RMS 3 Contractor Mode

USER MANUAL

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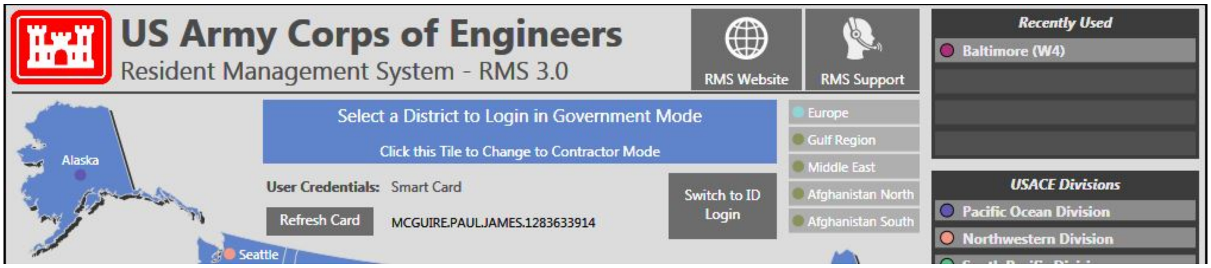
Introduction

1 Introduction

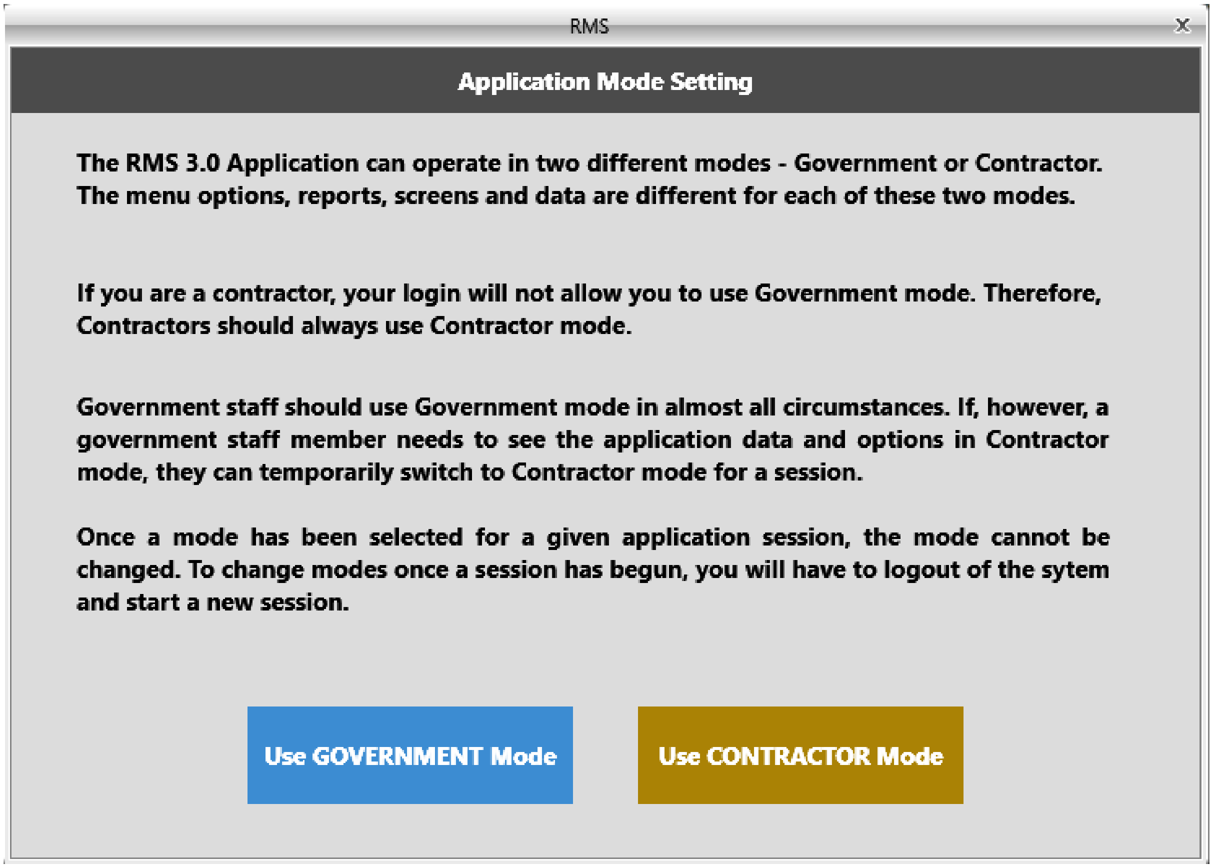
The goal of this manual is to assist with the use of RMS 3.0 Contractor Mode for Contractors and Government personnel. There is a separate manual for Government Mode 3.0 located on our website here.

To install RMS 3.0 Contractor Mode see the "How to Install RMS 3.0 9" article.

RMS 3.0 Contractor Mode is a new software package produced by the RMS Support Center and will replace RMS 2.38 and QCS 2.38 together. This software package is one program with both the Government and Contractor modes accessible from the main screen. For now, when one mode has been activated and logged into, a program restart is required to switch modes from Government Mode to Contractor Mode (and the other way around). Please note that Contractor Mode is differentiated from Government Mode by **gold** tiles while Government Mode has **blue** tiles.

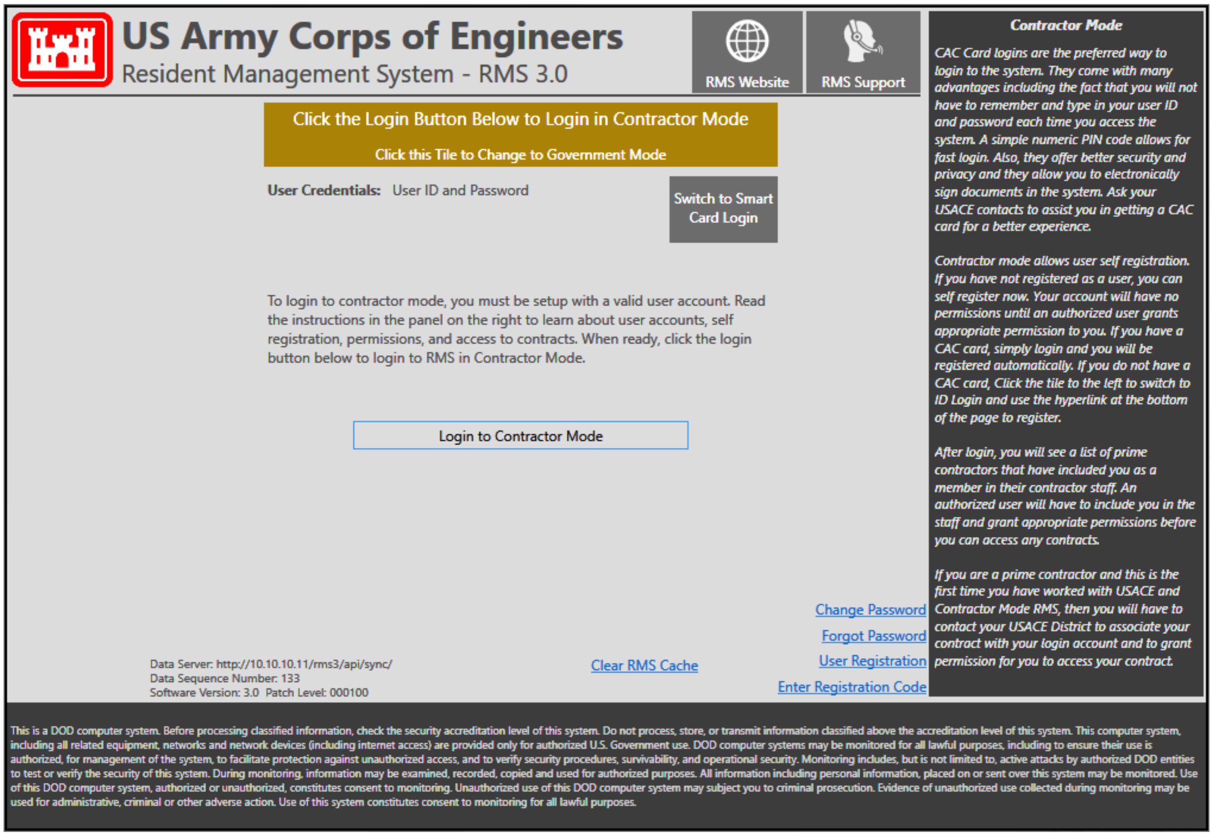


Clicking the button on the top "Select a District to Login to Government Mode ---- Click this Tile to Change to Contractor Mode" will change modes. RMS 3 will remember the last mode it was changed to so next time the program is run, Contractors, for example, will not have to keep switching to Contractor Mode.



Contractors should select "Use CONTRACTOR Mode" for access to RMS 3.0 Contractor Mode (replacement for QCS 2.38).

After clicking on Use Contractor Mode



Make sure to click on "Switch to ID Login" after choosing Contractor Mode from the previous prompt (Use Contractor Mode). Now, user registration can begin. To see how to register a user please see the "How to Register a Username 11" article.

To sign into RMS 3.0, make sure a Government issued CAC card is inserted into the computer's CAC card reader with the green light (if reader has one) on and then click on the desired USACE District. Please see "Login Problems 124" to troubleshoot any possible problems when logging in. Once a USACE District is clicked, a pin request window will pop up. Please give RMS 3.0 longer than usual on first login as new contract data is being cached. After first login, the next login should be significantly faster as the data is already cached (stored locally).

Here is the estimated RMS 2.38 to RMS 3.0 Government Mode / Contractor Mode transition schedule. Please note that as RMS 3.0 is in Beta mode that not all modules are completed. We here at the RMS Support Center are thankful for assistance with perfecting our RMS 3.0 Beta software. If there are any cashes or unexpected behavior to contact us and let us know either via http://rmssupport.helpserve.com/Tickets/Submit or email at paul@rmssupport.com.

Estimated RMS 2.38 to 3.0 Transition Schedule	
05/2016 thru 10/2016	Expanding Voluntary Pilot Program for Government/Contractor mode
11/2016	ALL new contracts forced to use 3.0 contractor mode
04/2017	QCS 2.38 End of Life: No support/SFTP Server decommissioned
06/2017	RMS 2.38 Module by module decommissioning begins
12/2017	RMS 2.38 End of Life: No support/Citrix Servers decommissioned

If there are any questions, suggestions, comments, requests please contact us at http://rmssupport.helpserve.com/Tickets/Submit.

1.1 How to Install RMS 3.0

A contractor does not need to wait for the Government to set up a Prime Contractor for a contract before installing and registering an account with Contractor Mode in RMS 3.0.

To install Contractor Mode (RMS 3.0) click on the following link: https://rms.usace.army.mil/datafiles/rms3updates_production/rms3launchersetup.exe and download this to the computer. The file is around 5.4MB. Please note that once this is downloaded, make sure to Right Click --> Run As Administrator to install RMS 3.0 to the computer.

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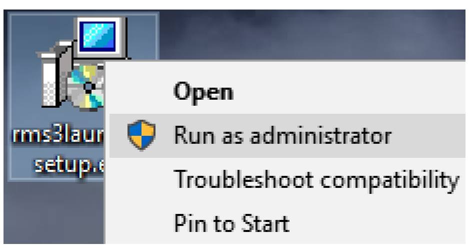
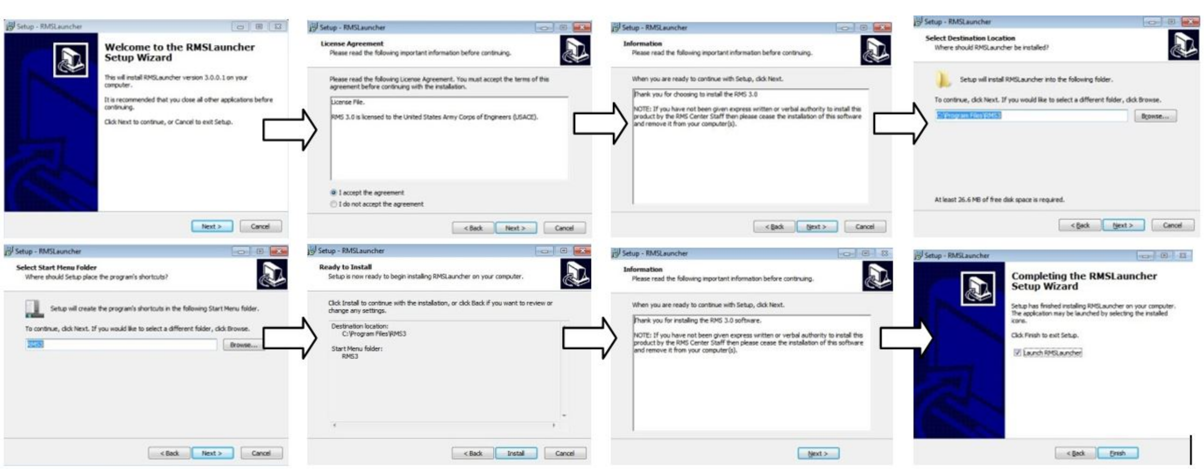
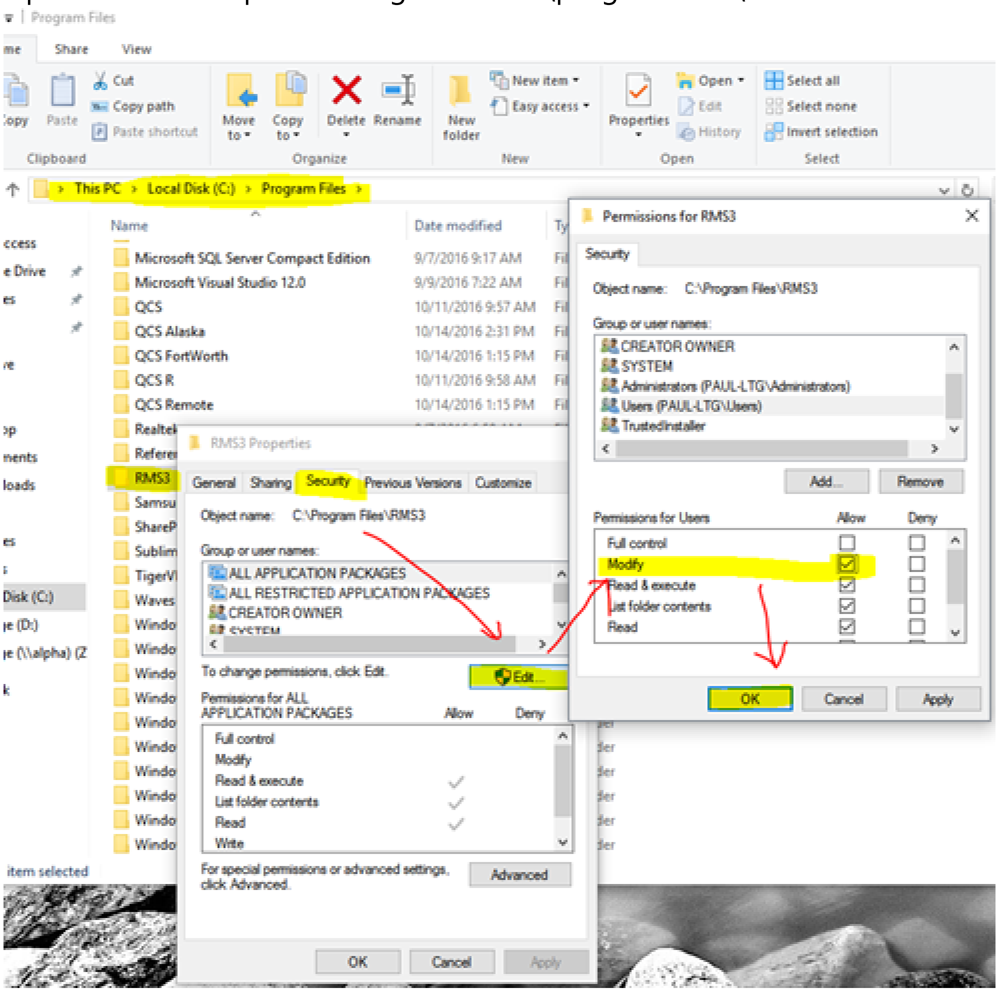




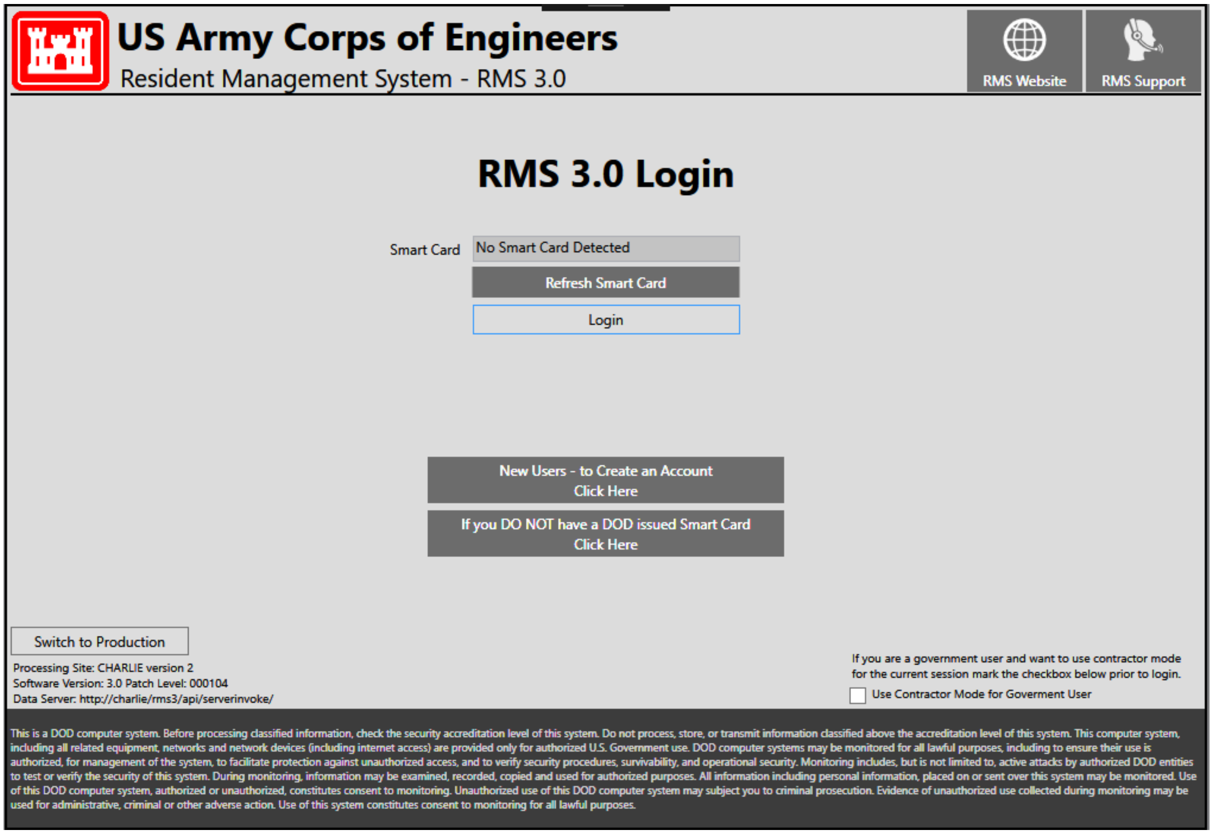
Follow all default installation prompts by hitting next repeatedly. After finishing, an RMS 3 icon will be placed on your desktop. If not please check out the "How to Add a Shortcut to the Desktop124" FAQ article.

Next, we need to set permissions for RMS 3.0 to run without Administrative privileges. Open Windows Explorer and go to the C:\program files\ folder like this:



Basically, give USERS Modify permissions to the C:\program files\rms3 folder by right clicking on the RMS3 folder inside of Program Files, go to Properties --> Security tab ---> Edit Button ---> Scroll down to users and check the box for Modify. Then click ok. Then RMS 3.0 Contractor mode can be run without needing to right click and Run as Administrator.

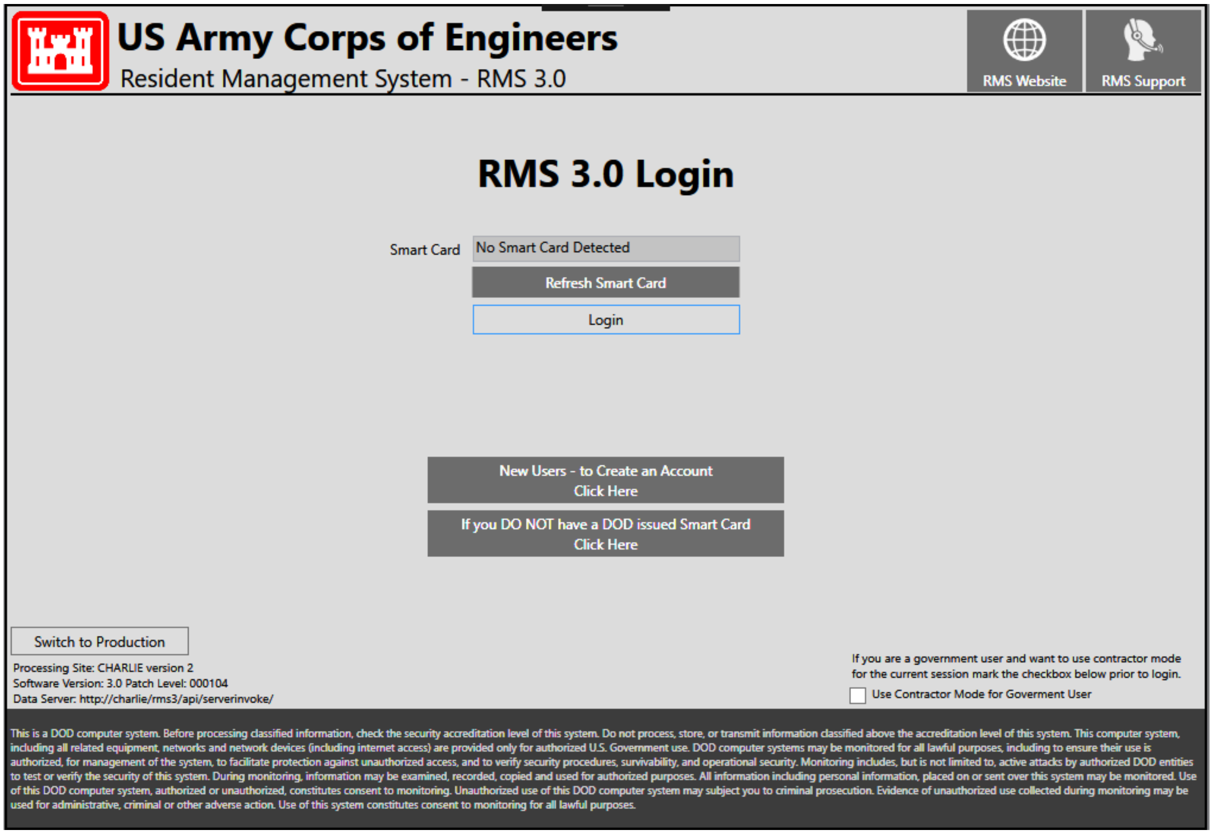
Once installed and set up, the login screen should look similar to the screenshot below:



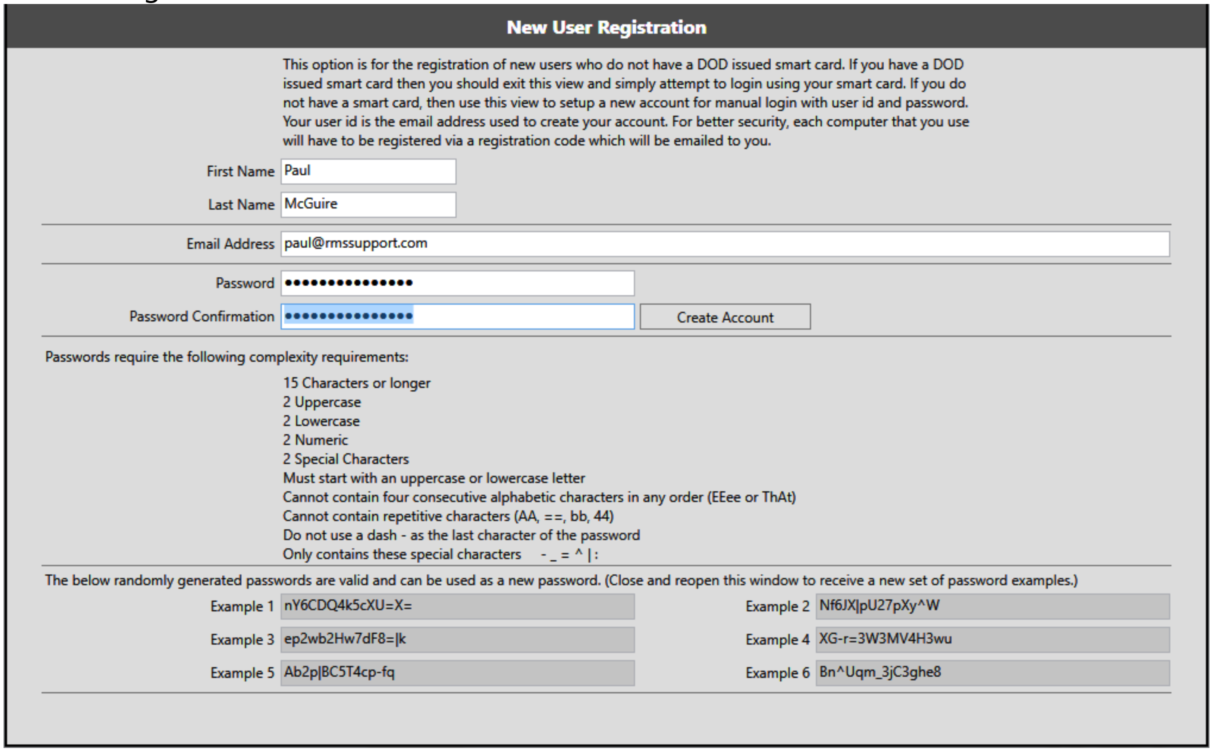
If this is the first time using the system, an account will have to be created with the "New Users - to Create an Account Click Here" button - see article "Register a Username 11"

1.2 How to Register Username

Creating an account in RMS 3.0 Contractor Mode is easy. Upon a fresh install, RMS looks like this:

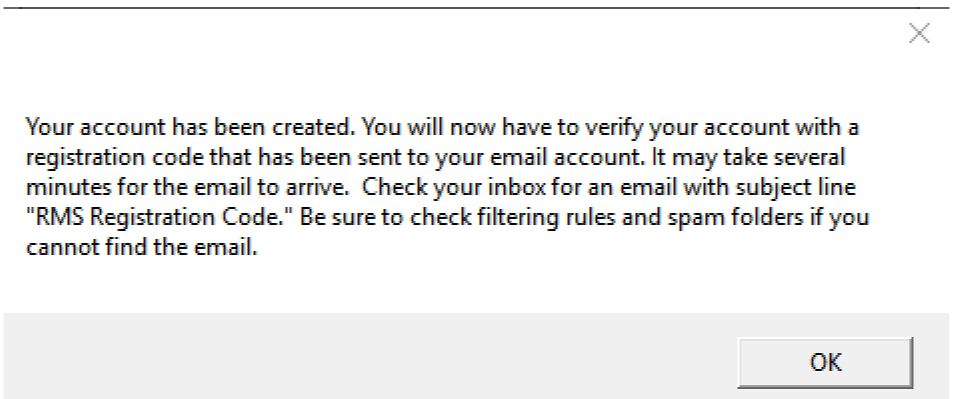


As a Contractor, click on the "If you DO NOT have a DOD issued Smart Card, Click Here" - this is the bottom most button on the above screen. This will change the login screen to the below image:

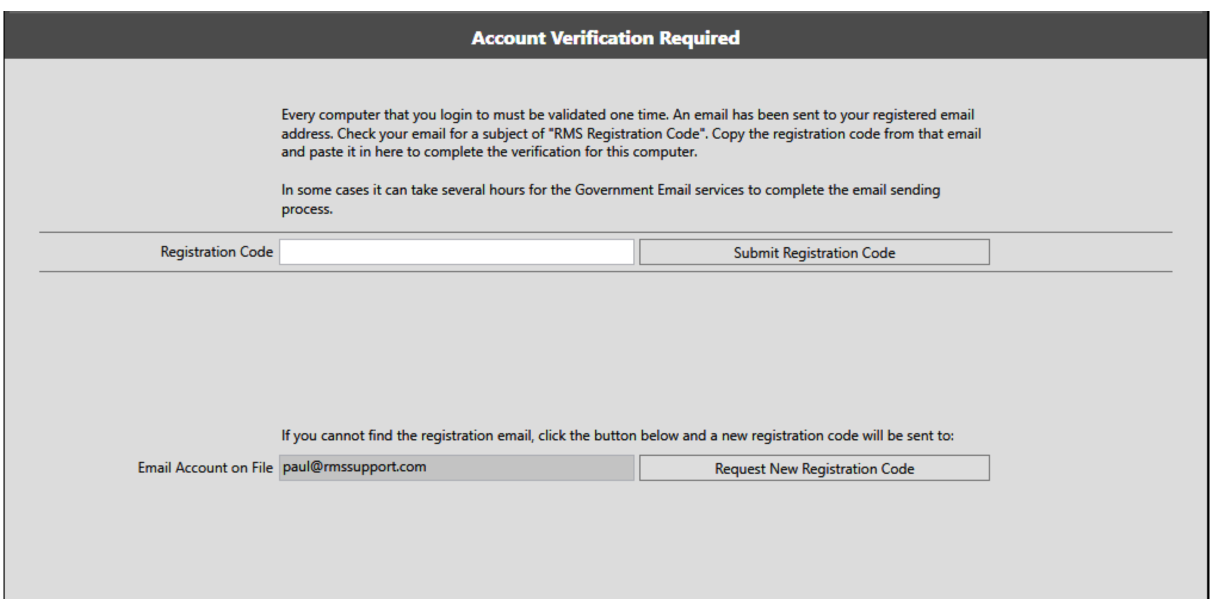


Please fill in First Name, Last Name, Email Address (this will be your login id), and copy/paste a password example from the examples into both password fields. It is recommended to copy/paste this to another secured location for ease of access when logging into RMS 3.0 in the future. If a password is forgotten or lost, there is a “Forgotten Password / Change Password” link. Make sure the email address is correct.

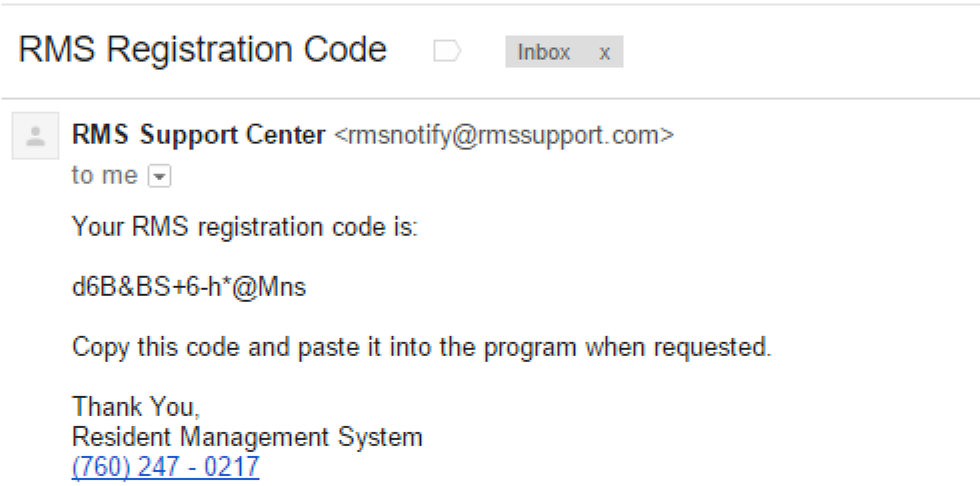
Click Create Account.



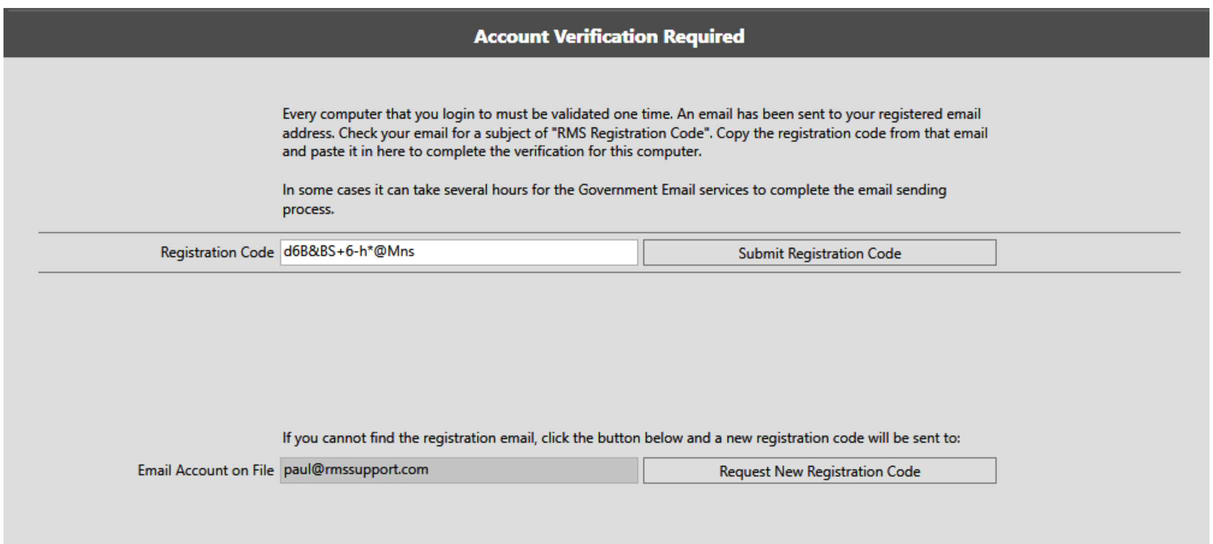
After creating an account the above popup window will show. Please give RMS a few minutes to send a registration code email to the email address provided.



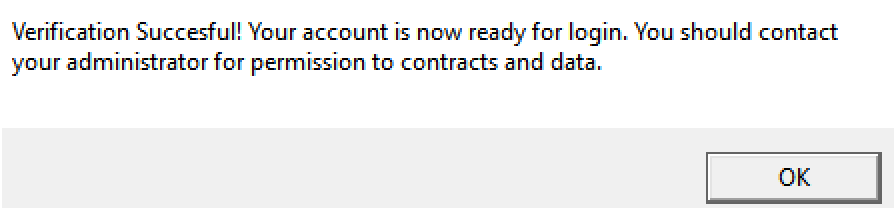
An email will arrive looking similar to this:



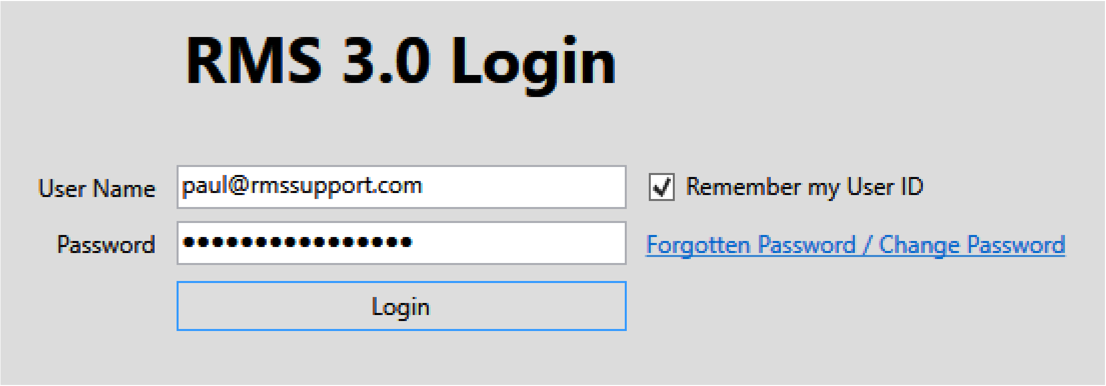
Copy paste this registration code into the Registration Code box in the screen above (like this):



The above image has the registration code from the email copy/pasted into the Registration Code box. Please note it may help to copy/paste the registration code into Notepad to ensure it has no leading spaces when copying from email. At this point Click on Submit Registration Code.



