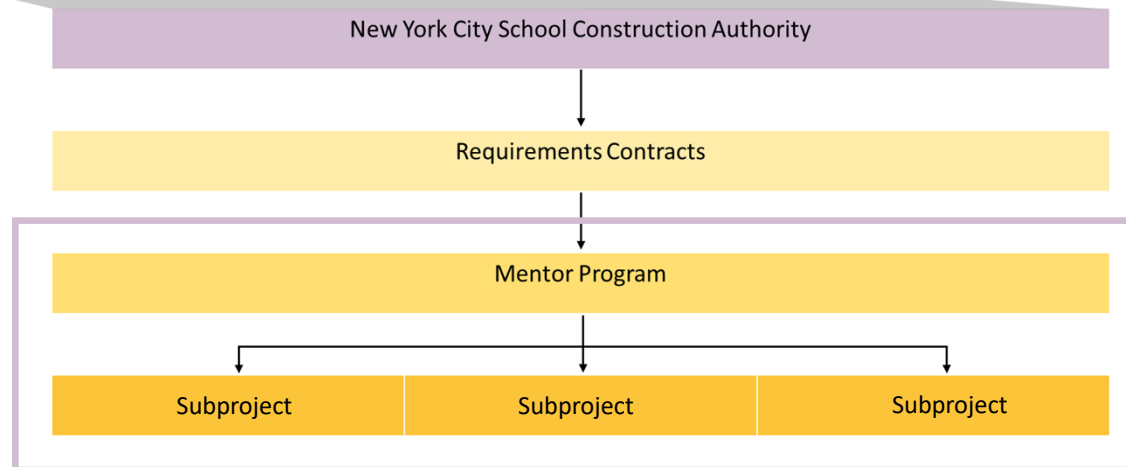
CM Firm End User Training



## CAMP Platform

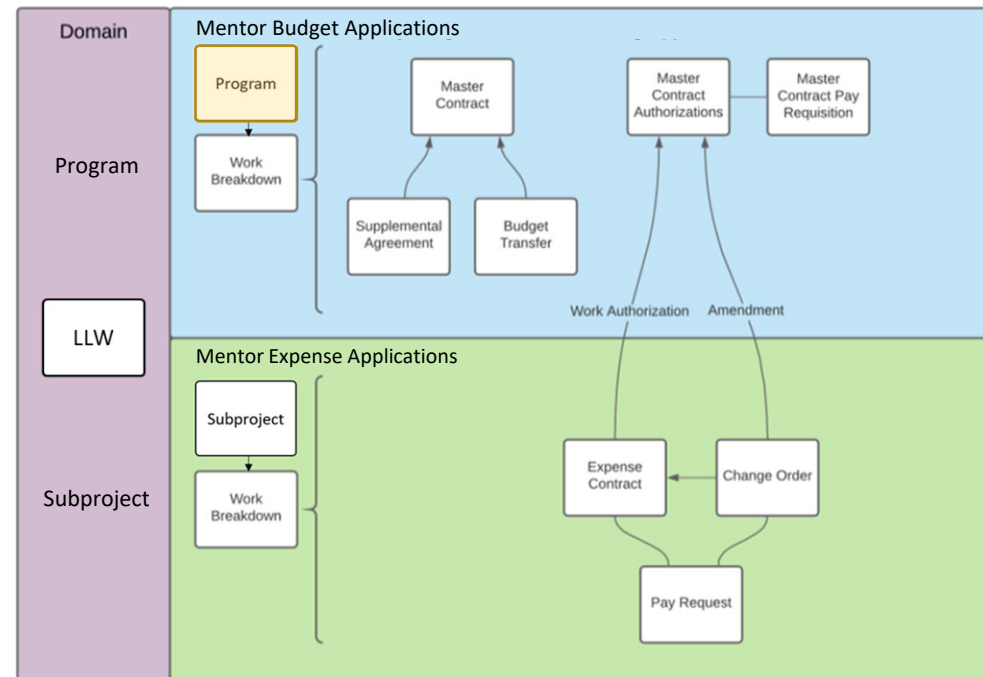
New York City School Construction Authority								
Requirements Contracts			Hard Bid					
Mentor	JOC	Emergency						
Program	Program	Program						
Subproject	Subproject	Subproject						

CM Mentor Firm



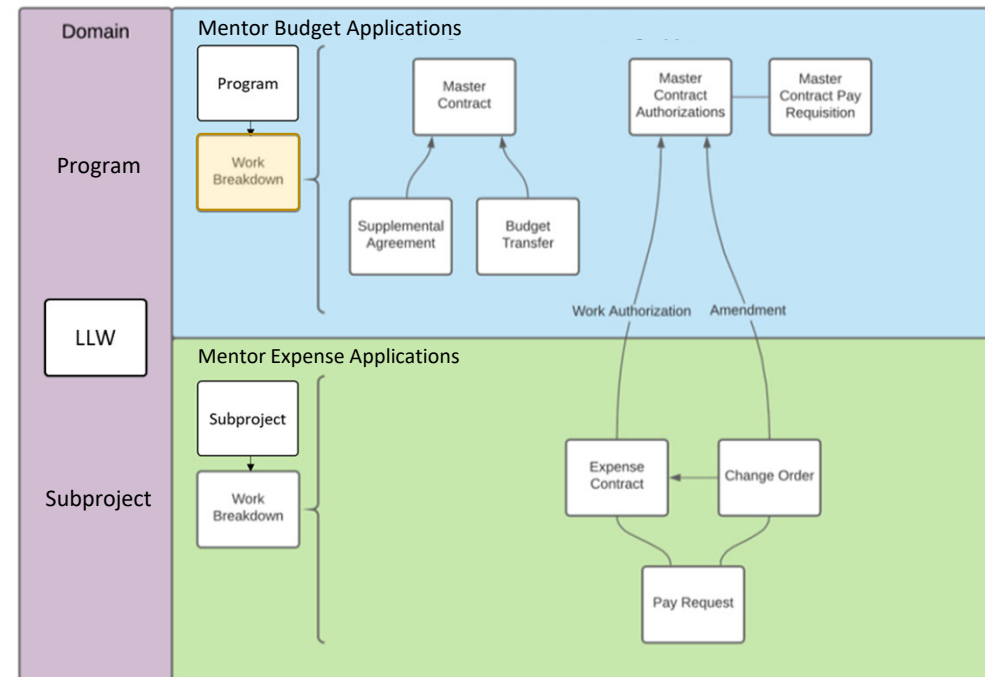
# 1. Program (Overview)

## 1. Admin / Facilitator Create Program



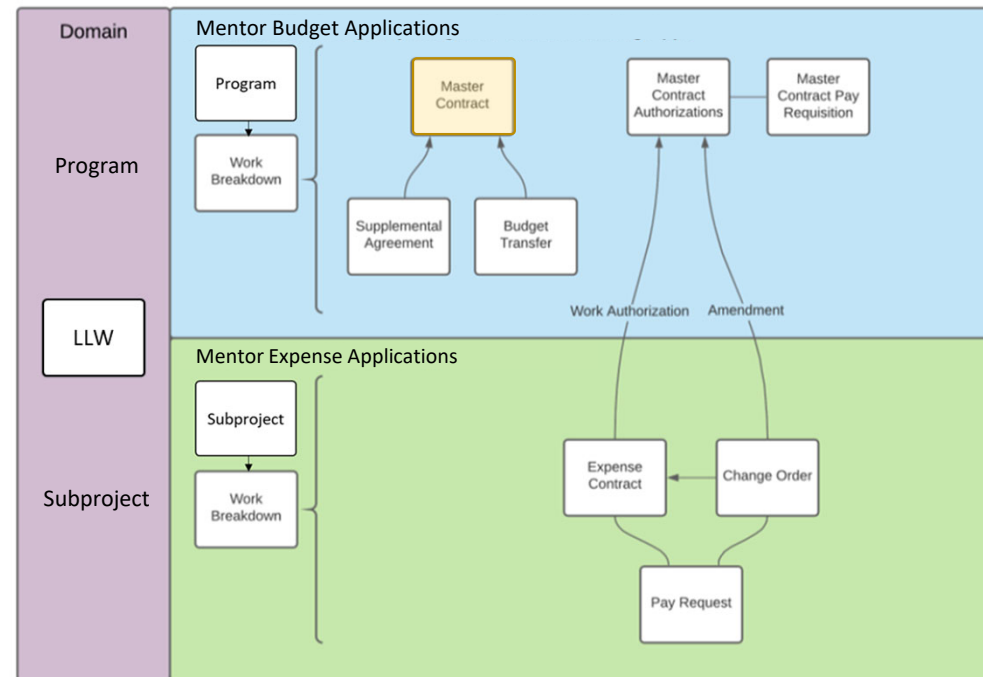
## 2. Work Breakdown Structure (Overview)

