

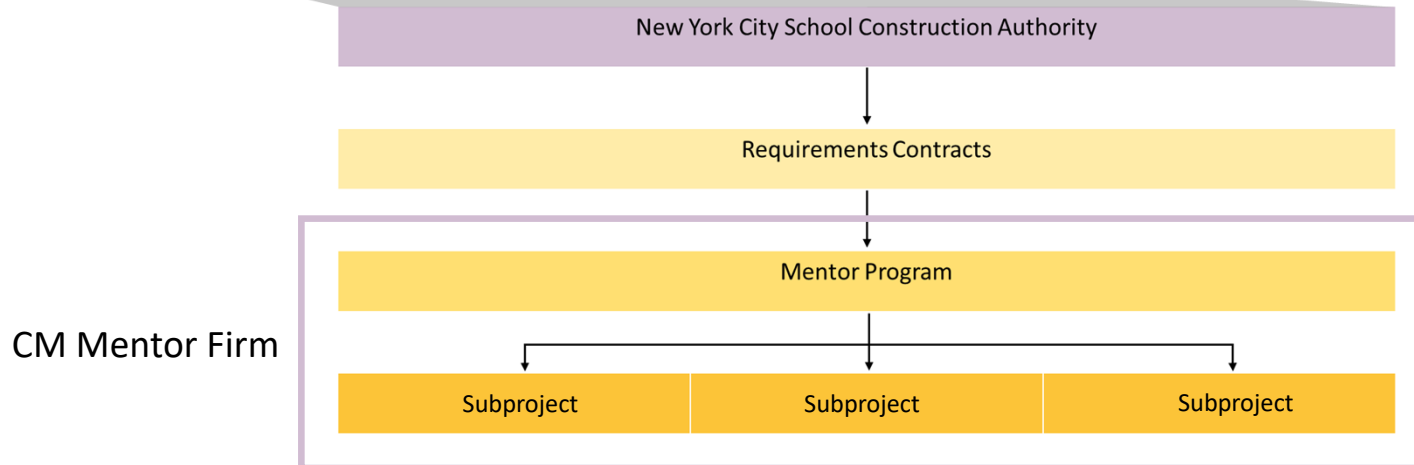


Finance Mentor Training



CAMP Platform

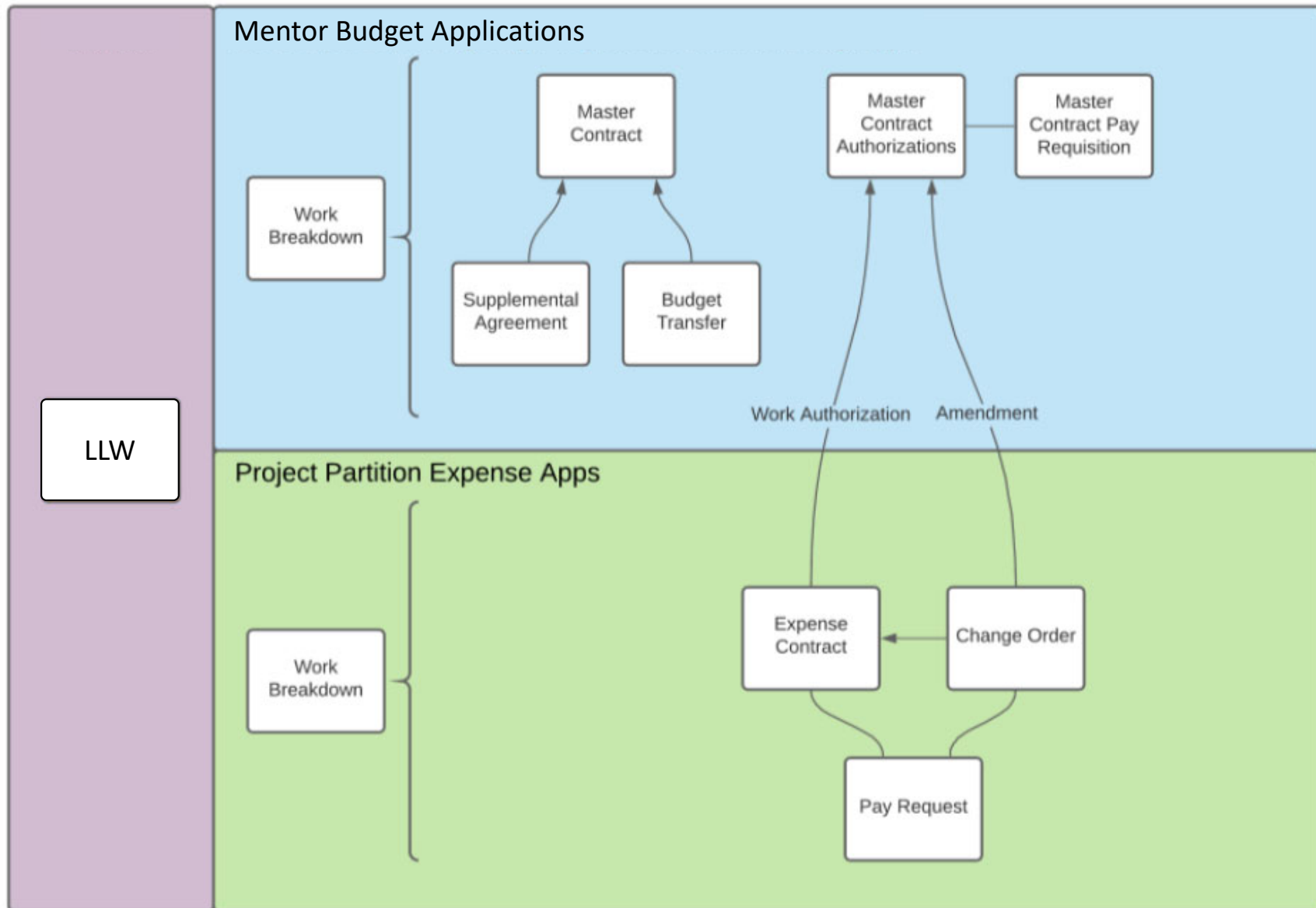
New York City School Construction Authority								
Requirements Contracts			Hard Bid					
Mentor	JOC	Emergency						
Program	Program	Program						
Subproject	Subproject	Subproject						



