

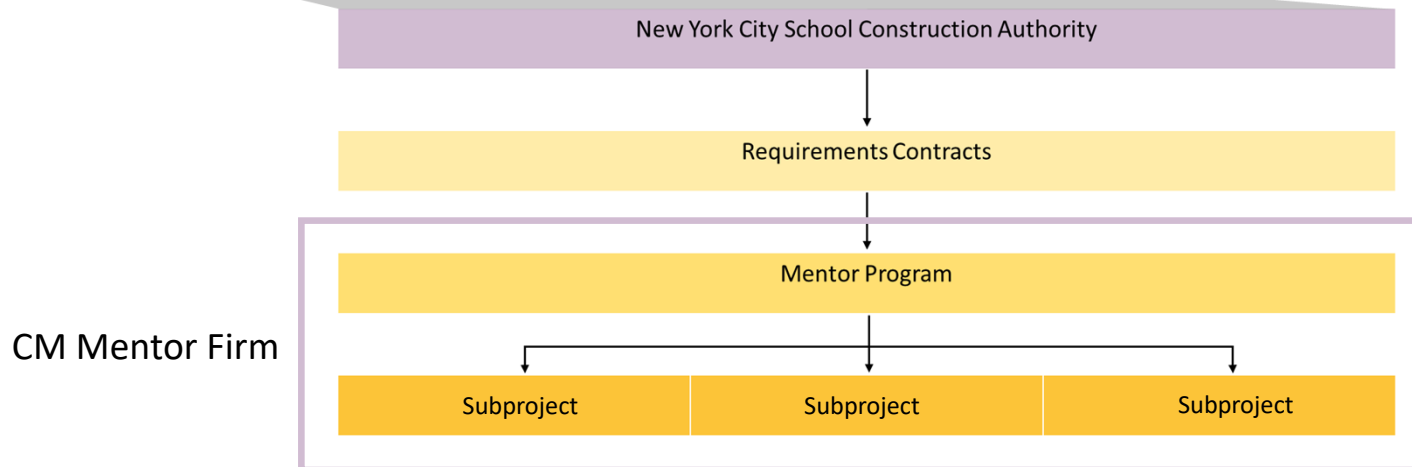


Leadership End User Training



CAMP Platform

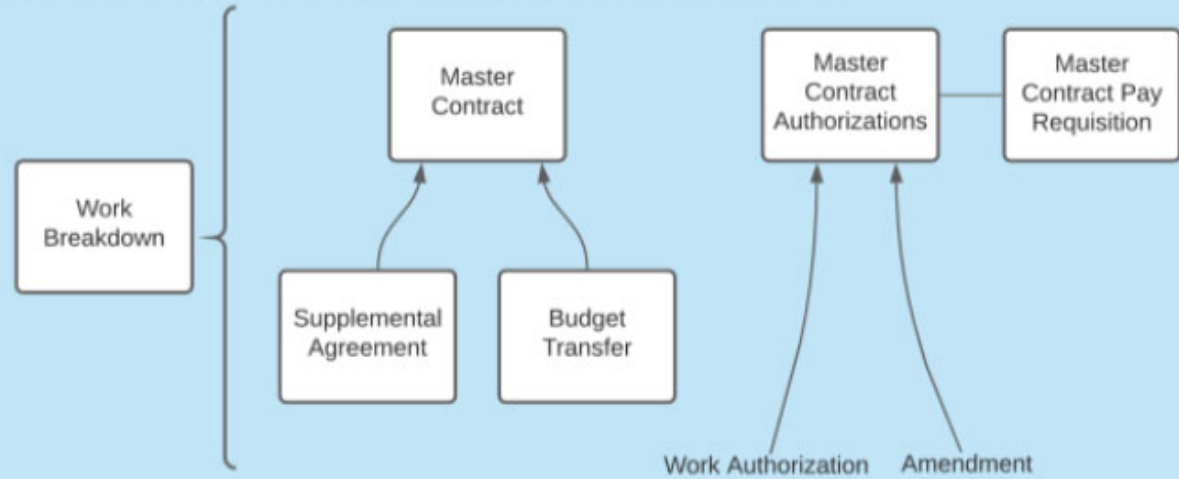
New York City School Construction Authority								
Requirements Contracts			Hard Bid					
Mentor	JOC	Emergency						
Program	Program	Program						
Subproject	Subproject	Subproject						