### 1. CM Firm Create WBS Structure



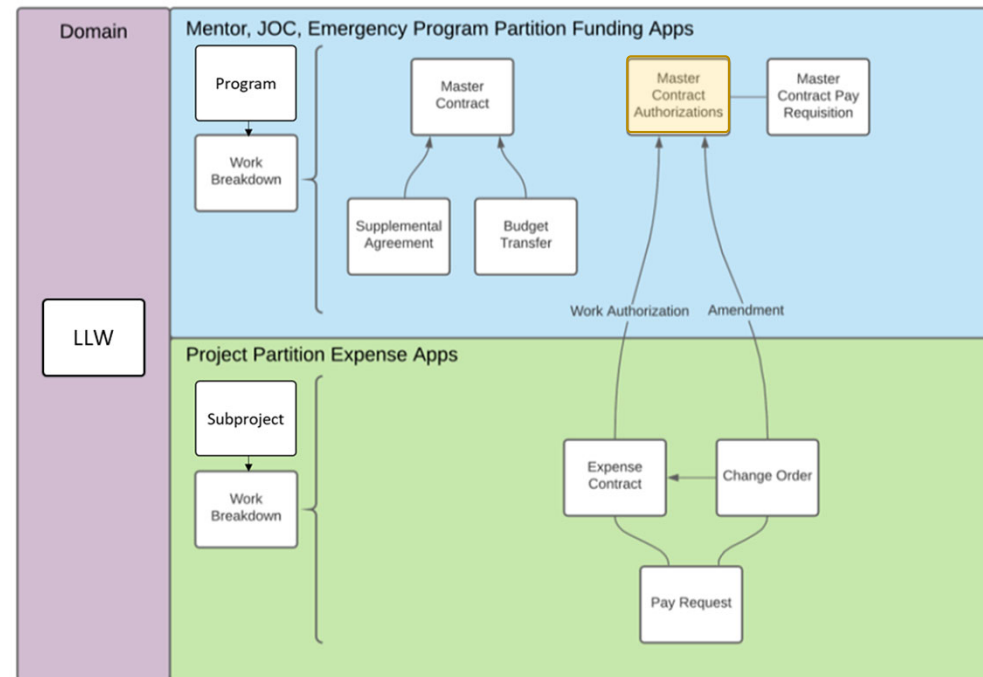
### 3. Master Contract (Overview)

1. **Admin / Facilitator** Create Master Contract
2. **Admin / Facilitator** Finalize Master Contract



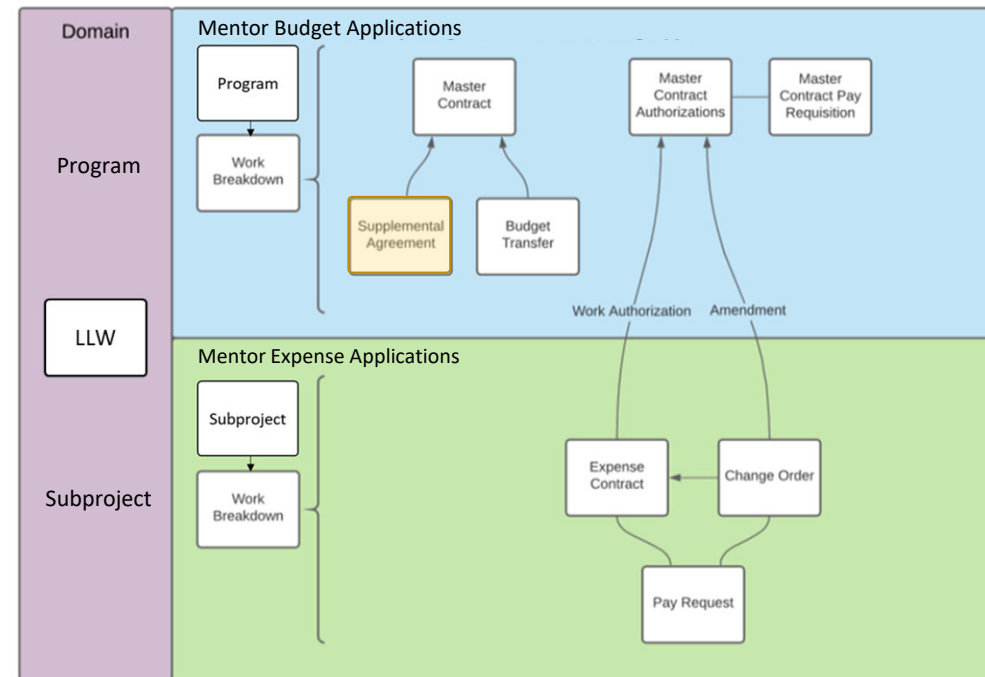
## 4. Master Contract Authorization

1. **Admin / Facilitator** Creates MCA
2. **CM Firm** Process approved Work Authorizations



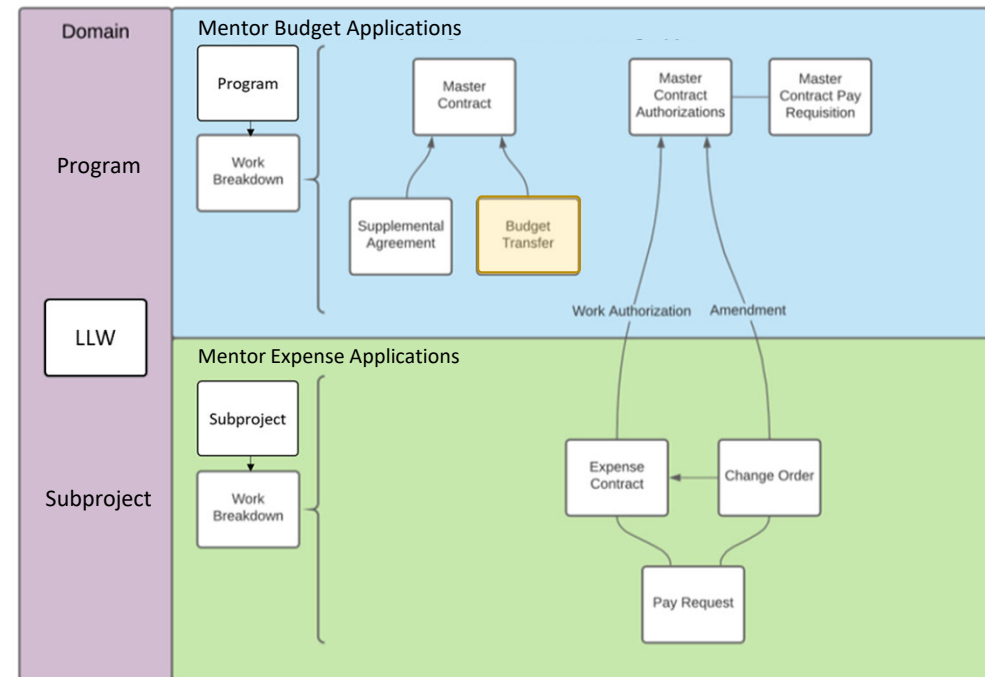
## 5. Supplemental Agreement (Creator)

1. **Ops. Manager** Create Supplemental Agreement
2. **Ops. Manager** Update Supplemental Agreement
3. **Ops. Manager** Finalize Supplemental Agreement



## 6. Budget Transfer (Approval)

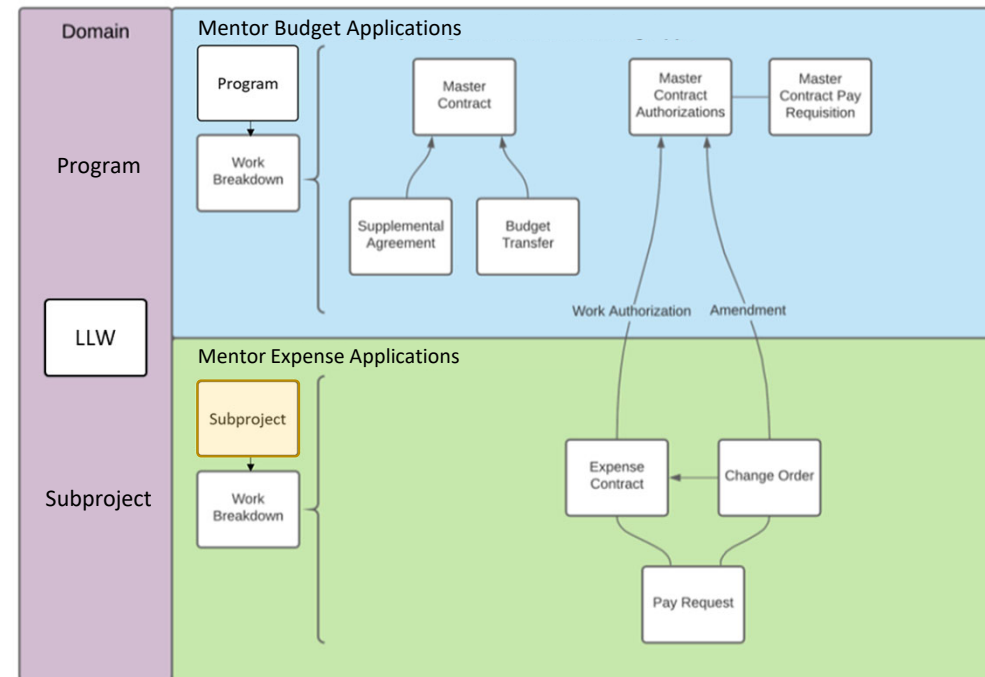
1. **CM Firm** Create Budget Transfer
2. **CM Firm** Submit for Approval
3. **CM PM** Approve via Pin Code Signature
4. **Ops. Manager** Approve via Pin Code Signature
5. **Dir. Of Ops.** Approve via Pin Code Signature