Program Level

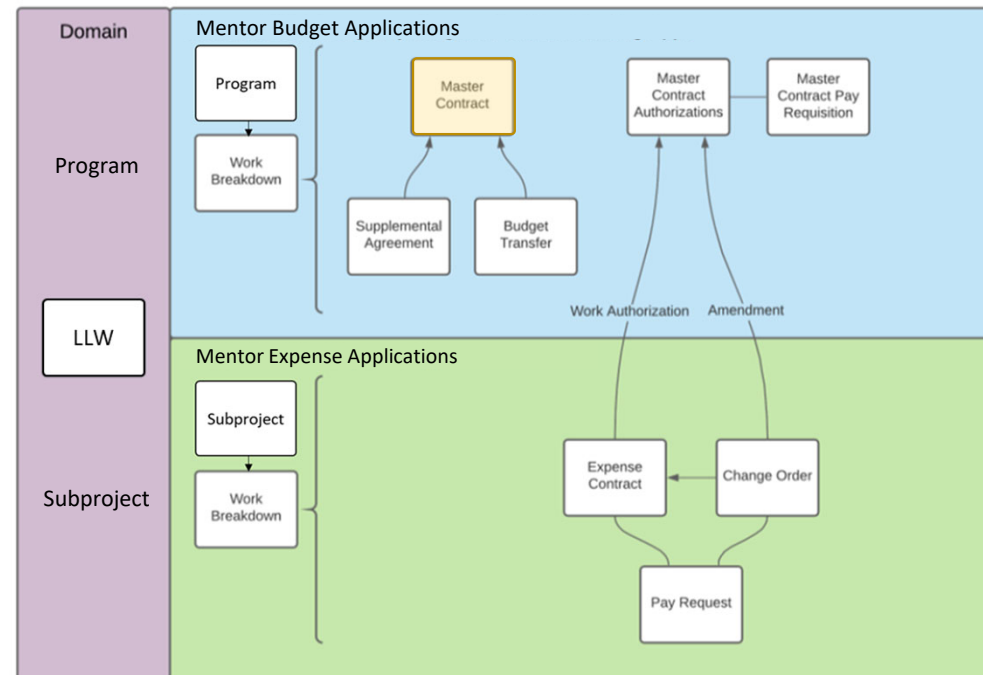
LLW

Subproject Level



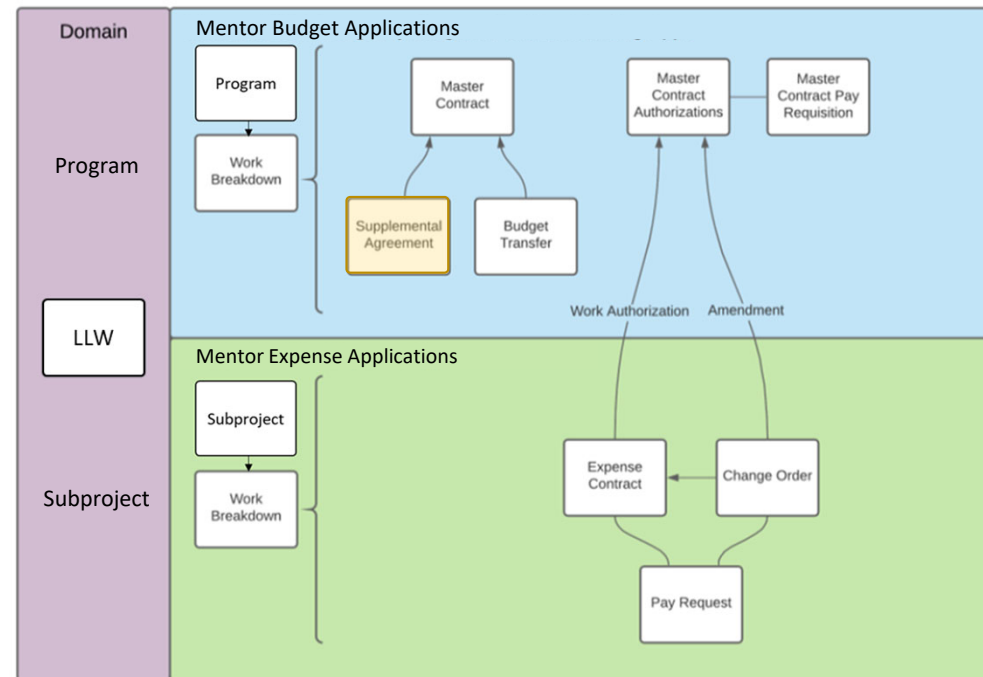
1. Master Contract

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



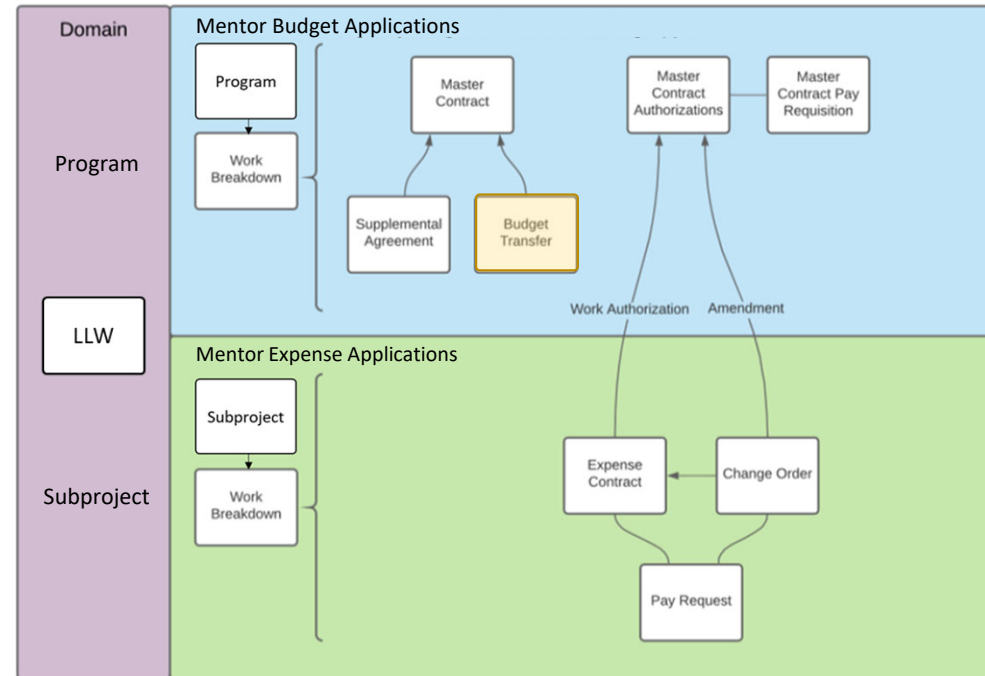
2. Supplemental Agreement