Program Level

LLW

Mentor Budget Applications



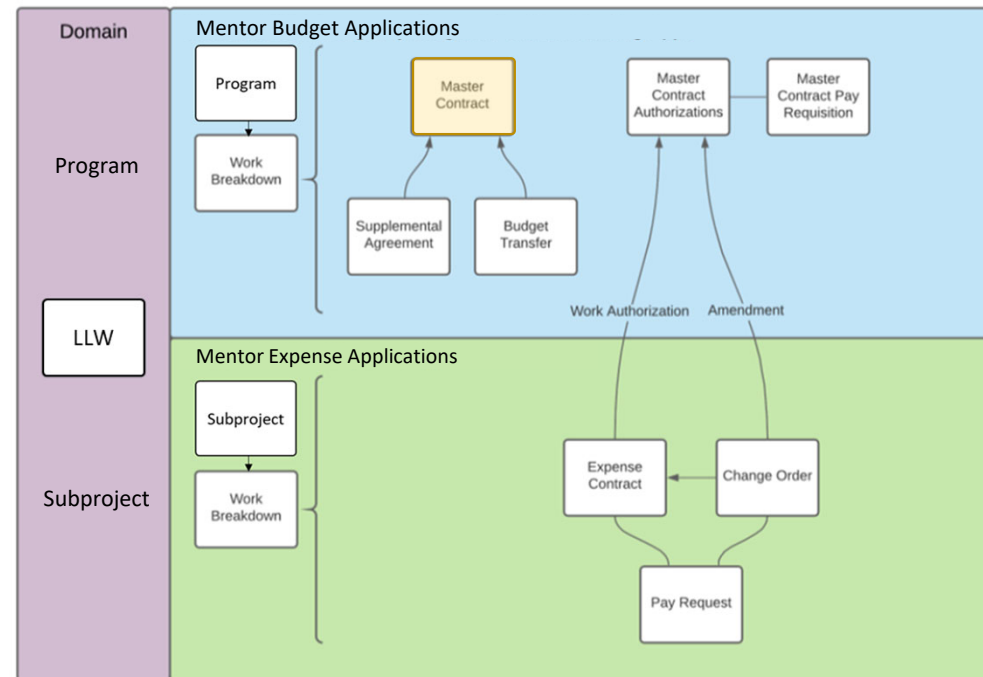
Project Partition Expense Apps



Subproject Level

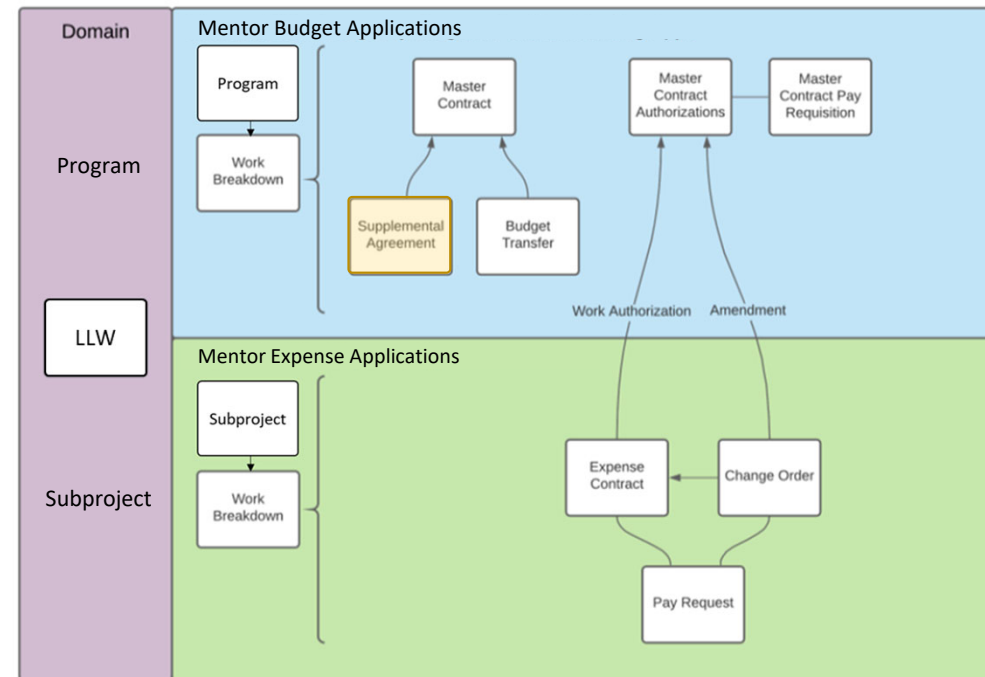
1. Master Contract

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



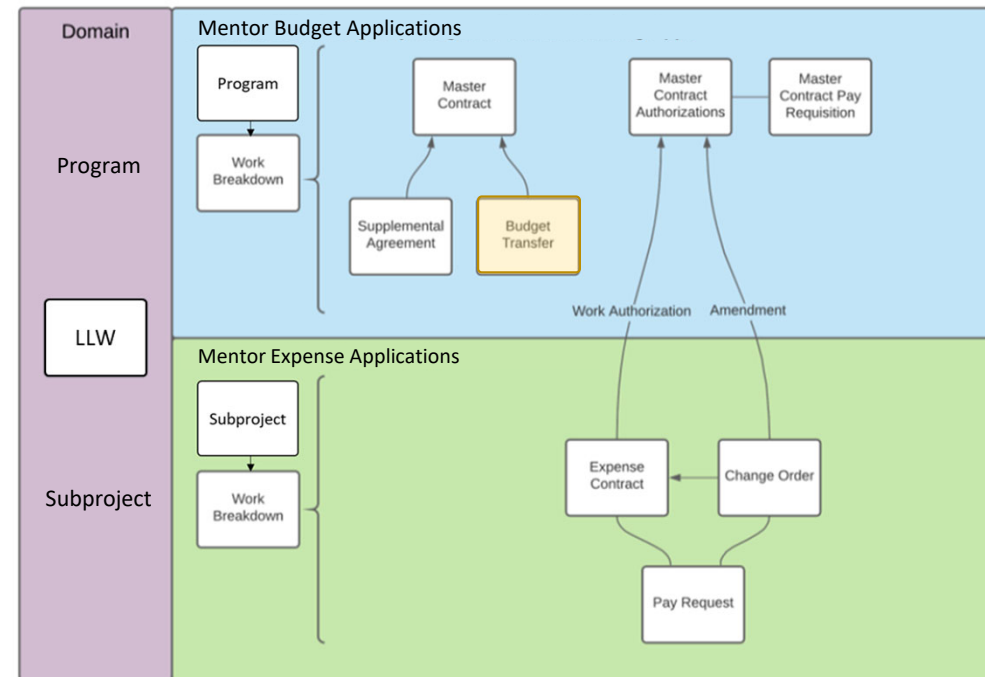
2. Supplemental Agreement

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