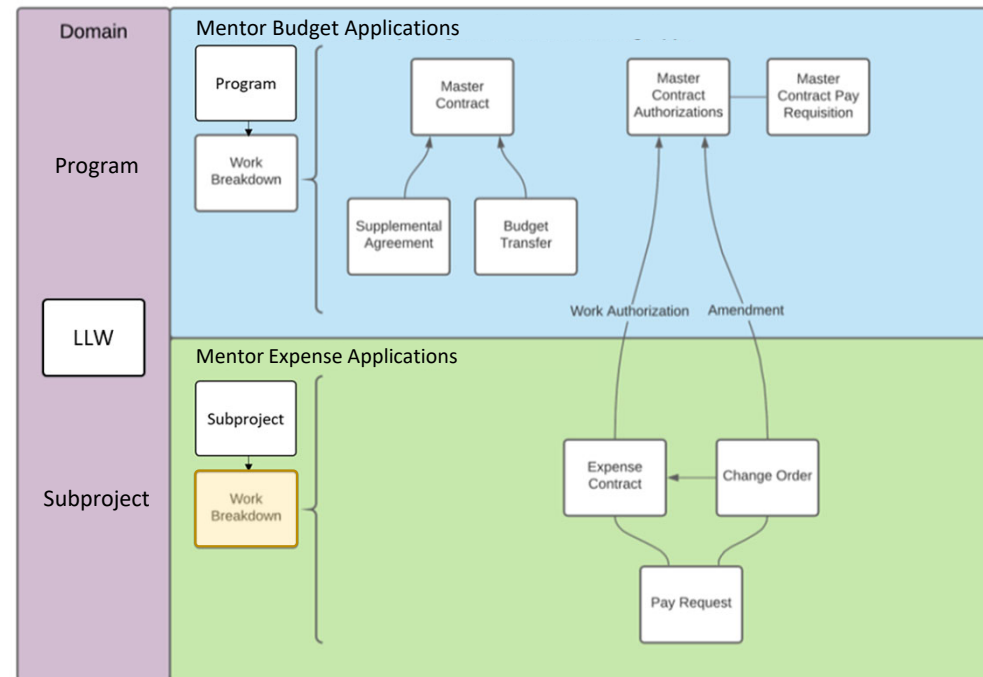
# 7. Subproject

1. **CM Firm** Create Subproject
2. **CM Firm** Finalize Subproject
3. **CM PM** Approve Project via pin code signature
4. **Dir. Of Ops.** Approve Project via pin code signature



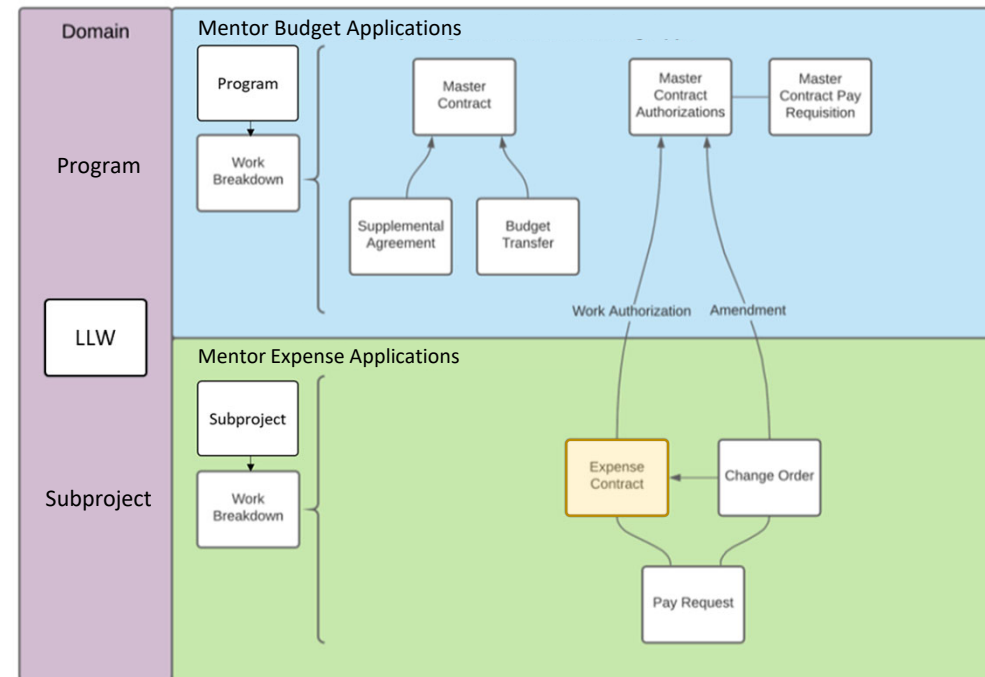
# 8. Subproject Work Breakdown Structure

## 1. CM Firm Create WBS Structure



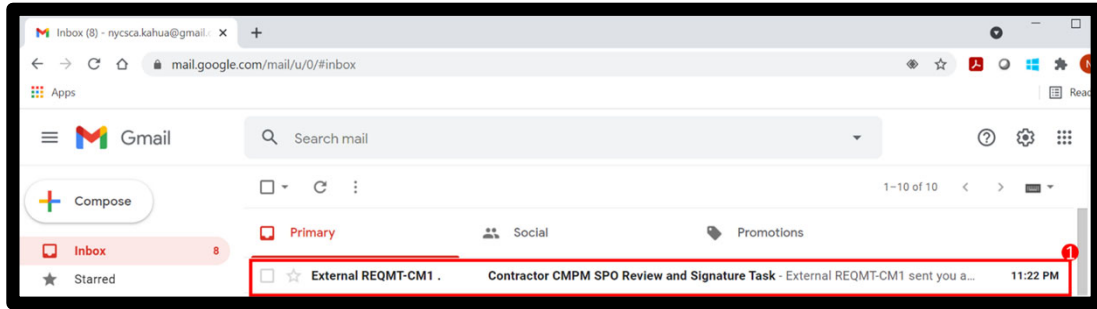
# 9. Expense Contract

1. **CM Firm** Create Mentor Expense Contract
2. **CM Firm** Submit for Approval
3. **CM PM** Approve Request for Recommendation to Award GC Contract and pin code sign
4. **CPO** Approve Request for Recommendation to Award GC Contract and pin code sign
5. **Ops. Mngr.** Review and pin code sign Work Authorization
6. **CM PM** DocuSign Mentor Expense Contract
7. **GC** DocuSign Mentor Expense Contract
8. **CM PM** Issue and approve Notice to Proceed with GC Contract and pin code sign

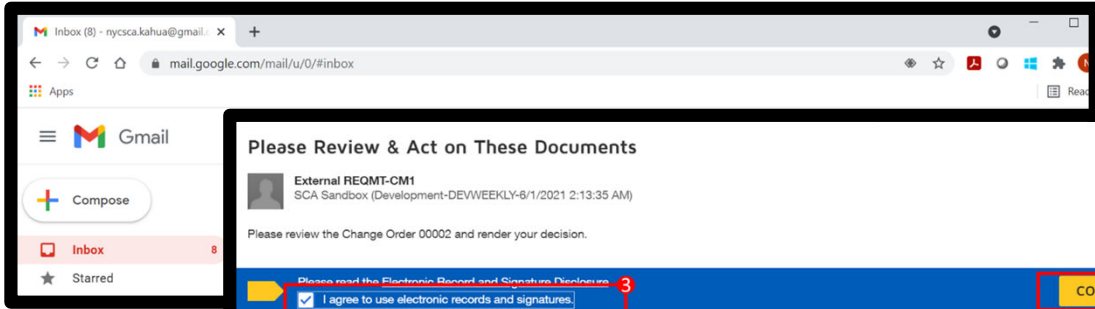


**CM PM DocuSign Mentor Expense Contract**  
**GC DocuSign Mentor Expense Contract**

<b>SCA CM Firm 3</b>	
<b>Construction Manager and Agent</b>	
<b>FOR</b>	
<b>NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY</b>	
<b>CONSTRUCTION CONTRACT</b>	
<b>School:</b>	X885
<b>Project Title:</b>	X885 Demonstrati
<b>Solicitation #:</b>	07-08912D
<b>Contract #:</b>	MC00001
<ul style="list-style-type: none"><li>• the subject of an investigation involving any violation of criminal law or other federal, state or local law or regulation;</li><li>• has been arrested, indicted or named as an unindicted co-conspirator in any indictment or other accusatory instrument;</li><li>• has been convicted of any felony under state or federal law and/or any misdemeanor involving a business related crime.</li></ul>	
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:	Date:
General Contractor Signature:	Date:



**CM PM DocuSign Mentor Expense Contract**



CM PM DocuSign Mentor Expense Contract

Please Review & Act on These Documents

DocuSign

External REQMT-CM1  
SCA Sandbox (Development-DEVWEEKLY-8/1/2021 2:13:35 AM)

Please review the Change Order 00002 and render your decision.

☒ I agree to use electronic records and signatures. **CONTINUE** OTHER ACTIONS

**FIELDS**

<b>FROM:</b> Deloitte	<b>TITLE:</b> Add Swings
<b>TO:</b> AJCo	<b>PROJECT:</b> C000014566-MC80004
New York, NY 12345	<b>CONTRACT NO:</b> MC00450
<b>ATTN:</b> External REQMT-CM1-PM	
<b>DESCRIPTION OF WORK</b>	
Add swings to playground	
<b>Total:</b> \$2,500.00	<b>Increase:</b> 0 Calendar Days

The Contractor agrees to perform or omit work, as described in this Change Order, for the amount and within the contract scheduled completion time period as adjusted above. In accepting and executing this

# CM PM DocuSign Mentor Expense Contract

[illegible]

Drag and drop fields from the left panel onto the document

FINISHOTHER ACTIONS ▾

FIELDS

Signature

DS

Initial

Stamp

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

DESCRIPTION OF WORK

Add swings to playground

Total: \$2,500.00Increase: 0 Calendar Days

The Contractor agrees to perform or omit work, as described in this Change Order, for the amount and within the contract scheduled completion time period as adjusted above. In accepting and executing this Change Order the Contractor, its heirs, executors, administrators, successors and assigns, hereby release and forever discharge the New York City School Construction Authority, its successors and assigns from any and all actions, causes of action, claims and demands whatsoever in Law or in equity which the Contractor ever had, now has or may have against the New York City School Construction Authority in any way arising out of the change described above.