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



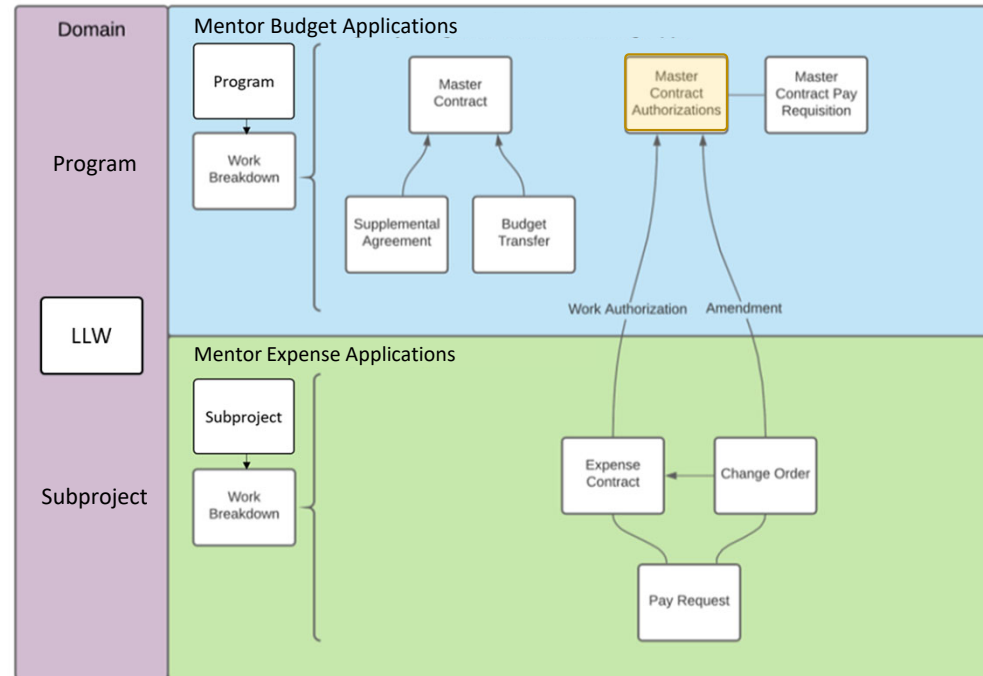
3. Budget Transfer

- 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



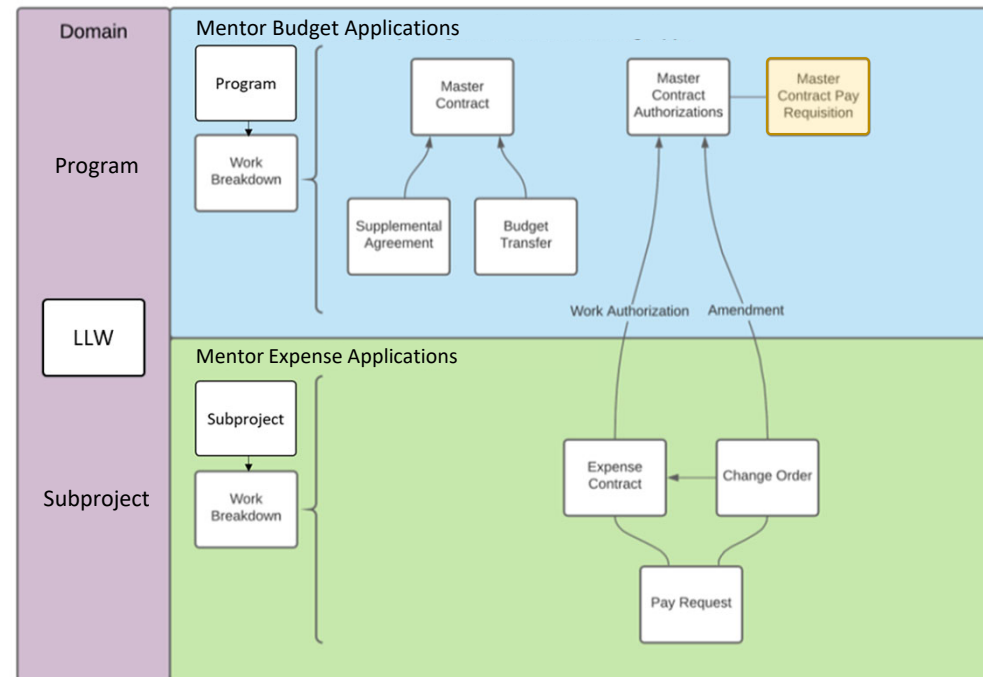
4. Master Contract Authorization