Please note that until a USACE Representative for the contract adds this email address to a contract, nothing will be shown or accessible in RMS 3.0 Contractor Mode. Contact the USACE Representative to get assigned a contract. The first Contractor getting the contract will be known as the Administrator and have the ability to add additional contractors to RMS 3.0 Contractor Mode.



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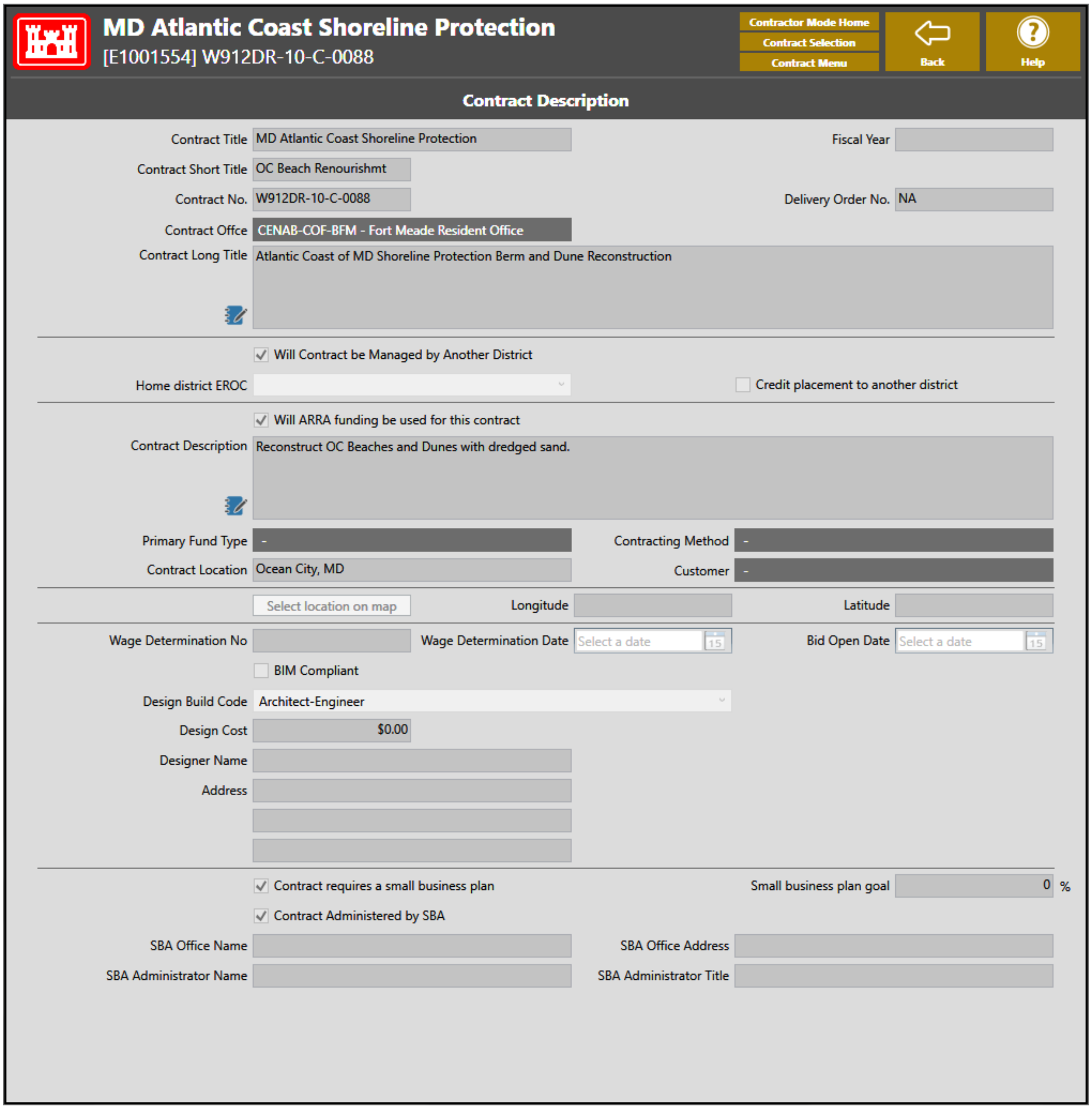
Administration

2 Administration

Topics included in this chapter:

2.1 Contract Description

The "Administration | Contract Description" module contains general information related to the contract that is entered by the USACE Representative for the contract. All of the information in the Contract Description module is read only so if something needs to be changed please contact the USACE Representative for the contract.



The "Administration --> Contract Description" module screen contains a number of data fields that are all read only and provided to give the Contractor Mode User information entered by the Government Mode User regarding the contract.

Contract ID

The Contract ID is automatically assigned by Government Mode when the Government Mode User creates the contract. It cannot be changed. It consists of a LETTER, followed by seven NUMBERS. The first two characters indicate what USACE District created the contract. For example if a contract ID starts with L1 it was created in the Los Angeles District; if L2 then it was created in the Sacramento District; and so forth. This number must be provided to the RMS Support Center when requesting technical support. The Contract ID number is also located at the very top of the screen, right next to the Red Castle Icon in the upper left hand corner.

Contract Number
A number assigned by the USACE to your contract. It is longer than the Contract ID and contains multiple letters, digits, and dashes.

Delivery Order
The Delivery Order number is entered if the contract is actually a “Delivery Order” (Task Order). Otherwise, it is entered as “NA”. This permits the same Contract Number to be used for multiple Delivery or Task Orders.

Fiscal Year
The Fiscal Year (FY) indicates the FY the contract was awarded. In Government Mode, it is used for such things as tracking potential retiring funds.

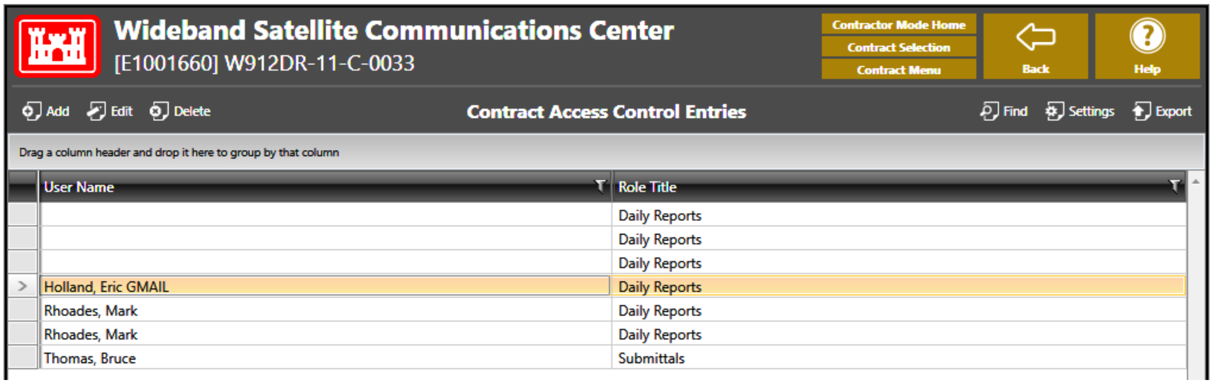
Contract Title
The Contract Title is a description of the contract as awarded. The title is limited to forty (40) characters in length.

Short Title
The Short Title is used in many Contractor Mode reports and calendars and is the abbreviated name of the contract. The description is limited to twenty (20) characters and it is meant to easily identify the contract.

Contract Office
The Contract Office refers to the office that will administer the contract as the Contract Administration Office (CAO). This is usually the office of the Administrative Contracting Officer, or Contracting Officer Representative.

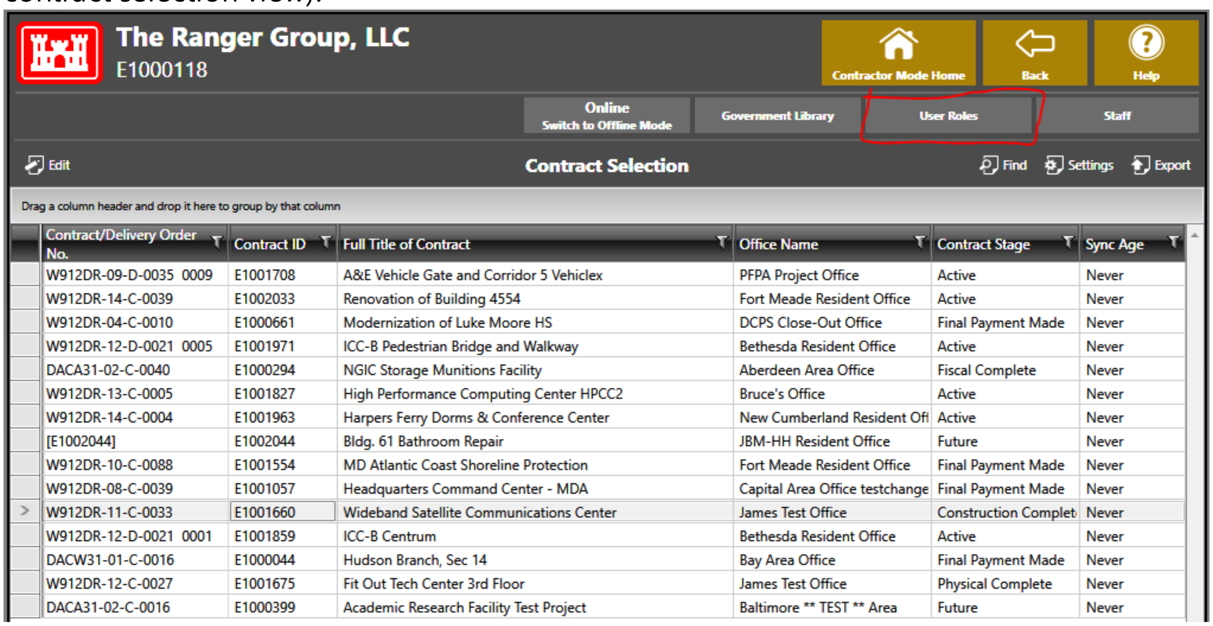
2.2 Contract Access Control

Often it is import to restrict access to certain modules and features in Contractor Mode. A good example is with the "Administration --> Progress Payments" module where all of the pay requests are found. Some users may want to restrict access to this module to certain people who can see the pay requests. Still other users may want permissions to prepare the pay request while not being able to complete it. RMS Contractor Mode offers the ability to restrict access to some 26 different modules and features. These different access controls may be grouped together and given a name such as "Submittal Clerk" for users who are responsible for entering and monitoring submittals and transmittals or "QC Supervisor" for users who are responsible for entering and managing QC related data such as daily reports, equipment checks, and exposure hours. When various access controls are grouped together it is called a "Role". Setting User Roles is done outside of the contract at the contract selection screen. Users in Contractor Mode may also be given administrator privileges. An administrator is like a "super-user" in that they have full access to every contract that has been linked with their employer and they may grant or revoke administrator privilege to any other Contractor Mode user in their company. It is important to note that only a Contractor Mode User with administrator privilege may access the "Administration --> Contract Access Control" module for each contract.



User Name	Role Title
	Daily Reports
	Daily Reports
	Daily Reports
Holland, Eric GMAIL	Daily Reports
Rhoades, Mark	Daily Reports
Rhoades, Mark	Daily Reports
Thomas, Bruce	Submittals

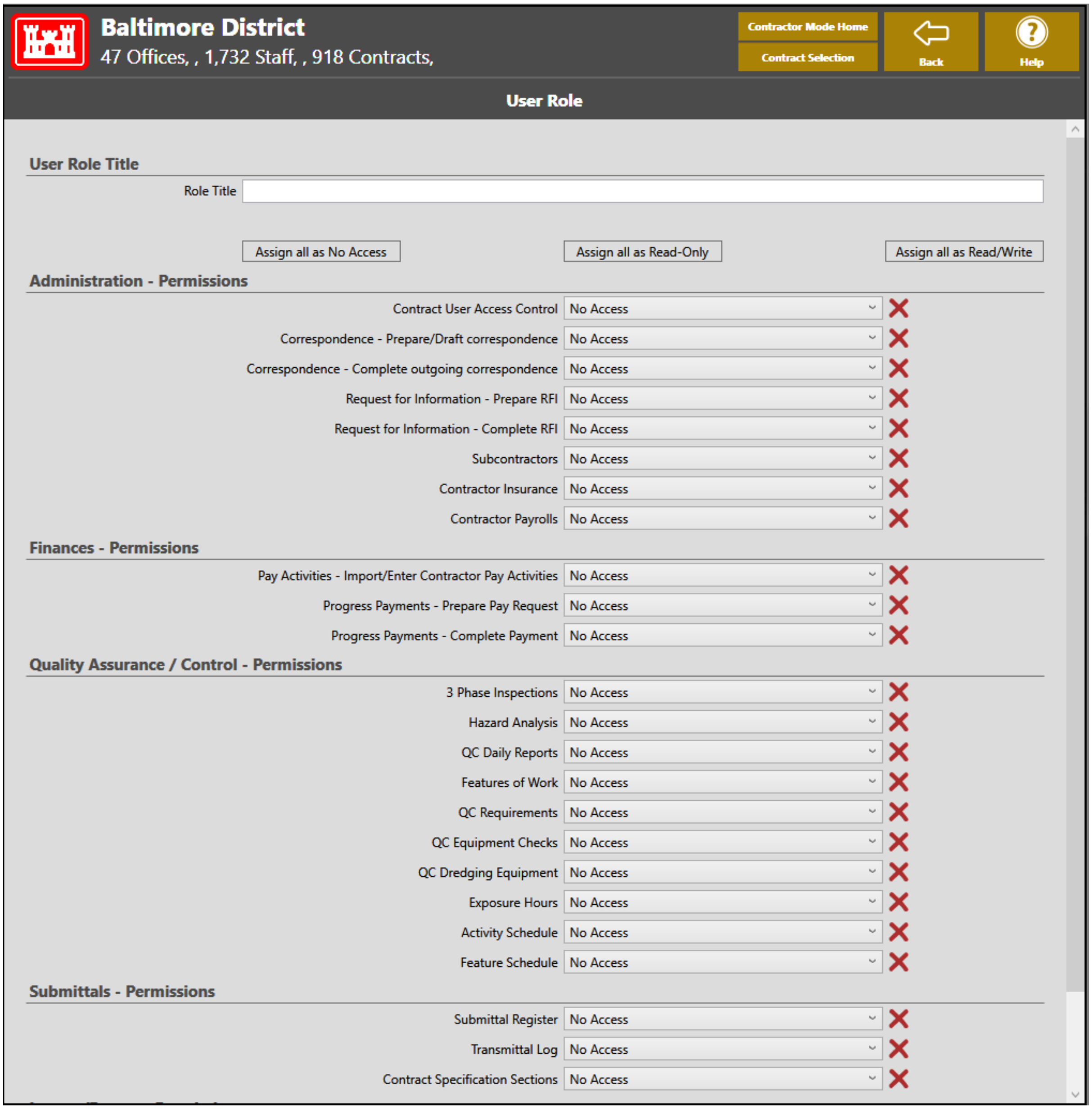
This is the Administration --> Contract Access Control module (above). Remember that roles are assigned outside of the contract (click back several times to go back to the contract selection view):



Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage	Sync Age
W912DR-09-D-0035 0009	E1001708	A&E Vehicle Gate and Corridor 5 Vehiclex	PFPA Project Office	Active	Never
W912DR-14-C-0039	E1002033	Renovation of Building 4554	Fort Meade Resident Office	Active	Never
W912DR-04-C-0010	E1000661	Modernization of Luke Moore HS	DCPS Close-Out Office	Final Payment Made	Never
W912DR-12-D-0021 0005	E1001971	ICC-B Pedestrian Bridge and Walkway	Bethesda Resident Office	Active	Never
DACA31-02-C-0040	E1000294	NGIC Storage Munitions Facility	Aberdeen Area Office	Fiscal Complete	Never
W912DR-13-C-0005	E1001827	High Performance Computing Center HPCC2	Bruce's Office	Active	Never
W912DR-14-C-0004	E1001963	Harpers Ferry Dorms & Conference Center	New Cumberland Resident Offi	Active	Never
[E1002044]	E1002044	Bldg. 61 Bathroom Repair	JBM-HH Resident Office	Future	Never
W912DR-10-C-0088	E1001554	MD Atlantic Coast Shoreline Protection	Fort Meade Resident Office	Final Payment Made	Never
W912DR-08-C-0039	E1001057	Headquarters Command Center - MDA	Capital Area Office testchange	Final Payment Made	Never
W912DR-11-C-0033	E1001660	Wideband Satellite Communications Center	James Test Office	Construction Complet	Never
W912DR-12-D-0021 0001	E1001859	ICC-B Centrum	Bethesda Resident Office	Active	Never
DACW31-01-C-0016	E1000044	Hudson Branch, Sec 14	Bay Area Office	Final Payment Made	Never
W912DR-12-C-0027	E1001675	Fit Out Tech Center 3rd Floor	James Test Office	Physical Complete	Never
DACA31-02-C-0016	E1000399	Academic Research Facility Test Project	Baltimore ** TEST ** Area	Future	Never

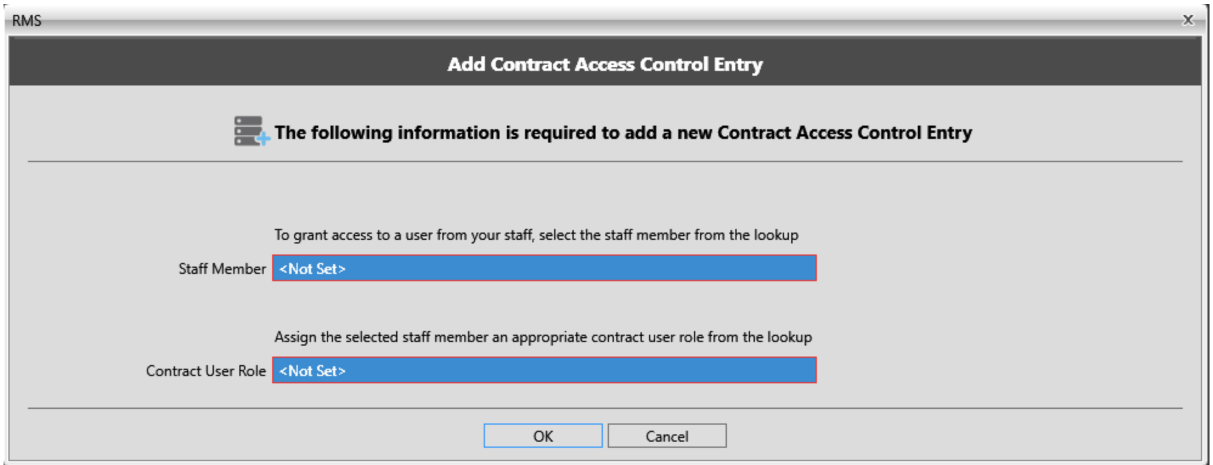
Notice the User Roles button on the top right (circled in red). From here we can assign User Roles that can later be assigned to staff in specific contracts. Click on User Roles:

On this screen click Add to add a user role:

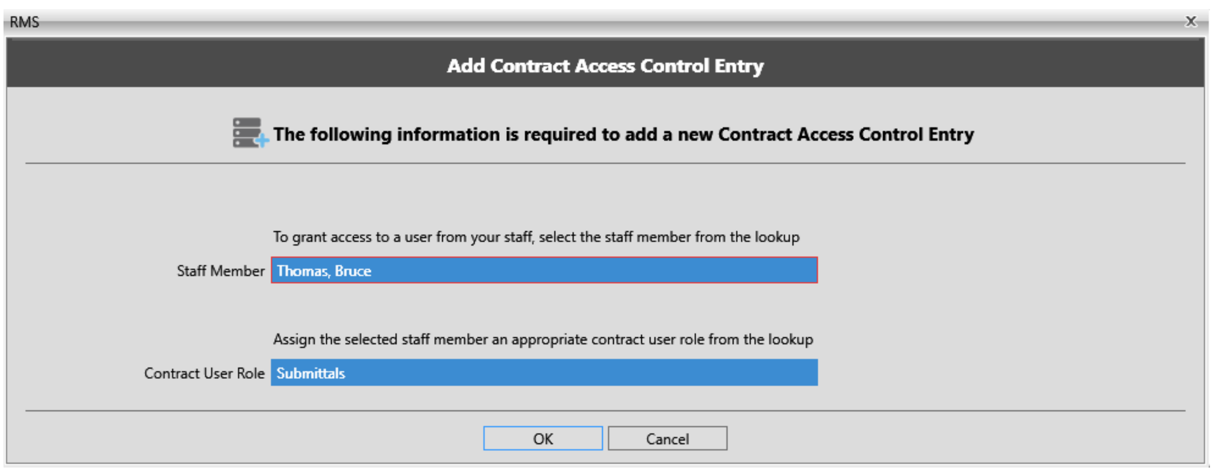


Here a very detailed set of permissions can be assigned to a user role (which can then be assigned to any number of staff). Options for each module include, No Access, Read Only

Access, and Read & Write Access. Give the user role a title and then go back to a Contract --> Administration --> Contract Access Control.



Click the blue box (a lookup window) to select a Staff Member and a Contract User Role. Remember, Staff can be added in the same general location as a User Roles (except clicking Staff instead of User Roles).

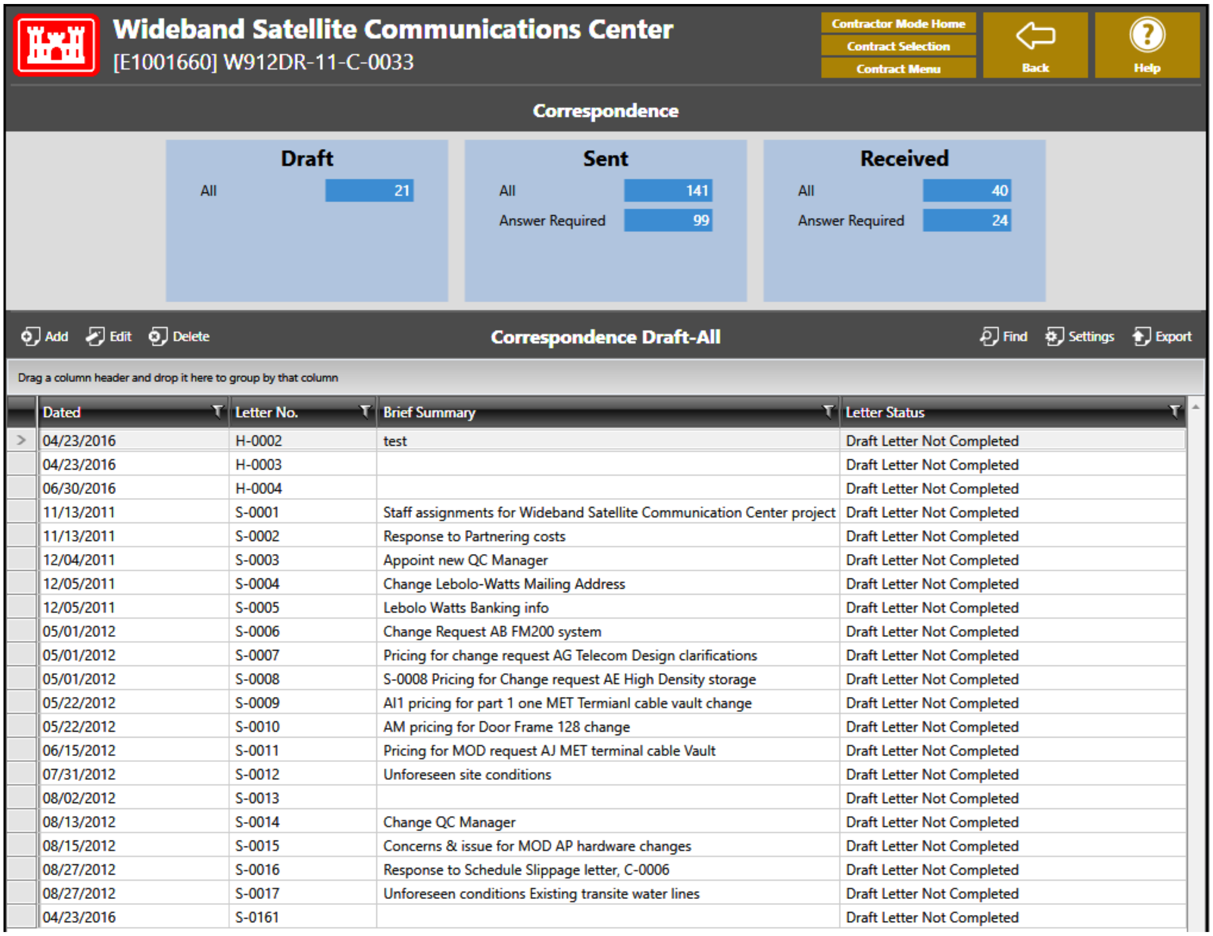


Here we are assigning Submittals to a staff member named Bruce Thomas. Click ok to assign this user role to Bruce. Then click back to go back to the Contract Access Control Entries.

2.3 Correspondence

The "Administration --> Correspondence" module will allow the Contractor and the USACE to exchange correspondence letters within Government Mode and Contractor Mode. In addition, they will be able to include file attachments to the letters. The letters that will be able to be sent will include contractor Home (H-###) and Site (S-####) letters. Basically, the contractor will be able to designate either a Site or Home using the current check out scheme. The Government will accept the ‘first’ answer to a particular letter from either the H or S office and will ignore subsequent answers. Also, the Government will be able to generate both RFP and C letters to send them to the Contractor. The generated letters are able to be answered by either the Home or the Site office.

Using the "Administration --> Correspondence" module users will be able to maintain a log of all documents sent or received on a specific contract. The Correspondence module has sorting options at the top of the window to allow ease of access. For example, one can sort by drafts (not completed yet), or by letters sent, or specifically, letters received that require answers or have unresolved issues.



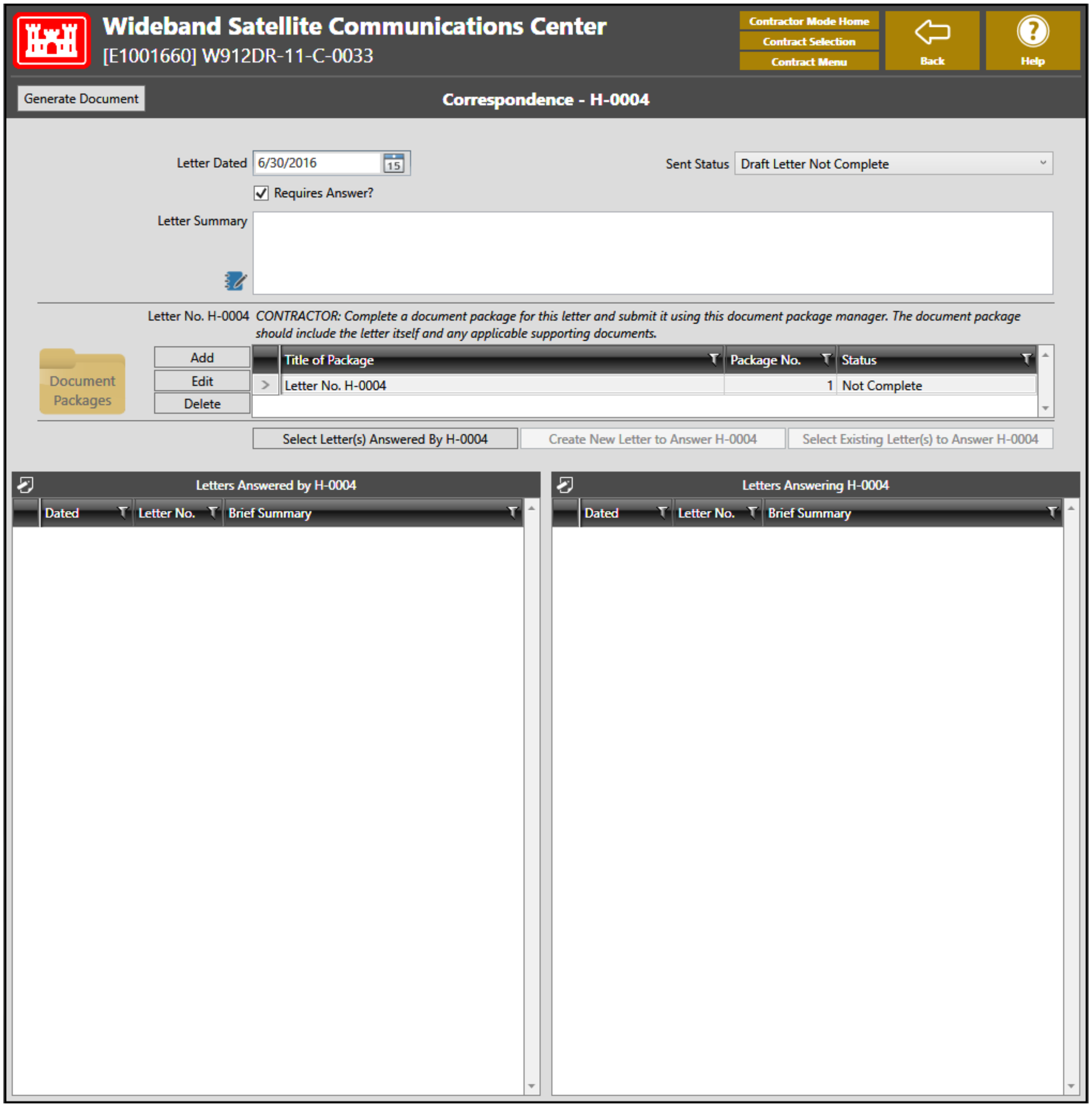
Dated	Letter No.	Brief Summary	Letter Status
04/23/2016	H-0002	test	Draft Letter Not Completed
04/23/2016	H-0003		Draft Letter Not Completed
06/30/2016	H-0004		Draft Letter Not Completed
11/13/2011	S-0001	Staff assignments for Wideband Satellite Communication Center project	Draft Letter Not Completed
11/13/2011	S-0002	Response to Partnering costs	Draft Letter Not Completed
12/04/2011	S-0003	Appoint new QC Manager	Draft Letter Not Completed
12/05/2011	S-0004	Change Lebolo-Watts Mailing Address	Draft Letter Not Completed
12/05/2011	S-0005	Lebolo Watts Banking info	Draft Letter Not Completed
05/01/2012	S-0006	Change Request AB FM200 system	Draft Letter Not Completed
05/01/2012	S-0007	Pricing for change request AG Telecom Design clarifications	Draft Letter Not Completed
05/01/2012	S-0008	S-0008 Pricing for Change request AE High Density storage	Draft Letter Not Completed
05/22/2012	S-0009	AI1 pricing for part 1 one MET Termianl cable vault change	Draft Letter Not Completed
05/22/2012	S-0010	AM pricing for Door Frame 128 change	Draft Letter Not Completed
06/15/2012	S-0011	Pricing for MOD request AJ MET terminal cable Vault	Draft Letter Not Completed
07/31/2012	S-0012	Unforeseen site conditions	Draft Letter Not Completed
08/02/2012	S-0013		Draft Letter Not Completed
08/13/2012	S-0014	Change QC Manager	Draft Letter Not Completed
08/15/2012	S-0015	Concerns & issue for MOD AP hardware changes	Draft Letter Not Completed
08/27/2012	S-0016	Response to Schedule Slippage letter, C-0006	Draft Letter Not Completed
08/27/2012	S-0017	Unforeseen conditions Existing transite water lines	Draft Letter Not Completed
04/23/2016	S-0161		Draft Letter Not Completed

Correspondence is now all on one selection grid with the ability to sort by letter status (Draft, Sent, Received). On first load, the Correspondence Module will have all letters visible (C, H, S, RFP, MEM).

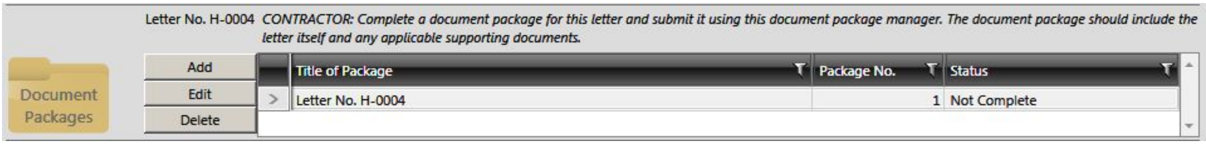
Clicking the Add button will bring up a list of two letter options (Letter from Contractor Home Office and Letter from Contractor Site Office) shown below:

Once the type of letter has been selected, a window like the one below will show asking the letter to be numbered:

After adding a letter, this is the Correspondence Letter View:

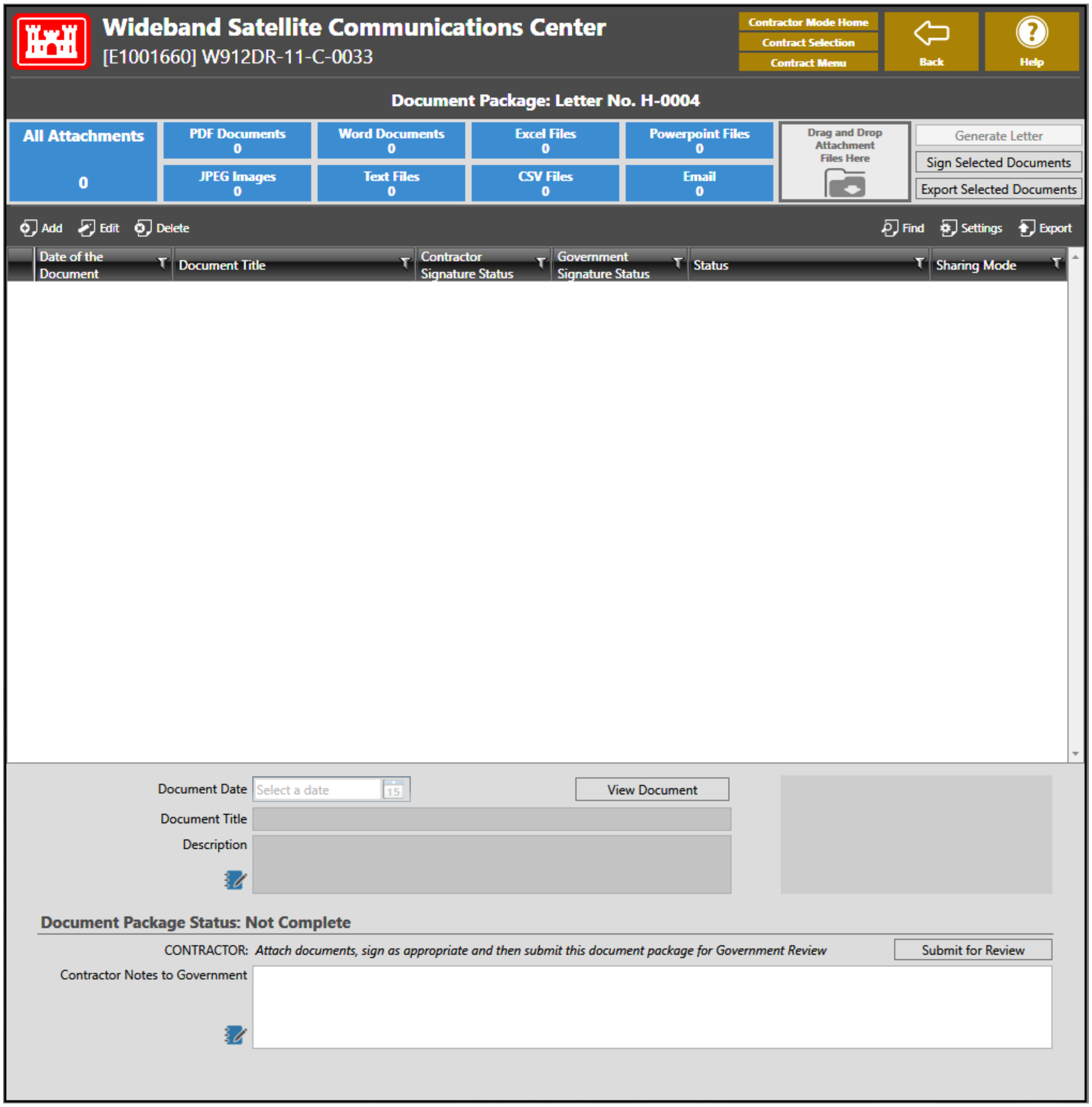


Notice the two column grids on the bottom (side by side). The column on the left are letters answered by this letter (H-0004) and the column on the right are letters that are answering this letter (H-0004).