Contractor Signature:

Date:

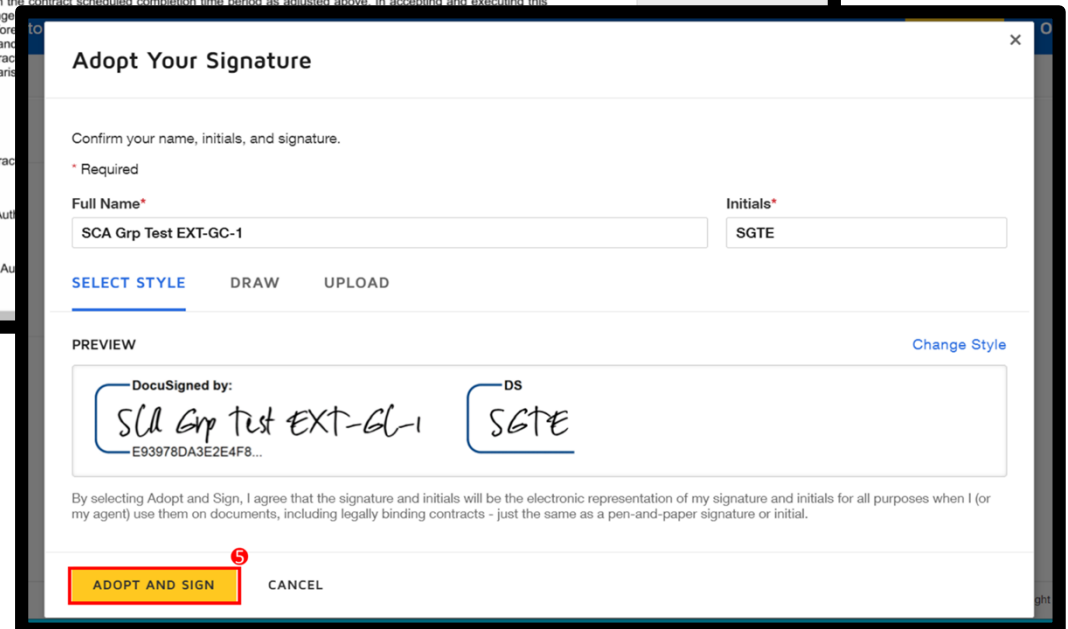
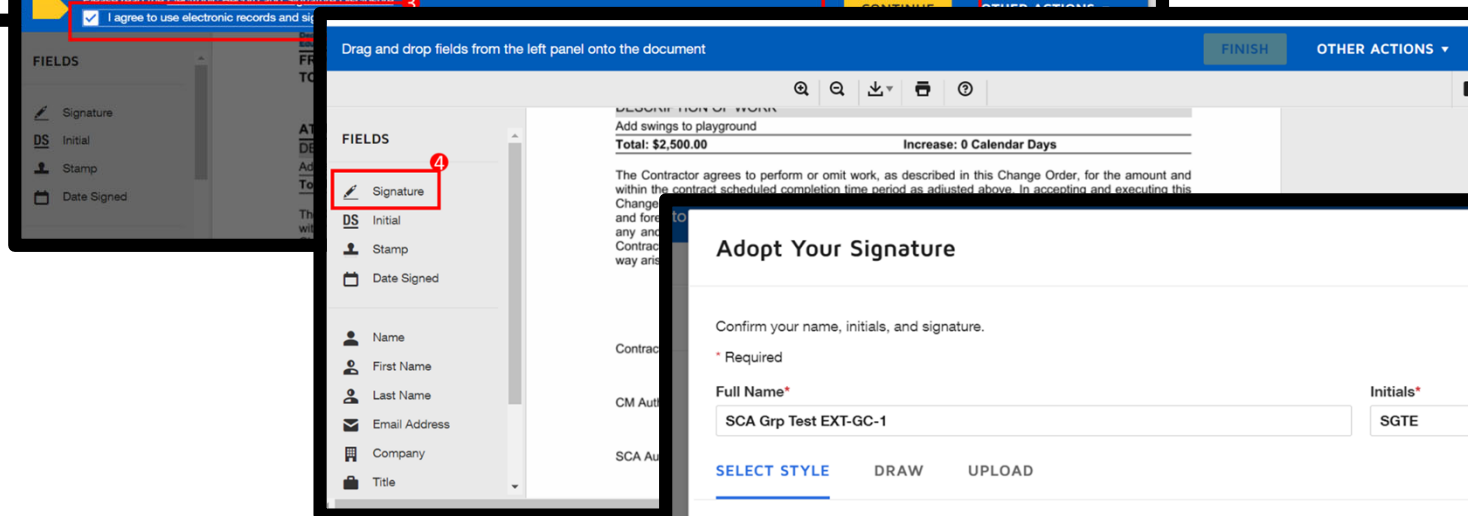
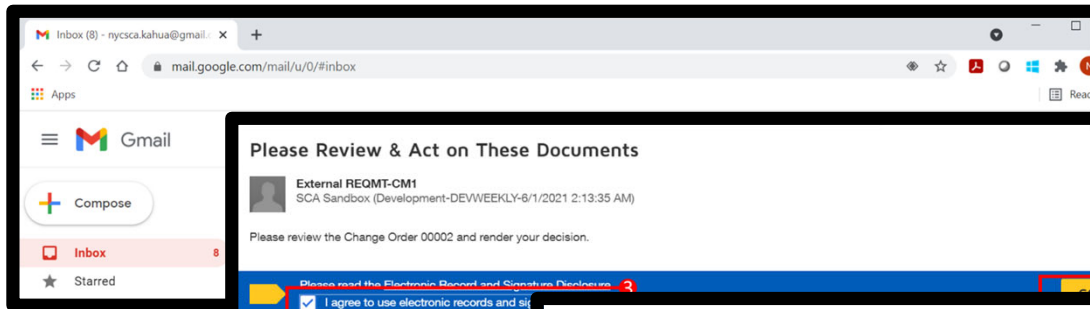
CM Authorized Signature:

Date:

SCA Authorized Signature:

Date:



## CM PM DocuSign Mentor Expense Contract





## GC DocuSign Mentor Expense Contract

**CM PM** Issue and approve Notice to Proceed with GC Co  
and pin code sign

				<b>Notice to Proceed</b> <b>CONTRACT No. MC00001</b>	
		30-30 Thomson Avenue Long Island City, NY 11101-3045			
<hr/>					
<b>From:</b> SCA CM Firm 3 444 40th Street New York, NY11104					
<b>To:</b>					
SCA GC 1 100 New Street New York, NY12345		<b>Description: X885 Demonstration Contract</b>			
		<b>Solicitation No:</b>		07-08912D	
		<b>Package No:</b>		D008912	
		<b>Borough:</b>		X	
		<b>District:</b>		10	
		<b>Building ID:</b>		X885	
<b>Contract Details:</b>		<b>Ref Project:</b> X885 Windows		<b>CM contract No.</b> C000015848	
<b>NTP Date:</b>		7/5/2021		<b>CM PO:</b> External REQMT-	
<b>Substantial Completion Date:</b>		12/31/2021		<b>SCA SPO:</b> CM3	
<b>Duration in Calendar Days:</b>		180		<b>SCA CPO:</b> SCA SPO SCA CPO	
<hr/>					
<b>Contract Cost Distribution by LLW:</b>					
<b>Cost Code</b>		<b>Title</b>		<b>Distributed Value</b>	
2112-045468-1E4		X885 WINDOWS Total:		<b>\$150,000.00</b>	
				<b>Contract Total:</b> <b>\$150,000.00</b>	
<b>To: External EXT-GC-1</b>					

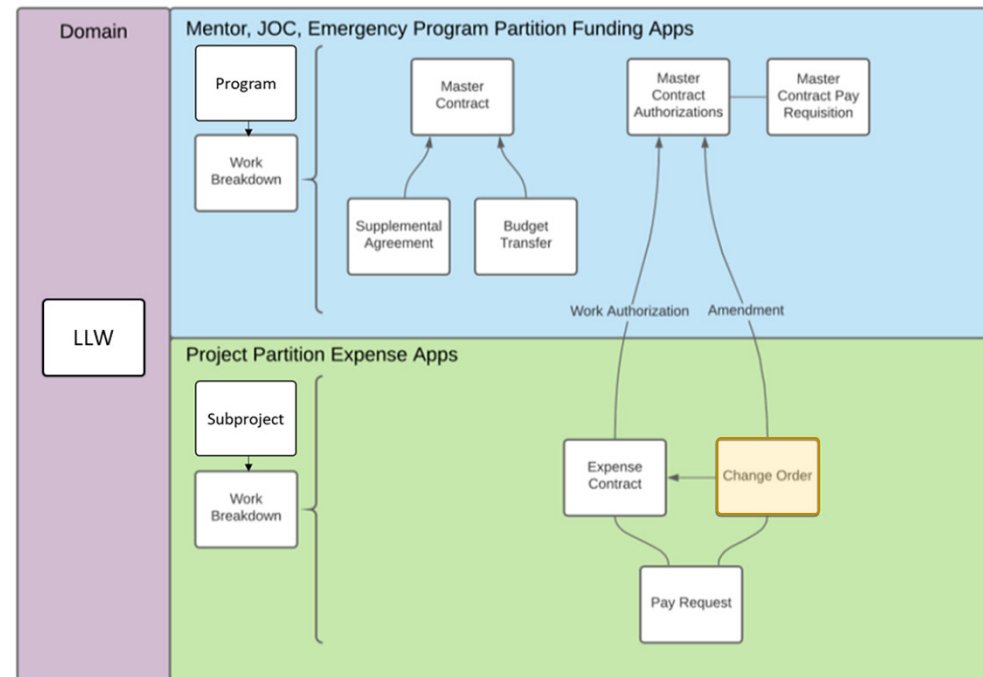
You have been awarded the above Contract in the total amount listed. This Contract shall henceforth be identified by the above Contract number which shall be used in communications relating to this Contract. You are directed to commence the work of this Contract on the NTP date shown above. This Contract requires completion of the work within the duration listed thus establishing the substantial completion and final completion dates indicated above.