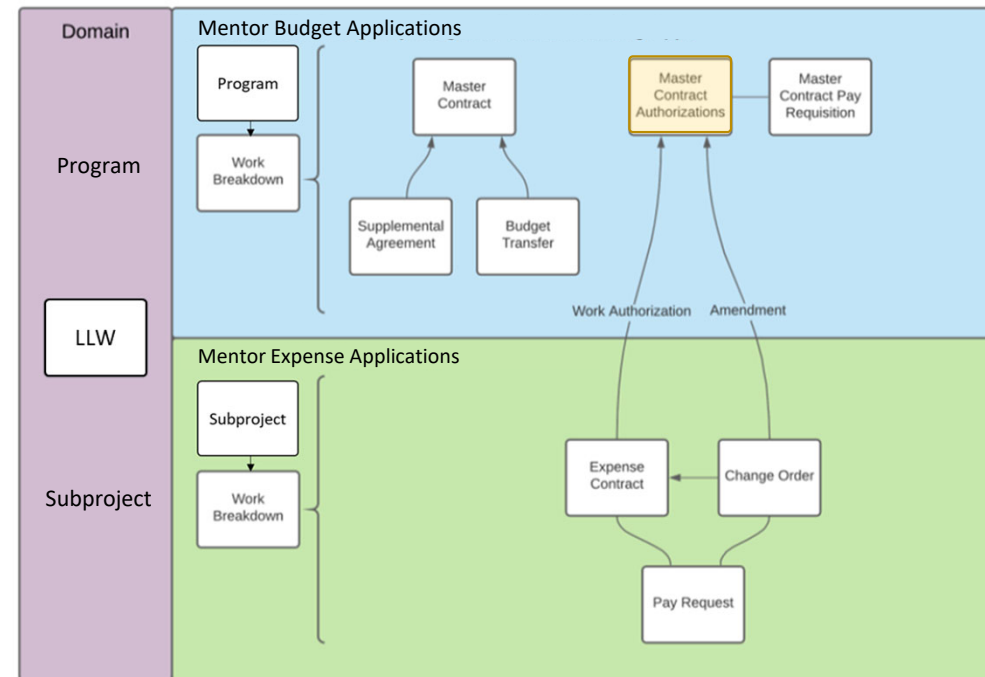
3. Budget Transfer

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



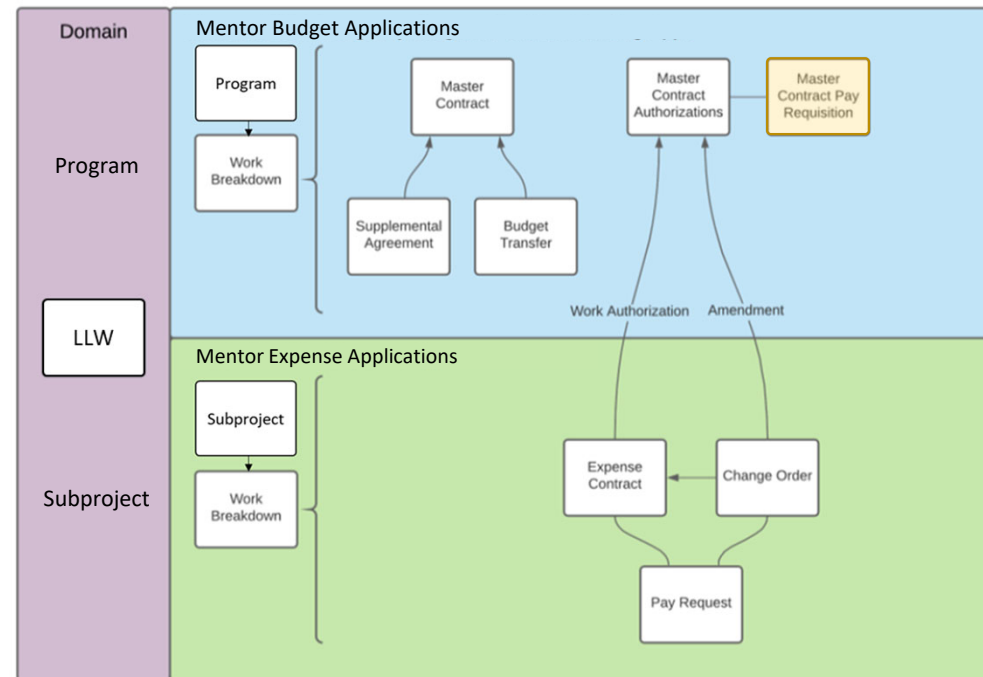
4. Master Contract Authorization

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



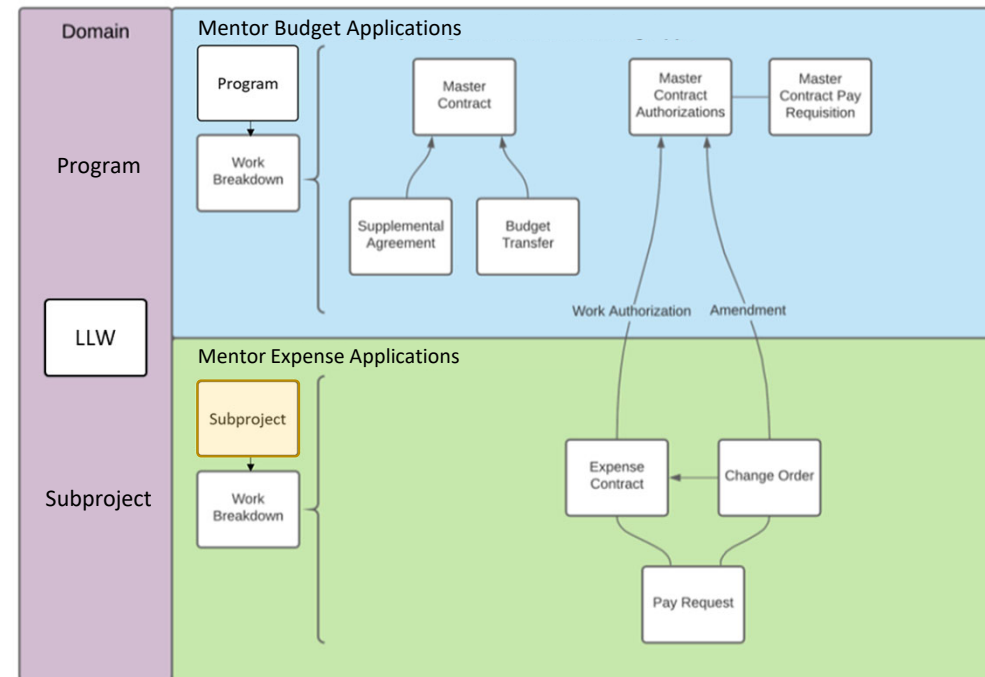
5. Master Contract Pay Request

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. **CM Firm** View payment information