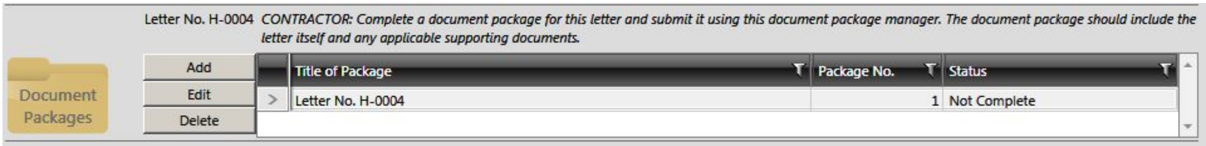


The Document Packages in the middle is RMS 3's new attachment widget allowing any sort of attachments (pictures, documents, audio files, PDFs, etc) to the correspondence letter. Any number of Document Packages can be added - think of a document package as a folder in a filing case, you can put any number of documents inside of a folder and you can have many folders inside of a cabinet. The Document Package is the cabinet. When clicking add, it creates a folder that collects documents.

When clicking Add on the Document Package, an attachment view will appear (below). Notice the title is still the Correspondence Letter C-0055. Users can drag/drop as many documents as they want from Windows Explorer (current file size limit is 50mb) for this specific package. Once done, clicking back will take users back to the Correspondence C-0055 letter and the Document Packages will show one folder of attachments (see next image).



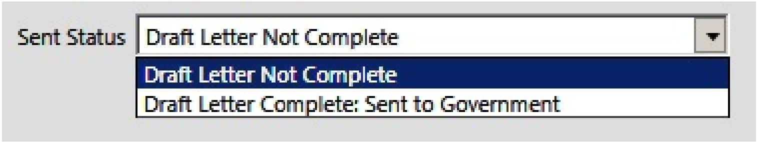
After attaching documents and clicking back, this is what the Document Packages will look like:



Remember, a Correspondence Letter may have as many Document Packages (that contain attachments) as a user wants.

Checking the "Requires Answer" asks the Government Mode users to respond with an answer letter.

To complete out a Correspondence Letter after all information has been entered, notice the Sent Status on the upper right hand corner of the image above. When the dropdown arrow is clicked, a user will see an image similar to the one below:



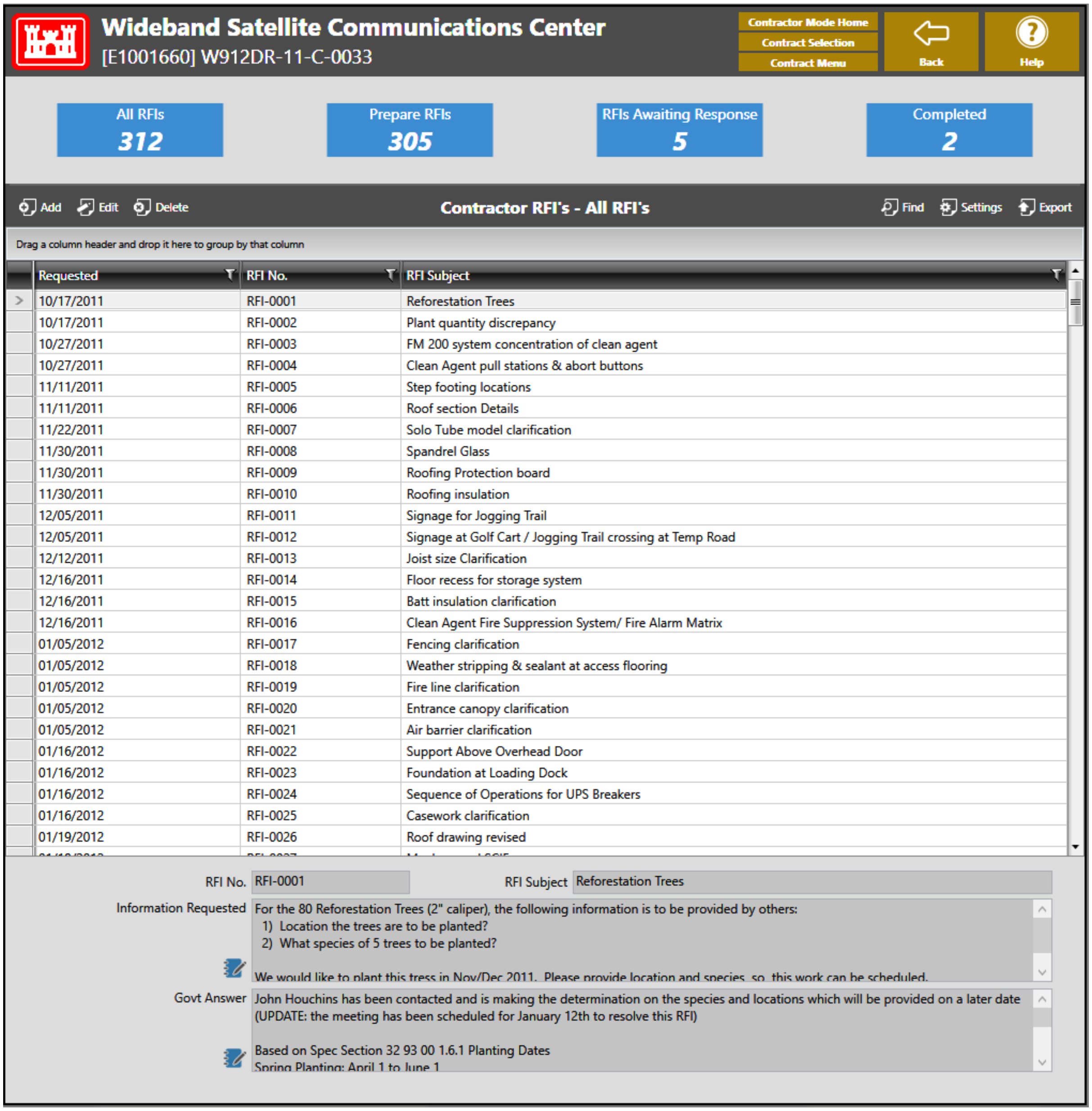
In later updates to this help article, information on Generating a Document will be added.

2.4 Request for Information

During the course of the contract it is often necessary to obtain clarification, guidance, or interpretation on certain aspects of the contract. This can include the written documents (specifications), plans (contract drawings), or interpretation and application of the contract as a whole. This is what the Request for Information module was built for. Now with the new document package manager (allowing any type of attachments, any number under a 50mb/each limit) RFIs are an even better way of communicating with the USACE Representative for the contract.

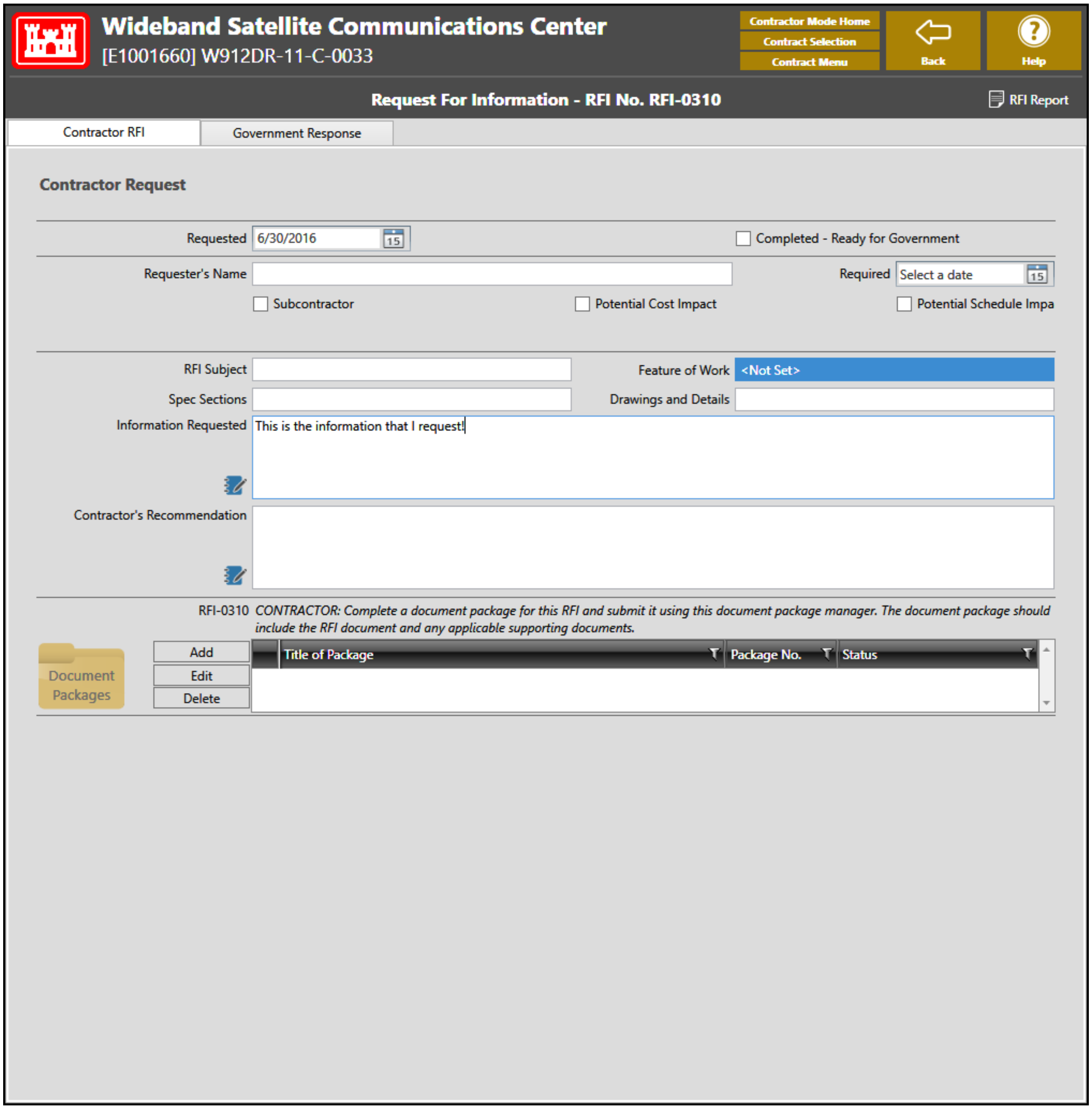
RFIs include the following key items:

- Information requested
- Date Requested
- Contractor's Recommendation
- Will it result in a cost or schedule impact to the contract?
- Attachments such as contract drawings, sketches, or photos



Like other modules in RMS, information can be sorted with the buttons on the top - All RFIs, Prepare RFIs, RFIs Awaiting Response.

Clicking add brings up the following window (below):



Input a Requested Date. Notice that the Completed - Ready for Government box is greyed out. This will not ungrey until a Requested date and Information Requested has been entered.

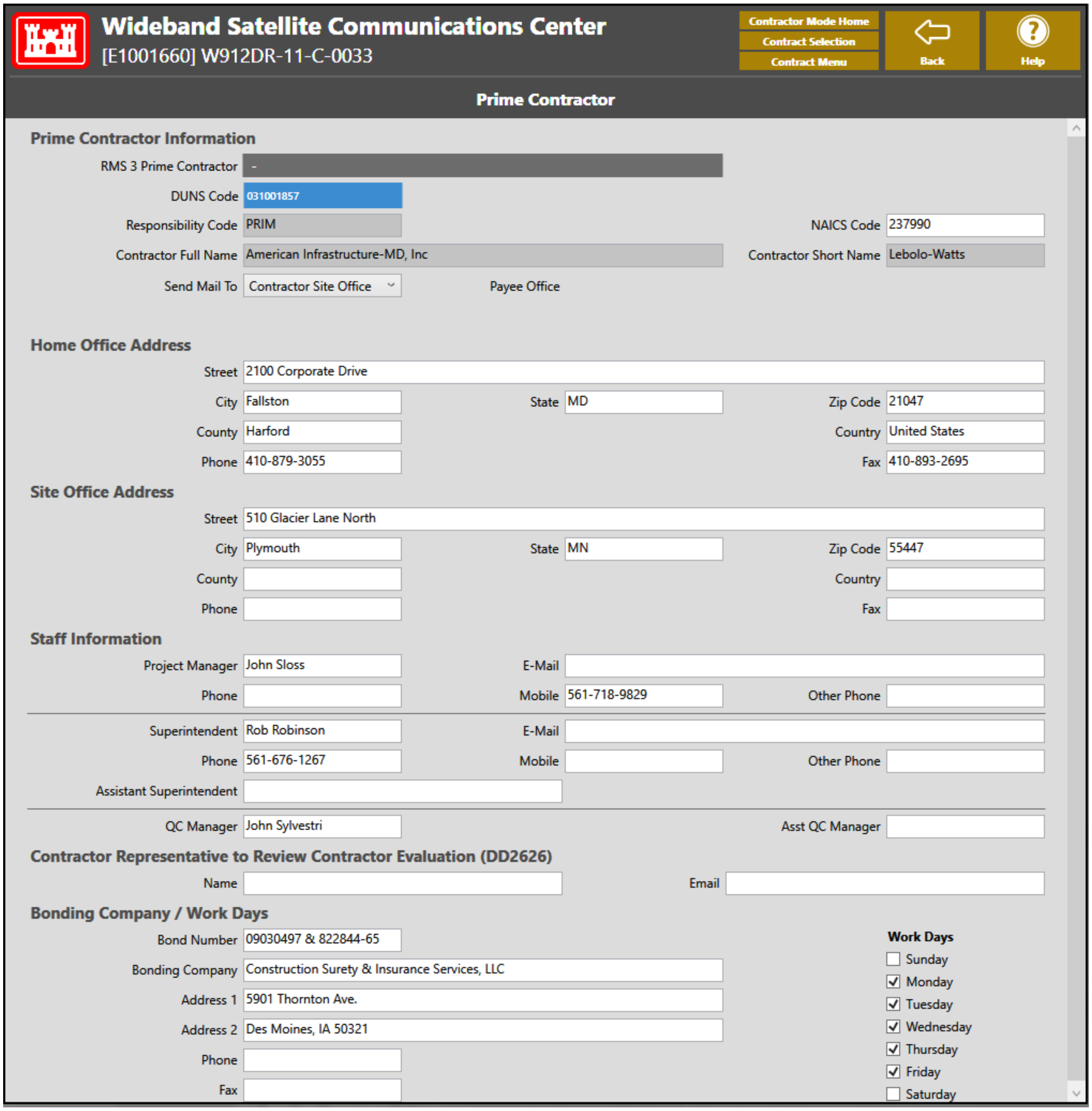
Any number of Document Packages (discussed in "Correspondence 24") can be added to the specific RFI.

When everything is entered and ready to go to the Government, check the "Completed - Ready for Government" box on the top right corner of the screen.

2.5 Prime Contractor

The "Administration --> Prime Contractor" module allows for a variety of information that is related to the prime contractor to be entered such as address, points of contact, bond information, and more.

The "Administration --> Prime Contractor" module exists in both RMS Government Mode and Contractor Mode. However in Contractor Mode the Responsibility Code, DUNS No, Contractor Short Name, and Contractor Name data fields are all read only and may only be changed in Government Mode except for the responsibility code which is always "PRIM". When a contract is created in Government Mode by default a contractor with the responsibility code of "PRIM" is created.



DUNS Code

The DUNS Code is entered in Government Mode and is read only in Contractor Mode.

The DUNS No. is a nine-digit (or thirteen-digit) Contractor CEC number (DUNS # or DUNS +4#), as it appears on the Contractor's proposal or contract award letter. A sample CEC number is "03-8074381". (FAR 52.204-4, Contractor Establishment Code (CEC)). The CEC is a 9-digit code assigned to a Contractor that contracts with a Federal executive agency. The CEC system is a contractor identification coding system that is currently the Dun and Bradstreet Data Universal Numbering System (DUNS). The CEC system is distinct from the Federal Identification Numbering (TIN) system. The Government will obtain a CEC for any awardee that does not have or does not know its CEC. The CEC number should be found on the executed SF 1422, in block 14. It is also used in Block 2 of the DD Form 2626, Performance Evaluation (Construction), form in CCASS.

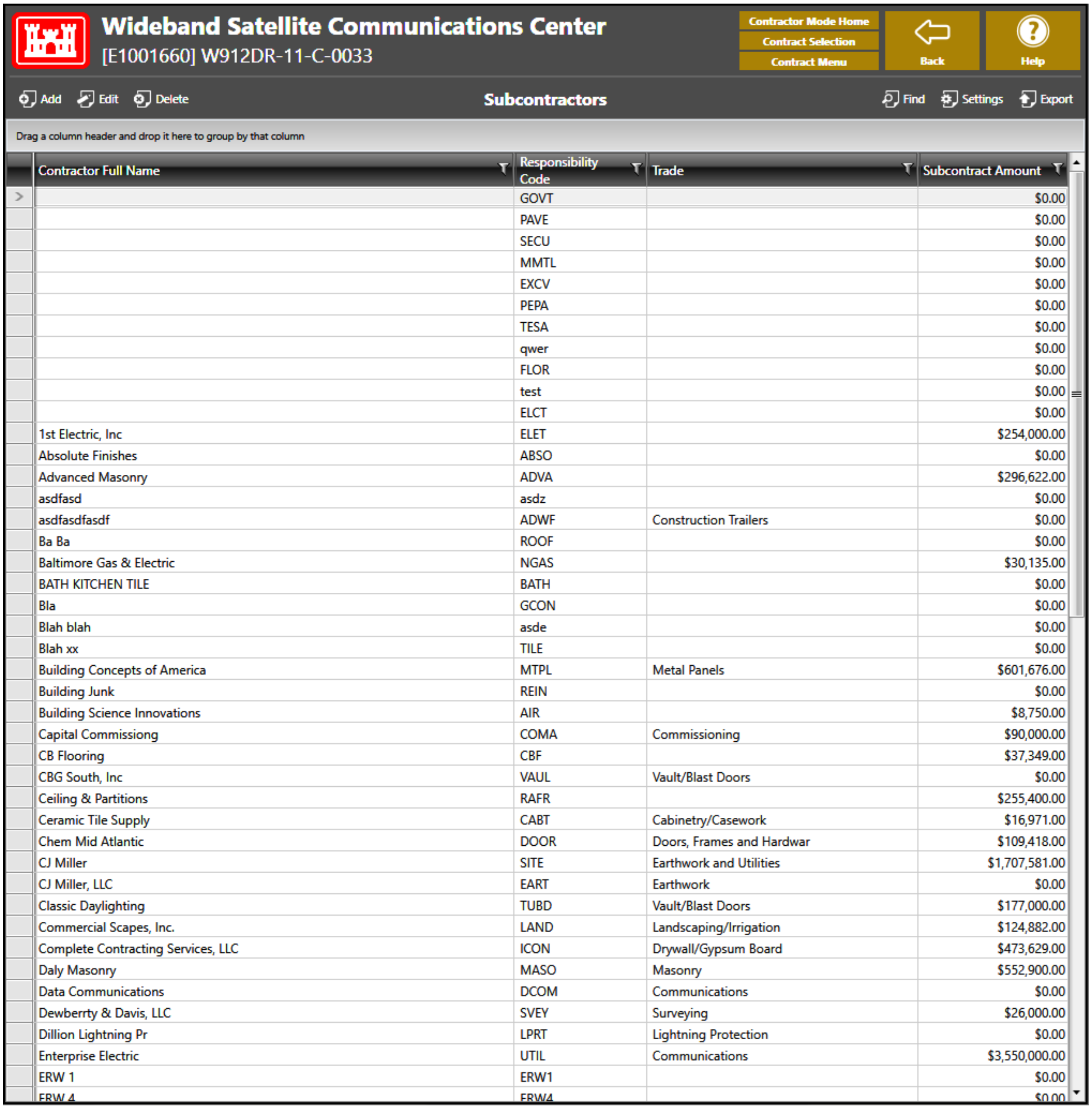
Responsibility Code
This code should match the Contractor's scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. The responsibility code for the Prime Contractor is always PRIM and a record for the prime contractor is create by Government Mode when the contract is created.

NAICS Code
Enter the NAICS code here. A sample NAICS code is "236220", for "Commercial and Institutional Building Construction" (most of our Contractors will have this code).

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To locate your NAICS code for Construction please click https://www.naics.com/.

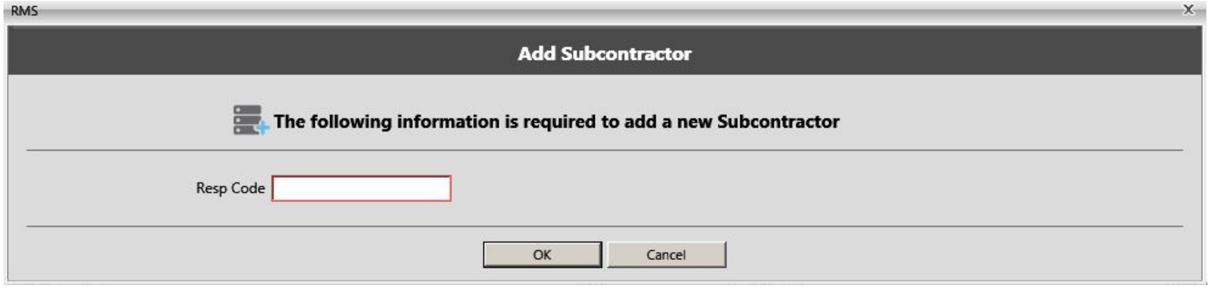
2.6 Subcontractors

Subcontractor entry is an essential part of the RMS Contractor Mode program. For example, attaching a subcontractor to each activity will link submittal items to the subcontractor. With the subcontractor linked to activities, Contractor Mode knows who has related responsibilities, such as for Preparatory and Initial Inspections. A subcontractor list is necessary to document Labor Interviews. Without the subcontractor data, daily Labor Hours cannot be posted in the Daily Quality Control Report. Subcontractor deficiencies are noted on the Contractor Pay Request worksheet. Subcontract amount and particulars are required per the Prompt Payment Act.



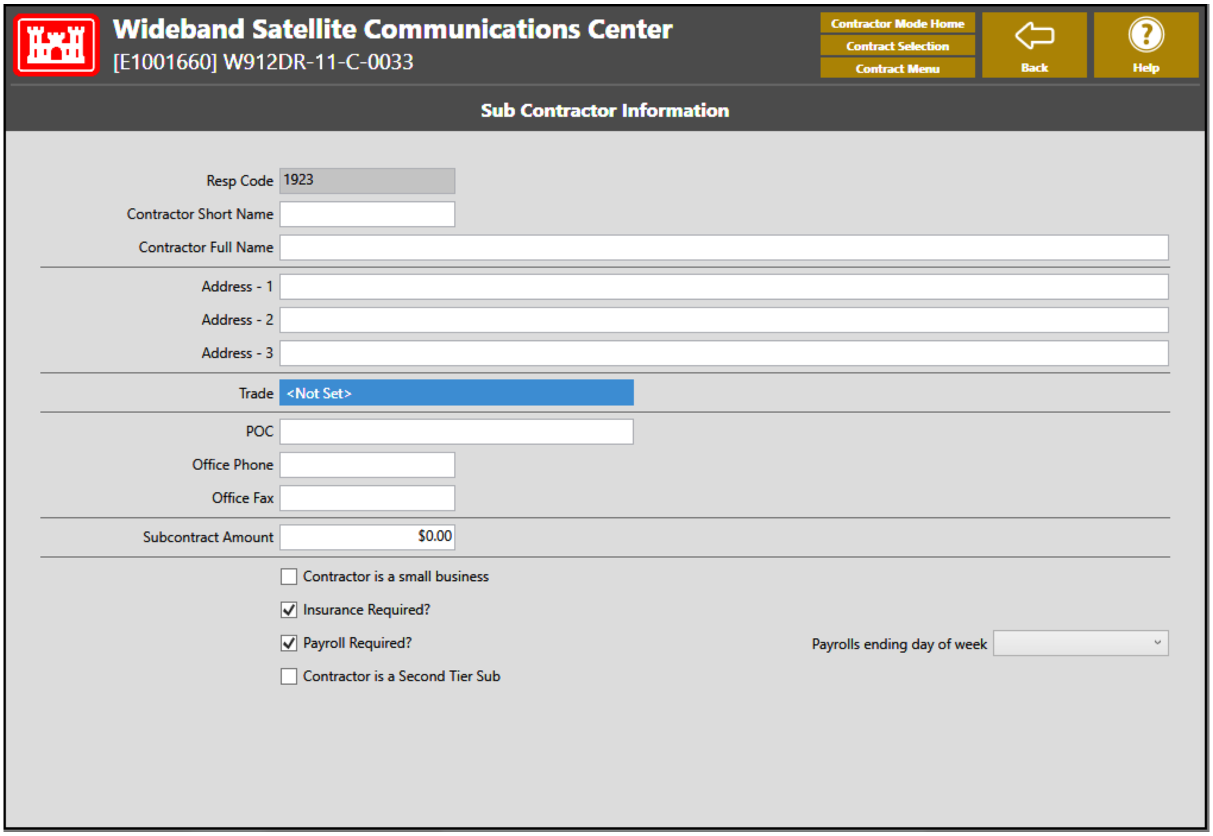
Contractor Full Name	Responsibility Code	Trade	Subcontract Amount
	GOVT		$0.00
	PAVE		$0.00
	SECU		$0.00
	MMTL		$0.00
	EXCV		$0.00
	PEPA		$0.00
	TESA		$0.00
	qwer		$0.00
	FLOR		$0.00
	test		$0.00
	ELCT		$0.00
1st Electric, Inc	ELET		$254,000.00
Absolute Finishes	ABSO		$0.00
Advanced Masonry	ADVA		$296,622.00
asdfasd	asdz		$0.00
asdfasdfasdf	ADWF	Construction Trailers	$0.00
Ba Ba	ROOF		$0.00
Baltimore Gas & Electric	NGAS		$30,135.00
BATH KITCHEN TILE	BATH		$0.00
Bla	GCON		$0.00
Blah blah	asde		$0.00
Blah xx	TILE		$0.00
Building Concepts of America	MTPL	Metal Panels	$601,676.00
Building Junk	REIN		$0.00
Building Science Innovations	AIR		$8,750.00
Capital Commissiong	COMA	Commissioning	$90,000.00
CB Flooring	CBF		$37,349.00
CBG South, Inc	VAUL	Vault/Blast Doors	$0.00
Ceiling & Partitions	RAFR		$255,400.00
Ceramic Tile Supply	CABT	Cabinetry/Casework	$16,971.00
Chem Mid Atlantic	DOOR	Doors, Frames and Hardwar	$109,418.00
CJ Miller	SITE	Earthwork and Utilities	$1,707,581.00
CJ Miller, LLC	EART	Earthwork	$0.00
Classic Daylighting	TUBD	Vault/Blast Doors	$177,000.00
Commercial Scapes, Inc.	LAND	Landscaping/Irrigation	$124,882.00
Complete Contracting Services, LLC	ICON	Drywall/Gypsum Board	$473,629.00
Daly Masonry	MASO	Masonry	$552,900.00
Data Communications	DCOM	Communications	$0.00
Dewberrty & Davis, LLC	SVEY	Surveying	$26,000.00
Dillion Lightning Pr	LPRT	Lightning Protection	$0.00
Enterprise Electric	UTIL	Communications	$3,550,000.00
ERW 1	ERW1		$0.00
ERW 4	ERW4		$0.00

Clicking the Add button brings up a window asking for the Responsibility Code.



This code should match the Contractor's scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. The responsibility code for the Prime Contractor is always PRIM and a record for the prime contractor is create by Government Mode when the contract is created. If a subcontractor is performing more that one type (feature) of work, enter the code for his most 'significant' work. An alpha/numeric identifier is almost always used within a commercial scheduling package and can easily be imported into Contractor Mode. The USACE's Standard Data Exchange Format (SDEF) specifies numeric identifiers only, however, Contractor Mode will accept either/or.

It is best to work with the scheduler (if there is one for the contract) on the responsibility codes to be used so when a code is entered in Contractor Mode it will match the code being used by the scheduler. Otherwise the same subcontractor may end up with two different codes and shown twice in the Data Grid with activities being assigned to one code while accidents and labor hours are assigned to the second code.



Trade

Use the lookup to select the major trade represented by this Subcontractor.

POC

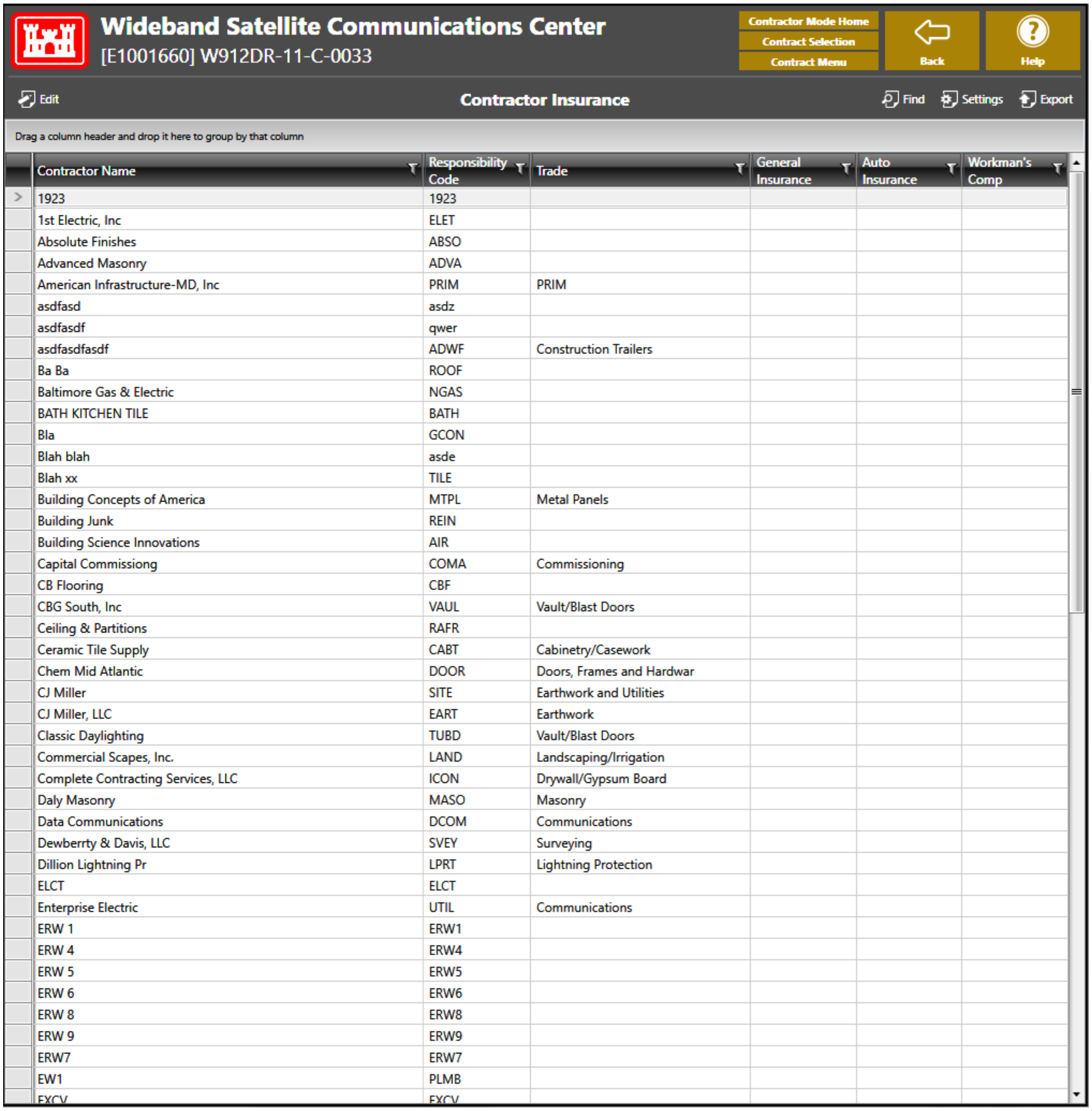
Enter the primary Point-Of-Contact at the subcontractor's home office. This name will be used for reporting Warranty issues at the conclusion of the contract.

Subcontract Amount
This amount should agree with the contractor Activity distribution within the construction schedule of values. The requirement to provide the amount of the Subcontract is a clear contract requirement and is used to show compliance to the Prompt Payment Act, among other things.

Once this information is filled out, click the Back button to see the Subcontractor added to the list of Subcontractors for the contract.