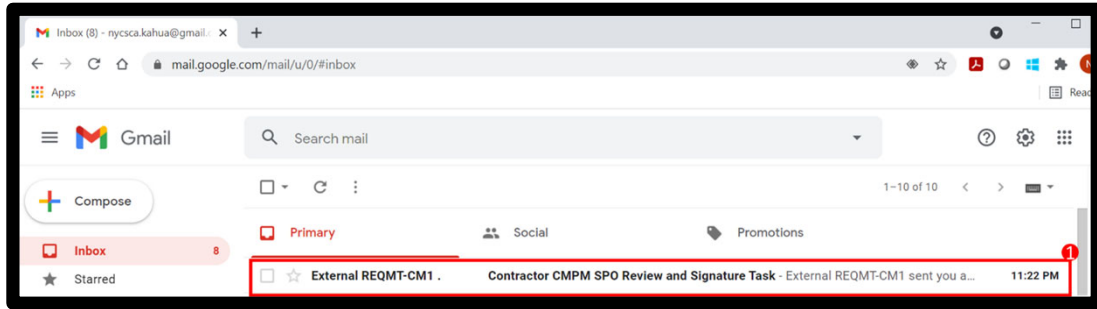
I will contact you shortly to schedule a preconstruction meeting. Your key personnel and major sub-contractors are required to attend this meeting.

Prior to the start of the work, you are to obtain all required permits and submit evidence of all contractor provided insurance in accordance with the Contract documents. You will not be permitted to start any work for which required contractor-provided insurance is not submitted. No extension of time will be granted for failure to secure insurance in a timely manner. You are required to maintain all such coverage for the duration of your Contract work.

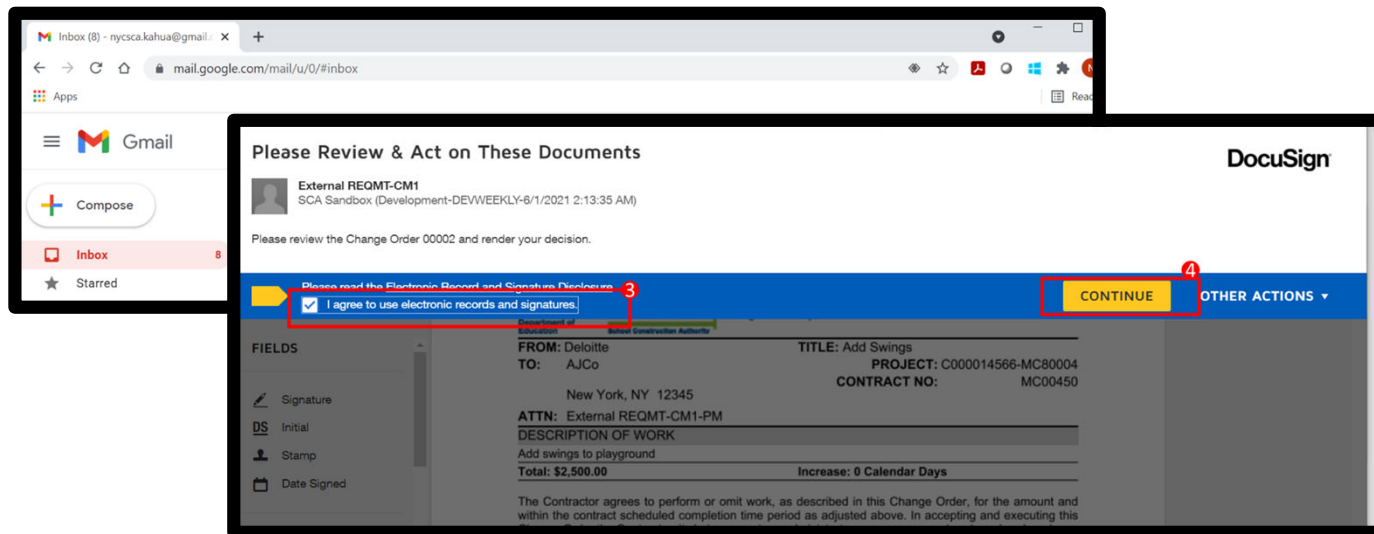
# 10. Change Order - Amendment

1. **CM Firm** Submits CO for Approval
2. **GC > CM PM > SPO** Review and DocuSign Change Order
3. **CM Firm** Compile Change Order Package
4. **COU Senior Director** Review and Pin Code Sign
5. **CPO > Vice President > President** Approve and DocuSign Package (depending on value of amendment)
6. **Ops. Manager** Review and Pin Code Sign Amendment

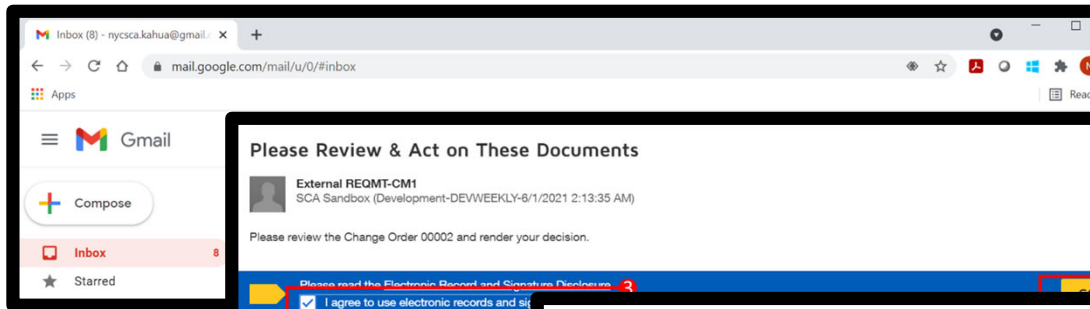




**CM PM DocuSign Mentor Expense Contract**



## CM PM DocuSign Mentor Expense Contract



Please Review & Act on These Documents

External REQMT-CM1  
SCA Sandbox (Development-DEVWEEKLY-8/1/2021 2:13:35 AM)

Please review the Change Order 00002 and render your decision.

☒ I agree to use electronic records and signatures

CONTINUE

Drag and drop fields from the left panel onto the document

FINISH OTHER ACTIONS

**FIELDS**

- Signature
- Initial
- Stamp
- Date Signed

**DOCUMENT TEXT OF FORM**

Add swings to playground  
Total: \$2,500.00 Increase: 0 Calendar Days

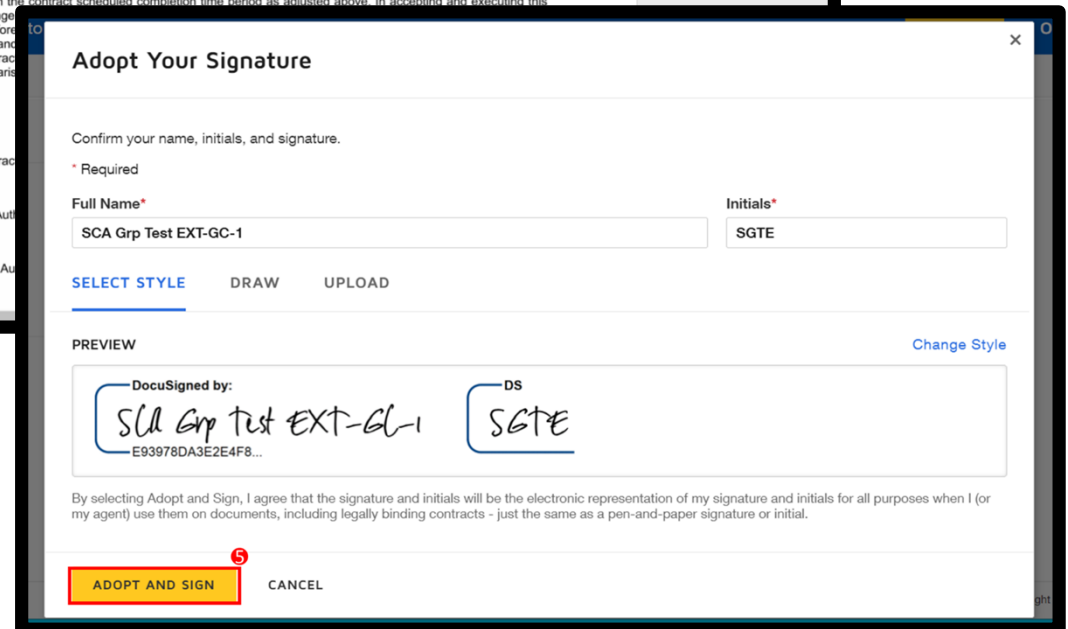
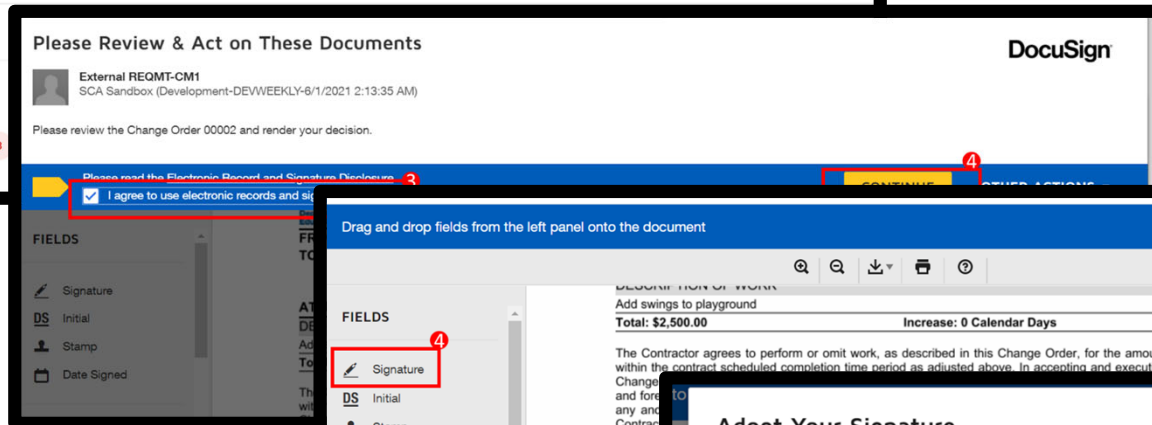
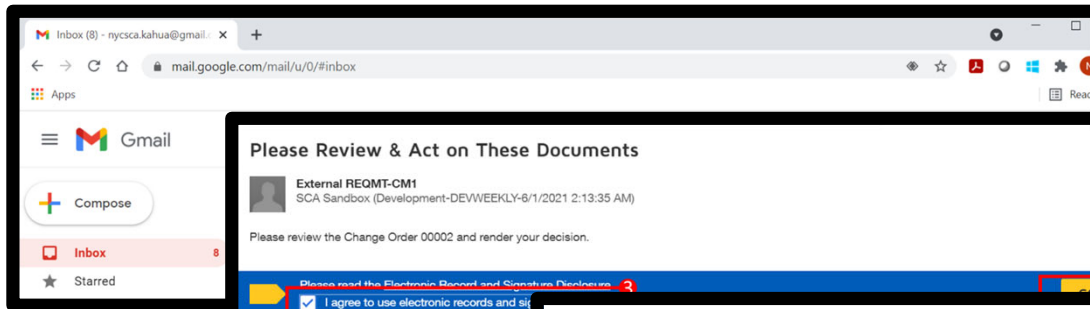
The Contractor agrees to perform or omit work, as described in this Change Order, for the amount and within the contract scheduled completion time period as adjusted above. In accepting and executing this Change Order the Contractor, its heirs, executors, administrators, successors and assigns, hereby release and forever discharge the New York City School Construction Authority, its successors and assigns from any and all actions, causes of action, claims and demands whatsoever in Law or in equity which the Contractor ever had, now has or may have against the New York City School Construction Authority in any way arising out of the change described above.