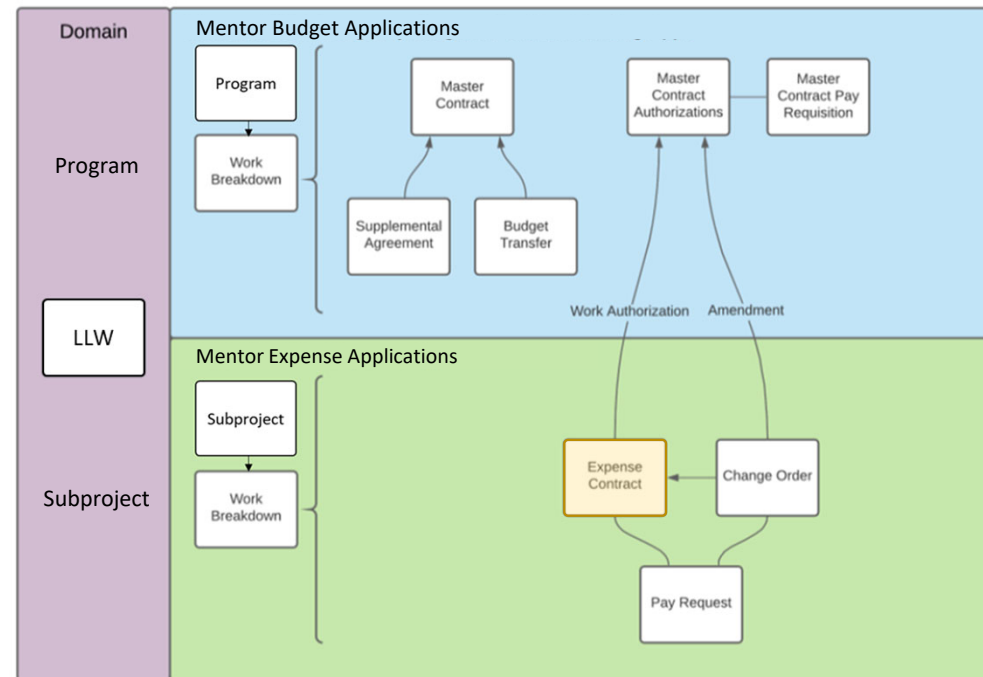
6. Subproject

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



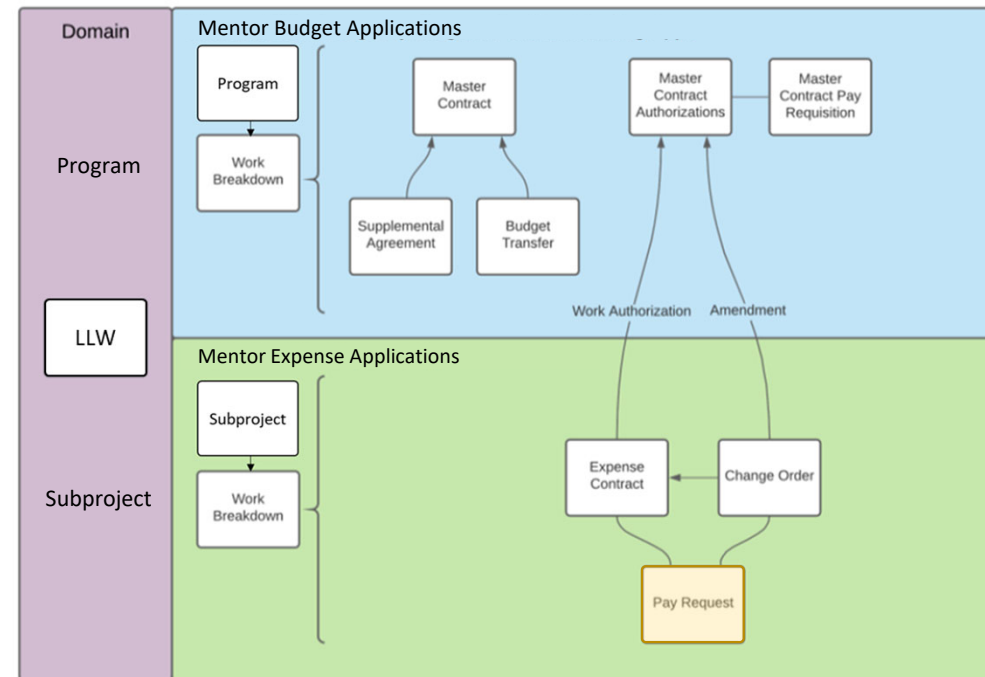
7. Expense Contract

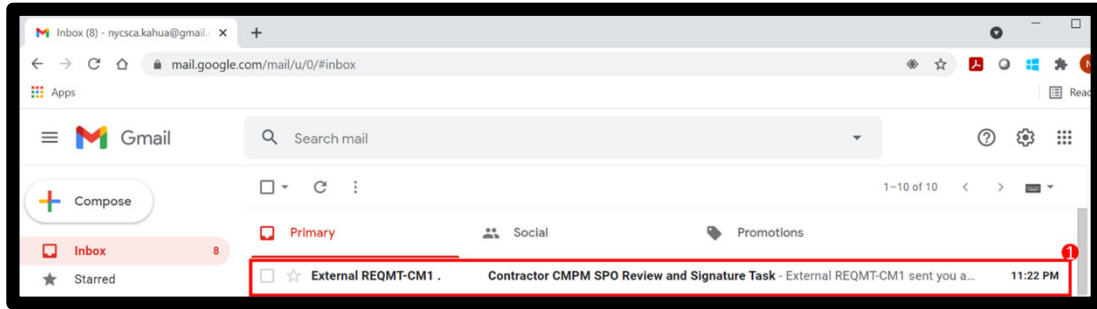
1. **CM Firm** Create Mentor Expense Contract
2. **CM Firm** Submit for Approval
3. **CM PM** Approve Request for Recommendation to Award GC Contract and pin code sign
4. **CPO** Approve Request for Recommendation to Award GC Contract and pin code sign
5. **Ops. Mngr.** Review and pin code sign Work 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

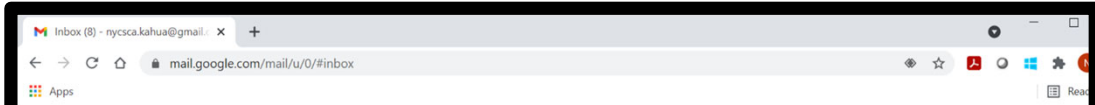


8. Expense Pay Request

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







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.

Please read the Electronic Record and Signature Policies

☒ 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

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

TITLE: Add Swings

PROJECT: C000014566-MC80004

CONTRACT NO: MC00450

Increase: 0 Calendar Days

Inbox (8) · nysca.kahua@gmail.com

mail.google.com/mail/u/0/#inbox

Apps

Gmail

Compose

Inbox 8

Starred

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.

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☒ I agree to use electronic records and signatures.