2.7 Contractor Insurance

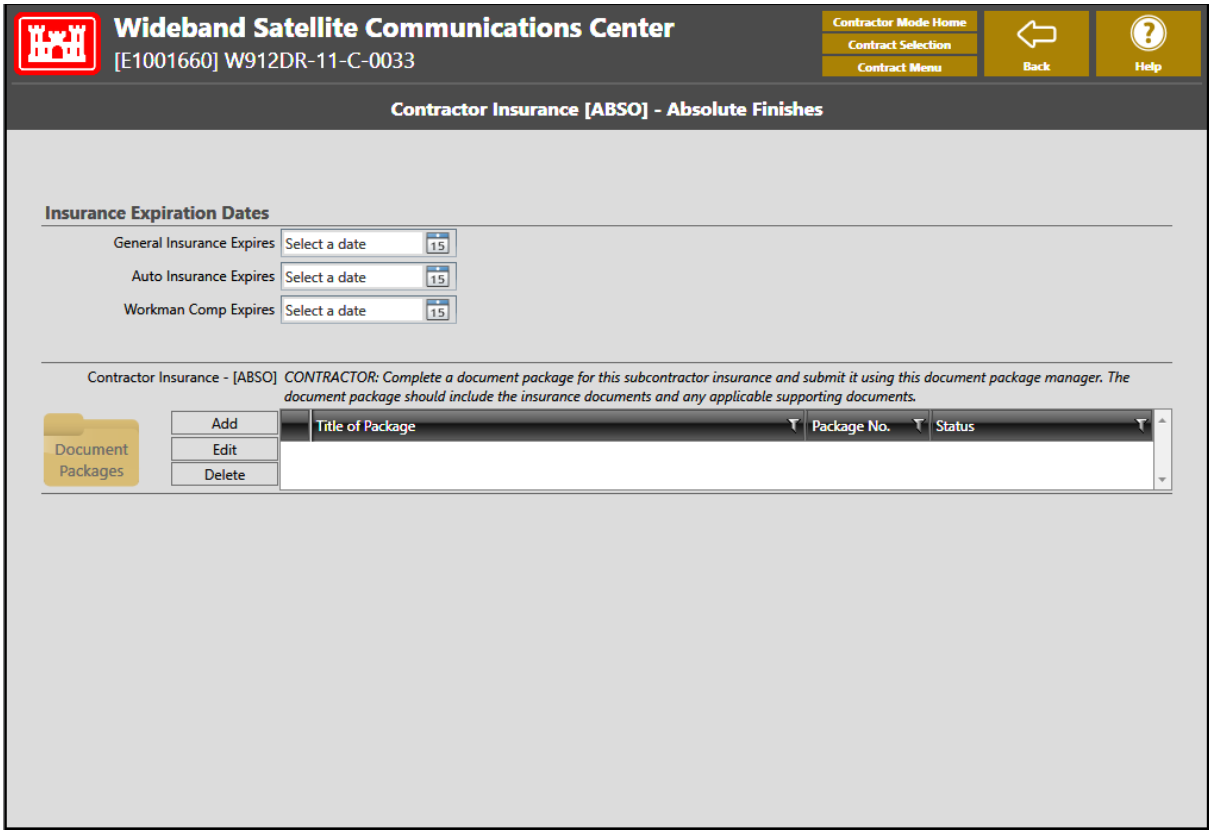
The contractor insurance module is designed to track the insurance of both the Prime contractor as well as the sub contractors. Each and every contractor will have a record that can be edited to show the correct expiration dates of each contractor.



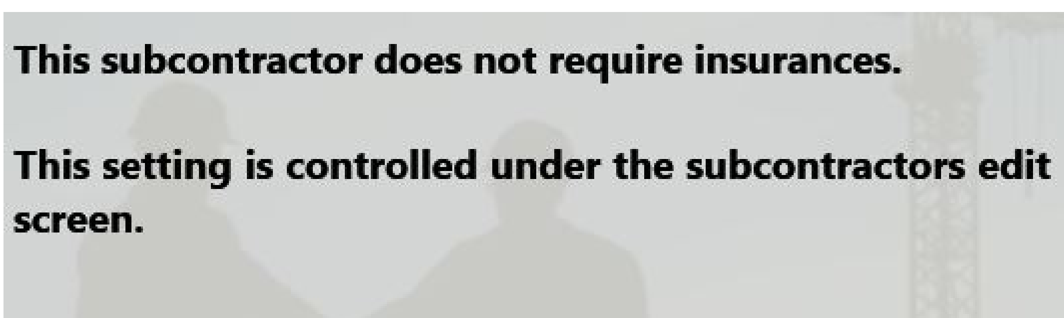
Contractor Name	Responsibility Code	Trade	General Insurance	Auto Insurance	Workman's Comp
1923	1923				
1st Electric, Inc	ELET				
Absolute Finishes	ABSO				
Advanced Masonry	ADVA				
American Infrastructure-MD, Inc	PRIM	PRIM			
asdfasd	asdz				
asdfasdf	qwer				
asdfasdfasdf	ADWF	Construction Trailers			
Ba Ba	ROOF				
Baltimore Gas & Electric	NGAS				
BATH KITCHEN TILE	BATH				
Bla	GCON				
Blah blah	asde				
Blah xx	TILE				
Building Concepts of America	MTPL	Metal Panels			
Building Junk	REIN				
Building Science Innovations	AIR				
Capital Commissiong	COMA	Commissioning			
CB Flooring	CBF				
CBG South, Inc	VAUL	Vault/Blast Doors			
Ceiling & Partitions	RAFR				
Ceramic Tile Supply	CABT	Cabinetry/Casework			
Chem Mid Atlantic	DOOR	Doors, Frames and Hardwar			
CJ Miller	SITE	Earthwork and Utilities			
CJ Miller, LLC	EART	Earthwork			
Classic Daylighting	TUBD	Vault/Blast Doors			
Commercial Scapes, Inc.	LAND	Landscaping/Irrigation			
Complete Contracting Services, LLC	ICON	Drywall/Gypsum Board			
Daly Masonry	MASO	Masonry			
Data Communications	DCOM	Communications			
Dewberrty & Davis, LLC	SVEY	Surveying			
Dillion Lightning Pr	LPRT	Lightning Protection			
ELCT	ELCT				
Enterprise Electric	UTIL	Communications			
ERW 1	ERW1				
ERW 4	ERW4				
ERW 5	ERW5				
ERW 6	ERW6				
ERW 8	ERW8				
ERW 9	ERW9				
ERW7	ERW7				
EW1	PLMB				
EXCV	EXCV				

Prior to commencement of work, insurance documentation is required to be furnished to the Government by the Prime Contractor. The Prime Contractor is responsible to provide documentation of each Subcontractor prior to their commencement of work. The requirements for such insurance is usually found in specification entitled: “Required Insurance”. The insurance coverage must amount to at least the limits referred to in the contract. However, where the Financial Responsibility Compulsory Insurance Law of the State in which the contract is located requires higher limits, policies should provide coverage of at least those limits.

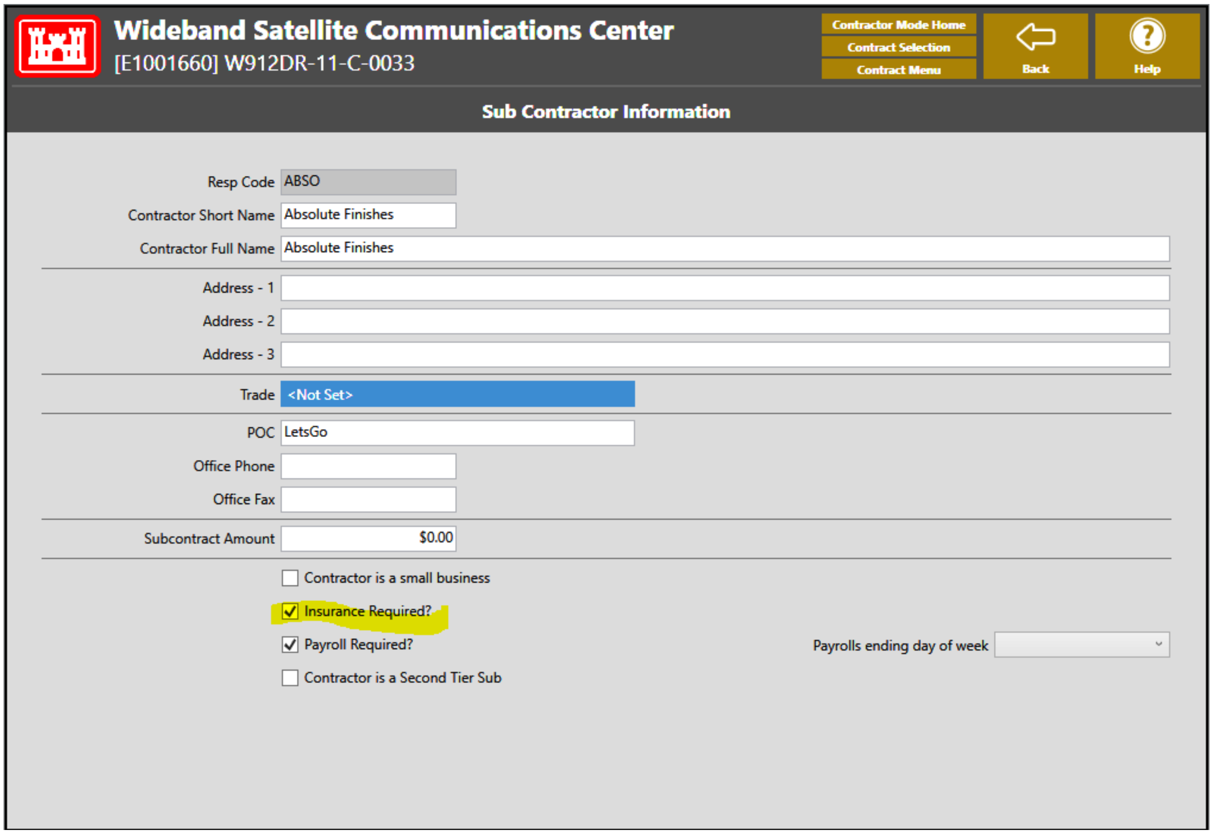
Entries here are added from the Subcontractors module. Clicking Edit on a Subcontractor brings up the following window:



The three General Insurance, Auto Insurance, and Workman Comp Expires dates remain from QCS 2.38 but now added is the Document Packages widget that allows an unlimited number of document packages for the Contractor Insurance. Insurance Documents can be uploaded by the Contractor throughout the contract as needed.



If an error message appears when clicking edit (above) - go to Administration --> Subcontractors --> Edit --- and make sure the "Insurance Required?" checkbox is checked (below):



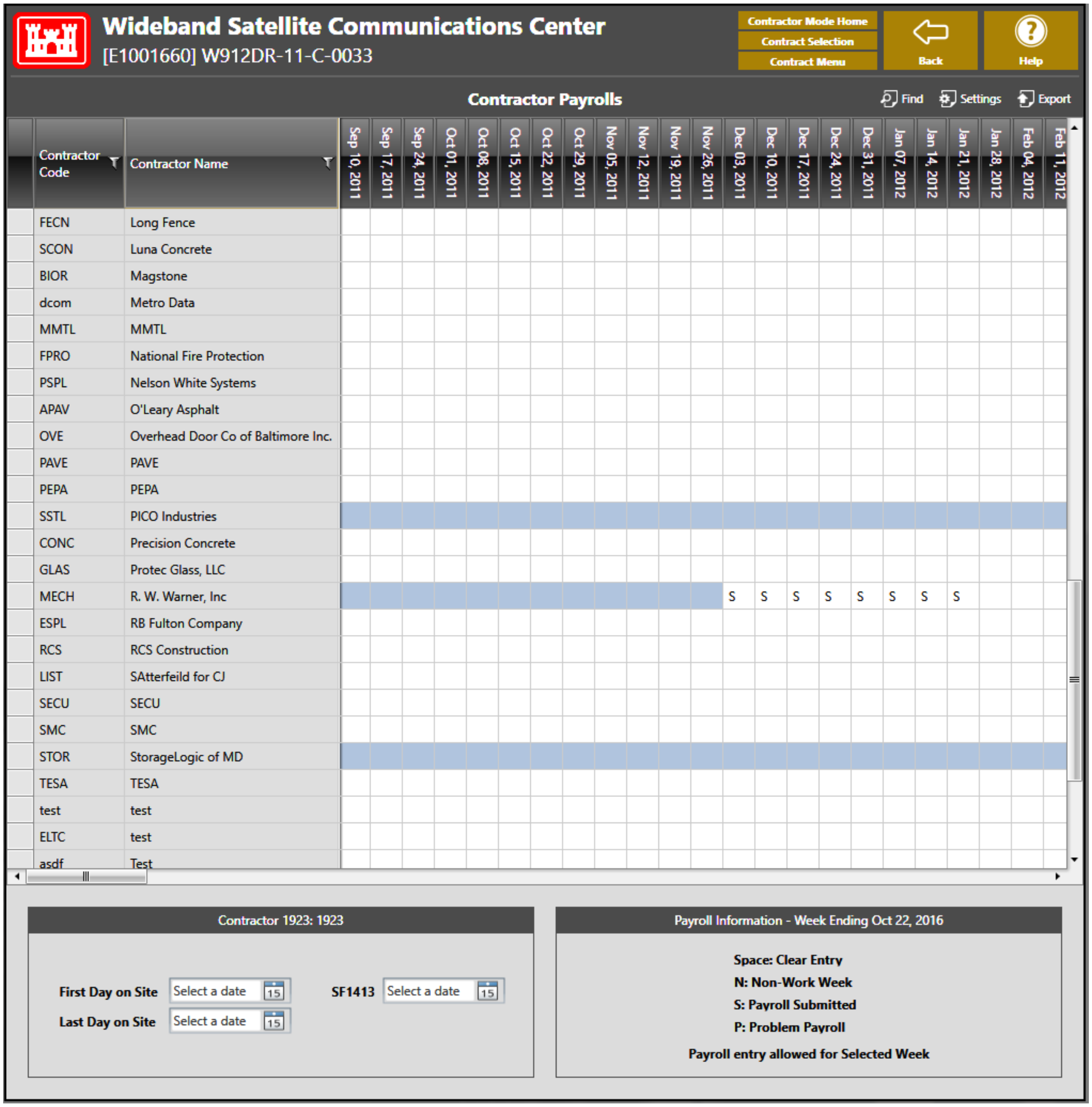
2.8 Contractor Payroll

Tracking and documenting of contractor payrolls is required on typical military and civil construction projects in the United States that fall under the auspices of the Davis-Bacon Act. In some limited cases, this is also required on contracts performed in overseas (OConus) locations.

If payrolls are required to be tracked, it is extremely important that it be tracked and the Prime Contractor keeps all payroll reporting up to date and current.

Some United States Army Corps of Engineers offices elect to enter payroll data themselves, while other offices require the Contractor to enter the data. If the screen is indicated as “Read Only”, the Government will enter the data after the Contractor provides documentation as required.

If a payroll is not shown or current on this screen, it will be listed on the Pay Estimate Worksheet each time a Pay Request is submitted for payment considerations.



Payroll in Contractor Mode is very similar to what it was in QCS 2.38. N for Non-Work Week, S for Payroll Submitted, P for Problem Payroll. Also, First Day on Site, Last Day on Site are accessible via the bottom left window.

The Contractor Payrolls module contains a Data Grid where each row represents a subcontractor. Other than the first two columns of the Data Grid, all the columns represents each week of the contract from start of the contract to the current/final week. Use the horizontal scroll bar along the bottom of the Data Grid to move between the various weeks. Below the Data Grid are two panels. The left panel contains the first and last day on site for the active contractor as well as their SF1413 date. The right panel is the information that is to be entered into the Data Grid.

The first week ending date is determined from the contract's actual NTP date. If there is no actual NTP date then the scheduled NTP date is used. If there is no scheduled NTP date then the current date is used. Regardless of the date selected it is always incremented to Saturday.

The last week ending date is determined from the contract's actual physical completion date. If the contract doesn't have an actual physical completion date then the current date is used. Regardless of the date selected it is always incremented to a Saturday.

The SF 1413 is used by all executive agencies, including the United States Army Corps of Engineers. The SF 1413 provides the following information:

- Identifies all of the subcontractors under the prime contractor.
- Identifies each subcontractor's scope of work, award date, and subcontractor number.

The SF 1413 also provides formal notification to subcontractors of the labor laws and associated clauses they are responsible for complying with. Since the form provides formal notification it is acknowledged by both parties and becomes a part of the contract.

Finances

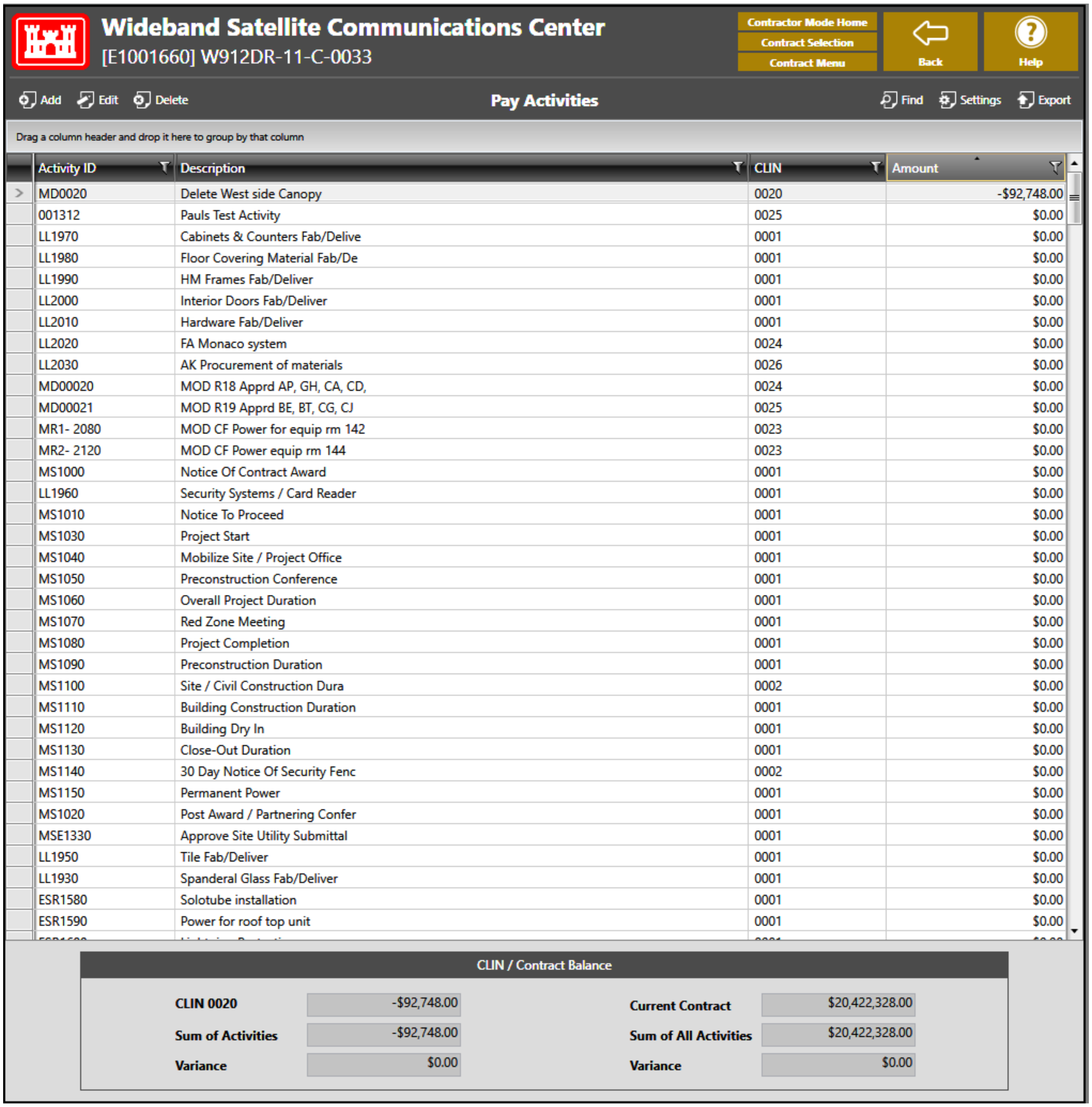
3 Finances

Topics included in this chapter:

3.1 Pay Activities

The RMS Government Mode and Contractor Mode can be used to track finances pertaining to the contract. Finances are tracked by using pay activates that can be either entered manually or imported through a Standard Data Exchange Format file (SDEF) via a program like Primavera. These pay activities are associated with financial values that will be paid out upon completion. Due to the fact that pay activities are used to pay out the contract, it is critical to enter pay activities correctly. Payments cannot be completed unless the total amount of pay activities matches the CLINS (Contractor Line Item Numbers) which match the contract amount. When everything is balanced, the sum of pay activities will balance out with the contract amount.

Pay Activities are typically imported from the Contractor's NAS (Scheduling Package) but can also be entered manually into Contractor Mode. The contractor enters information related to pay activities linking the activity to a subcontractor, a feature of work, and most importantly, assigning the activity to a line item and giving the activity a dollar amount.

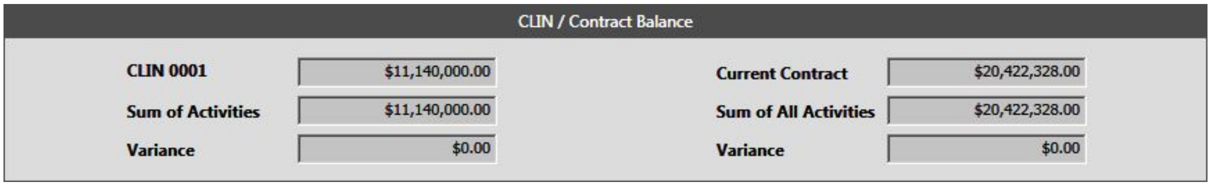


Activity ID	Description	CLIN	Amount
MD0020	Delete West side Canopy	0020	-$92,748.00
001312	Pauls Test Activity	0025	$0.00
LL1970	Cabinets & Counters Fab/Delive	0001	$0.00
LL1980	Floor Covering Material Fab/De	0001	$0.00
LL1990	HM Frames Fab/Deliver	0001	$0.00
LL2000	Interior Doors Fab/Deliver	0001	$0.00
LL2010	Hardware Fab/Deliver	0001	$0.00
LL2020	FA Monaco system	0024	$0.00
LL2030	AK Procurement of materials	0026	$0.00
MD00020	MOD R18 Apprd AP, GH, CA, CD,	0024	$0.00
MD00021	MOD R19 Apprd BE, BT, CG, CJ	0025	$0.00
MR1- 2080	MOD CF Power for equip rm 142	0023	$0.00
MR2- 2120	MOD CF Power equip rm 144	0023	$0.00
MS1000	Notice Of Contract Award	0001	$0.00
LL1960	Security Systems / Card Reader	0001	$0.00
MS1010	Notice To Proceed	0001	$0.00
MS1030	Project Start	0001	$0.00
MS1040	Mobilize Site / Project Office	0001	$0.00
MS1050	Preconstruction Conference	0001	$0.00
MS1060	Overall Project Duration	0001	$0.00
MS1070	Red Zone Meeting	0001	$0.00
MS1080	Project Completion	0001	$0.00
MS1090	Preconstruction Duration	0001	$0.00
MS1100	Site / Civil Construction Dura	0002	$0.00
MS1110	Building Construction Duration	0001	$0.00
MS1120	Building Dry In	0001	$0.00
MS1130	Close-Out Duration	0001	$0.00
MS1140	30 Day Notice Of Security Fenc	0002	$0.00
MS1150	Permanent Power	0001	$0.00
MS1020	Post Award / Partnering Confer	0001	$0.00
MSE1330	Approve Site Utility Submittal	0001	$0.00
LL1950	Tile Fab/Deliver	0001	$0.00
LL1930	Spanderal Glass Fab/Deliver	0001	$0.00
ESR1580	Solotube installation	0001	$0.00
ESR1590	Power for roof top unit	0001	$0.00

CLIN / Contract Balance

CLIN 0020	-$92,748.00	Current Contract	$20,422,328.00
Sum of Activities	-$92,748.00	Sum of All Activities	$20,422,328.00
Variance	$0.00	Variance	$0.00

This is the Pay Activities view in RMS Contractor Mode. Contractor first starting their contract may not see any activities and will see a variance between the current contract amount and the sum of all activities.

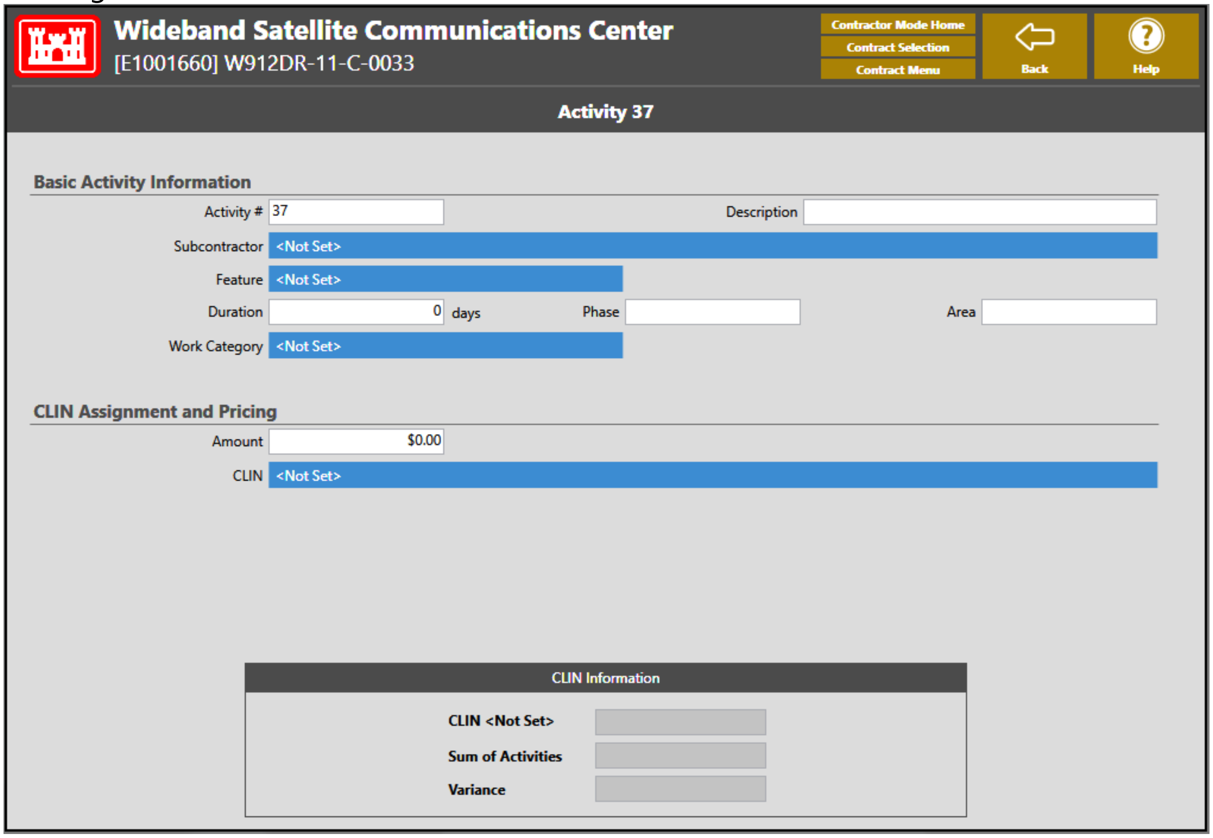


CLIN / Contract Balance

CLIN 0001	$11,140,000.00	Current Contract	$20,422,328.00
Sum of Activities	$11,140,000.00	Sum of All Activities	$20,422,328.00
Variance	$0.00	Variance	$0.00

Notice the information bar at the bottom giving information on the current selected Pay Activity on the left and total contract / sum of activities with their variance (difference) on the right. This totals bar will help identify when activities aren't matching up with line items.

Clicking the Add button will show a screen like the one below:



If Primavera is not going to be used, manual adding of pay activities is recommended. Here, an Activity Number must be assigned, then a description to help identify the activity. After both have been entered, a subcontractor can be assigned (from the Administration --> Subcontractors area). If there are no subcontractors, exit the activity and go to the Administration tab à Subcontractors tile to add Subcontractors to the list. The same thing goes for the Feature lookup. Click the blue <Not Set> to get a lookup for Features of Work. Features of Work are in the QC Tab à Features of Work Tile in Contractor Mode.

Activity ID

The Activity ID must be unique and less than 11 characters in length. Only letters and numbers can be used for this (Example: 0001 or AC001).

Duration

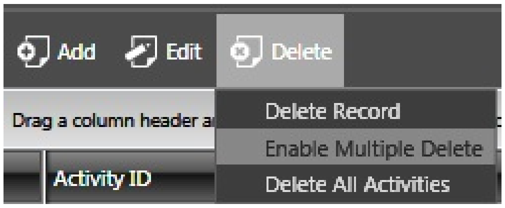
Duration in work days represents the number of actual workdays the activity takes from its start to its completion. If a scheduling system is used, this information will be imported from that system via the Standard Data Exchange Format (SDEF) file.

Work Category

Work Category codes catalog activities into broad disciplines for reporting purposes. These categories come from RMS Government Mode (Government Library --> Work Categories). For RMS 3.0 Contractor Mode, if a category needs added or removed, please ask the USACE Rep for the contract to add this. Suggested list of Work Category Codes are:

- A = Architectural
- C = Civil
- E = Electrical
- F = Fire Extinguishing Systems
- H = Family Housing
- M = Mechanical
- P = Plumbing
- R = Roofing
- S = Structural
- T = Safety
- X = Administrative
- Z = Hazardous / Toxic

Also note that on the main screen, when clicking the Delete button, the ability of multiple deletion is allowed:



Once enabling Multiple Deletion, more than one record can be selected at a time to delete.

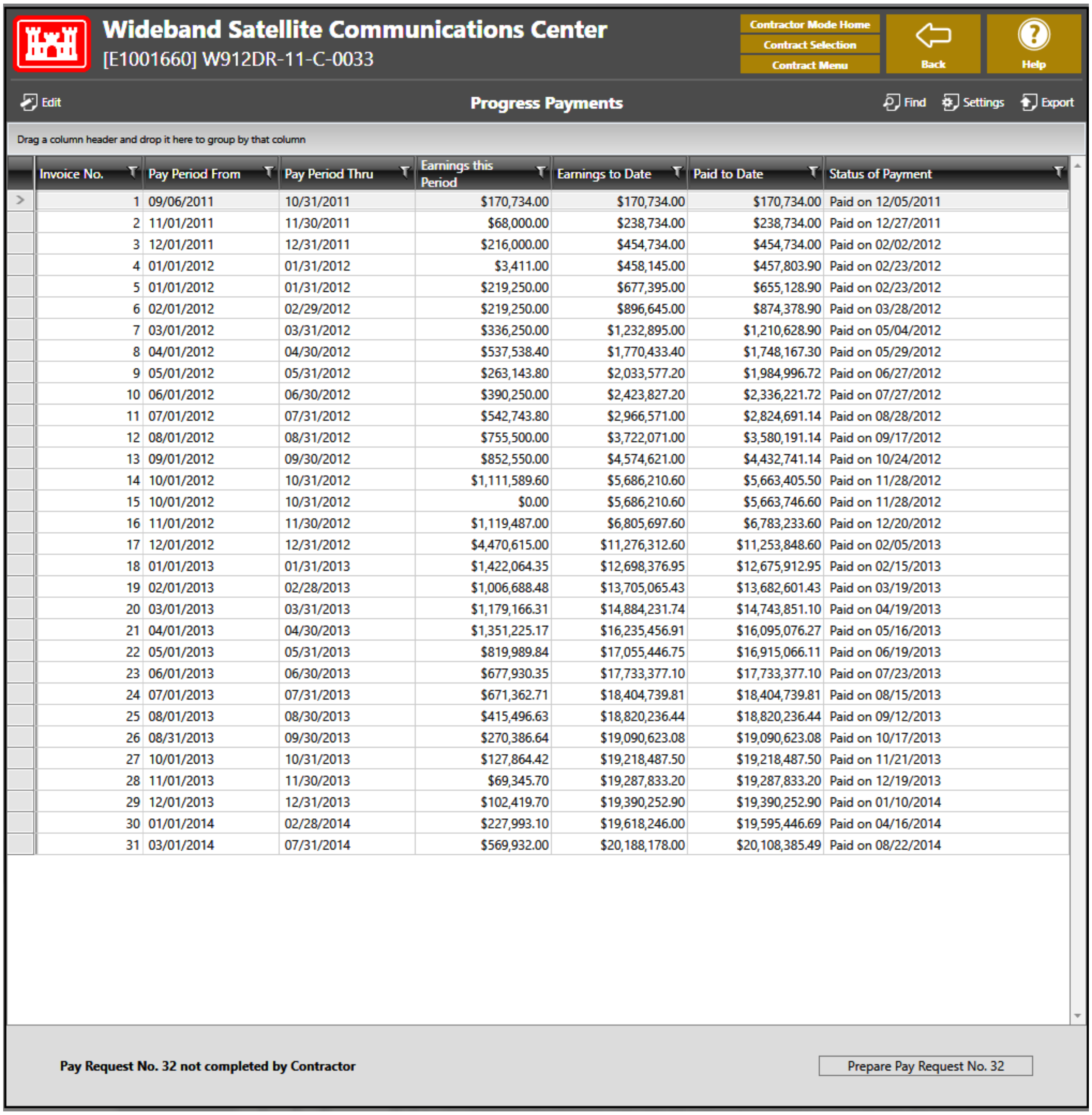
3.2 Progress Payment

The RMS 3.0 Contractor Mode program allows contractors to submit Progress Payments with the exchange of data electronically with the Government. The Progress Payments module allows tracking of all aspects of payments on the contract. The Contractor submits a request for payment by Pay Activities. The request can either be for a specific dollar amount, or for a percentage of the pay activity amount or quantity. The Contractor and Government Representative should jointly review the Contractor's request, check for any outstanding requirements and determine what the allowed amount will be (again using the specific dollars or a percentage). Retained percentages are also taken into consideration.

In accordance with the Contract Clause, "Prompt Payment for Construction Contracts", the Prompt Payment Act (PPA), payments are required to be made within 14 calendar days of receipt of a proper invoice. When submitting the pay request, make sure it is accompanied by a certification as specified in the contract. The office receiving the payment request ensures that the pay request is correct and, if not, returns it to the Contractor within 7 calendar days, otherwise it will be assumed correct and interest will be paid if a late payment takes place. The PPA certificate can be printed directly from the RMS program (both Government and Contractor Modes).

Click the Far Requirements for Prompt Payment 56 for more information on Progress Payments.