Contractor Signature:  Date: \_\_\_\_\_

CM Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

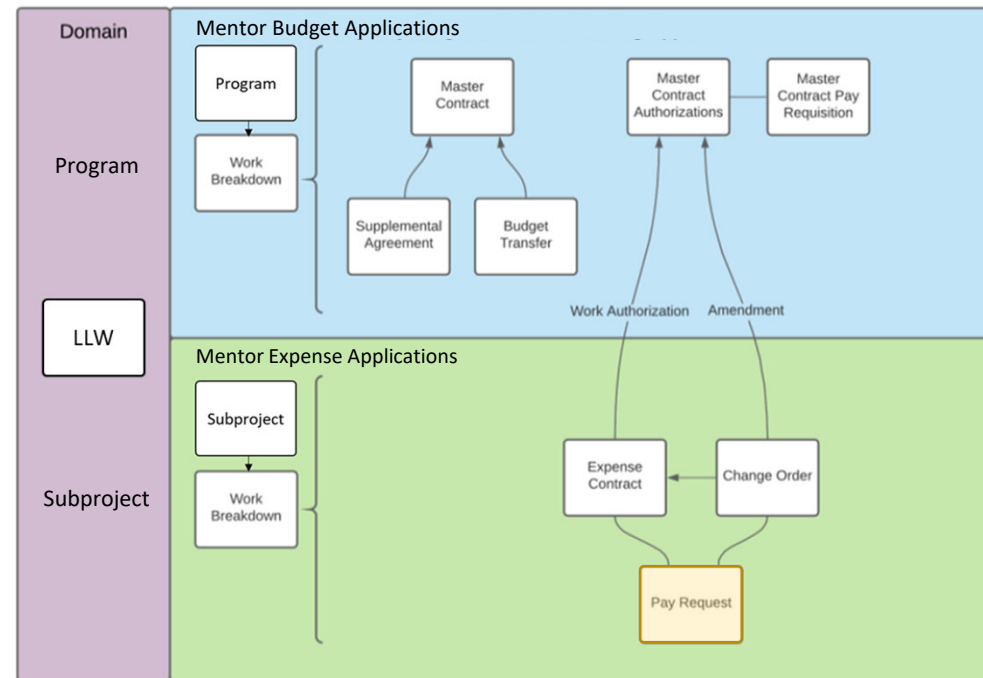
SCA Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CM PM DocuSign Mentor Expense Contract



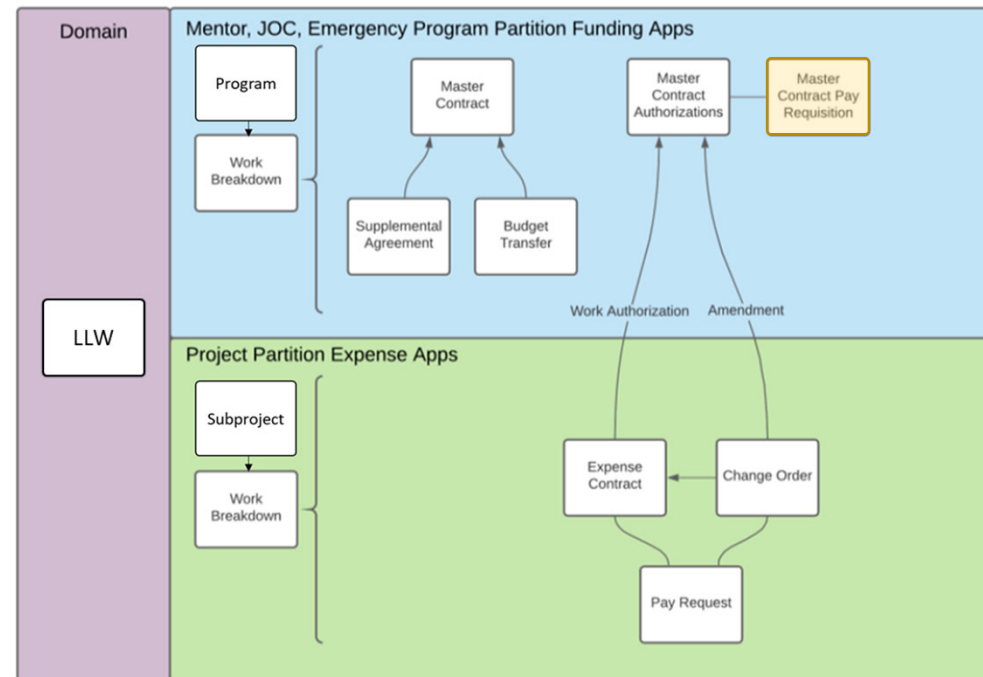
# 11. Expense Pay Request

1. **CM Firm** Create Pay Request
2. **CM Firm** Submit for Approval
3. **CM PM** Approve Pay Request
4. **SPO** Approve Pay Request
5. **CM Firm** Enter Remittance Info.

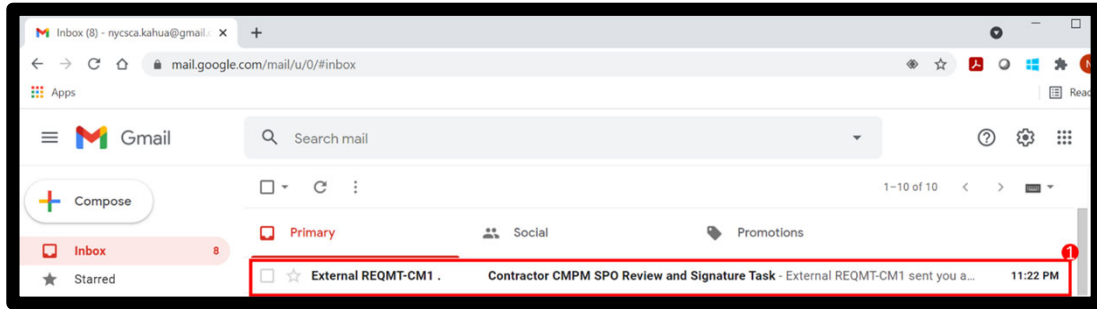


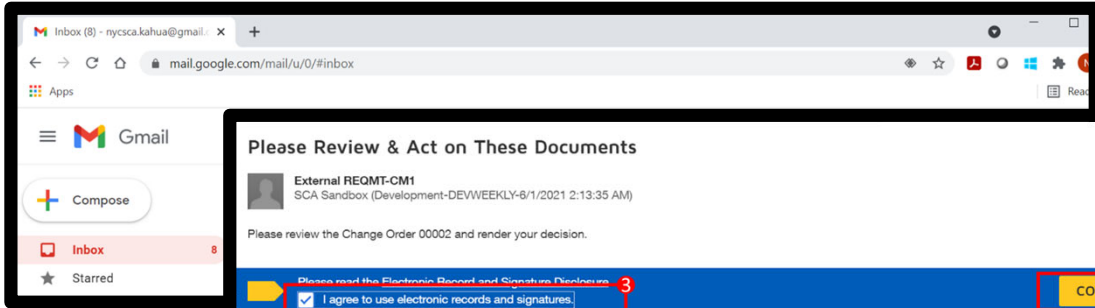
# 12. Master Contract Pay Request

1. **CM Firm** Initiate Master Contract Pay Requisition
2. **CM Firm** Enter work completed this period over schedule of values
3. **CM Firm** Submit master contract pay requisition
4. **CM PM** Certify pay requisition
5. **Ops. Manager** Certify pay requisition
6. **CM Firm** View payment information









## CM PM DocuSign Mentor Expense Contract

Please Review & Act on These Documents

DocuSign

External REQMT-CM1  
SCA Sandbox (Development-DEVWEEKLY-8/1/2021 2:13:35 AM)

Please review the Change Order 00002 and render your decision.