Drag and drop fields from the left panel onto the document

FINISH

OTHER ACTIONS

Signature

Initial

Stamp

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

Signature

Initial

Stamp

Date Signed

Contractor Signature:

CM Authorized Signature: _____

SCA Authorized Signature: _____

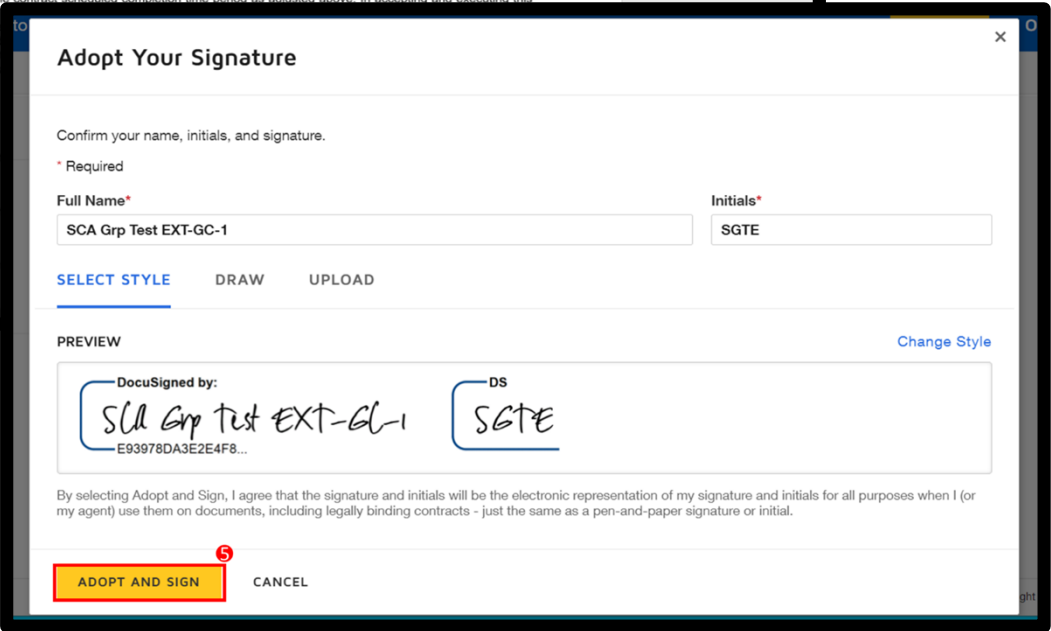
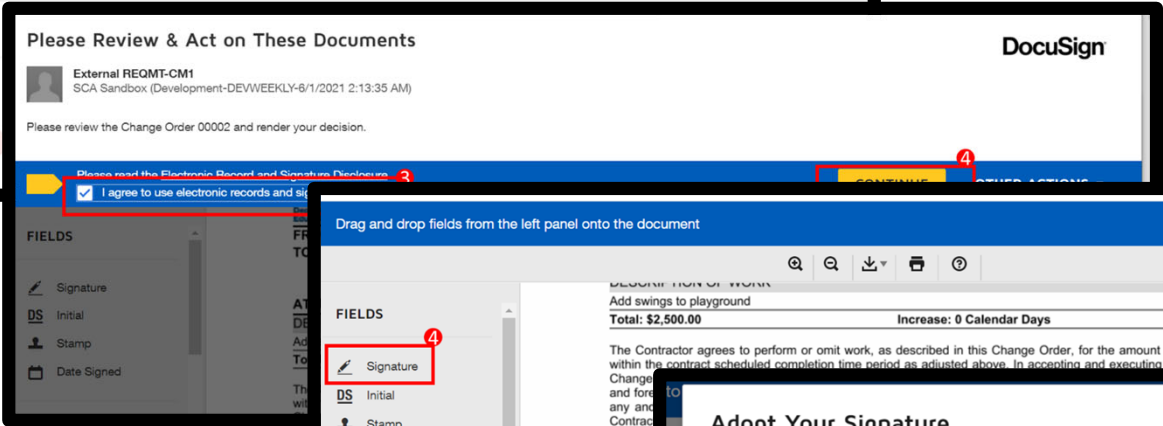
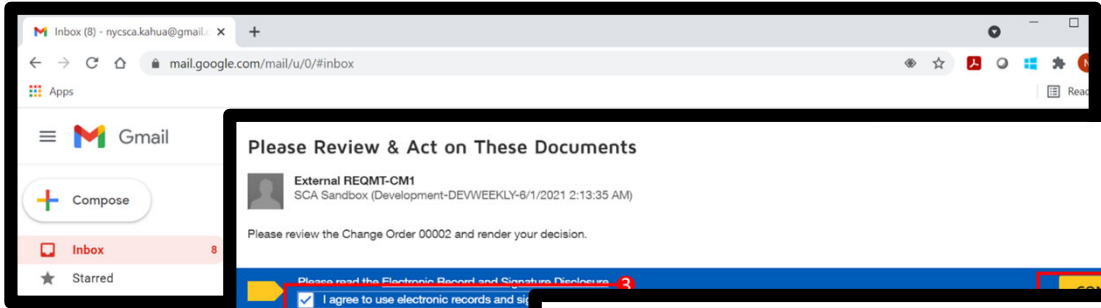
Date: _____

Date: _____

Date: _____

DECLARATION 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 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.



9. 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

10. 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)

11. Notice of Direction

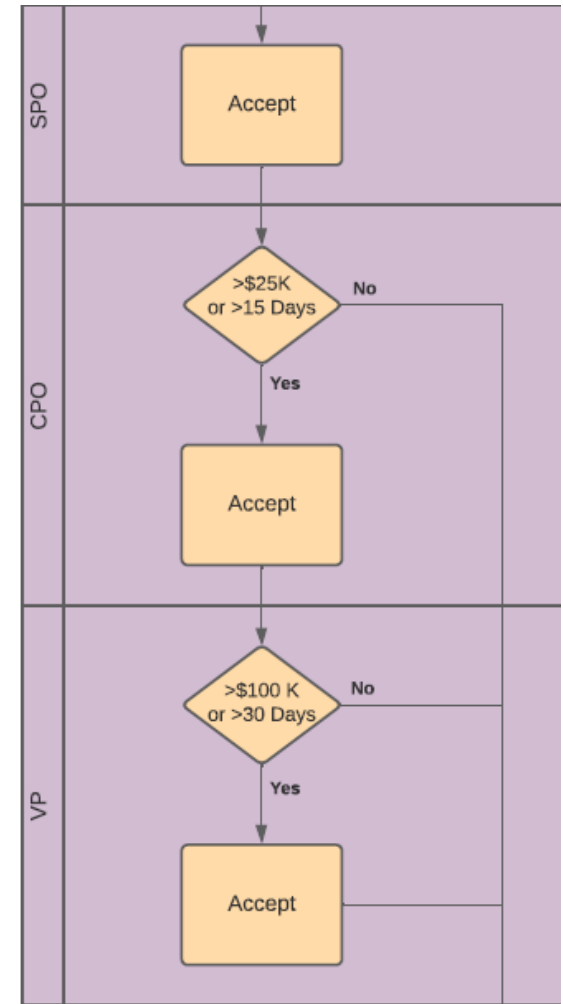
1. **External** Process from RFI/Bulletin/CIC OR Dispute NOD
2. **CM PM** Create NOD and Submit for Approval
3. **CM PM** PIN Sign
4. **SPO** PIN Sign
5. **CPO** PIN Sign
6. **None** Notification to GC