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

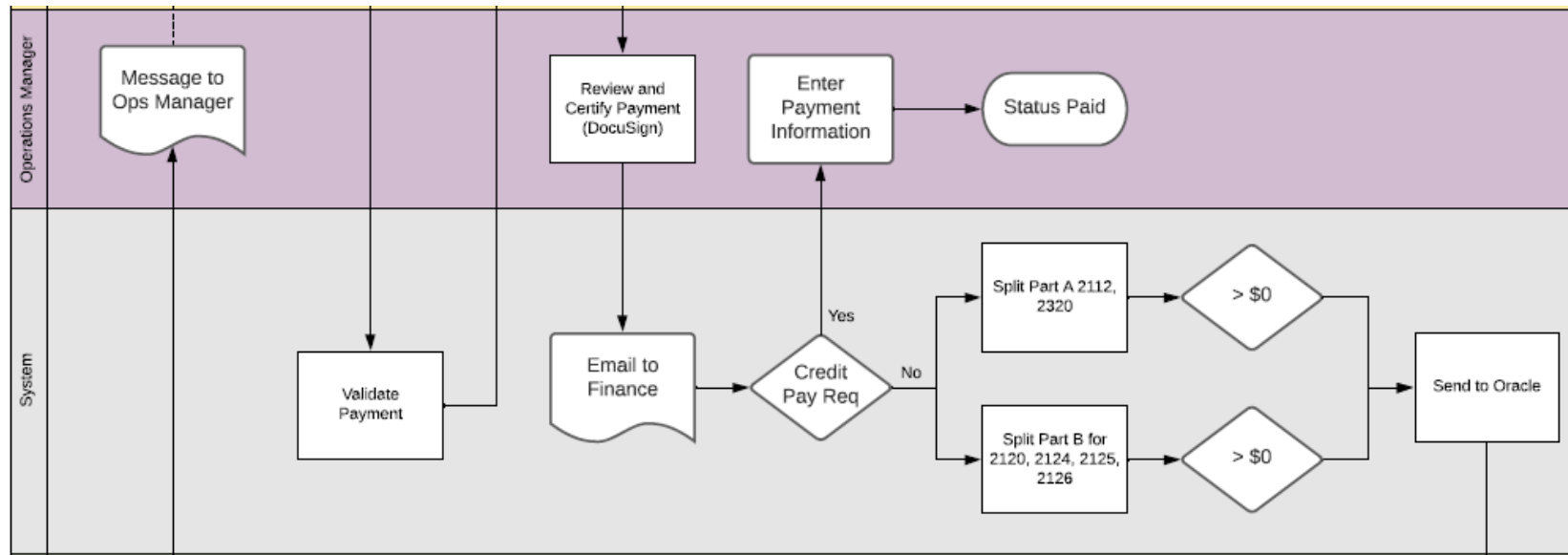


5. Master Contract Pay Request

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

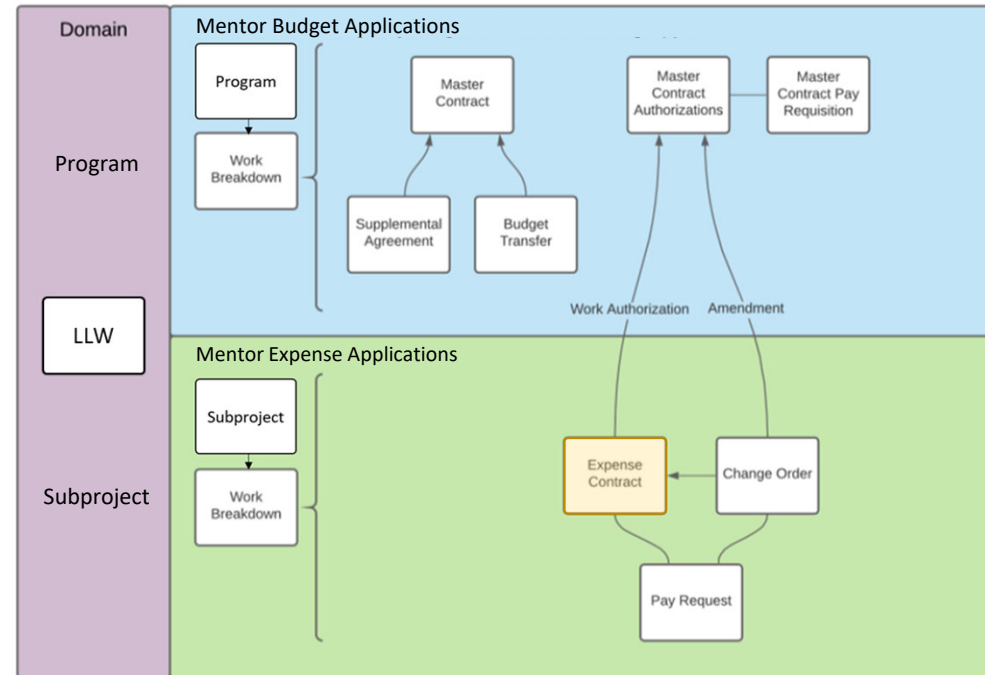


5. Master Contract Pay Request