☒ I agree to use electronic records and signatures. **3**

**CONTINUE** **4** OTHER ACTIONS ▾

**FIELDS**

Signature  
Initial  
Stamp  
Date Signed

**FROM:** Deloitte  
**TO:** AJCo  
New York, NY 12345  
**ATTN:** External REQMT-CM1-PM

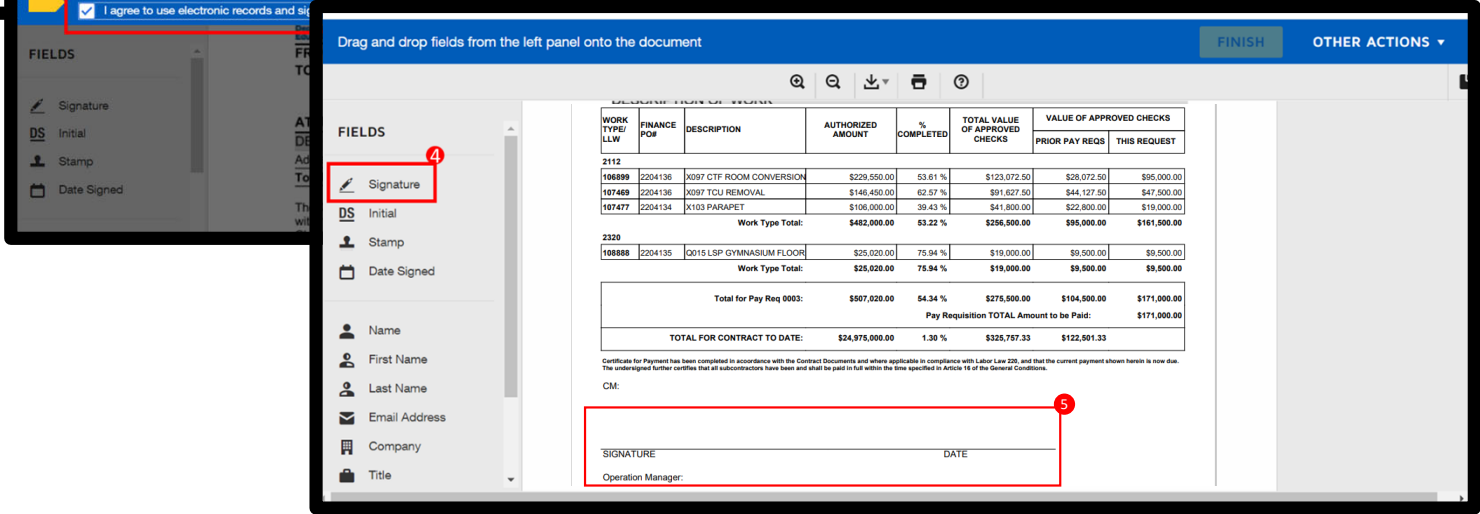
**TITLE:** Add Swings  
**PROJECT:** C000014566-MC80004  
**CONTRACT NO:** MC00450

**DESCRIPTION OF WORK**  
Add swings to playground  
**Total:** \$2,500.00 **Increase:** 0 Calendar Days

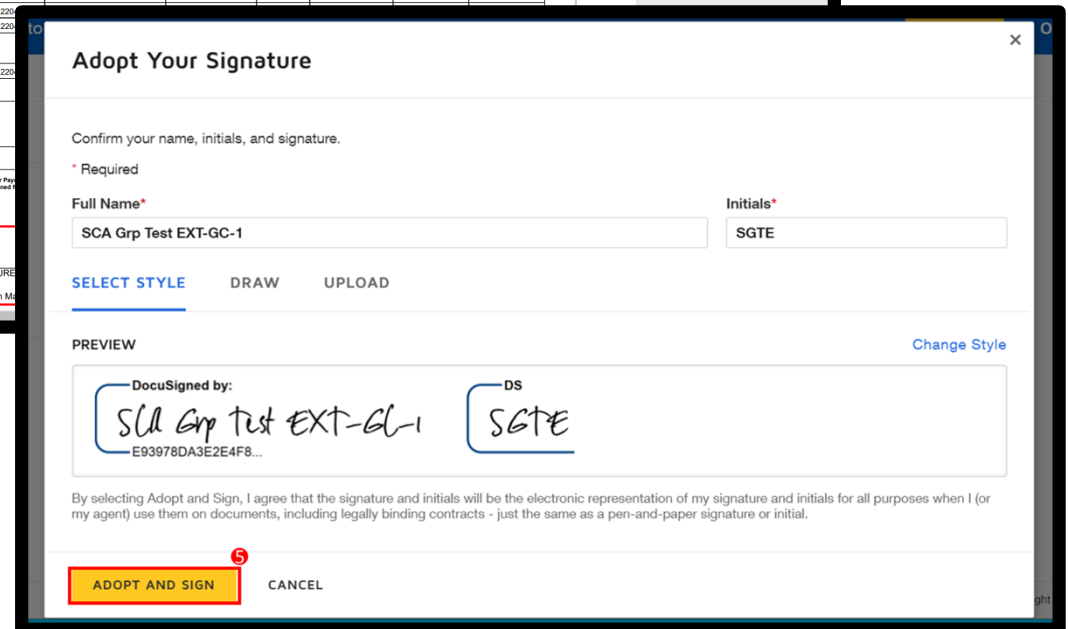
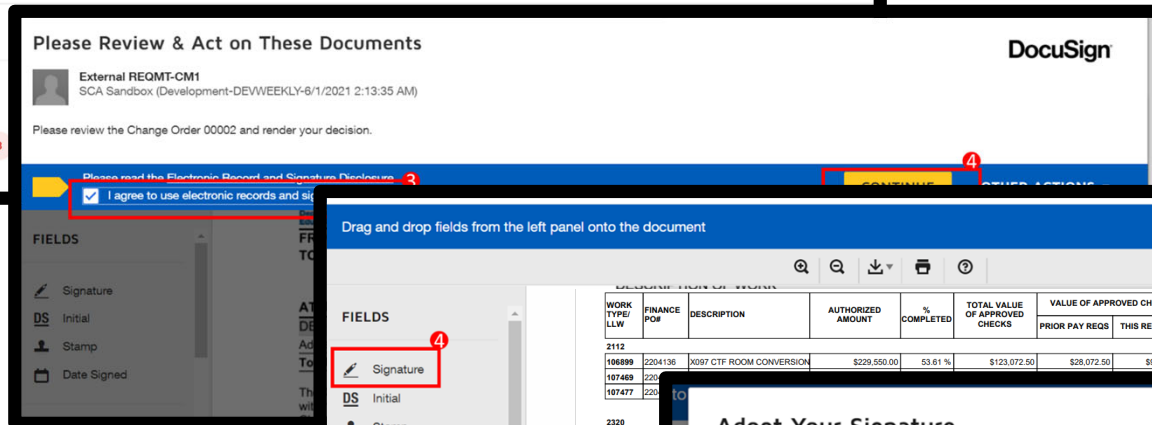
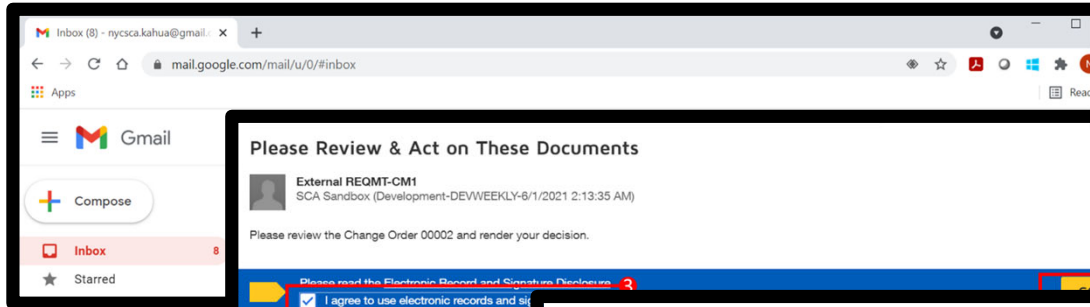
The Contractor agrees to perform or omit work, as described in this Change Order, for the amount and within the contract scheduled completion time period as adjusted above. In accepting and executing this



# CM PM DocuSign Mentor Expense Contract



## CM PM DocuSign Mentor Expense Contract



# 13. Submittals

1. **GC/CM Firm** Create Submittal
2. **GC/CM Firm** Upload PDF
3. **GC/CM Firm** Submit Submittal
4. **Submittal Coordinator (Plans Desk)** Assign Official Reviewer
5. **AEoR** Official Reviewer Responds with Revise and Resubmit
6. **GC/CM Firm** Resubmit Submittal
7. **AEoR** Official Reviewer Responds No Exceptions Taken



## Submittals

## 14. Meetings

1. **CM Firm** Create Meeting
2. **CM Firm** update details, attendees, and meeting items
3. **CM Firm** distribute Meeting Minutes



Meetings

# 15. Daily Reports

1. **GC/CM Firm** Create Daily Report
2. **GC/CM Firm** Save/Close Report
3. **GC/CM Firm** Finalize Report

# 16. Non-conformance Reports

1. **AEoR** creates NCR
2. **GC/CM Firm** provides solution with time frame
3. **AEoR** reviews and accepts corrective action
4. **GC/CM Firm** notes when corrective action has been completed
5. **AEoR** inspects and confirms that COA is completed
6. **AEoR** adds pin signature



## 17. RFI

1. **CM Firm** Create New RFI
2. **CM Firm** Submit RFI for Response
3. \***AEoR** Send RFI to Secondary Responder
4. \***AEoR Secondary Responder** Add Secondary Response
5. \***AEoR** Adds Secondary Response to Primary Response
6. **AEoR** Selects Closure Status and Responds to RFI
7. **CM Firm** Dispute RFI
8. **DM** Respond to Disputed RFI
9. **CM Firm** Request NOD Dispute Process
10. **CM PM** Initiate Disputed NOD