The Progress Payments are under the Finances Tile --> Progress Payment Module:



Invoice No.	Pay Period From	Pay Period Thru	Earnings this Period	Earnings to Date	Paid to Date	Status of Payment
1	09/06/2011	10/31/2011	$170,734.00	$170,734.00	$170,734.00	Paid on 12/05/2011
2	11/01/2011	11/30/2011	$68,000.00	$238,734.00	$238,734.00	Paid on 12/27/2011
3	12/01/2011	12/31/2011	$216,000.00	$454,734.00	$454,734.00	Paid on 02/02/2012
4	01/01/2012	01/31/2012	$3,411.00	$458,145.00	$457,803.90	Paid on 02/23/2012
5	01/01/2012	01/31/2012	$219,250.00	$677,395.00	$655,128.90	Paid on 02/23/2012
6	02/01/2012	02/29/2012	$219,250.00	$896,645.00	$874,378.90	Paid on 03/28/2012
7	03/01/2012	03/31/2012	$336,250.00	$1,232,895.00	$1,210,628.90	Paid on 05/04/2012
8	04/01/2012	04/30/2012	$537,538.40	$1,770,433.40	$1,748,167.30	Paid on 05/29/2012
9	05/01/2012	05/31/2012	$263,143.80	$2,033,577.20	$1,984,996.72	Paid on 06/27/2012
10	06/01/2012	06/30/2012	$390,250.00	$2,423,827.20	$2,336,221.72	Paid on 07/27/2012
11	07/01/2012	07/31/2012	$542,743.80	$2,966,571.00	$2,824,691.14	Paid on 08/28/2012
12	08/01/2012	08/31/2012	$755,500.00	$3,722,071.00	$3,580,191.14	Paid on 09/17/2012
13	09/01/2012	09/30/2012	$852,550.00	$4,574,621.00	$4,432,741.14	Paid on 10/24/2012
14	10/01/2012	10/31/2012	$1,111,589.60	$5,686,210.60	$5,663,405.50	Paid on 11/28/2012
15	10/01/2012	10/31/2012	$0.00	$5,686,210.60	$5,663,746.60	Paid on 11/28/2012
16	11/01/2012	11/30/2012	$1,119,487.00	$6,805,697.60	$6,783,233.60	Paid on 12/20/2012
17	12/01/2012	12/31/2012	$4,470,615.00	$11,276,312.60	$11,253,848.60	Paid on 02/05/2013
18	01/01/2013	01/31/2013	$1,422,064.35	$12,698,376.95	$12,675,912.95	Paid on 02/15/2013
19	02/01/2013	02/28/2013	$1,006,688.48	$13,705,065.43	$13,682,601.43	Paid on 03/19/2013
20	03/01/2013	03/31/2013	$1,179,166.31	$14,884,231.74	$14,743,851.10	Paid on 04/19/2013
21	04/01/2013	04/30/2013	$1,351,225.17	$16,235,456.91	$16,095,076.27	Paid on 05/16/2013
22	05/01/2013	05/31/2013	$819,989.84	$17,055,446.75	$16,915,066.11	Paid on 06/19/2013
23	06/01/2013	06/30/2013	$677,930.35	$17,733,377.10	$17,733,377.10	Paid on 07/23/2013
24	07/01/2013	07/31/2013	$671,362.71	$18,404,739.81	$18,404,739.81	Paid on 08/15/2013
25	08/01/2013	08/30/2013	$415,496.63	$18,820,236.44	$18,820,236.44	Paid on 09/12/2013
26	08/31/2013	09/30/2013	$270,386.64	$19,090,623.08	$19,090,623.08	Paid on 10/17/2013
27	10/01/2013	10/31/2013	$127,864.42	$19,218,487.50	$19,218,487.50	Paid on 11/21/2013
28	11/01/2013	11/30/2013	$69,345.70	$19,287,833.20	$19,287,833.20	Paid on 12/19/2013
29	12/01/2013	12/31/2013	$102,419.70	$19,390,252.90	$19,390,252.90	Paid on 01/10/2014
30	01/01/2014	02/28/2014	$227,993.10	$19,618,246.00	$19,595,446.69	Paid on 04/16/2014
31	03/01/2014	07/31/2014	$569,932.00	$20,188,178.00	$20,108,385.49	Paid on 08/22/2014

Pay Request No. 32 not completed by Contractor

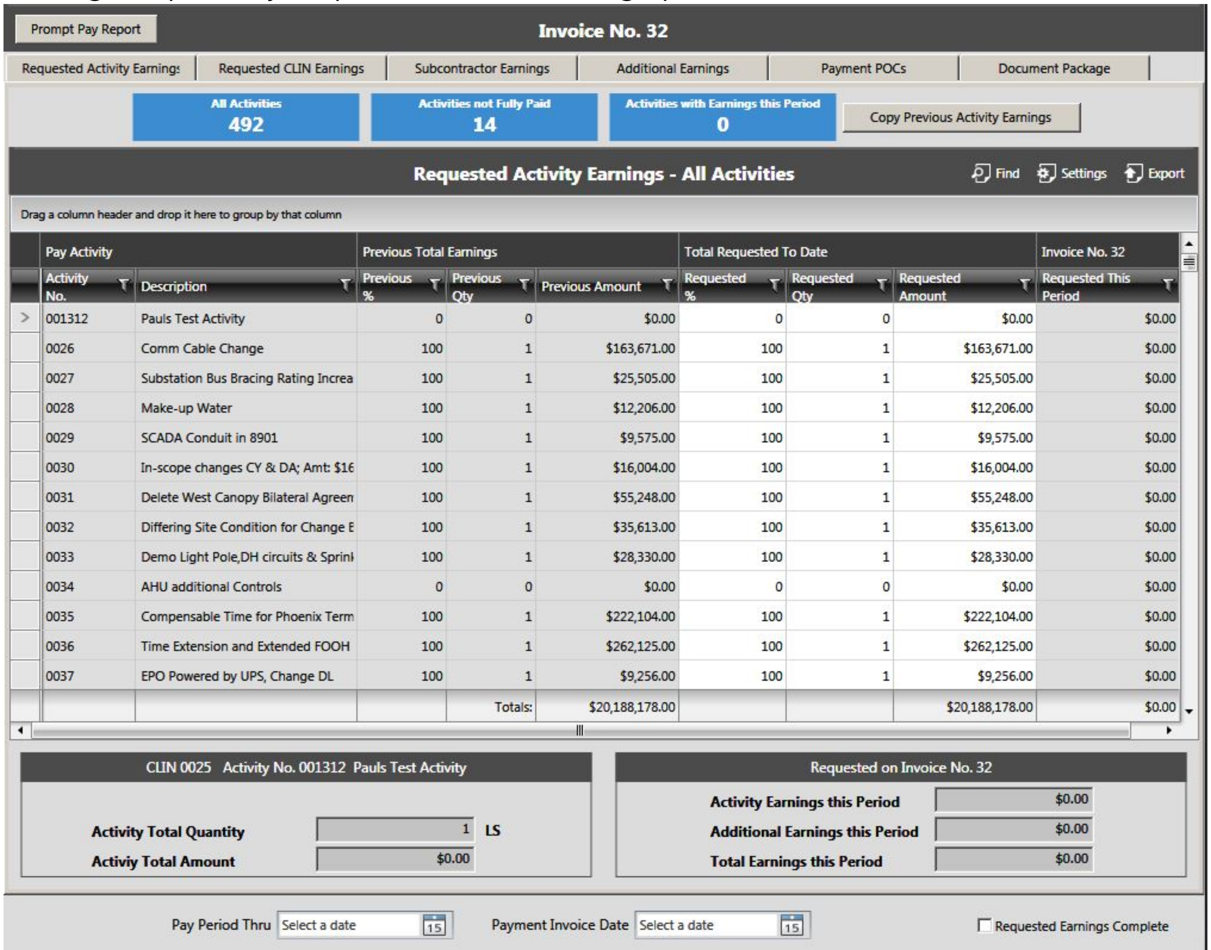
Prepare Pay Request No. 32

This screen shows all the completed Progress Payments in the selection gird. The only options are to edit those completed payments or, on the bottom right, Prepare the next Pay Request. The Prepare Pay Request No 32 will not change to No 33 until the Government completes out the pay request on their end after which Progress Payment No 32 will then be shown in the selection grid and the button will then show Prepare Pay Request No 33.

Adding a Pay Period

Click on the "Prepare Pay Request No. ##" on the lower right hand corner of the screen. After pushing this button, RMS Contractor Mode will add a new pay period and come up with a new screen with information to complete the current request. Only the current pay estimate can be edited as past invoices can only be viewed (read only).

Clicking "Prepare Pay Request No. ##" will bring up a screen like the one below:



Pay Activity		Previous Total Earnings			Total Requested To Date			Invoice No. 32
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty	Requested Amount	Requested This Period
001312	Pauls Test Activity	0	0	$0.00	0	0	$0.00	$0.00
0026	Comm Cable Change	100	1	$163,671.00	100	1	$163,671.00	$0.00
0027	Substation Bus Bracing Rating Increa	100	1	$25,505.00	100	1	$25,505.00	$0.00
0028	Make-up Water	100	1	$12,206.00	100	1	$12,206.00	$0.00
0029	SCADA Conduit in 8901	100	1	$9,575.00	100	1	$9,575.00	$0.00
0030	In-scope changes CY & DA; Amt: $16	100	1	$16,004.00	100	1	$16,004.00	$0.00
0031	Delete West Canopy Bilateral Agreen	100	1	$55,248.00	100	1	$55,248.00	$0.00
0032	Differing Site Condition for Change E	100	1	$35,613.00	100	1	$35,613.00	$0.00
0033	Demo Light Pole,DH circuits & Sprinl	100	1	$28,330.00	100	1	$28,330.00	$0.00
0034	AHU additional Controls	0	0	$0.00	0	0	$0.00	$0.00
0035	Compensable Time for Phoenix Term	100	1	$222,104.00	100	1	$222,104.00	$0.00
0036	Time Extension and Extended FOOH	100	1	$262,125.00	100	1	$262,125.00	$0.00
0037	EPO Powered by UPS, Change DL	100	1	$9,256.00	100	1	$9,256.00	$0.00
			Totals:	$20,188,178.00			$20,188,178.00	$0.00

The Progress Payment Module has 6 tabs: "Requested Activity Earnings, Requested CLIN Earnings, Subcontractor Earnings, Additional Earnings, Payment POCs, and Document Package." Below these tabs are tiles that allow sorting of the activities in the selection grid - "All Activities, Activities not Fully Paid, Activities with Earnings this Period." For ease of use, clicking "Copy Previous Activity Earnings" allows previous activity percentages from the previous Progress Payment if one exists. To process the payment, request payment (total to date) on the activities, enter a Pay Period Thru and Payment Invoice Dates (on the bottom) and then check the "Requested Earnings Complete" box. Checking the Requested Earnings Complete Box will send the payment to the Government for processing. Once checked, the payment becomes read only. If changes need to be made, the Government can send the payment back for corrections.

Often times it is common for this information to be imported through a scheduling program such as Primavera. However, if Primavera is not used on the contract, activity values can be manually entered for Earnings this Period.

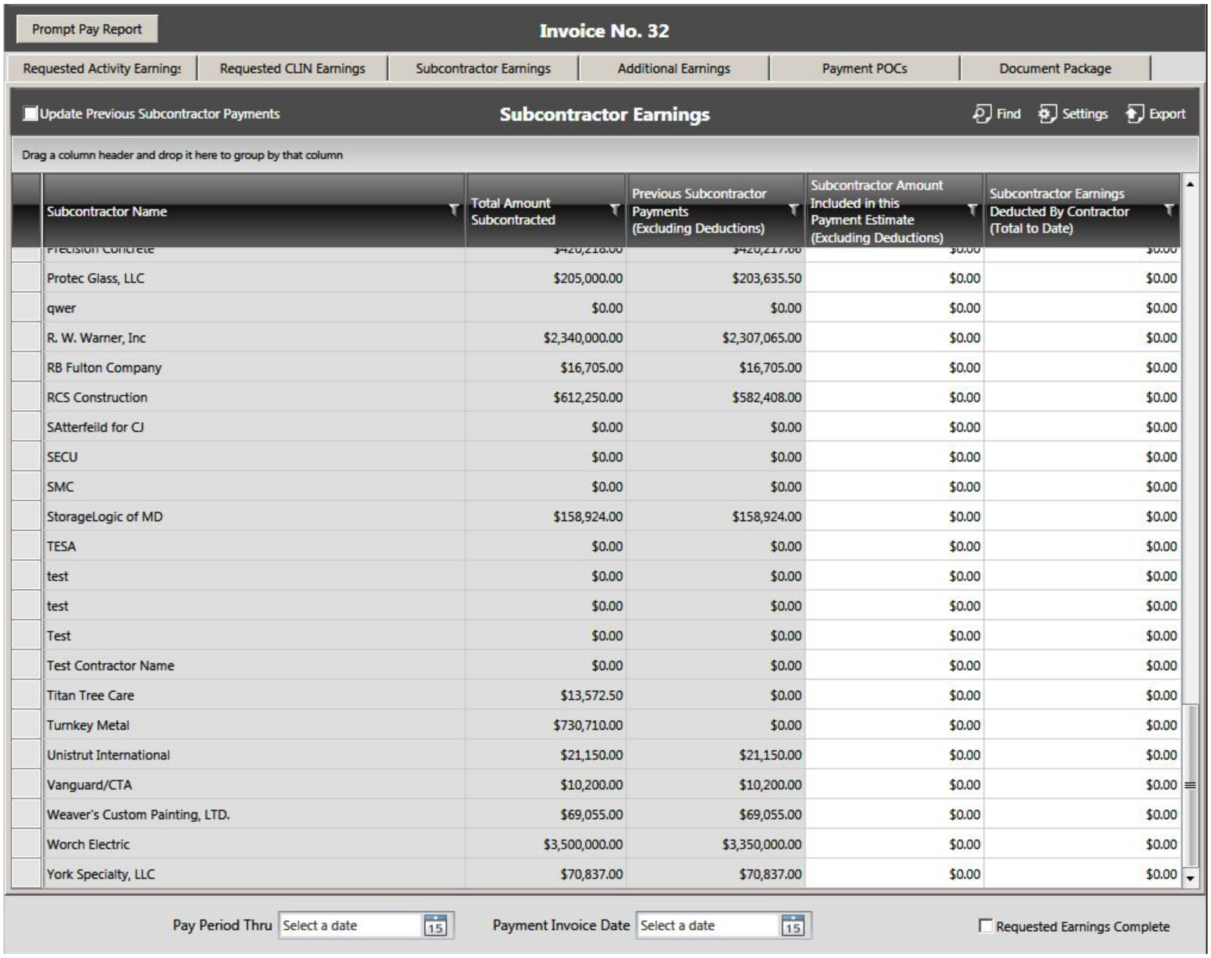
Payments to the contractor and payment frequency are set forth in the "Payments Under Fixed Price Construction Contracts", or an equivalent clause of the contract. Frequency of payment is usually specified as monthly, but the pay period should be mutually agreed upon by appropriate Government and Contractor person, or as specified in the contract.

Progress payments are based on the value of acceptable work the Contractor has placed from one pay period to the next. That is, a Contractor is paid according to the percentage or quantity of work that has been satisfactorily completed, or partially completed as the case may be. Preferably, mutual agreement is obtained with the Government and Contractor on progressive earnings through consultation prior to preparing the formal pay request.

The estimate must be arithmetically correct. The Contractor or authorized representative should sign the original before forwarding the final request for payment to the Government. When a NAS is used, it should provide the supporting data for interim pay estimates. When there is an unreconciled disagreement in the amount of contractor earnings, the Government advises the Contractor of the differences and makes the payment.

Subcontractor Earnings and Deductions

In accordance FAR 52.232-5 — "Payments Under Fixed-Price Construction Contracts", RMS and QCS has been provided with screens to accommodate the information specified to be furnished by the Prime Contractor relative to Subcontractors used on the contract.



Subcontractor Name	Total Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	Subcontractor Earnings Deducted By Contractor (Total to Date)
Protec Glass, LLC	$205,000.00	$203,635.50	$0.00	$0.00
qwer	$0.00	$0.00	$0.00	$0.00
R. W. Warner, Inc	$2,340,000.00	$2,307,065.00	$0.00	$0.00
RB Fulton Company	$16,705.00	$16,705.00	$0.00	$0.00
RCS Construction	$612,250.00	$582,408.00	$0.00	$0.00
SAtterfeild for CJ	$0.00	$0.00	$0.00	$0.00
SECU	$0.00	$0.00	$0.00	$0.00
SMC	$0.00	$0.00	$0.00	$0.00
StorageLogic of MD	$158,924.00	$158,924.00	$0.00	$0.00
TESA	$0.00	$0.00	$0.00	$0.00
test	$0.00	$0.00	$0.00	$0.00
test	$0.00	$0.00	$0.00	$0.00
Test	$0.00	$0.00	$0.00	$0.00
Test Contractor Name	$0.00	$0.00	$0.00	$0.00
Titan Tree Care	$13,572.50	$0.00	$0.00	$0.00
Turnkey Metal	$730,710.00	$0.00	$0.00	$0.00
Unistrut International	$21,150.00	$21,150.00	$0.00	$0.00
Vanguard/CTA	$10,200.00	$10,200.00	$0.00	$0.00
Weaver's Custom Painting, LTD.	$69,055.00	$69,055.00	$0.00	$0.00
Worch Electric	$3,500,000.00	$3,350,000.00	$0.00	$0.00
York Specialty, LLC	$70,837.00	$70,837.00	$0.00	$0.00

Prompt Payment Certification Report

Prompt Payment Certification and Supporting Data For Contractor Payment Invoice		Page 1 of 11 pages
(1) Contract No.: W912DR-11-C-0033	(2) Location and Description of Work: Fort Meade Big G Test24 - Wideband Satellite Communications Operation Center (WSOC)x	(3) Estimate No.: 32 (4) Invoice Date:
(5) Contractor Official (name and address) to whom payment is to be sent:	(6) Discount Terms: 0 Days 0 Percent	
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:	(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice:	

(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deductions by Contractor (Total to Date)
1st Electric, Inc	$254,000.00	$0.00	$0.00	$0.00
Absolute Finishes	$0.00	$0.00	$0.00	$0.00
Advanced Masonry	$296,622.00	$296,622.00	$0.00	$0.00
American Infrastructure-MD, Inc	$0.00	$0.00	$0.00	$0.00
asdfasd	$0.00	$0.00	$0.00	$0.00
asdfasdfasdf	$0.00	$0.00	$0.00	$0.00
Ba Ba	$0.00	$0.00	$0.00	$0.00
Baltimore Gas & Electric	$30,135.00	$30,135.00	$0.00	$0.00
BATH KITCHEN TILE	$0.00	$0.00	$0.00	$0.00
Bla	$0.00	$0.00	$0.00	$0.00
Blah blah	$0.00	$0.00	$0.00	$0.00
Blah xx	$0.00	$0.00	$0.00	$0.00
Building Concepts of America	$601,676.00	$599,176.70	$0.00	$0.00
Building Junk	$0.00	$0.00	$0.00	$0.00
Building Science Innovations	$8,750.00	$2,562.00	$0.00	$0.00
Capital Commissiong	$90,000.00	$82,600.00	$0.00	$0.00
CB Flooring	$37,349.00	$37,349.00	$0.00	$0.00

** A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such issued by the Contractor specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amount withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I herby certify, to the best of my knowledge and belief, that:

(1) The amounts requested are only for performance in accordance with specifications, terms, and conditions of the contract;

(2) All Payments due to subcontractors and suppliers from previous payments received under the contract have been made, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 or Title 31, United States, Code; and

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

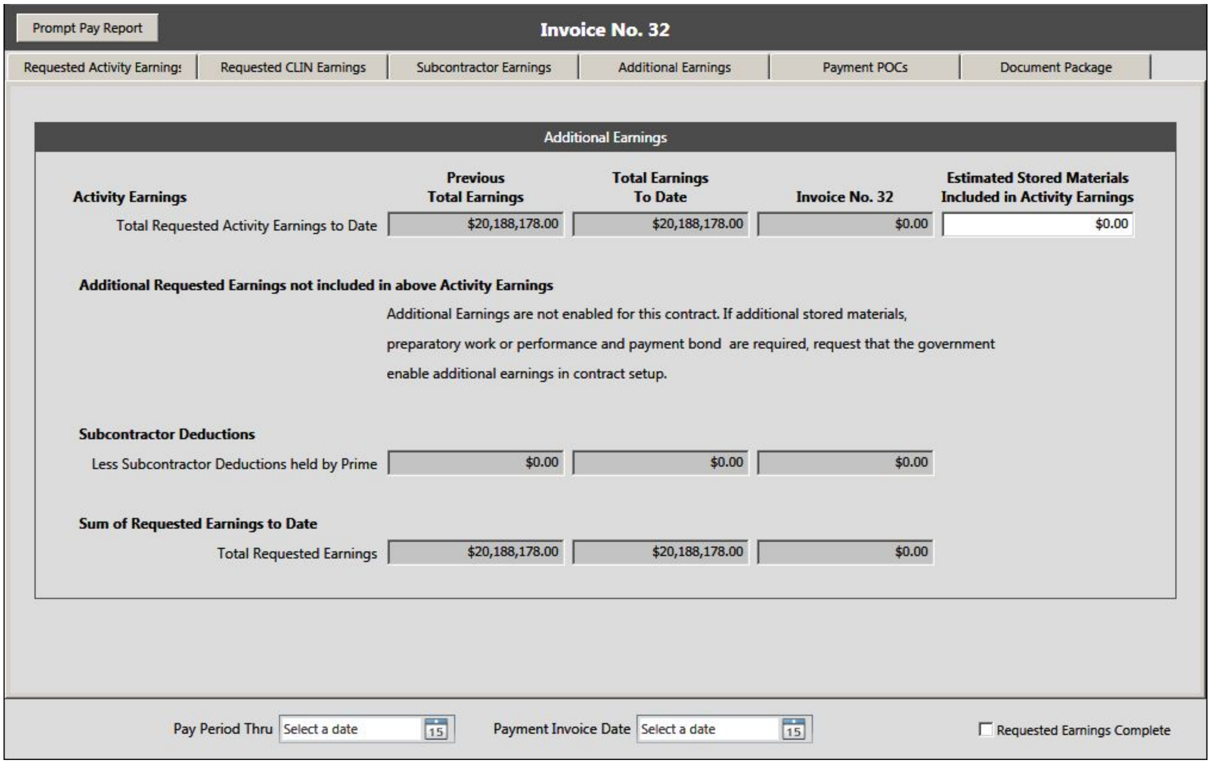
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature ____________________ Date ____________________

Typed Name and Title ____________________

Additional Earnings

Occasionally, the need may exist to request additional earnings that are not addressed within the specific pay activities or the need may exist to make deductions in the pay request for other items as shown below:



Stored Materials

There are two different types of stored materials: Included in Activity Earnings and Not Included in Activity Earnings.

Stored materials that are included in activity earnings could be such items as “gypsum board”. The activity could be labeled as “Drywall” and the gypsum board is an item for that activity and it has been delivered to the jobsite, but not yet incorporated into the work. Any amount listed here will not reduce or increase earnings. Its primary purpose is to reflect accurate progress (percentage) of work actually in place. The earning amount will be reduced by the value of the stored materials prior to computing the actual progress percentage. The amount should ultimately be reduced to “ZERO” when all material is incorporated into the work.

Stored materials that are not included in activity earnings could be such items that have been delivered to the jobsite but not yet incorporated. For example, if you had an activity called “Fencing”, the item could be “chain link fabric”. The fencing will be paid for by the lineal feet (LF) of installed fence, but none has yet been installed. The fabric is delivered but is not addressed in any specific Contract Line Item (CLIN) – sometimes called “Bid Items”. The amount entered here will be processed IN ADDITION to any activity earnings requested. It should be reduced to “ZERO” as the material is incorporated into the work.

Other Earnings not included in Activity Earnings

Similar to the stored materials above, there are two other categories of expenses for which payment is authorized in accordance with the Federal Acquisition Regulations (FAR) - Preparatory Work and Performance and Payment Bonds.

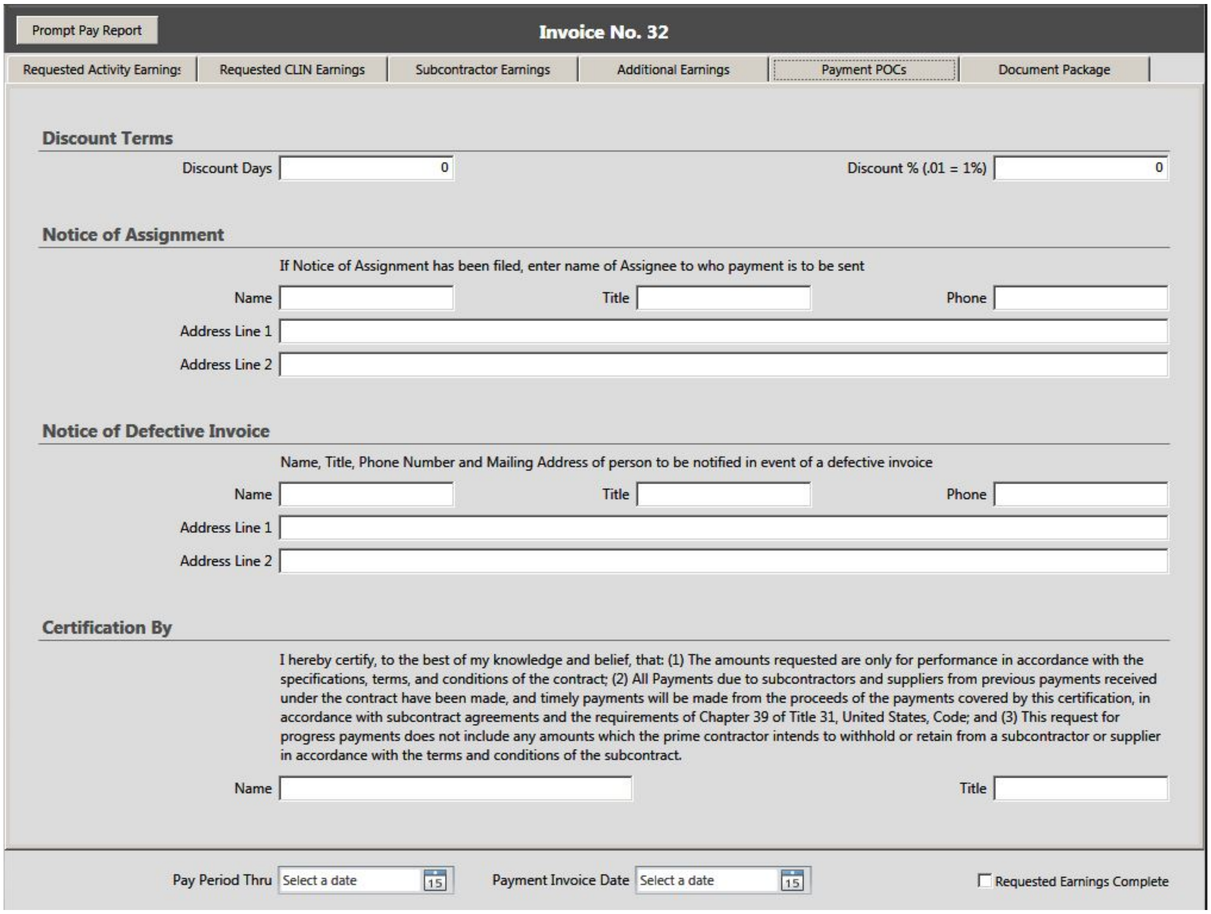
Preparatory Work
Preparatory work is often encountered on UNIT PRICE contracts, where items such as “Mobilization” or “Demobilization” are not specifically addressed as a line item for which payment can be made. Payment may be extended for such costs, but must also be reduced as the work is placed. This amount should be “ZERO” when the contract is complete.

Performance and Payment Bonds
Not unlike “Preparatory Work” in the previous paragraph, Performance and Payment Bonds may be reimbursed as “up-front” costs when not specifically part of a contract line item. This also must be reduced as the work progresses. This amount should also be “ZERO” when the contract is complete.

Subcontractor Deductions
When the Prime Contractor withholds earnings from a Subcontractor, the Government must HOLD the funds on behalf of the Prime Contractor. This is a strict requirement of the Prompt Payment Act and must be adhered to.

Payment POCs

This screen includes information on any assignment that may have been extended and the person(s) to contact in the event of a defective invoice.



Clicking the "Requested Earnings Complete" checkbox makes the invoice read only and sends the payment to the Government for processing.

3.2.1 FAR Requirements for Prompt Payment

- The “designated billing office” is defined as the office or person designated in the contract to first receive the contractor’s invoice or request for payment. In most cases, this will be the Area, Resident or Project Office that is administrating the construction contract on behalf of the Corps of Engineers.

- A “proper invoice” is defined by FAR clause 52.232-27(a)(2) and must include, among other items, “substantiation” of the amounts requested and “certification” in accordance with the requirements of clause 52.232-5. Payment will not be made without contractor substantiation of the amounts requested and certification that previous amounts were expended in accordance with the contract, subcontractors and suppliers have been paid from previous payments and will be paid promptly from the payment requested, and that the prime contractor’s payment request does not include any amounts to be withheld or retained from a subcontractor. The certification must appear exactly as stated in the aforementioned clause and be fully executed by the contractor. The degree of substantiation required will depend upon the type of work involved and will be left to the discretion of the Contracting Officer. In most cases, however, an update of the approved contract price breakdown indicating itemized completion percentages that were established by mutual agreement between government and contractor contract personnel would constitute substantiation of work-inplace.

- If an invoice is found to be improper or defective, as defined by 52.232-27(a) (2), the contractor must be notified of the defect within 7 days after receipt of the invoice. It is recommended that the initial notification be placed telephonically (see clause 52.232-27(a) (2) (vii) and then confirmed in writing. The “clock” is effectively stopped upon notification of the defect and the whole process starts over with the resubmission of the corrected invoice. Disagreement between the Government and the Contractor over the payment amount, issues of contract compliance or retainage does not form the basis for finding the invoice to be defective and requiring resubmission. However, since clause 52.232-27(a) (4) (iv) states that “Interest penalties are not required on payment delays due to disagreement….” it is imperative that the ENG Form 93 be annotated to document the delay and alert the designated payment office not to pay interest during the delay period.

- If the Government takes longer than 7 days to notify the contractor of an invoice defect, the subsequent payment period for processing the corrected invoice is shortened by the number of days that the Government exceeded the 7 day requirement (e.g., if the specified due date is 14 days after receipt, and the Government takes 10 days to notify the Contractor of a defect, payment of the corrected invoice is due 11 days after receipt).

- The due date for progress payments shall be 14 days after receipt of a proper payment request. This requirement is contained in P.L. 100—496 and is not subject to negotiation. The FAC (Federal Acquisition Circular 84-45) does provide for making a determination as to a contract or class of contracts and specifying, in the solicitation, “a period longer than 14 days if required to afford the Government a practicable opportunity Quality Control System Page 6-4 to adequately inspect the work and to determine the adequacy of the contractor’s performance…” The Office of Management and Budget (OMB) Circular A-125 states that, “extended payment periods would not be appropriate… for the mere convenience of government employees, or to avoid any possibility of making late payment.” In order to carry out the Congressional intent, determinations to specify longer payment periods shall be made by the Contracting Officer and shall be documented by written justification in the contract file. Current feedback from the field indicated that where ENG Form 93’s are transmitted electronically to the payment office, the “50 percent rule” (in the payment office by close of business on the day that represents half the pay period, or in this case, the 7th day) could usually be met.

- The release of retained amounts shall be based on the Contracting Officer's determination that satisfactory progress has been made. Payment is due within 30 days, or other specified period, after release is approved.

- On final payments, we don't have the latitude of specifying a longer payment period. Payment is due either the 30th day after receipt of the invoice or the 30th day after Government acceptance of the work, whichever is later. Where final payment is subject to settlement actions (e.g., release of claims), acceptance is deemed to have occurred the effective date of settlement.

- If a contractor is overpaid (his performance is later found not in conformance with the contract specifications or he has held retainage from a subcontractor and was paid the full amount), the Government is entitled to interest, and the interest must be deducted from the next available payment to the contractor. Although Clause 52.232-5(d) predicates such action upon the contractor's discovery of the "unearned amount", there may be instances where it is necessary for the Government to provide information for discovery.

- Another major revision is the addition of some very detailed provisions applying to the payment of subcontractors. The highlights are:
    a. The provisions flow down to subcontractors and suppliers at all tiers. The prime contractor must include a contract clause requiring each of its subcontractors to flow down these same requirements t each of their subcontractors.
    b. Contractors and subcontractors must pay their subcontractors within 7 days of receipt of their respective payment. They may not specify longer payment periods in their subcontracts.
    c. Contractors and subcontractors must pay interest to their subcontractors for payments made after the due date (7th day).
    d. Interest that the contractor pays a subcontractor cannot be charged to the Government.
    e. The Contracting Officer must be provided copies of retainage and withholding notices issued to subcontractors.

- While the sections on payments to subcontractors constitute a large portion of Clause 52.232-27, the Congress did not indicate it intended to place the Government in an enforcement role between the prime and subcontractor on payment issues. Although the requirements to provide the Contracting Officer with copies of correspondence to Quality Control System Page 6-5 subcontractors may indicate deeper involvement, the Office of the Chief Counsel has confirmed that neither OMB Circular A-125 nor the FAR requires the Government to monitor and enforce activities between the prime and subcontractor as identified in subparagraphs (d) (e) (f) and (g) of Clause 52.232.27. Compliance with subparagraph (c) will be implemented through a mechanism similar to the Statement and Acknowledgment Form used in the labor provisions.