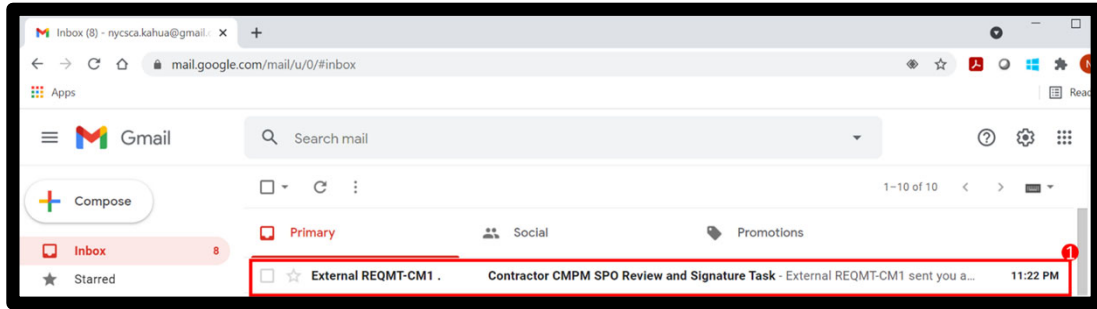
12. Change in Condition

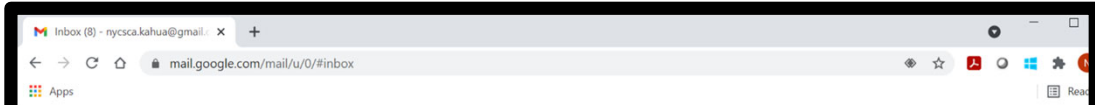
1. **CM PM** Create new CIC
2. **CM PM** Initiate Issue
3. **CM PM** Submit CIC
4. **CM PM** Initiate NOD

13. 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







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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 Policies

☒ 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

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

TITLE: Add Swings

PROJECT: C000014566-MC80004

CONTRACT NO: MC00450

Increase: 0 Calendar Days

Inbox (8) · nysca.kahua@gmail.com

mail.google.com/mail/u/0/#inbox

Apps

Gmail

Compose

Inbox 8

Starred

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DocuSign

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

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☒ I agree to use electronic records and signatures.

Signature

Initial

Stamp

Date Signed

Signature

Initial

Stamp

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

Drag and drop fields from the left panel onto the document

FINISH

OTHER ACTIONS

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

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Contractor Signature:

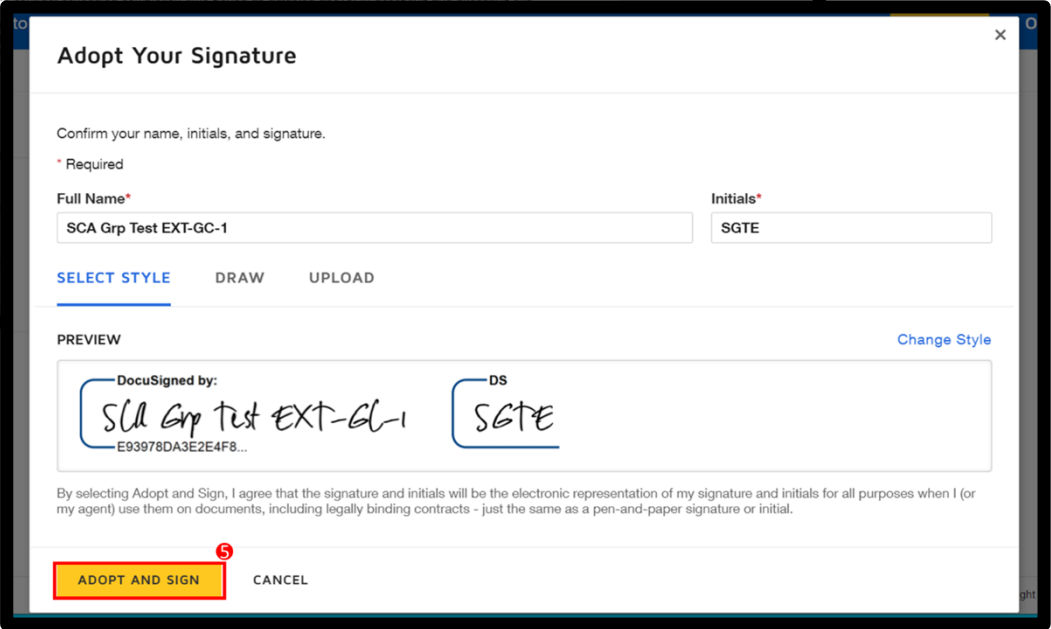
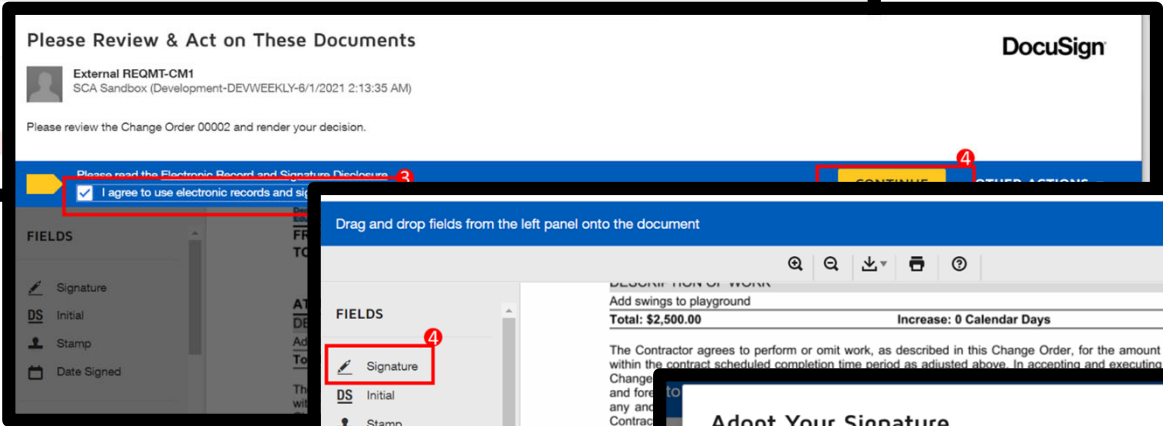
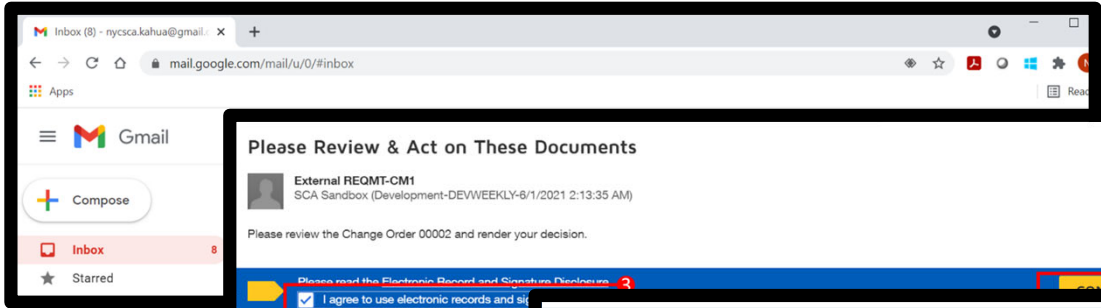
Date:

CM Authorized Signature:

Date:

SCA Authorized Signature:

Date:

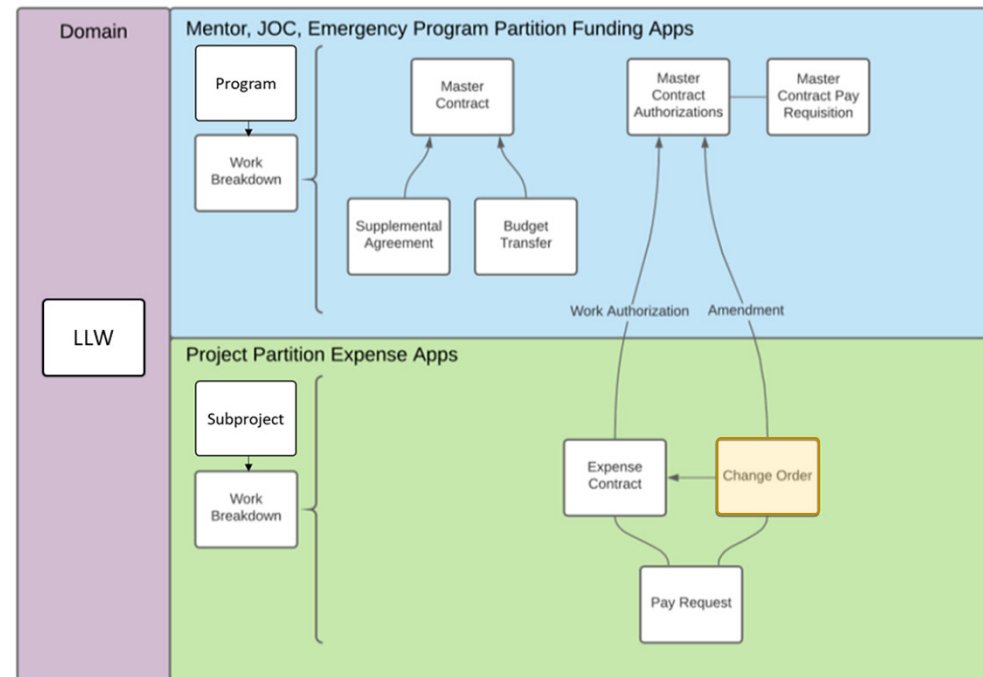


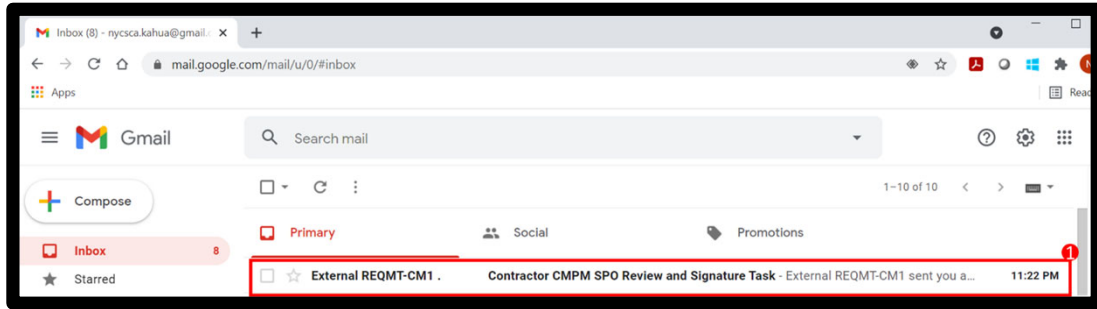
14. Issues

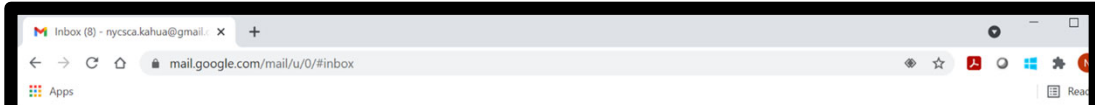
1. **CM PM** Enters Estimate, PCO, FRE, CO
2. **CM PM** Initiates CO

15. 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







Please Review & Act on These Documents

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

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Please read the Electronic Record and Signature Policies

☒ 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

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

TITLE: Add Swings

PROJECT: C000014566-MC80004

CONTRACT NO: MC00450

Increase: 0 Calendar Days

Inbox (8) · nysca.kahua@gmail.com

mail.google.com/mail/u/0/#inbox

Apps

Gmail

Compose

Inbox 8

Starred

Please Review & Act on These Documents

DocuSign

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

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Please read the Electronic Record and Signature Declaration.

☒ I agree to use electronic records and signatures.