# 18. Bulletin

1. **AEoR** Initiate New Bulletin and Submit
2. **AEoR** Create an Issue (If not previously created from RFI)
3. **AEoR** Submit Bulletin
4. **CM PM** Review to Send to GC
5. **CM Firm** Review to Accept or Return Bulletin
6. **CM PM** Meeting with All Parties of Draft BUL
7. **AEoR** Update Estimated Cost
8. **AEoR** Finalize Draft
9. **A&E DPM** reviews
10. **A&E DM** reviews and approves
11. **\*A&E Director** reviews and approves
12. **\*DCS Director** reviews and approves
13. **DCS** Notified to Review for Reason Code
14. **CM PM** Review for Completeness
15. **CM PM** Initiate NOD (Button)

# 19. Notice of Direction

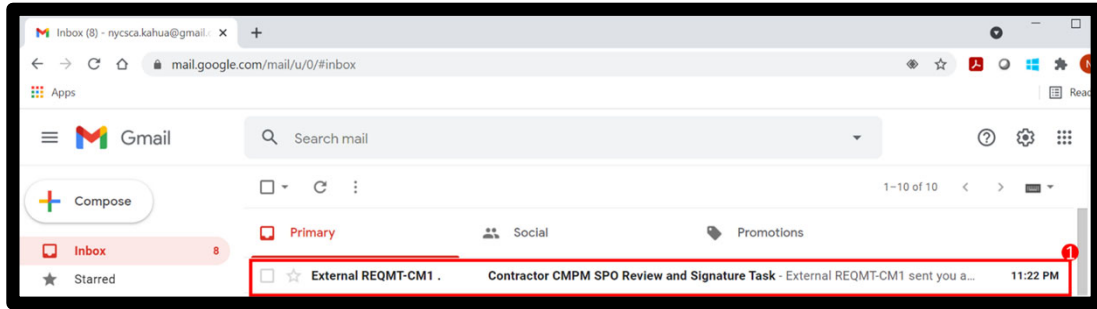
1. **External** Process from RFI/Bulletin/CIC OR Dispute NOD
2. **CM PM** Create NOD and Submit for Approval
3. **CM PM** PIN Sign
4. **SPO** PIN Sign
5. **CPO** PIN Sign
6. **None** Notification to GC

## 20. Change in Condition

1. **CM PM** Create new CIC
2. **CM PM** Initiate Issue
3. **CM PM** Submit CIC
4. **CM PM** Initiate NOD

## 21. Time Change Request

1. **CM Firm** Create TCR
2. **CM Firm** Initiates Issue
3. **CM PM** Accepts
4. **\*SPO** Accepts
5. **\*CPO** Accepts
6. **\*VP** Accepts
7. **Scheduling Admin.** Assign to Scheduler
8. **Scheduler** Upload Approval Doc. and Send Recommendation Memo
9. **CM PM** send to GC
10. **GC** Approve by DocuSign
11. **CPO** Approve by DocuSign
12. **Scheduling Director** Approve by DocuSign
13. **Scheduling Admin** Package TCR
14. **COU Sr. Dir.** Complete TCR





### Please Review & Act on These Documents

DocuSign

External REQMT-CM1

SCA Sandbox (Development-DEVWEEKLY-8/1/2021 2:13:35 AM)

Please review the Change Order 00002 and render your decision.

Please read the Electronic Record and Signature Penalties

☒ I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

FIELDS

Signature

Initial

Stamp

Date Signed

FROM: Deloitte

TO: AJCo

New York, NY 12345

ATTN: External REQMT-CM1-PM

DESCRIPTION OF WORK

Add swings to playground

Total: \$2,500.00

TITLE: Add Swings

PROJECT: C000014566-MC80004

CONTRACT NO: MC00450

Increase: 0 Calendar Days

The Contractor agrees to perform or omit work, as described in this Change Order, for the amount and within the contract scheduled completion time period as adjusted above. In accepting and executing this

Inbox (8) - nysca.kahua@gmail.com  
mail.google.com/mail/u/0/#inbox

Compose

Inbox 8

Starred

Please Review & Act on These Documents

External REQMT-CM1  
SCA Sandbox (Development-DEVWEEKLY-8/1/2021 2:13:35 AM)

Please review the Change Order 00002 and render your decision.

☒ I agree to use electronic records and signatures

Drag and drop fields from the left panel onto the document

FINISH OTHER ACTIONS

**FIELDS**

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

**DOCUMENT PREVIEW**

Add swings to playground  
Total: \$2,500.00 Increase: 0 Calendar Days

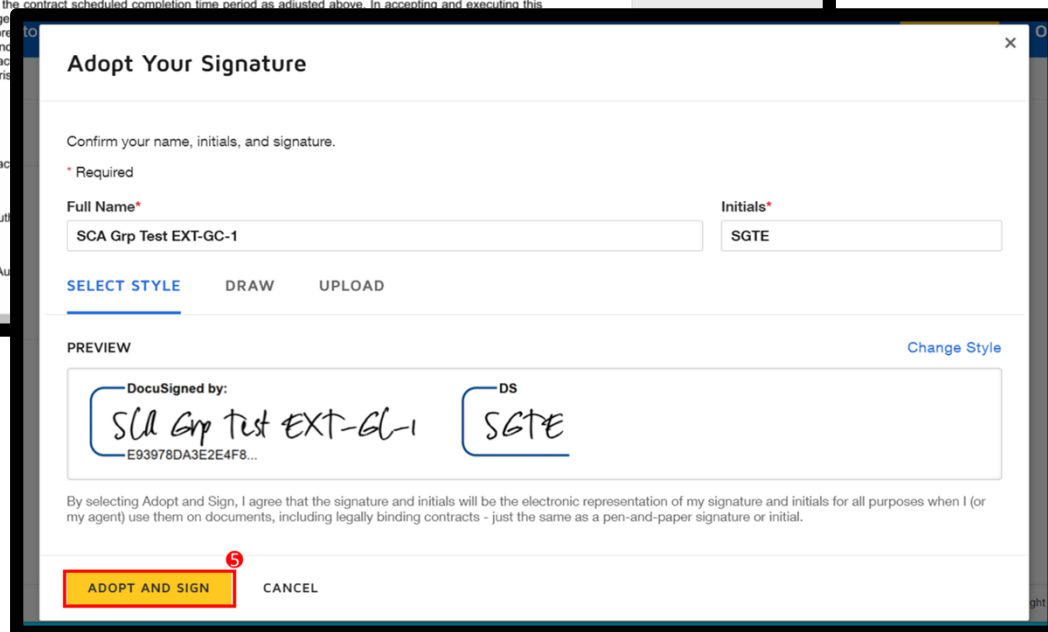
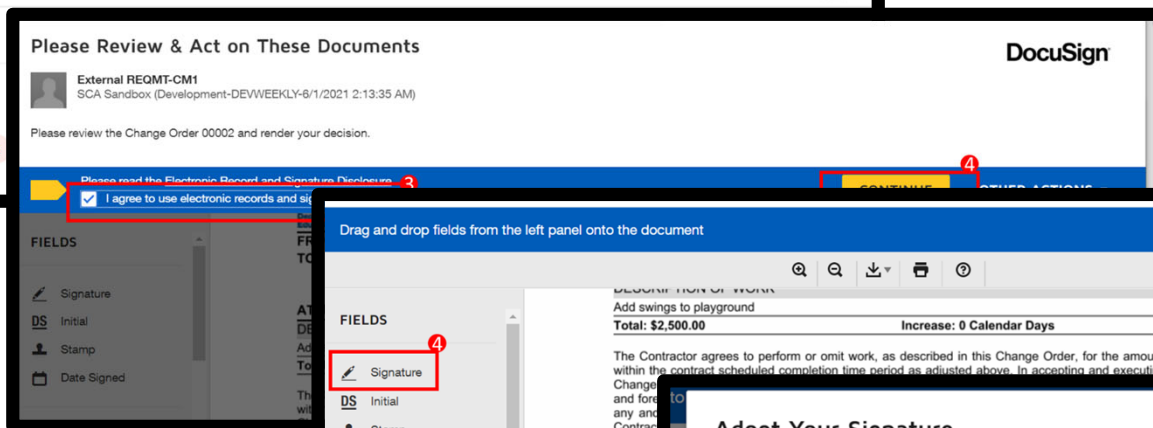
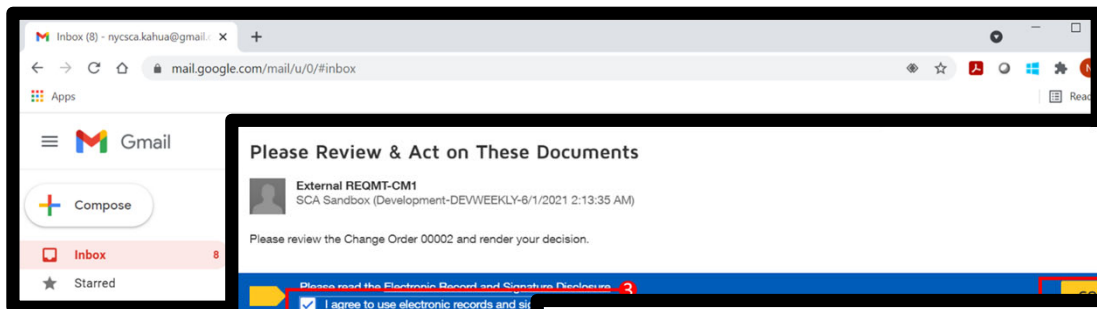
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Contractor Signature:  Date: \_\_\_\_\_

CM Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SCA Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## 22. Issues

1. **CM PM** Enters Estimate, PCO, FRE, CO
2. **CM PM** Initiates CO