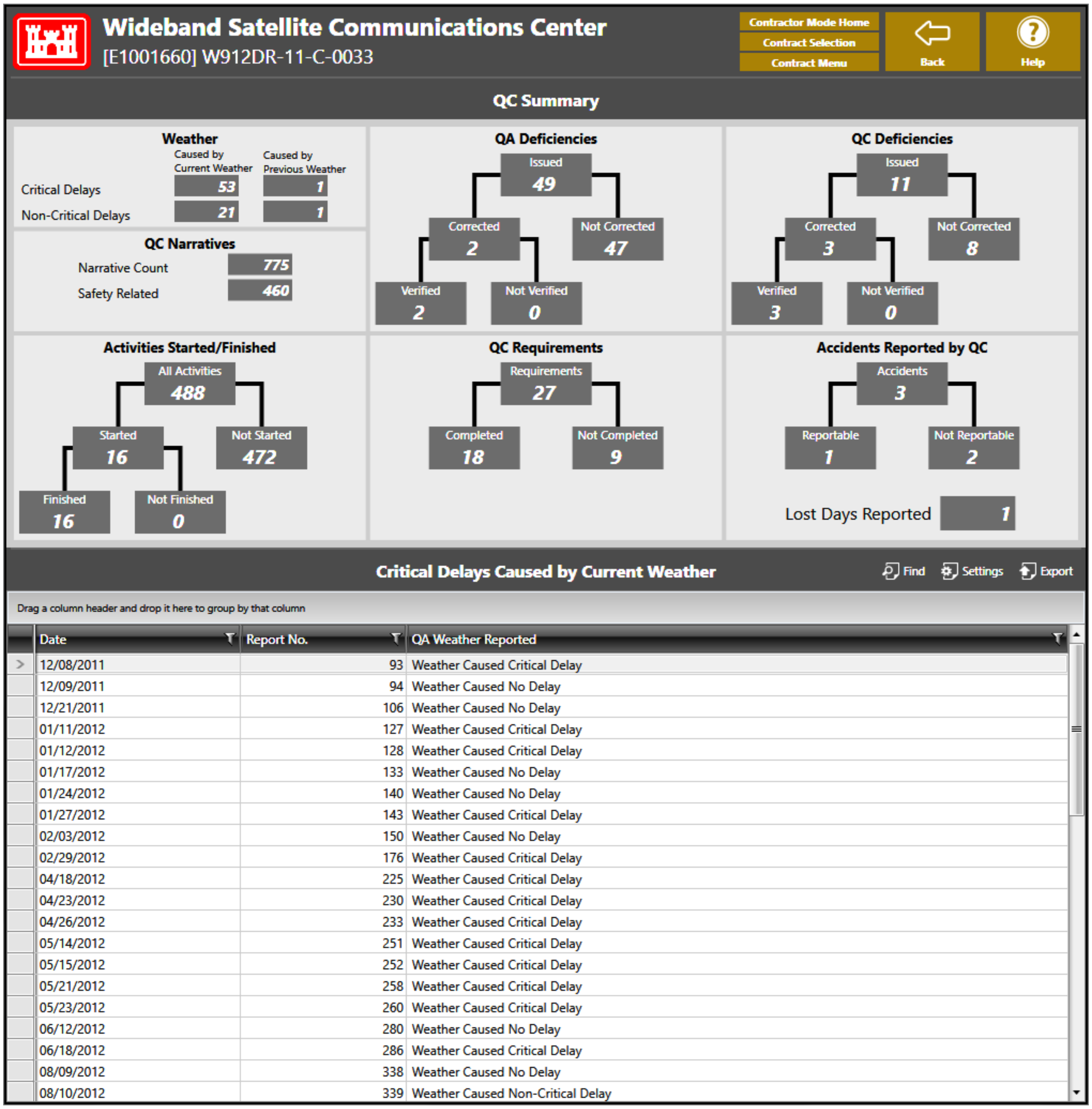
QA/QC

4 QA/QC

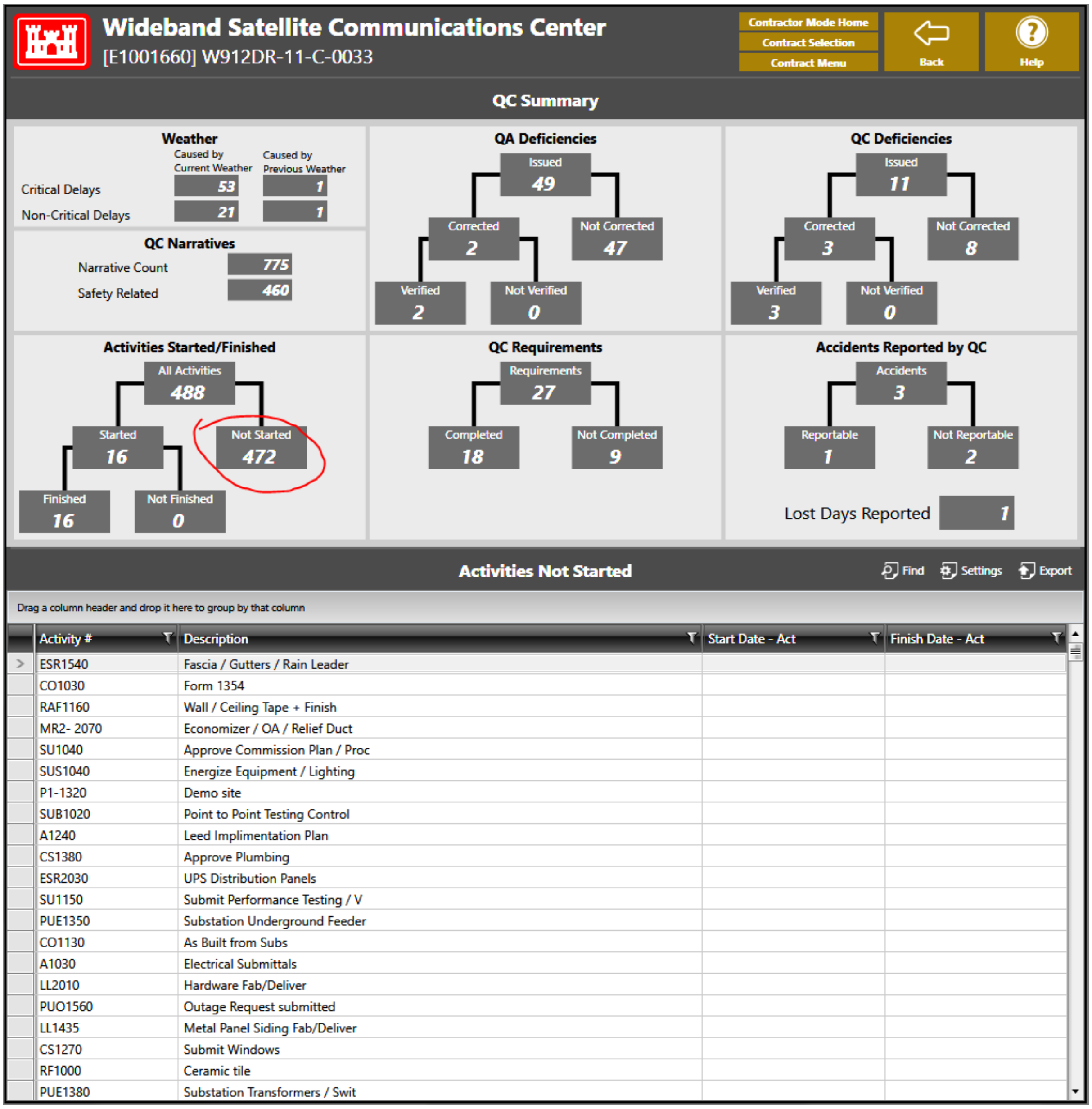
Topics included in this chapter:

4.1 QC Summary

The QC Summary module gives an overview of the daily reports. This module is a major design change from QCS 2.38. Instead of viewing each and every daily report, tiles at the top allow for data to be grouped by a status type. For example, if QC Deficiencies needed to be corrected, clicking the “Not Corrected” box in the QC Deficiencies would show every Deficiency not corrected. The QC Summary window allows data to be organized for Weather, QA/QC Deficiencies, QC Narratives, Activities Started/Finished, QC Requirements, and Accidents reported by QC.



For example, if the focus is on the Activities and Activities Not Started was clicked (see red circle below in image) – then only activities without a Start Date will show. See the image below:



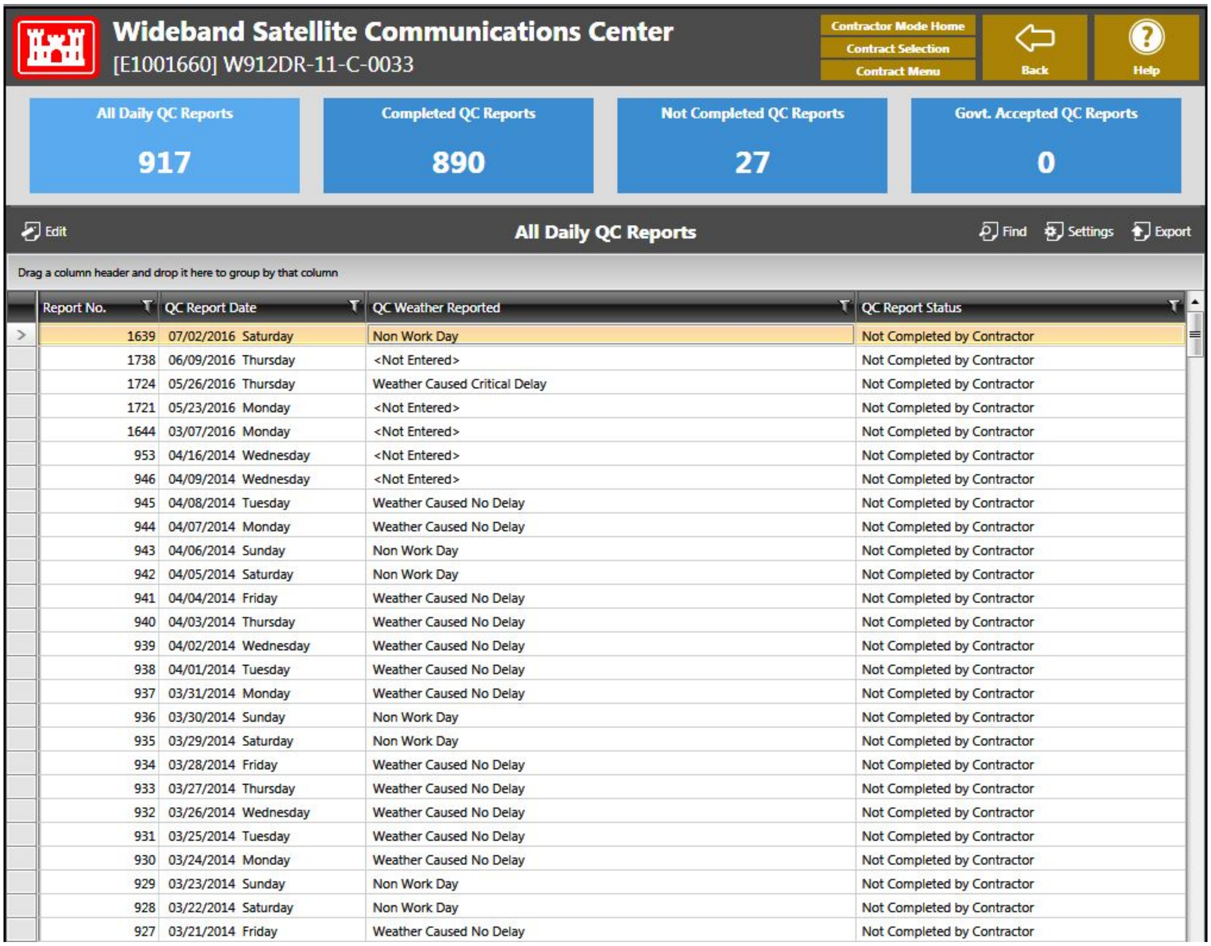
4.2 QC Daily Report

As a contract progresses, both QC (Contractor) and QA (Government) daily reports will be created as soon as the Notice to Proceed (NTP) date and construction completed date are entered into the schedule. QC daily reports are normally created by the contractor using the Contractor Mode program while QA reports are created by a USACE employee using the Government Mode program. These reports include activities started and completed, inspections made, weather information, accidents, QC requirements met, problems encountered and a variety of other information. If the contract is a dredging contract then daily dredging reports are to be created for each dredge on the contract. Dredging reports are very similar to daily reports in many ways.

Obtaining quality construction is a combined responsibility of the construction contractor and the USACE. Their mutual goal is a quality product conforming to the contract requirements. The contract documents establish the quality required in a project to be constructed.

The USACE requires the Contractor to create a Contractor Quality Control Plan, tailored for their contract, to outline how Quality Control will be managed on this particular contract. While Quality Assurance (QA) in Government Mode provides the vehicle by which the USACE can create a daily report and monitor the Contractor's actions and records, it is Quality Control (QC) within Contractor Mode that provides the Contractor a means to create daily reports and to maintain contract records.

Much of the data entered by the Contractor is interdependent with other options throughout Government Mode. Special attention should be placed on Prep/Initial Dates, Activity Start/Finish, User Schools, QC Testing, Transfer Property, Installed Property, Punch List Items and Contractor's On-Site options as they are linked to other modules.



Report No.	QC Report Date	QC Weather Reported	QC Report Status
1639	07/02/2016 Saturday	Non Work Day	Not Completed by Contractor
1738	06/09/2016 Thursday	<Not Entered>	Not Completed by Contractor
1724	05/26/2016 Thursday	Weather Caused Critical Delay	Not Completed by Contractor
1721	05/23/2016 Monday	<Not Entered>	Not Completed by Contractor
1644	03/07/2016 Monday	<Not Entered>	Not Completed by Contractor
953	04/16/2014 Wednesday	<Not Entered>	Not Completed by Contractor
946	04/09/2014 Wednesday	<Not Entered>	Not Completed by Contractor
945	04/08/2014 Tuesday	Weather Caused No Delay	Not Completed by Contractor
944	04/07/2014 Monday	Weather Caused No Delay	Not Completed by Contractor
943	04/06/2014 Sunday	Non Work Day	Not Completed by Contractor
942	04/05/2014 Saturday	Non Work Day	Not Completed by Contractor
941	04/04/2014 Friday	Weather Caused No Delay	Not Completed by Contractor
940	04/03/2014 Thursday	Weather Caused No Delay	Not Completed by Contractor
939	04/02/2014 Wednesday	Weather Caused No Delay	Not Completed by Contractor
938	04/01/2014 Tuesday	Weather Caused No Delay	Not Completed by Contractor
937	03/31/2014 Monday	Weather Caused No Delay	Not Completed by Contractor
936	03/30/2014 Sunday	Non Work Day	Not Completed by Contractor
935	03/29/2014 Saturday	Non Work Day	Not Completed by Contractor
934	03/28/2014 Friday	Weather Caused No Delay	Not Completed by Contractor
933	03/27/2014 Thursday	Weather Caused No Delay	Not Completed by Contractor
932	03/26/2014 Wednesday	Weather Caused No Delay	Not Completed by Contractor
931	03/25/2014 Tuesday	Weather Caused No Delay	Not Completed by Contractor
930	03/24/2014 Monday	Weather Caused No Delay	Not Completed by Contractor
929	03/23/2014 Sunday	Non Work Day	Not Completed by Contractor
928	03/22/2014 Saturday	Non Work Day	Not Completed by Contractor
927	03/21/2014 Friday	Weather Caused No Delay	Not Completed by Contractor

The QC Daily Reports module consists of a Data Grid where each row in the Data Grid represents a single day on the life of the contract starting with the Notice to Proceed (NTP) date and ending with the construction complete date. Above the Data Grid is a Local Toolbar with buttons to perform certain actions such as adding, viewing, and deleting daily reports as well as switch between QC daily reports and dredging reports.

Report Date	Contains the date of the daily report.
Weather	Contains one of the following categorizations of weather for the report date: • Weather Caused No Delay • Weather Caused Critical Delay • Weather Caused Non-Critical Delay • Previous weather - Critical Delay • Previous weather - Non-Critial Delay • Non Work Day • Other - Explain

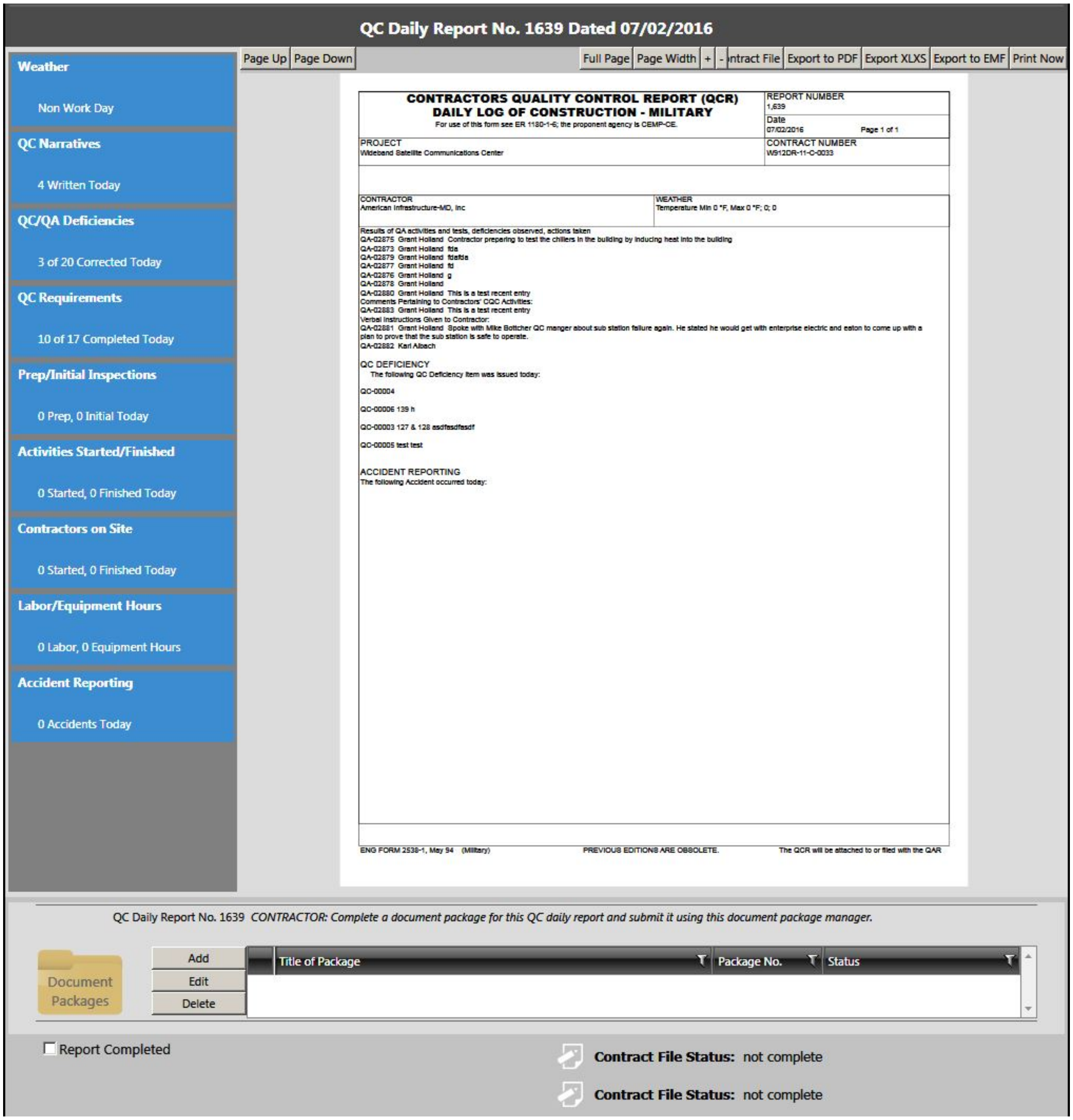
When showing dredging reports the Data Grid has the following columns:

Report Date	Contains the date of the dredging report.
Equipment Name	Contains the name of the dredge that is the subject of the report.
Weather	Contains one of the following categorizations of weather for the report date: • Weather Caused No Delay • Weather Caused Critical Delay • Weather Caused Non-Critical Delay • Previous weather - Critical Delay • Previous weather - Non-Critial Delay • Non Work Day • Other - Explain

Using the Add Button
Use the [Add] button to add a new QC daily report to RMS. When clicking [Add] RMS will first look back through the daily reports to find any reports that have not been marked as completed and display the following window as a reminder to complete that day's daily report. After acknowledging incomplete daily reports by clicking [OK], RMS will then open a calendar lookup to select the date to create a daily report for.

All of the submodules are shown in the white panel along the left side of the daily report. To the right of the list of submodules is a large gray area that serves as the workspace for each of the submodules. Once a submodule is selected the workspace area will be populated with related data entry fields.

Below the list of submodules is a checkbox labeled Report Completed. Once completed, check this box to mark the report as completed so that on the next export the report will be sent to the USACE. To print the QC daily report click the [Print Now] button on the Local Toolbar. A sample QC Daily Report is displayed below:



Weather

Allows an RMS user to record key weather attributes such as general weather condition, temperature, precipitation, and wind speed for the day of the daily report.

QC Narratives
Allows an RMS user to comment on a variety of subjects that are of interest to the USACE for the day of the daily report. These comments are called narratives.

Deficiency Items
Provides a RMS user the means to communicate to the Government comments resulting from an inspection, site visit, or various other reviews.

QC Requirements
Contract documents may require the Contractor to conduct training for the Customer on systems or equipment (User Schools), perform various test on materials, equipment, systems, etc., (QC Tests), account for property that is Government Furnished or will be turned-over to the Government as unincorporated property (Transfer Property), or provide information for maintenance or repair on equipment installed as part of the contract (Installed Property). Here record when these activities took place.

Prep/Initial Inspections
Allows an RMS user to document the dates and times of these required Inspections for the numerous Features of Work addressed in the Contract and in the CQC Plan.

Activities Started/Finished
Allows an RMS user to record the start and finish dates of an activity takes place. The dates will not be overwritten by the Contractor’s NAS import as these dates are considered the “official” dates that the activity started and finished.

Contractors on Site
Allows an RMS user to enter a subcontractor's first and last dates on the job site.

Labor/Equipment Hours
Allows an RMS user to record the number of employees and hours of work by each subcontractor and labor classification for the day of the daily report.

Accident Reporting
Allows an RMS user to record any accidents that may have occurred on the day of the daily report.

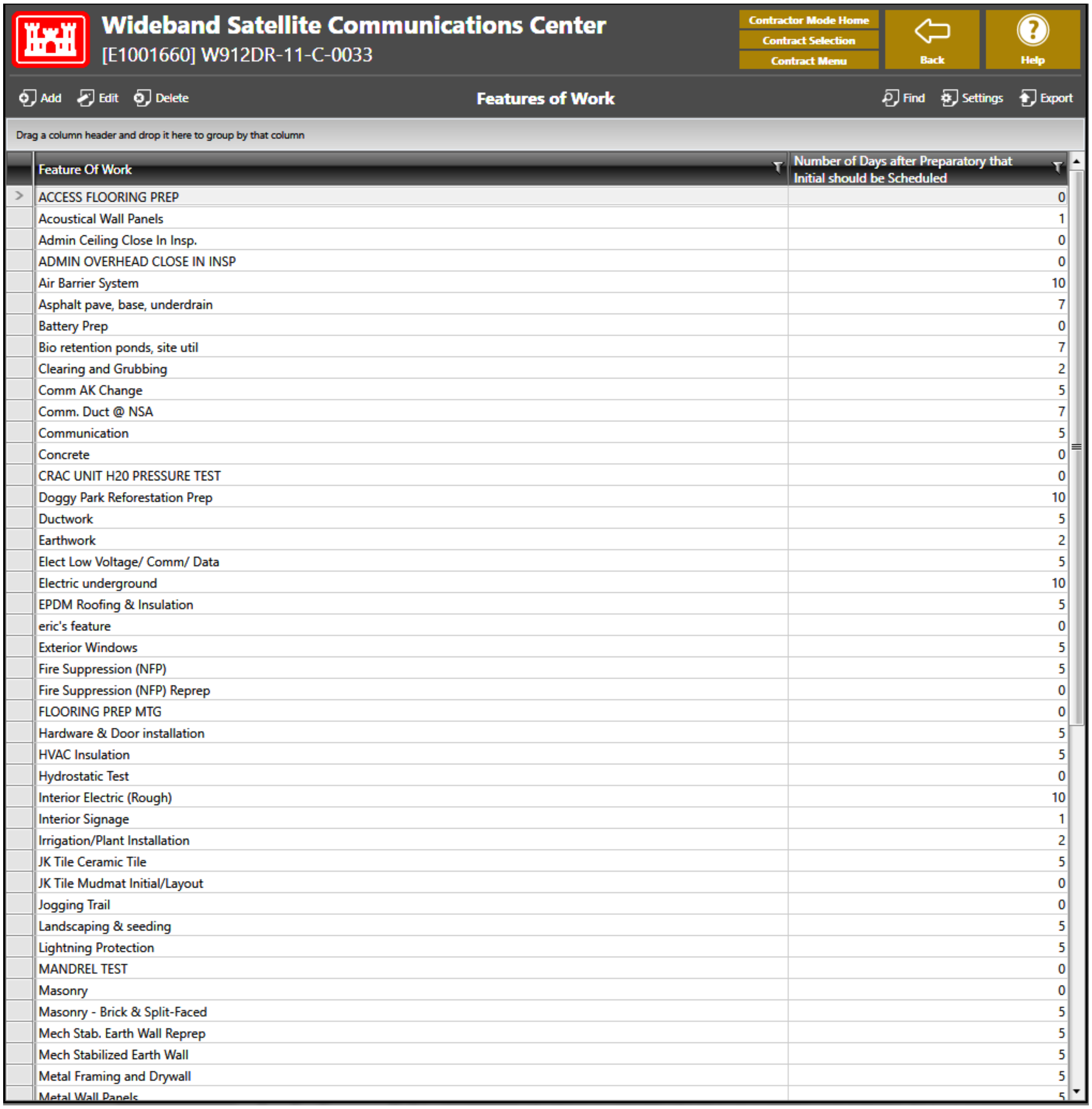
4.3 Features of Work

Features of Work represent one of the most important aspects of successful Quality Control. This module represents a definable feature of work and is the basis for the 3-Phase

Inspection's module. It is important that the QC and QA staff have a common understanding of exactly what type of work is intended to be represented by the feature listed. For example, the Contractor can have a Feature of Work called "Electrical" but does this mean Underground Electrical, Exterior Electrical, Interior Electrical, or Electrical Switchgoer? This understanding is necessary for the 3 Phase Checks.

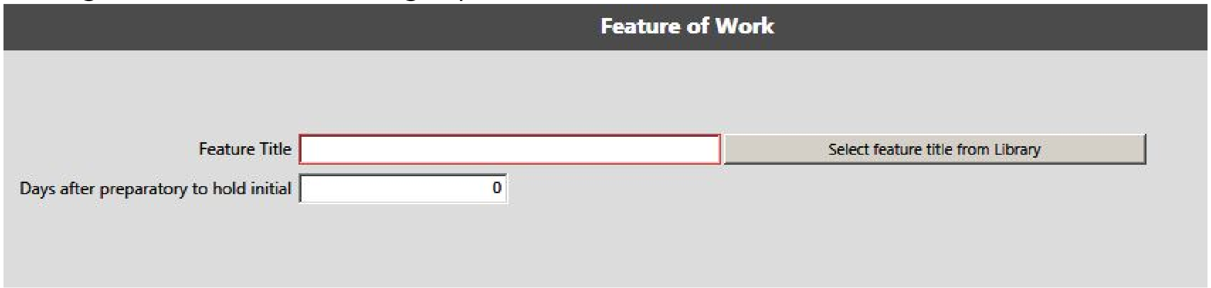
A Feature of Work, defined by the USACE is: "A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. Include in the list of DFOWs, but not be limited to, all critical path activities on the NAS. Include all activities for which this specification requires QC Specialists or specialty inspection personnel. Provide separate DFOWs in the Network Analysis Schedule for each design development stage and submittal package. (Unified Facilities Guide Specifications (UFGS) 01 45 02)"

Below is a picture of the Features of Work screen in RMS 3.0 Contractor Mode:



Feature Of Work	Number of Days after Preparatory that Initial should be Scheduled
ACCESS FLOORING PREP	0
Acoustical Wall Panels	1
Admin Ceiling Close In Insp.	0
ADMIN OVERHEAD CLOSE IN INSP	0
Air Barrier System	10
Asphalt pave, base, underdrain	7
Battery Prep	0
Bio retention ponds, site util	7
Clearing and Grubbing	2
Comm AK Change	5
Comm. Duct @ NSA	7
Communication	5
Concrete	0
CRAC UNIT H20 PRESSURE TEST	0
Doggy Park Reforestation Prep	10
Ductwork	5
Earthwork	2
Elect Low Voltage/ Comm/ Data	5
Electric underground	10
EPDM Roofing & Insulation	5
eric's feature	0
Exterior Windows	5
Fire Suppression (NFP)	5
Fire Suppression (NFP) Reprep	0
FLOORING PREP MTG	0
Hardware & Door installation	5
HVAC Insulation	5
Hydrostatic Test	0
Interior Electric (Rough)	10
Interior Signage	1
Irrigation/Plant Installation	2
JK Tile Ceramic Tile	5
JK Tile Mudmat Initial/Layout	0
Jogging Trail	0
Landscaping & seeding	5
Lightning Protection	5
MANDREL TEST	0
Masonry	0
Masonry - Brick & Split-Faced	5
Mech Stab. Earth Wall Reprep	5
Mech Stabilized Earth Wall	5
Metal Framing and Drywall	5
Metal Wall Panels	5

Adding a Feature of Work brings up a screen like this one:



A title can be manually entered or one can be selected from the Government Library by clicking the "Select feature title from Library" button.

Days after predatory to hold initial indicates the number of days after the Preparatory Phase meeting the Initial Phase meeting is to be held. Both of these meetings are to be held with a view towards obtaining quality construction by planning ahead and identifying potential problems for each feature.

The Initial Inspection always takes place following the Preparatory Inspection, but after a representative sample of the work has been placed. This is to ensure that the quality and workmanship reflect the agreements reached and discussions that took place during the Preparatory Inspection meeting.

Once a Feature of Work has been added into Contractor Mode, tracking Pay Activities, 3 Phase Inspections, Hazard Analysis, and the Feature Schedule is simplified as Contractor Mode maintains the links between each of these modules.

4.4 3 Phase Inspections

Guide Specifications, such as "Quality Control", UFGS 01 45 00.00.10 (USACE), require an effective quality control (QC) system in compliance with the Contract Clause titled "Inspection of Construction" (FAR 52.246-12).This QC consists of plans, procedures and an organization necessary to produce an end product which complies with the contract requirements. Contractor Quality Control (CQC) is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. 3-Phase Inspections within Contractor Mode utilize checks that are numbered, generally following the CSI (Construction Specification Institute) specification format. For more information you may visit the CSI website by clicking here. The CSI-based numbering system is used in such references as Sweets Catalogs, MEANS Estimating Books, Military Specifications, and so forth. This is done in Contractor Mode to categorize various comments and items where they can easily be remembered and found and to minimize duplication of comments in various areas.

At least three phases of control must be conducted by the CQC System Manager for each definable feature of the construction work, as described in the following sections:

Preparatory
Items listed under the heading “Preparatory” are discussed prior to work taking place, during a meeting with the appropriate foremen, subcontractors, key workers, etc. This is performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site.

This phase includes:

a) A review of each paragraph of applicable specifications, reference codes, and standards. Make available during the preparatory inspection a copy of those sections of referenced codes and standards applicable to that portion of the work to be accomplished in the field. Maintain and make available in the field for use by Government personnel until final acceptance of the work.

b) Review of the contract drawings.
c) Check to assure that all materials and/or equipment have been tested, submitted, and approved.
d) Review of provisions that have been made to provide required control inspection and testing.
e) Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
f) Examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
g) Review of the appropriate activity hazard analysis to assure safety requirements are met.
h) Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.
i) Check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
j) Discussion of the initial control phase.
k) The Government must be notified at least [____] hours in advance of beginning the preparatory control phase. Include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. Document the results of the preparatory phase actions by separate minutes prepared by the CQC System Manager and attach to the daily CQC report. Instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

Initial

Items listed under the heading “Initial” are relevant after work has proceeded and a representative sample of the work is in place and can be observed. This phase is accomplished,after a representative portion if the work is in place, at the beginning of a definable feature of work.

This phase includes:

a) Check work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.
b) Verify adequacy of controls to ensure full contract compliance. Verify required control inspection and testing.
c) Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
d) Resolve all differences.
e) Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
f) The Government must be notified at least [____] hours in advance of beginning the initial phase. Prepare separate minutes of this phase by the CQC System Manager and attach to the daily CQC report. Indicate the exact location of initial phase for future reference and comparison with follow-up phases.
g) The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

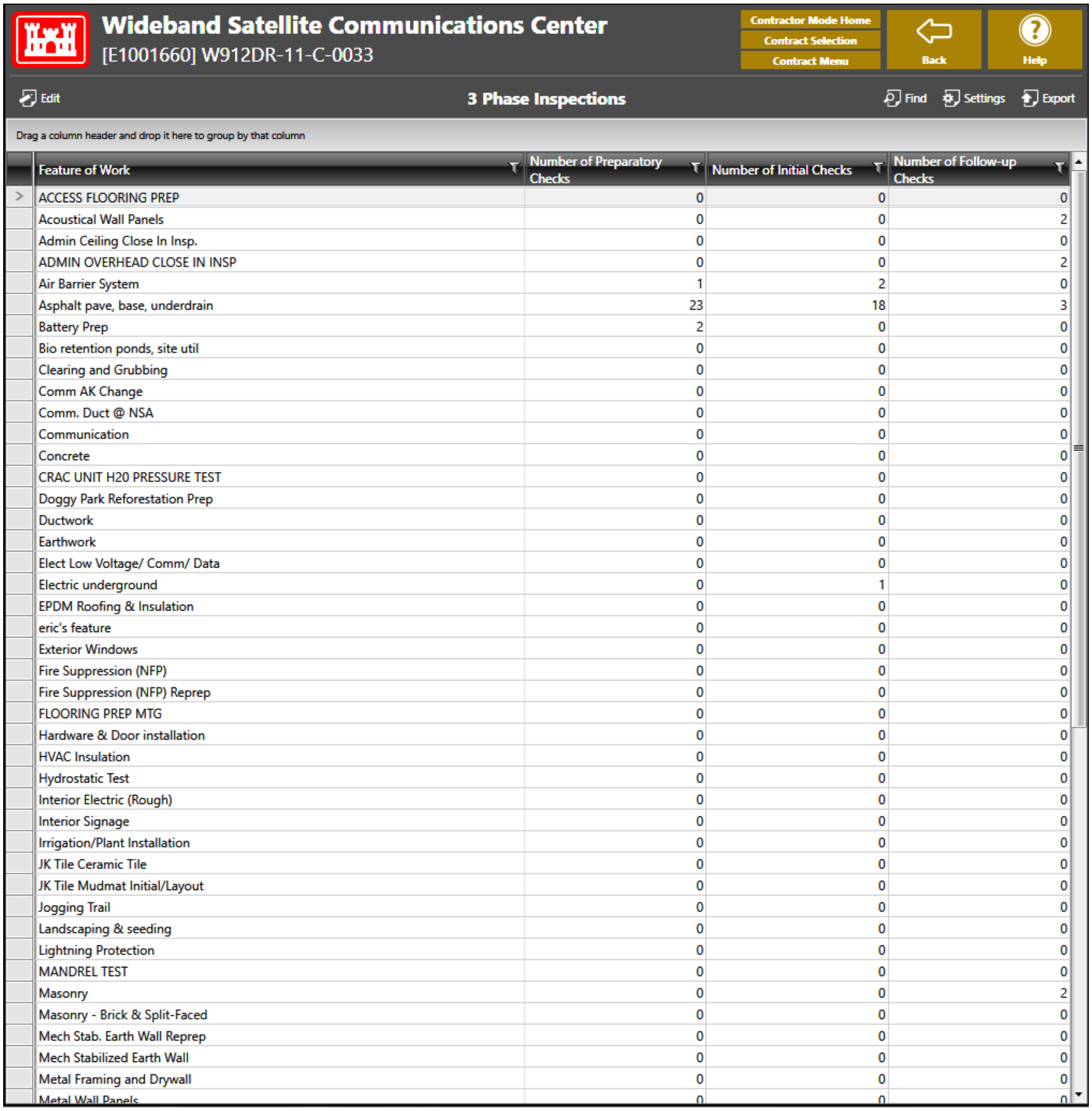
Final Followup

The items under “Final Follow-up” become important after the work is completed and should verify that the end product complies with the terms of the contract and that the items discussed at the preparatory and initial meetings were adhered to.

Perform daily checks to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. Record the checks in the CQC documentation. Conduct final follow-up checks and correct all deficiencies prior to the start of additional features of work which may be affected by the deficient work. Do not build upon nor conceal non-conforming work.