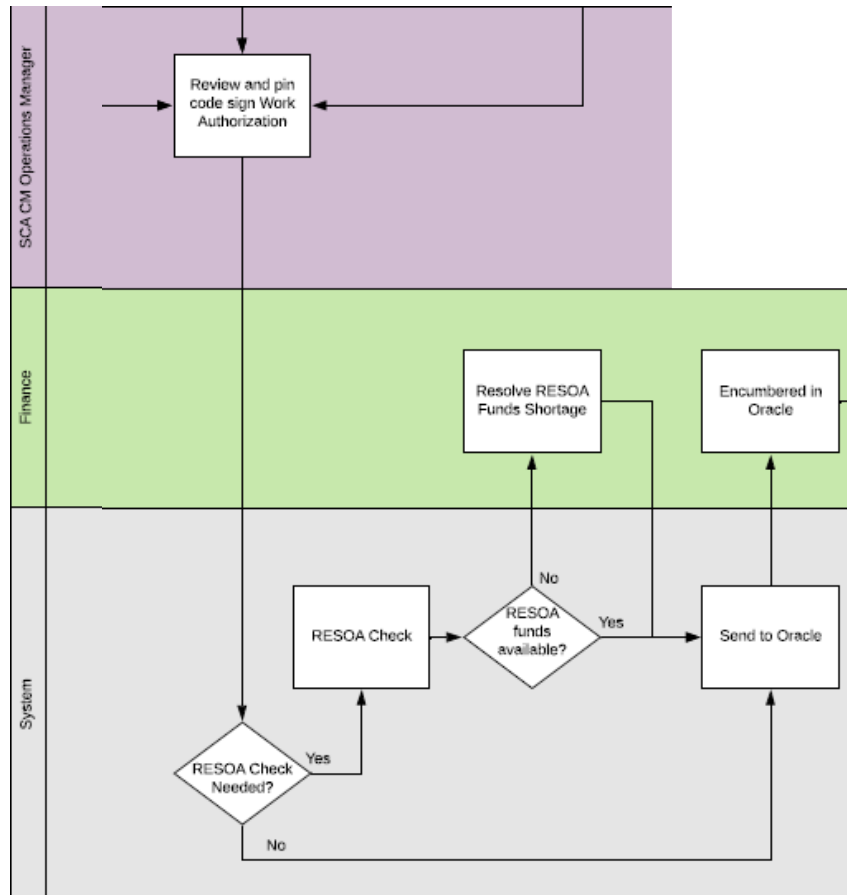


6. Expense Contract

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. **Integration Point**
7. **CM PM** DocuSign Mentor Expense Contract
8. **GC** DocuSign Mentor Expense Contract