Drag and drop fields from the left panel onto the document

FINISH

OTHER ACTIONS

Signature

Initial

Stamp

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

Signature

Initial

Stamp

Date Signed

Contractor Signature:

CM Authorized Signature: _____

SCA Authorized Signature: _____

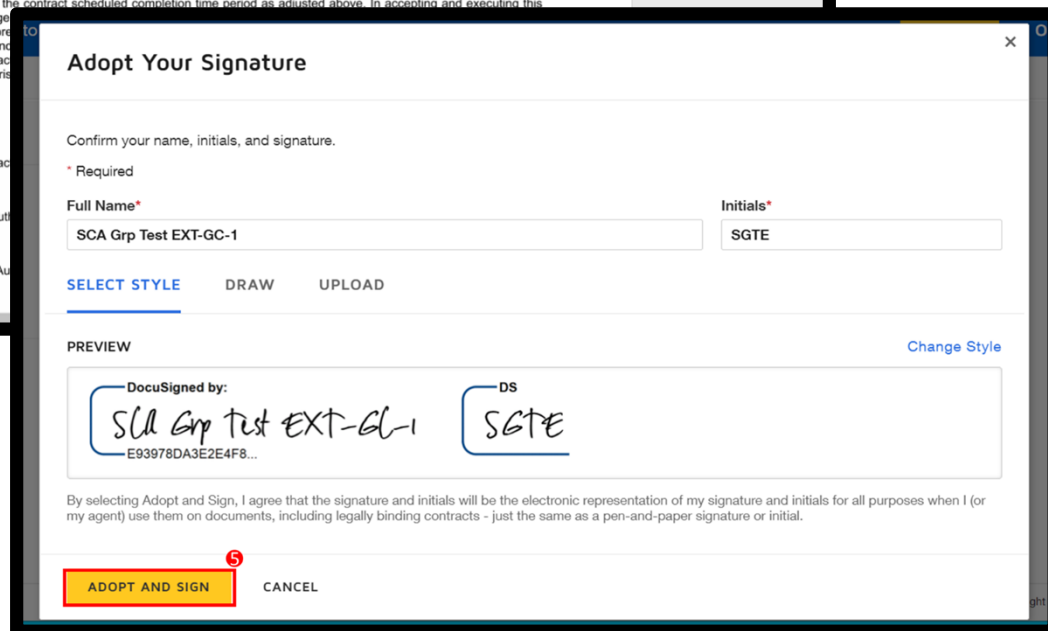
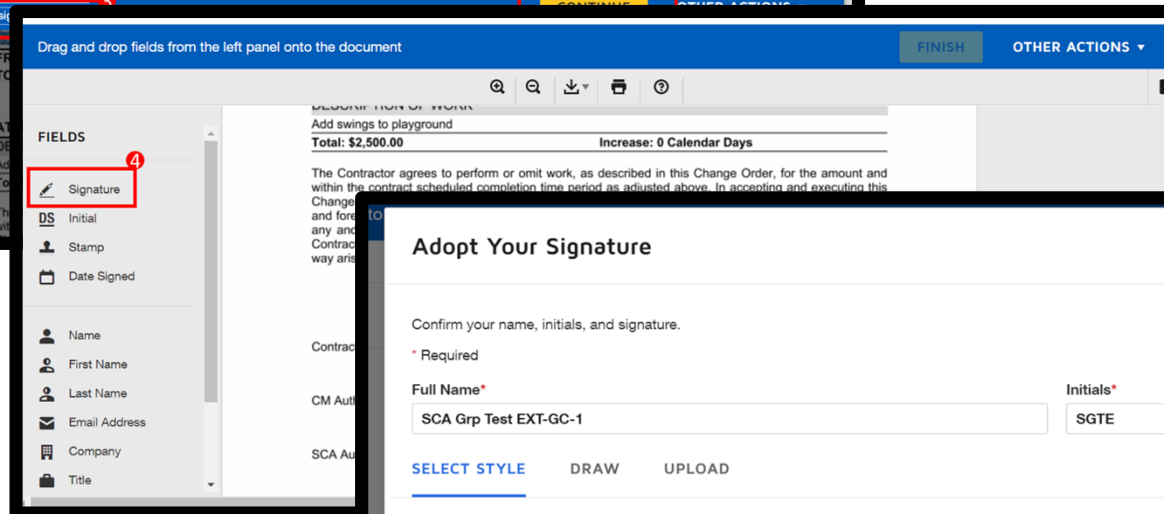
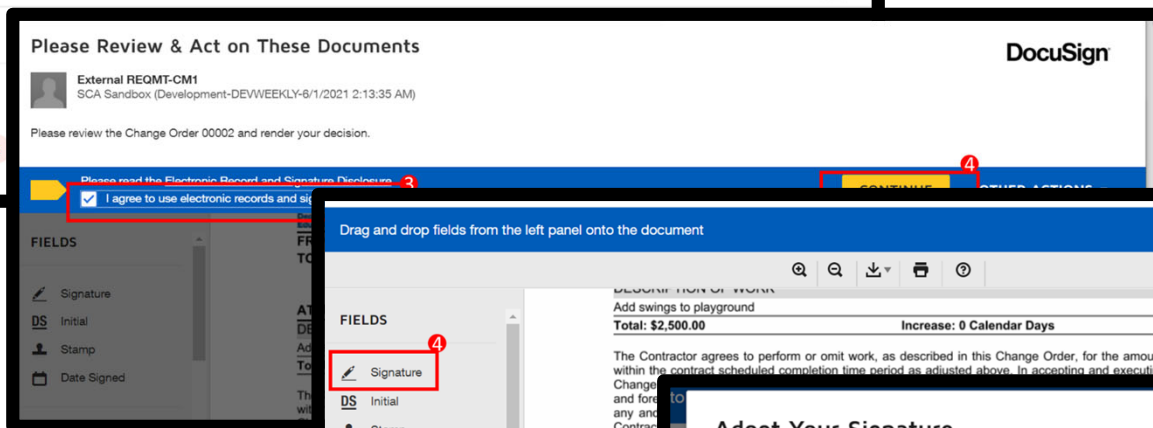
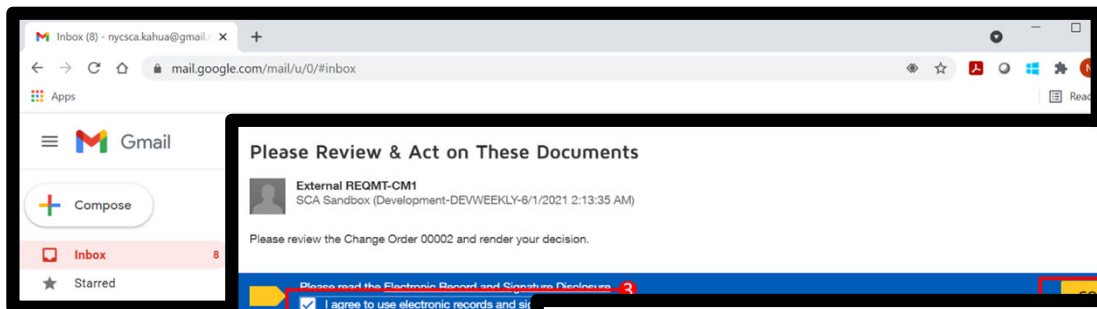
Date: _____

Date: _____

Date: _____

DECLARATION 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 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.



16. 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

17. Meetings

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



Meetings

18. Daily Reports

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