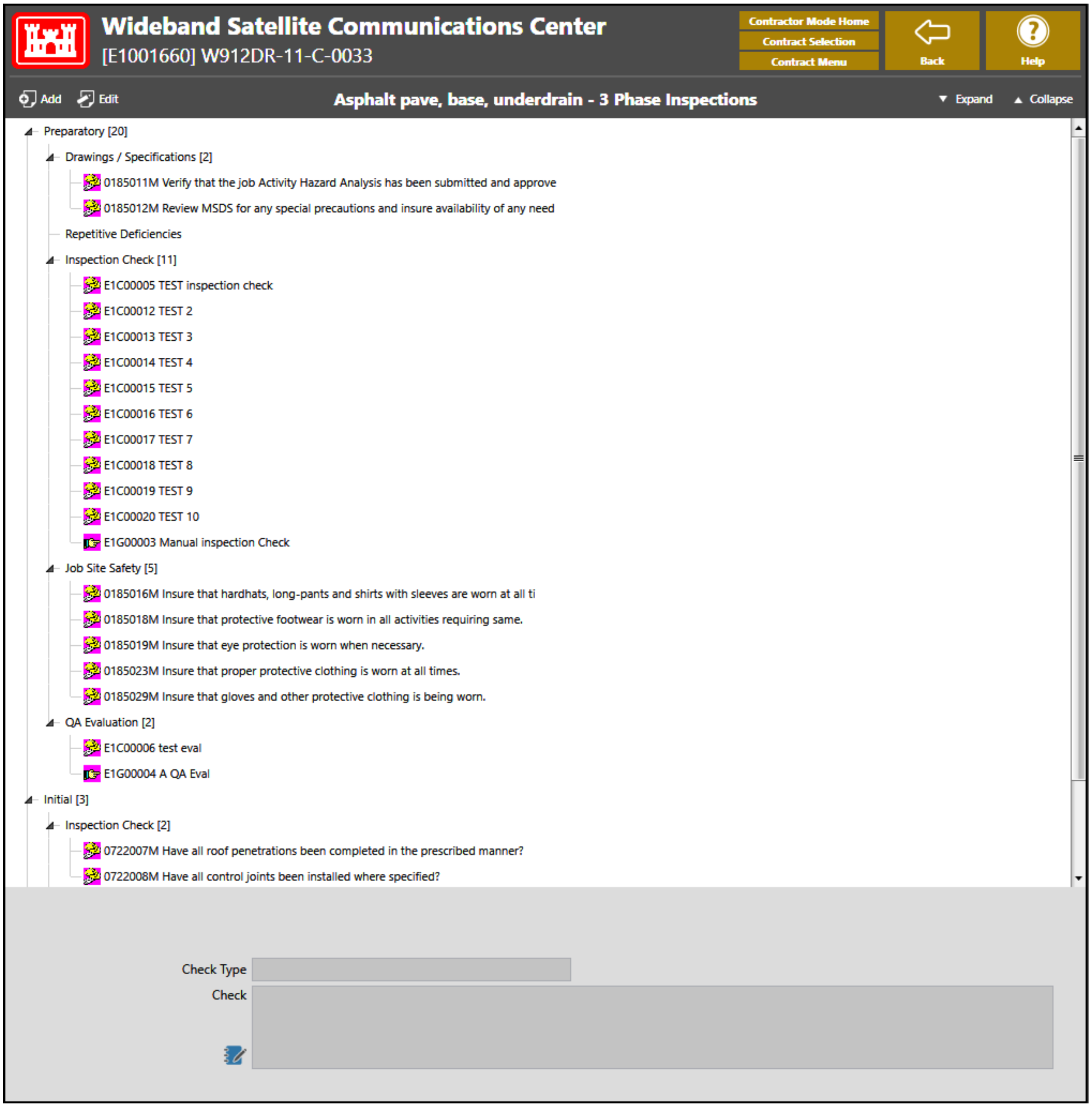
Additional Preparatory and Initial Phases

Conduct additional preparatory and initial phases on the same definable features of work if: the quality of on-going work is unacceptable; if there are changes in the applicable CQC staff, onsite production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.



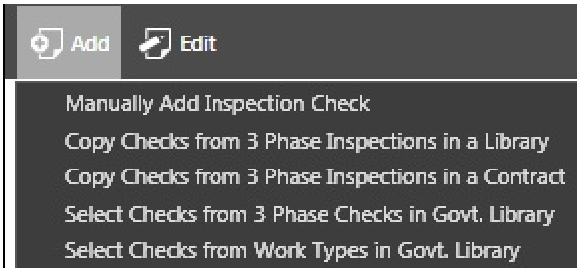
Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
ACCESS FLOORING PREP	0	0	0
Acoustical Wall Panels	0	0	2
Admin Ceiling Close In Insp.	0	0	0
ADMIN OVERHEAD CLOSE IN INSP	0	0	2
Air Barrier System	1	2	0
Asphalt pave, base, underdrain	23	18	3
Battery Prep	2	0	0
Bio retention ponds, site util	0	0	0
Clearing and Grubbing	0	0	0
Comm AK Change	0	0	0
Comm. Duct @ NSA	0	0	0
Communication	0	0	0
Concrete	0	0	0
CRAC UNIT H20 PRESSURE TEST	0	0	0
Doggy Park Reforestation Prep	0	0	0
Ductwork	0	0	0
Earthwork	0	0	0
Elect Low Voltage/ Comm/ Data	0	0	0
Electric underground	0	1	0
EPDM Roofing & Insulation	0	0	0
eric's feature	0	0	0
Exterior Windows	0	0	0
Fire Suppression (NFP)	0	0	0
Fire Suppression (NFP) Reprep	0	0	0
FLOORING PREP MTG	0	0	0
Hardware & Door installation	0	0	0
HVAC Insulation	0	0	0
Hydrostatic Test	0	0	0
Interior Electric (Rough)	0	0	0
Interior Signage	0	0	0
Irrigation/Plant Installation	0	0	0
JK Tile Ceramic Tile	0	0	0
JK Tile Mudmat Initial/Layout	0	0	0
Jogging Trail	0	0	0
Landscaping & seeding	0	0	0
Lightning Protection	0	0	0
MANDREL TEST	0	0	0
Masonry	0	0	2
Masonry - Brick & Split-Faced	0	0	0
Mech Stab. Earth Wall Reprep	0	0	0
Mech Stabilized Earth Wall	0	0	0
Metal Framing and Drywall	0	0	0
Metal Wall Panels	0	0	0

The data included in this grid is from the Features of Work module (QC tab --> Features of Work module). Editing a feature of work will open a window like the one below:



This is the 3 Phase Inspection view for the specific feature of work, in this case the Asphalt pave, base, underdrain feature of work. Notice the three main checks: Preparatory, Initial, and Final Follow-up. Inside of each of these checks are additional groupings for specific checks like Inspections, Job Site Safety, QA Evaluation, and others.

Clicking the add button will bring up a menu like the one below:



This gives users the ability to either manually add an inspection check, copy inspections from a different contract, or add from the Government Library.

3 Phase Inspection Reports

To open reports for the 3 Phase Inspections, exit out of this check and click the back button until we have the Contract Menu opened. From there go to the right and click Contract Reports:

Then select the 3 Phase Inspection reports.

4.5 Hazard Analysis

The contract "Safety and Health Requirements Manual" (EM 385-1-1), includes the following requirement for developing an Activity Hazard Analysis (AHA):

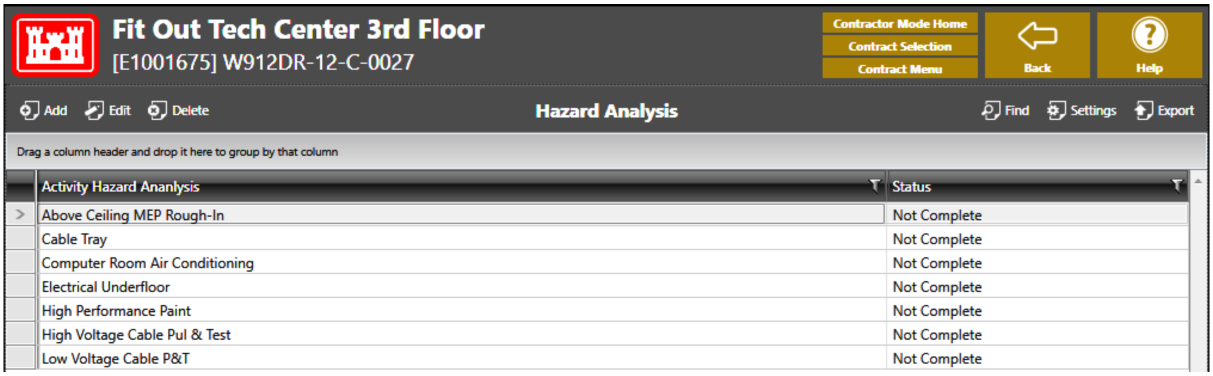
01.1.13. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or sub-contractor is to perform the work, the Contractor(s) performing that work activity shall prepare an Activity Hazard Analysis.

In Contractor Mode the AHAs are keyed around the activities required to accomplish a certain Feature of Work and address any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

The Contractor should prepare a Hazard Analysis for each Feature of Work. After the Hazard Analysis are created in Contractor Mode, they will be available in Government Mode for review, comments, acceptance or rejection. The Activity Hazard Analysis is really centralized around the activities required to accomplish a certain feature of work and addresses any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

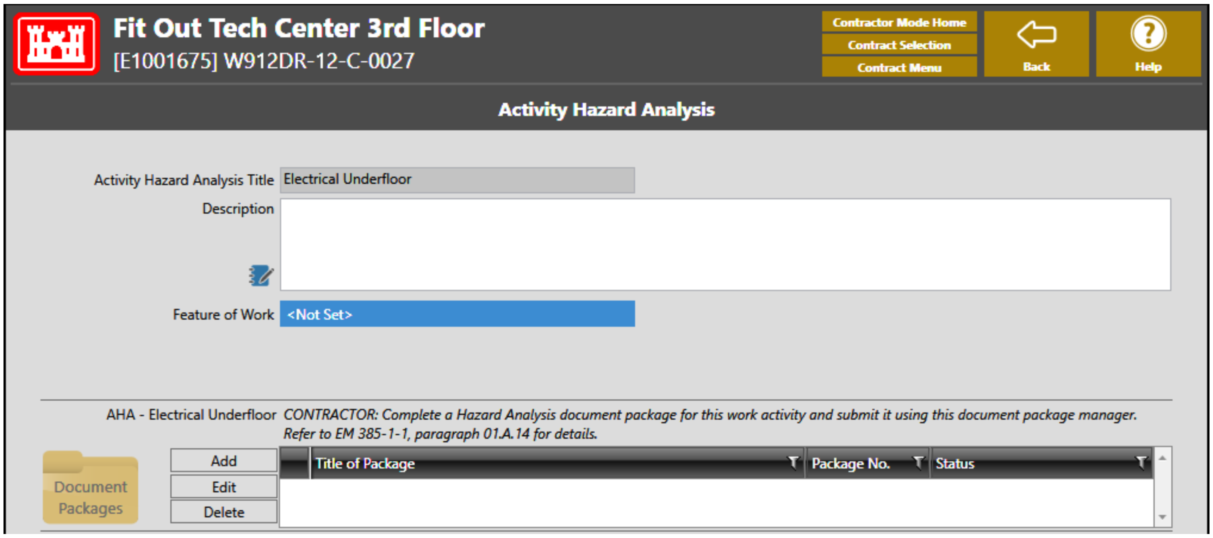
Tips on Creating Activity Hazard Analysis

a) AHA's will define the activities being performed and identify the sequences of work, the specific hazards anticipated, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.
b) Work will not begin until the AHA for the work activity has been accepted by the GDA (Government Designated Authority) and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings
c) The names of the competent/qualified person(s) required for a particular activity (i.e., excavations, scaffolding, fall protections, other activities as specified by OSHA and this manual) will be identified and included in the AHA. Proof of their competency/ qualification must be submitted to the GDA for acceptance prior to the start of that work activity.
d) The AHA will be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).
    i. If more than one competent/qualified person will be used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed shall be competent/ qualified for the type of work involved in the AHA and familiar with current site safety issues.
    ii. If a new competent/qualified person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he/she has reviewed the AHA and is familiar with current site safety issues.



The QC --> Hazard Analysis module contains a toolbar with the ability to add, edit, or delete AHAs for the contract. Unlike QCS 2.38, features of work will be linked to the AHA in the edit screen. RMS 3.0 Contractor Mode also includes the new Package Manager widget for attachments in the edit screen as well.

Adding or Editing an AHA will bring a screen like the one below:

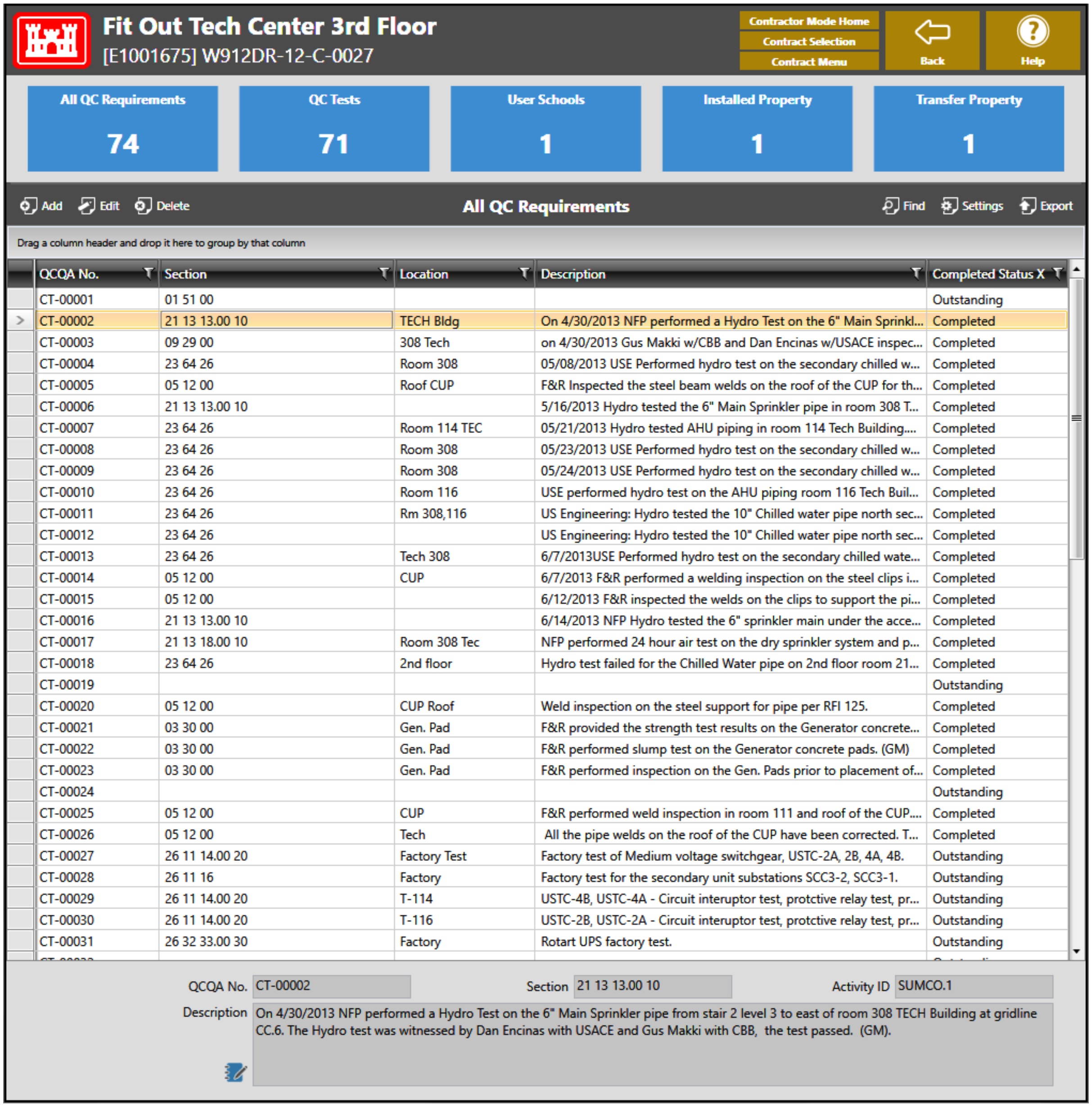


Here, all that is required is a feature of work to be set (by clicking on the blue lookup box to the right). Then, fill out a detailed description. New in RMS 3.0 Contractor Mode is a Document Package Manager allowing any type of attachments to be assigned to this specific Hazard Analysis. Each package can have an unlimited number of attachments (limit of 50mb per attachment). Each package can be sent to the Government for approval (and more than one package if desired). For a detailed explanation of the Package Manager see "Correspondence 24" and scroll down to the Document Package area.

4.6 QC Requirements

There are areas that must be addressed in the Planning of a contract before a Contractor can adequately prepare a Daily Quality Control Report. The Government or the Designer accomplishes some of this preliminary planning, long before the Contractor is aware that a potential contract even exists. This includes, among many other things, what RMS refers to a QC Requirements. Each of these requirements is tracked by specific number and is assigned (linked) to a Contractor pay activity by the construction Contractor.

Contract documents may require the Contractor to conduct training for the Customer on systems or equipment (User Schools), perform various test on materials, equipment, systems, etc. (QC Tests), account for property that is Government Furnished or will be turned-over to the Government as unincorporated property (Transfer Property), or provide information for maintenance or repair on equipment installed as part of the contract (Installed Property). Contractor Mode titles this group of actions or contract requirements as QC Requirements.



The QC Requirements module is comprised of a Local Toolbar that contains buttons to manage the QC requirements, a set of tiles to show each of the QC Requirements or to separate the four types of QC requirements (QC Tests, User Schools, Installed Properties, and Transfer Properties) with each tiles showing a Data Grid listing the QC requirements for that tile, and finally a panel along the bottom that contains the description of whatever QC requirement that is currently highlighted.

QC Tests

Quality Control Tests are defined in the Contract and are based on engineering and construction judgment as to the type and number of tests to be accomplished. After the award of the contract, the Contractor will further define the method and quantity of tests based on the material quantity and/or equipment options he has chosen to incorporate into the work. These tests are given the prefix “CT” (Control Test) and take the form of “CT-####” for numbering and tracking purposes contained in various reports. The Contractor is responsible for performing the tests and reporting the results of the tests to the Government. If a test fails, the Contractor must correct the problem and report that it is corrected. This reporting is accomplished within the Contractor’s Daily Quality Control Report (QCR).

User Schools

User Schools represents the Training or Instruction the Contractor must provide the Customer on equipment or systems provided and installed as part of the contract. They have the prefix “US” and take the form of “US-####” for numbering and tracking purposes. As each session of the Training or Instruction is completed, it is reported on the Contractor’s Daily QCR. A Government representative should ensure that it was accomplished appropriately and if not, have it repeated to comply with the contract documents. The Customer (User) will often neglect attending the training and then complain that none was offered. Our records can protect our staff and the contractor from that situation.

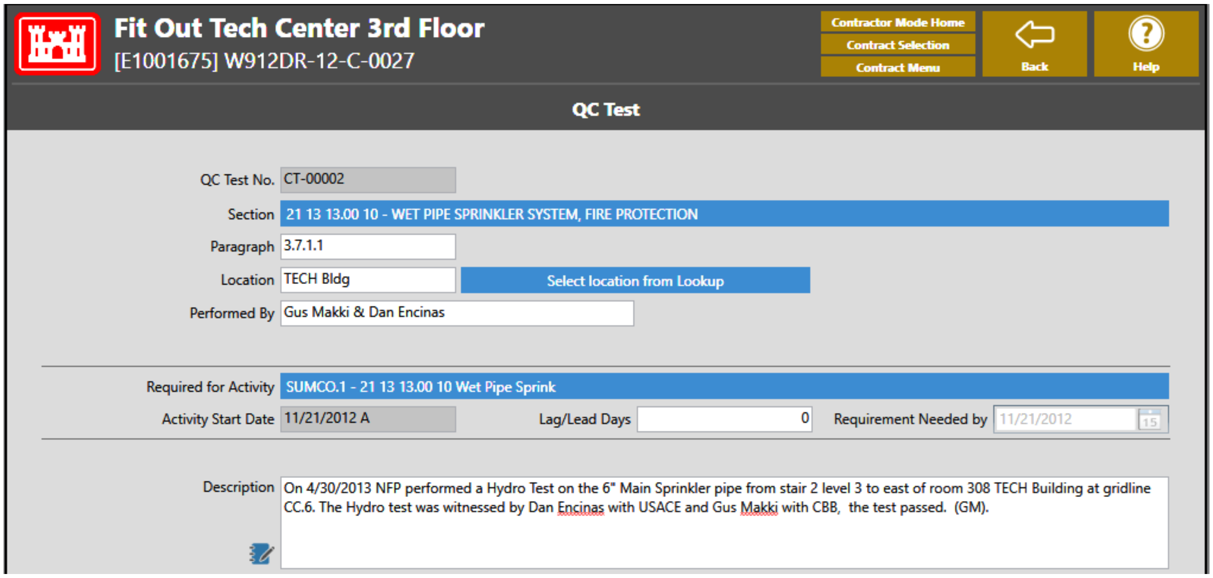
Installed Property

Installed Property is those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that may require maintenance, have serial numbers and can be accounted for individually. It is the Designer that specifies the equipment, based upon Design guidance provided by the Government Design or Using Agency. These items are given the prefix “IP” by RMS and take the form of “IP-####” for numbering and tracking purposes. As the Installed Property arrives at the jobsite, it is compared to approved Shop Drawings for conformance to the contract; the serial number and other information is recorded and reported within the Daily QCR.

Transfer Property

Transfer Property is that property that “changes hands” during the construction process. Examples would include Government Furnished Property (GFP) that the Contractor would install or consume during the contract performance. It would include spare parts and supplies that are furnished by the contractor as part of the contract requirements. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion. These items are given the prefix “TP” by RMS and take the form of “TP-####” for numbering and tracking purposes. As the Contractor receives or provides the Transfer Property it is reported within his Daily QCR. The Government should also track the property on DD Form 1149 and include it with the contract Closeout documents.

Editing one of these requirements brings up a view like below:



Section
The specification section that this QC Requirement is associated with. This comes from the Submittals Tab --> Specification Sections Module.

Paragraph
The paragraph within the section that this QC Requirement applies to.

Location
The physical location of the QC Requirement. A pre-set location can be chosen with the lookup (blue "Select location from Lookup").

Performed By
The name of the contact that is responsible for this QC Requirement.

Required for Activity
This lookup is used to choose a Pay Activity (in the Finances Tab --> Pay Activities Module). For more information see the "Pay Activities 44" article.

The Activity Start Date will be pulled from the Pay Activity selected, if there is a date.

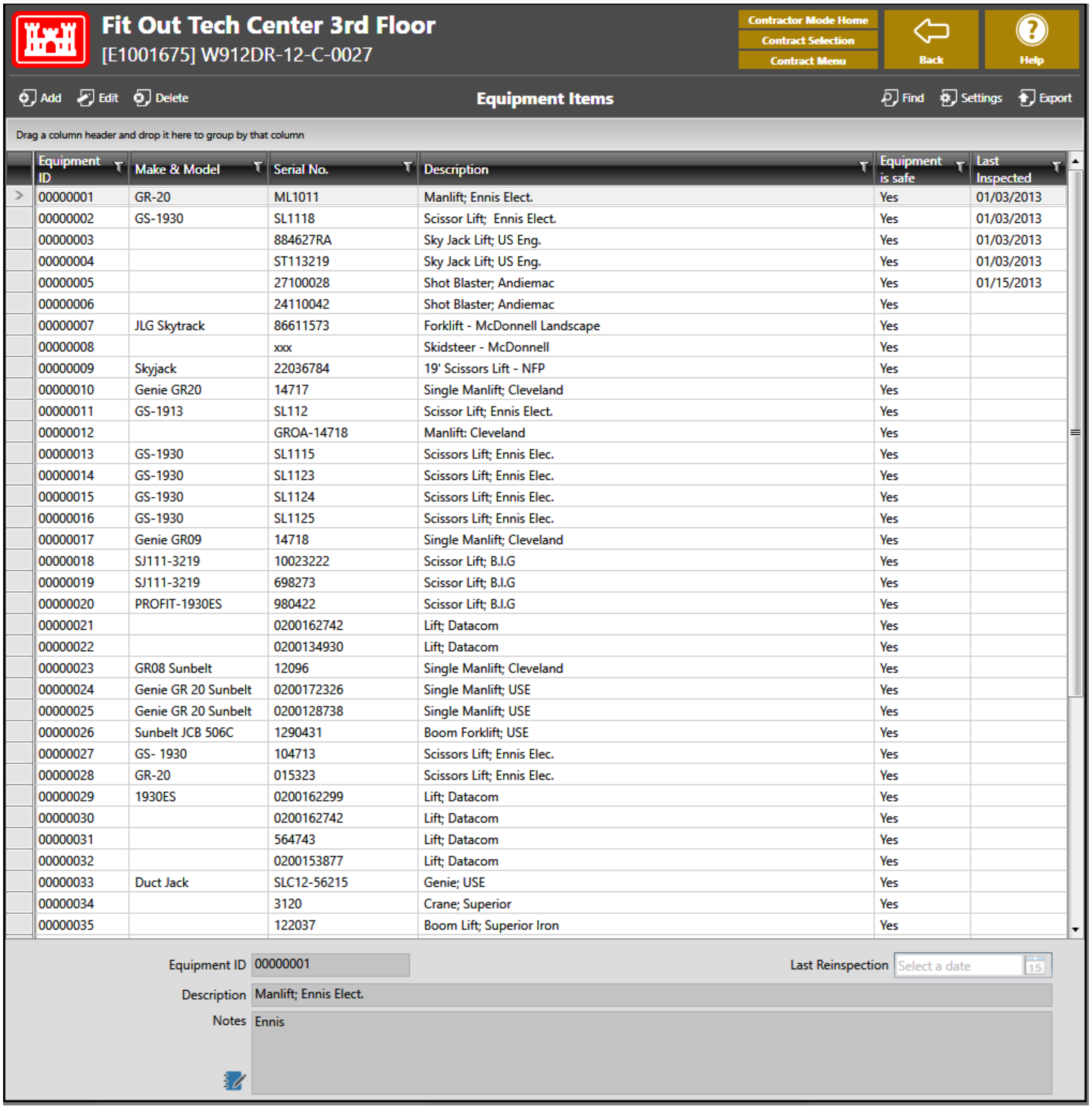
Lag/Lead Days
Indicates the number of days before or after the activity begins for the test required to be performed.

Requirement Needed By
This is a calculated field that will take the date in the Activity Start Date field and add it to the value in Requirement Lag/Lead field. If the value in the Requirement Lag/Lead field is negative then the calculated date will come before the Activity Start Date. If the value in

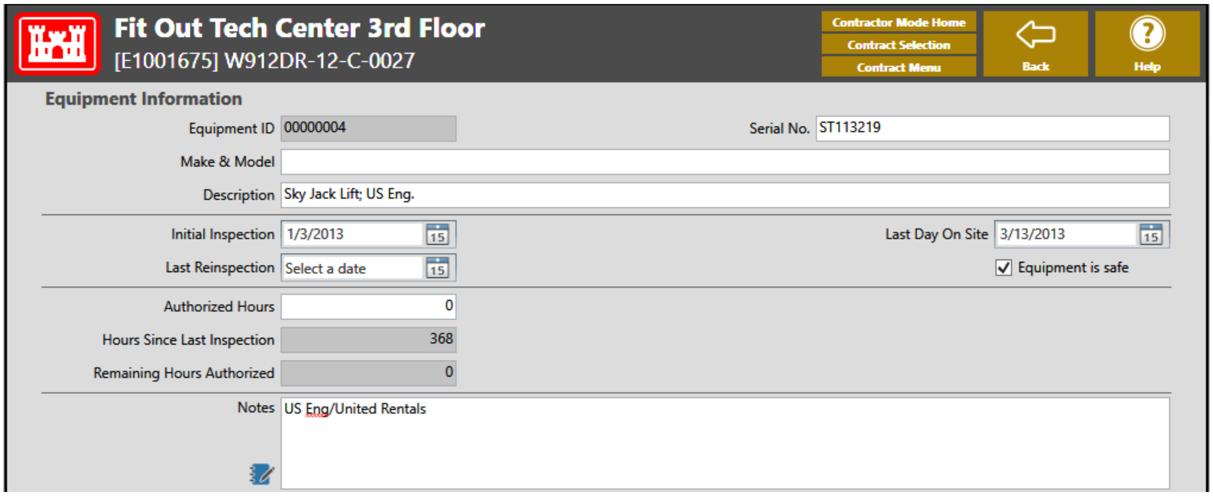
the Requirement Lag/Lead field is positive then the calculated date will come after the Activity Start Date.

4.7 Equipment Checks

All equipment that requires a mechanic's inspection should be entered here. Usually hand tools are not included. Equipment entered here will be available to report use and standby time on the Contractor Daily Quality Control Report (QCR).



To add a new equipment to the contract click the Add button on the top left corner of the module. Clicking add will bring up a screen like the one below:



The boxes with a red outline require data before saving this equipment to the contract. Clicking back does allow users to cancel and not save changes if needed.

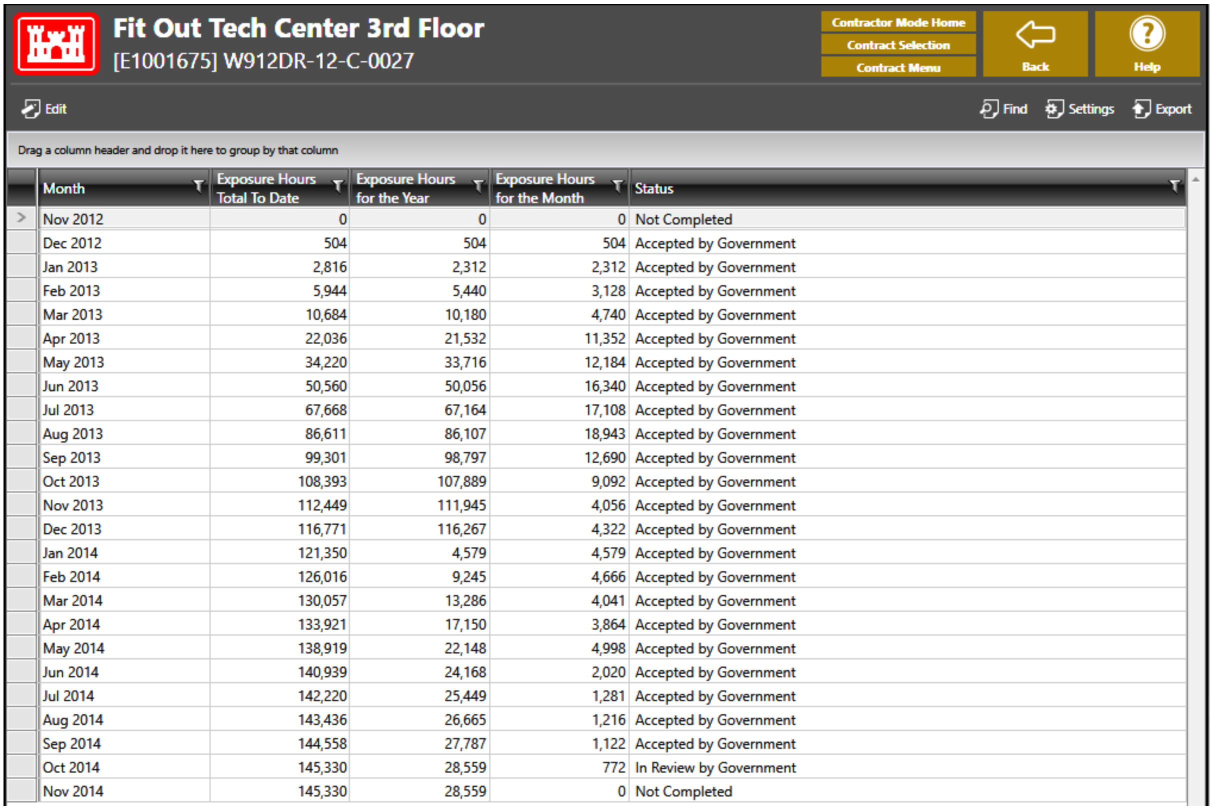
4.8 Exposure Hours

The Safety and Health Requirements Manual, EM 385-1-1, at section 01 (Program Management), Paragraph 01.D (Accident Reporting and Recordkeeping), sub-paragraph 01.D.05, requires the Prime Contractor to provide a monthly record of all exposure and accident experience of the Prime Contractor and all subcontractors relative to the work. The paragraph is quoted below and the full manual may be downloaded at the USACE Publications Website.

01.D.05 In addition to any other applicable requirements within this section on contract operations, the Prime Contractor shall:

a) Maintain records of all exposure and accident experience incidental to the work (this includes exposure and accident experience of the Prime Contractor and subcontractors and, at a minimum, these records shall include exposure work hours and a log of occupational injuries and illnesses - OSHA Form 300 or equivalent as prescribed by 29 CFR 1904); provide a current copy of OSHA Form 300 or equivalent to the GDA upon request;
b) Maintain health hazard assessment documentation and employee exposure monitoring to chemical, biological, and physical agents as required by Section 06. Provide this information to employees who are characterized by these assessments and exposure monitoring in accordance with OSHA requirements. Immediately notify the GDA of any exposure in excess of the limits specified in Section 06 and the hazard control measures that have been taken to reduce or eliminate such exposures;
c) Submit project work hours to the COR monthly in the format provided by the COR. Work hours include all hours on the project where an employee is in an on-duty pay status.

Below is the Exposure Hours module in Contractor Mode:



Month	Exposure Hours Total To Date	Exposure Hours for the Year	Exposure Hours for the Month	Status
Nov 2012	0	0	0	Not Completed
Dec 2012	504	504	504	Accepted by Government
Jan 2013	2,816	2,312	2,312	Accepted by Government
Feb 2013	5,944	5,440	3,128	Accepted by Government
Mar 2013	10,684	10,180	4,740	Accepted by Government
Apr 2013	22,036	21,532	11,352	Accepted by Government
May 2013	34,220	33,716	12,184	Accepted by Government
Jun 2013	50,560	50,056	16,340	Accepted by Government
Jul 2013	67,668	67,164	17,108	Accepted by Government
Aug 2013	86,611	86,107	18,943	Accepted by Government
Sep 2013	99,301	98,797	12,690	Accepted by Government
Oct 2013	108,393	107,889	9,092	Accepted by Government
Nov 2013	112,449	111,945	4,056	Accepted by Government
Dec 2013	116,771	116,267	4,322	Accepted by Government
Jan 2014	121,350	4,579	4,579	Accepted by Government
Feb 2014	126,016	9,245	4,666	Accepted by Government
Mar 2014	130,057	13,286	4,041	Accepted by Government
Apr 2014	133,921	17,150	3,864	Accepted by Government
May 2014	138,919	22,148	4,998	Accepted by Government
Jun 2014	140,939	24,168	2,020	Accepted by Government
Jul 2014	142,220	25,449	1,281	Accepted by Government
Aug 2014	143,436	26,665	1,216	Accepted by Government
Sep 2014	144,558	27,787	1,122	Accepted by Government
Oct 2014	145,330	28,559	772	In Review by Government
Nov 2014	145,330	28,559	0	Not Completed

The information reported in this module will satisfy this requirement and produce the required exposure report to be provided to the Government. Below is a screen shot of the Exposure Hours module.

The "QC --> Exposure Hours" module contains a Data Grid where each row represents a month. The months range from the start of the contract until the end. The start of the contract is determined by the actual Notice to Proceed (NTP) date whereas the end of the contract is determined by the actual completion date. On the first of each month RMS Contractor Mode will automatically add a row for the prior month with zero exposure hours as long as the contract has no actual completion date. As as example if today was the first of August then Contractor Mode will add a row for the month of July. Until the first of August you cannot edit exposure hours for the month of July. If the contract has an actual completion date then Contractor Mode will not add any rows for the months following the completion month.

Month

Month and year for this exposure hour entry.

Exposure Hours Total to Date

Total amount of exposure hours since the inception of the contract.