9. **CM PM** Issue and approve Notice to Proceed with GC Contract and pin code sign

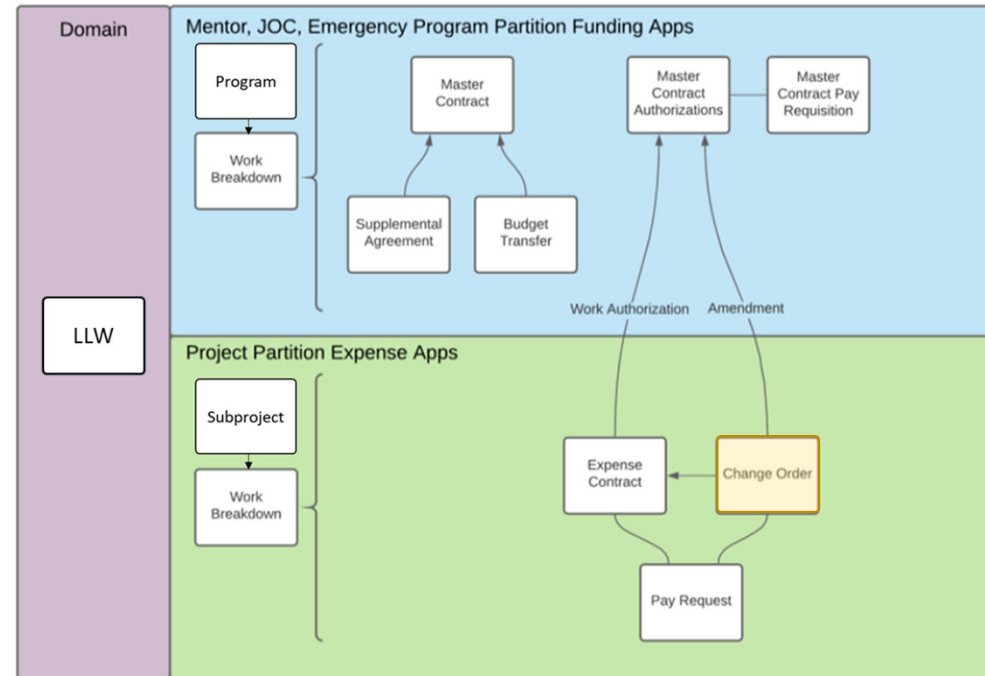


6. Expense Contract



7. 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
7. **Integration Point**



7. Change Order - Amendment