Exposure Hours for the Year

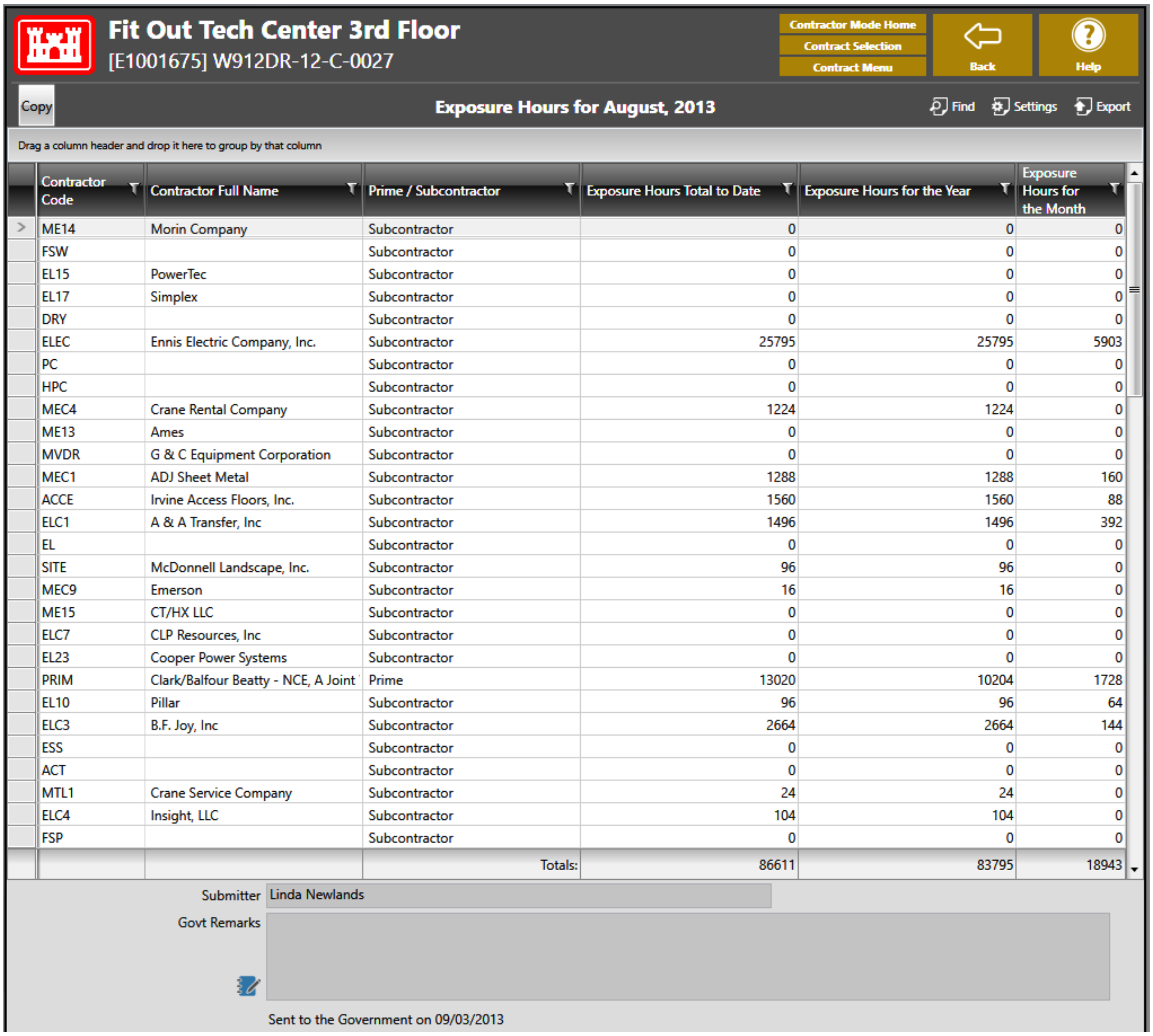
Total amount of exposure hours since the start of the year.

Status
The status of the entry for the month. It may be one of the following: Not Completed, Completed - Ready to Send to Gov't, Completed - Sent to Gov't, In Review by Gov't, Gov't Accepted and Return for Corrections.

When using QCS the Status column is the most significant for two reasons. First by looking at the Status column you can determine if the hours for that is editable or not. Second you can determine if the hours you have entered have been accepted by your USACE Representative or not. The following table describes each of the values you may see in the Status column.

Status	Editable	Description
Not Completed	Yes	The exposure hours for this month have not been marked as completed.
Completed - Ready to Send to Gov't	Yes	The exposure hours have been marked as completed but not yet exported to RMS. They may still be marked as uncompleted and then edited by QCS.
Completed - Sent to Gov't	No	The exposure hours have been sent to RMS. They are no longer editable.
In Review by Gov't	No	The exposure hours have been received by RMS but not yet approved.
Gov't Accepted	No	The exposure hours have been accepted by RMS. Additional information may be found in the Government Remarks.
Return for Corrections	Yes	The exposure hours have been returned by RMS for corrections. Please see the Government Remarks for additional information.

Clicking Edit on one of the months, in this case, August 2012, brings up a screen like the one below:



Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours for the Year	Exposure Hours for the Month
ME14	Morin Company	Subcontractor	0	0	0
FSW		Subcontractor	0	0	0
EL15	PowerTec	Subcontractor	0	0	0
EL17	Simplex	Subcontractor	0	0	0
DRY		Subcontractor	0	0	0
ELEC	Ennis Electric Company, Inc.	Subcontractor	25795	25795	5903
PC		Subcontractor	0	0	0
HPC		Subcontractor	0	0	0
MEC4	Crane Rental Company	Subcontractor	1224	1224	0
ME13	Ames	Subcontractor	0	0	0
MVDR	G & C Equipment Corporation	Subcontractor	0	0	0
MEC1	ADJ Sheet Metal	Subcontractor	1288	1288	160
ACCE	Irvine Access Floors, Inc.	Subcontractor	1560	1560	88
ELC1	A & A Transfer, Inc	Subcontractor	1496	1496	392
EL		Subcontractor	0	0	0
SITE	McDonnell Landscape, Inc.	Subcontractor	96	96	0
MEC9	Emerson	Subcontractor	16	16	0
ME15	CT/HX LLC	Subcontractor	0	0	0
ELC7	CLP Resources, Inc	Subcontractor	0	0	0
EL23	Cooper Power Systems	Subcontractor	0	0	0
PRIM	Clark/Balfour Beatty - NCE, A Joint	Prime	13020	10204	1728
EL10	Pillar	Subcontractor	96	96	64
ELC3	B.F. Joy, Inc	Subcontractor	2664	2664	144
ESS		Subcontractor	0	0	0
ACT		Subcontractor	0	0	0
MTL1	Crane Service Company	Subcontractor	24	24	0
ELC4	Insight, LLC	Subcontractor	104	104	0
FSP		Subcontractor	0	0	0
		Totals:	86611	83795	18943

In most cases the labor hours entered into the QC Daily Reports will be the same hours that are wanted for the exposure hours. However, it is time consuming to go back through all of the daily reports and total up each hour for each subcontractor. Contractor Mode provides the Copy button (top left hand corner) to simplify the process of copying the labor hours entered in each QC Daily Report to the monthly exposure hours report.

When clicking the Copy button, Contractor Mode will first scan all of the QC Daily Reports to verify that they all have been marked as completed. If any daily reports were found that are not marked as completed, Contractor Mode will show a warning. Complete the incomplete daily reports listed in the QC --> QC Daily Reports module and then return back to this Exposure Hours screen to click the Copy button. Note that Contractor Mode does not require that a QC Daily Report be completed for each day of the month, only those days that a report has been created.

If all of the QC Daily Reports for the month have been completed, Contractor Mode will total the hours for each of the contractors and then enter those hours in the Exposure Hours screen (above).

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template if you want it completely blank.

Submittals

5 Submittals

Topics in this section include:

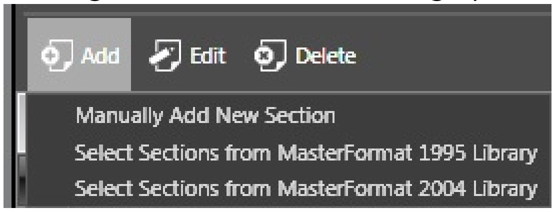
5.1 Specification Sections

The MasterFormat 1995 and 2004 come from the Government Library --> Specification Sections126. For more general information on MasterFormat visit their website at www.MasterFormat.com or look them up on Wikipedia. MasterFormat is a standard for organizing specifications and other written information for building projects managed by the USACE. MasterFormat is a product of the Construction Specifications Institute (CSI) and it provides a master list of Divisions, and Section numbers with associated titles within each Division, to organize information about a facility's construction requirements and associated activities.

If using the import feature from SpecsIntact, the Specification Sections module is not required to be used. However, this module may be used if needed to change or modify a title of a specification section, or if needed to manually enter a section that is not otherwise included. Revisions to this area will affect the current contract only and will not alter the specification sections listed in the Government Library --> Specification Sections module. Contractors are only able to [Add], [Edit], or [Delete], a section from within a contract - not from the Library. Sections added to the Specification Sections here will not conflict with sections in the Government Library.

RMS include both the older MasterFormat 1995 and the newer MasterFormat 2004 specification section listing . The older version includes 16 Specification Divisions and the new format includes about 50 Divisions (some are 'reserved' for future use). Eventually, the 1995 version will be removed from RMS.

Clicking the Add button will bring up a menu option like the one below:



Options include manually adding a section or selecting from the Government Library (MasterFormat 1995 and 2004 libraries) via lookup windows.

Manually adding a new specification section will bring up a window like this one:

Allowable Formats	Examples from the MasterFormat Libraries
XXXXX	12350, 12350, and 16799
XXXXXX	No examples were found in the MasterFormat Libraries but this format is allowed.
XX XX XX	09 67 01, 01 74 19, and 10 44 16.
XX XX XX.XX	00 21 25.23, 41 22 23.23, and 23 51 13.19

Allowable Formats	Examples from the MasterFormat Libraries
XX XX XX.XX XX	13 48 00.00 10, 23 09 23.13 20, and 33 70 02.00 10.

A maximum of forty-five (45) characters to describe the contents of the section. The title does not have to match a title in the Libraries and may consist of alpha, numeric, or special characters.

5.2 Submittal Register

The Submittal Register module is heavily influenced by particular settings in the RMS Government Mode's Administration --> Contract Setup module, Submittals/Schedule tab. On that tab the Government Mode User may create multiple submittal registers, setup review periods, number of copies, default government reviewers, and link submittals to the activity schedule. If anything needs changed please contact the USACE Representative for the contract.

The following table contains a list of USACE documents that may be useful regarding submittals and the submittal process:

Reference	Title	Download
Engineering Regulation ER 415-1-10	***Contractor Submittal Procedures***	ER 415-1-10
Engineering Regulation ER 1180-1-6	***Construction Quality Management***	ER 1180-1-6
Guide Specification 01 33 00 (UFGS)	***Submittal Procedures***	UFGS 01 33 00
Guide Specification 01 78 00 (UFGS)	***Closeout Submittals***	UFGS 01 78 00

Click on the Submittals are a Contract Requirement 94 to bring up the sub-topic of Submittals and Contract Requirements.

Click on the Contractor Post-Award Responsibilities 96 to bring up a sub-topic on the FAR clause 52.236-21 (Specifications and Drawings for Construction).

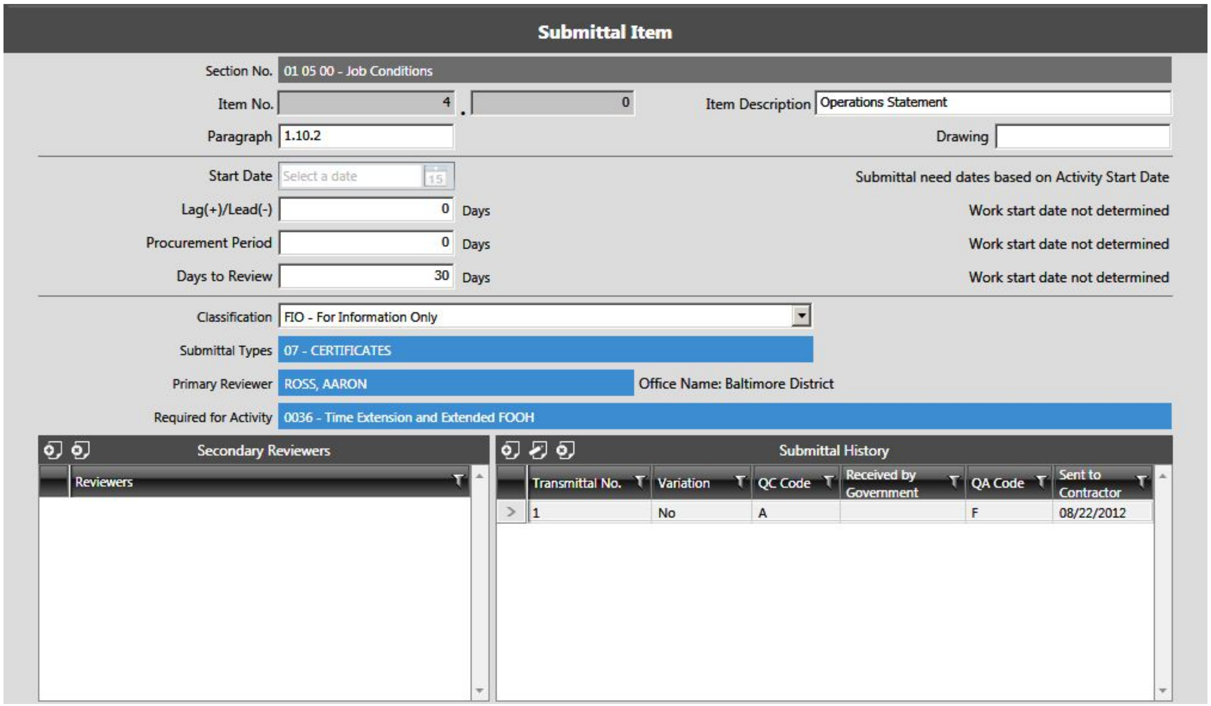
The contractor is responsible for maintaining and updating the submittal register during the contract duration. The contractor will use RMS 3.0 Contractor Mode to track the status of the submittal process on the appropriate Submittal Register (ENG Form 4288-R or 4288-E from Contractor Mode) and ensure coordination of procurement lead times with related construction activities with the Network Analysis Schedule (NAS).

Section	Item No	SD No	Description	Date In	QC Code	Date Out	QA Code	Primary QA Reviewer	Status
01 00 00	1	01	Title Evidence	08/08/2013	A	03/03/2016	F	ROSS, AARON	Complete
01 00 00	2	01	Invoice Copies	08/08/2013	A	03/03/2016	F	ROSS, AARON	Complete
01 00 00	3	01	Payment Evidence	08/08/2013	A	03/03/2016	F	Rich, James	Complete
01 00 00	4	01	Photographs	08/21/2012	A	08/21/2012	F	ROSS, AARON	Complete
01 00 00	5	03	Cost or Pricing Data	08/08/2013	A	03/03/2016	F	ROSS, AARON	Complete
01 00 00	6	03	Equipment Data					ROZENBLAT, JONATHAN	Outstanding
01 00 00	7	10	O and M Data	08/08/2013	A	03/03/2016	F	ROZENBLAT, JONATHAN	Complete
01 00 00	8	10	Commissioning Activity for HVAC	08/08/2013	A		F	ROZENBLAT, JONATHAN	In Review
01 00 00	9	03	Equipment Data - Plumbing and Mech	11/18/2013	A	03/31/2014	F	ROZENBLAT, JONATHAN	Complete
01 00 00	10	11	Equipment Data - FM200 Fire Suppres:	02/19/2014	A			ROZENBLAT, JONATHAN	In Review
01 00 00	12	11	Miscellaneous Project Onsite Training	03/14/2014	A	03/31/2014	F	ROZENBLAT, JONATHAN	Complete
01 00 00	13	11	Miscellaneous Project Extra Materials	03/14/2014	A	03/31/2014	F	ROZENBLAT, JONATHAN	Complete
01 00 00	14		Subcontrator Warranties Part 1					ROZENBLAT, JONATHAN	Outstanding
01 00 00	25		BIG G Test 1						Outstanding
01 05 00	1	01	Shut Down Utility Services	08/21/2012	A	08/22/2012	A	ROSS, AARON	Complete
01 05 00	2	01	Advance Notice	08/21/2012	A	08/22/2012	F	ROSS, AARON	Complete
01 05 00	3	01	Checklist	08/21/2012	A	08/22/2012	A	ROSS, AARON	Complete
01 05 00	4	07	Operations Statement	08/21/2012	A	08/22/2012	F	ROSS, AARON	Complete
01 05 00	5	07	Coliform Bacteria	05/13/2016	A			ROZENBLAT, JONATHAN	In Review
01 05 00	245		Test 1						Outstanding
01 05 00	247		Test 2						Outstanding
01 05 00	248		Test 3						Outstanding
01 20 00	1	04	Sample Tags					ROZENBLAT, JONATHAN	Outstanding
01 20 00	245		?Test						Outstanding
01 31 19	1	01	Project Submittal Schedule	04/11/2013	A	07/19/2013	F	ROZENBLAT, JONATHAN	Complete
01 31 19	2	01	Monthly Progress Report	04/11/2013	A	07/19/2013	F	ROZENBLAT, JONATHAN	Complete
01 31 19	7.1								Outstanding
01 31 19	543.8473		Testing Some Stuff						Outstanding
01 32 01.00 10	1		Initial Schedule	12/05/2011	A	12/07/2011	A	ROZENBLAT, JONATHAN	Complete
01 32 01.00 10	2		Pay Application	12/05/2011	A	12/06/2011	X	Abbey, Robert	Outstanding
01 32 01.00 10	3		March 2012 Schedule Update and pay	04/27/2012	A	06/18/2012	A	ROZENBLAT, JONATHAN	Complete

Transmittal No.	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
2	No	A		F	

First off, notice the Register 01 - Main Register blue button on the top left hand corner of the module. Contracts can have more than one submittal register. To add additional registers, contact the USACE Representative for the contract (Government Mode). Clicking this tile allows the user to switch between different submittal registers if there is more than one register.

Clicking the Add button (or Edit button) will bring up a screen like the one below:



Section
When editing an existing submittal this field is read only. When adding a new submittal this field will contain the Section No. of the submittal that was highlighted in the Data Grid when clicking on the Add button. Clicking on the blue tile will bring up a Specification Sections lookup from the Specification Sections 88 module.

Item No.
A number that when used with Section No. uniquely identifies the submittal. When adding a new submittal to a register that has existing submittals, RMS will fill this data field with a value that is one higher than the highest Item No. for the Section No. A decimal is allowed in the item number allowing Item Numbers such as 2.4 or 5.1 as opposed to just 2 or 5. A submittal's Item No. may only be changed when the submittal is added. This field is read only when editing a submittal.

Item Description
Enter a description for the submittal here. The description entered will be used in reports and elsewhere when describing the submittal and may be more useful in identifying submittals than the Section No. and Item No. fields.

Paragraph
The eleven character data field that locates the item described to the relevant paragraph in the specification section. It is highly recommended that the paragraph number be taken from within the body of the specification section that gives the detailed requirements of

the item. The paragraph number from the front of the section that simply requires the item to be submitted is actually of little use for our purposes of administering the contract.

Drawing
The Drawing number is the sheet number from the Contract Drawings where the item being submitted may be located (e.g., Sheet E-9).

Start Date
This is the start date of the Activity assigned to the Submittal Item via the Required for Activity lookup on this same window.

Lag(+)/Lead(-) Days
Indicate any lead (-) or lag (+) time needed for delivery of this submittal item. For example, if the item needs to be delivered fourteen (14) calendar days AFTER the linked Activity Start Date, enter "14" in this data field. If item needs seven (7) days BEFORE the linked Activity Start Date, enter "-7" in this data field. This entry will add (or subtract) the entered days to/from the Activity Start Date shown above the data field.

Procurement Period
If you have a submittal item that has a delivery period beyond about seven (7) days, enter the total days here. This entry will subtract the procurement period (days) from the Material Needed by date.

Days to Review
This date defaults to 30 days to review from the Activity Start Date. This may default to a different number of days for individual USACE Districts if changed by the USACE Representative in RMS 3.0 Government Mode.

Classification
These selections describe who and how the submittal item will be processed for approval and/or review.

SpecsIntact Code	RMS3/CM Code	Description
F	FIO	For Information Only
G	GA	Government Approval
D	DA	Designer of Record Approval
C	CR	Government Conformance Review of Design
R	DA / CR	Designer of Record Approval / Government Conformance Review of Design

SpecsIntact Code	RMS3/CM Code	Description
A	DA / GA	Designer of Record Approval / Government Approval

Submittal Types
The submittal types contains one of the types found in the Government Library --> Submittal Types 128 module.

Primary Reviewer
This is the Government Reviewer for the submittal item. In order to save the Government some time, Contractors now have the ability to assign a Government Representative to the submittal item if they already know who will review the item. If not known, leave blank or ask the USACE Representative for the contract.

Required for Activity
In order to calculate the dates, an activity with a start date needs to be assigned to the Submittal Item. Once an activity with a start date is added, the Start Date, Lag Lead Dates, Procurement Period, and Days to Review will populate.

Secondary Reviewers
Secondary Reviewers are selected from an identical staff lookup as the Primary Reviewer above. Examples of Secondary Reviewers may be electrical or mechanical staff members that will review specific submittal items or provide a technical review of entire specification sections. There can be as many Secondary Reviewers as needed. To add a secondary reviewer click the [Select] button to open the Staff Lookup window so as to pick a reviewer from the list. To remove a reviewer first highlight the reviewer to be remove and then click the [Remove] button.

Submittal History
Submittal History will show Transmittals that include this item along with other information on said Transmittal. If adding a Submittal Item for the first time, this box will be empty.

5.2.1 Submittals are a Contract Requirement

Submittals include all preconstruction documentation, shop drawings, product data, samples, letters of certification, tests, plans, and other engineering information that may be required for quality control and quality assurance.

The Contractor is required to furnish a specified quality of construction, including materials and equipment to be incorporated in the work. Control of the quality of materials and equipment require timely review, testing, or other evaluation. All required submittals must be made in time to allow for evaluation, approval, procurement, and delivery prior to the preparatory control phase and before the item is needed in the construction process. The primary responsibility for the overall management and control of contractor submittals lies with the Prime Contractor. Monitoring of the Contractor's quality management control to assure that submittals are timely, appropriately certified, and in compliance with the contract is the responsibility of the Government.

While the submittal process can be time consuming for both Contractor and Government technical and administrative personnel and can significantly affect the construction schedule, procurement, placement, testing, and transfer procedures, it is critical to the success of both the quality control and quality assurance processes. As such, its scope must be carefully thought out during the design process and submittal requirements tailored to trim-fit the specific job. Because submittal approval must be timely to allow procurement and delivery of materials or equipment prior to the preparatory inspection (P/I) phase of the 3-step inspection process, the number and type of submittals required by the contract should be kept to the minimum amount sufficient to assure the specified construction quality is achieved.

Government approval is required for submittals that are critical to ensure that the government receives the quality specified in the contract. On contracts using the Design-Bid (D-B), or Design-Bid-Build (D-B-B) delivery method, submittals that always require government approval are those submittals that comprise core government requirements, alteration or variations to the stated contract requirements, and items or concepts where the contract places responsibility for detailed development on the contractor. Submittals that should always require Government Approval are: (Examples provided are not all inclusive and are used only for illustration purposes.)

Require Government Approval (GA)	Examples
Critical Materials (Materials that must meet specific quality performance standards required by design parameters.)	1. Coatings for Cathodic protection of storage tanks 2. High-pressure piping and controls 3. Acid and Hazardous Waste Systems 4. Architectural Finishes for Customer Approval
Variations	Any submittal by the Contractor that deviates from the construction contract requirements (e.g., drawings, specifications, or other contract documents).
Extensions of Design - these are items in the contract that are required to be developed by the contractor. The parameters for designing these items are site specific variables that the contractor must investigate during the construction process.	1. Fire Alarm Systems 2. Fire Suppression Systems 3. Prefabricated Buildings 4. Structural Steel Drawings 5. Standing Seam Metal Roof Drawings 6. HVAC commissioning

Require Government Approval (GA)	Examples
	7. Coordination Studies such as short circuit analysis
Plans	Government-required plans, such as safety plans, environmental protection plans, or Quality Control Plans.
Schedules -- Most contracts require a preliminary, initial (Baseline) Progress Schedule and monthly progress updates. Schedules are continuously updated each month to help control the flow of work and demonstrate the contractor's progress for payment purposes.	The government will review and approve the preliminary, initial, and each monthly update of the schedule.
O&M Manuals or those involving equipment that must be checked for compatibility with an entire system. Contract requirements for O&M manuals are typically stated at the end of a specification or in a separate O&M Manual section (e.g., UFGS 01 78 00).	1. Sewage Treatment Systems 2. Water Purification Plants 3. Energy Management Control Systems 4. Intrusion Detection Systems 5. Power Generation and Distribution Systems
As-Built Drawings. As-built drawings include the "red-line" drawings that are maintained during construction as well as Computer Aided Design (CAD) or Building Information Modeling (BIM) final drawings and files turned over at the end of each contract. As-built drawings should be maintained on a continuous basis and submitted at end of each logical feature of work or periodically such as monthly or quarterly in addition to the final drawings and files.	The government QA process should regularly verify the contractor's maintenance of accurate as-built drawings during the construction process.

5.2.2 Contractor Post-Award Responsibilities

FAR clause 52.236-21 (Specifications and Drawings for Construction) makes the contractor primarily responsible to review and approve "shop drawings" prior to their submission to the government. "Shop drawings", as defined by the FAR, are drawings showing fabrication, assembly, or installation, as well as diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data. Submittals are important to the government and the contractor for a variety of reasons, including scheduling of work after preparatory requirements are met, quality management during construction, and turnover of accurate documentation to the facility user after completion. The contractor must assure that jobsite managers (and the Designer of Record for D-B contracts) effectively manage submittals throughout the contract duration. Submittal processes must be actively managed by the contractor as a key component of the contractor's Quality Control (QC) Plan.

a. Establishing Contractor's Responsibilities. The contractor is responsible for the processes, conduct, and completion of its own work. The submittal responsibility shall be covered in detail as a standard topic during pre-construction meetings. This contractor responsibility includes the timely and proper preparation, quality control, and processing of all submittals. The contractor's responsibilities for managing submittals will be established by including in the contract the most recent and properly edited version of technical provisions entitled "SUBMITTAL PROCEDURES" for contracts using the D-B-B method and , for contracts using the D-B method, "DESIGN AFTER AWARD" technical provisions.

b. Submittal Procedures. The contractor will establish procedures for timely preparation, review, certification and transmission of contract submittals. The contractor's Quality Control (QC) Plan will include written procedures that describe guidelines for scheduling when submittals are needed, how the submittals will be reviewed within the contractor's organization, and how submittals will be transmitted to the government and tracked to ensure all necessary reviews and approvals are received prior to the start of work covered by the required submittals. The contractor's QC Plan will reflect the use of RMS3/CM / RMS3/GM to track and review submittals. The contractor's QC Plan for contracts using the D-B method of delivery will reflect use of DrChecks for review of design submittals.

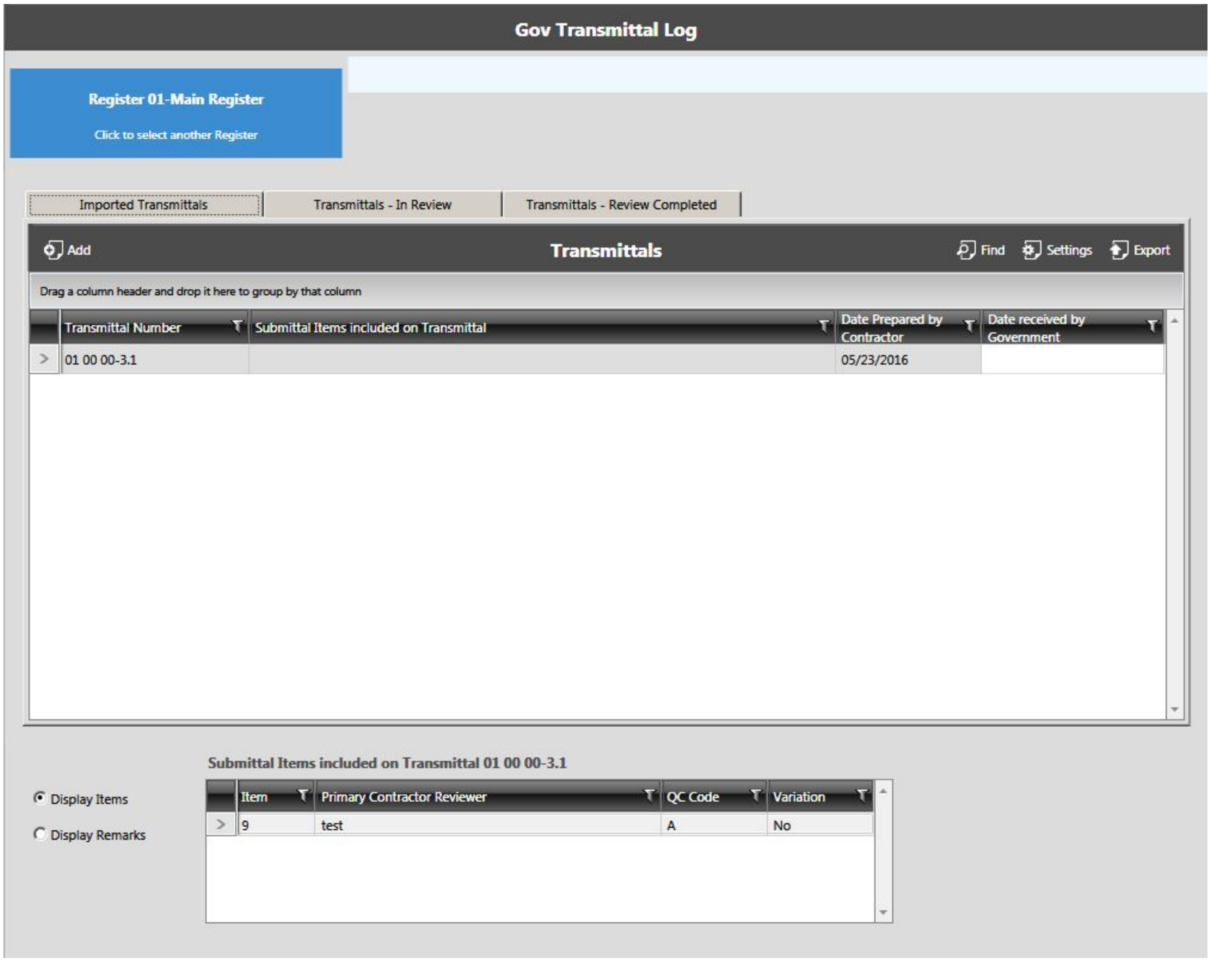
c. Submittal Quality Control. The contractor is responsible to ensure that all materials, documentation, and drawings intended for submission comply with the applicable contract specifications and drawings, including compliance with all applicable Buy-American Act and Trade Agreement Act clauses. Submittals will be prepared in time to allow the contractor's Quality Control organization to review and certify or, as required, order corrections of submittal materials prior to providing the submittal to the government.

d. Submittal Register Management. The contractor shall review the contract submittal register for accuracy and duplication. Each item will be listed under the applicable specification section. The contractor will ensure that items listed on the submittal register are described in the contract documents or shown on the drawings. When necessary, the contractor shall also add items to the submittal register that have not been previously identified by the designers, but are data or information that could be used for facility operation and maintenance activities or QA/QC activities. Submittal register dates must be consistent with the project schedule.

5.3 Transmittal Log

When processing submittals you can save time by grouping like submittals together. That way a group of submittals will have the same review period, default reviewers, classification code, and remarks. When you group a set of submittals together it is called a transmittal. A transmittal must contain at least one submittal. However, to reduce the amount of time spent processing submittals RMS supports the creation of a transmittal that contains many submittals that are all processed together. After a transmittal has been created users can print a report, called ENG 4025, that shows all of the information related to the transmittal.

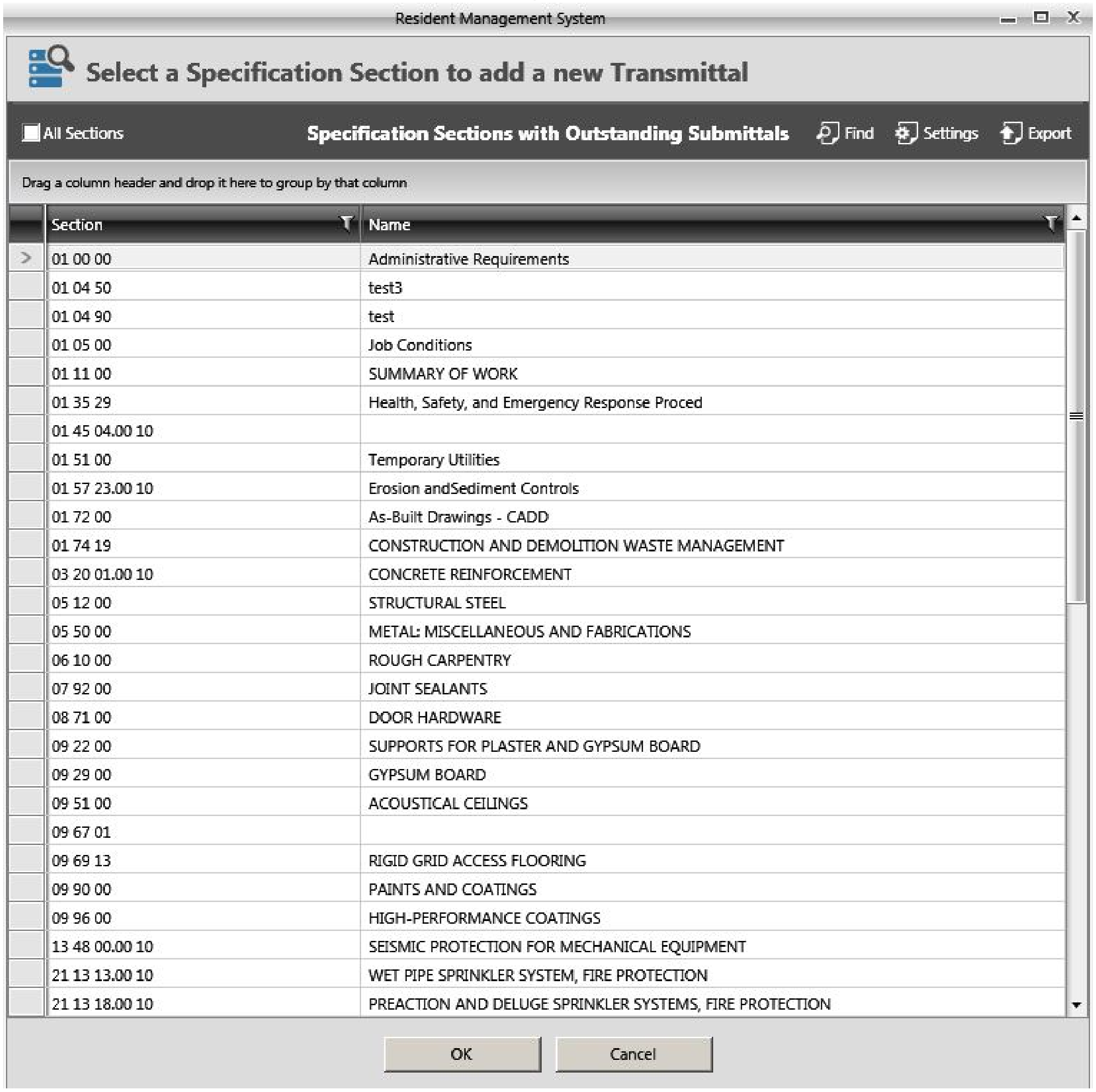
The form provided by the Contractor to track submittal items is referred to as the Transmittal log. The form is actually titled ENG Form 4025, Transmittal of Shop Drawings, Equipment Data, Material Samples, or Manufacturer's Certificates of Compliance. This log will include one or more submittal items for one (and only one) technical specification section that will be provided by the contractor to the government. Contractor Mode can print this form for the contractor as part of the Submittal Control Process.



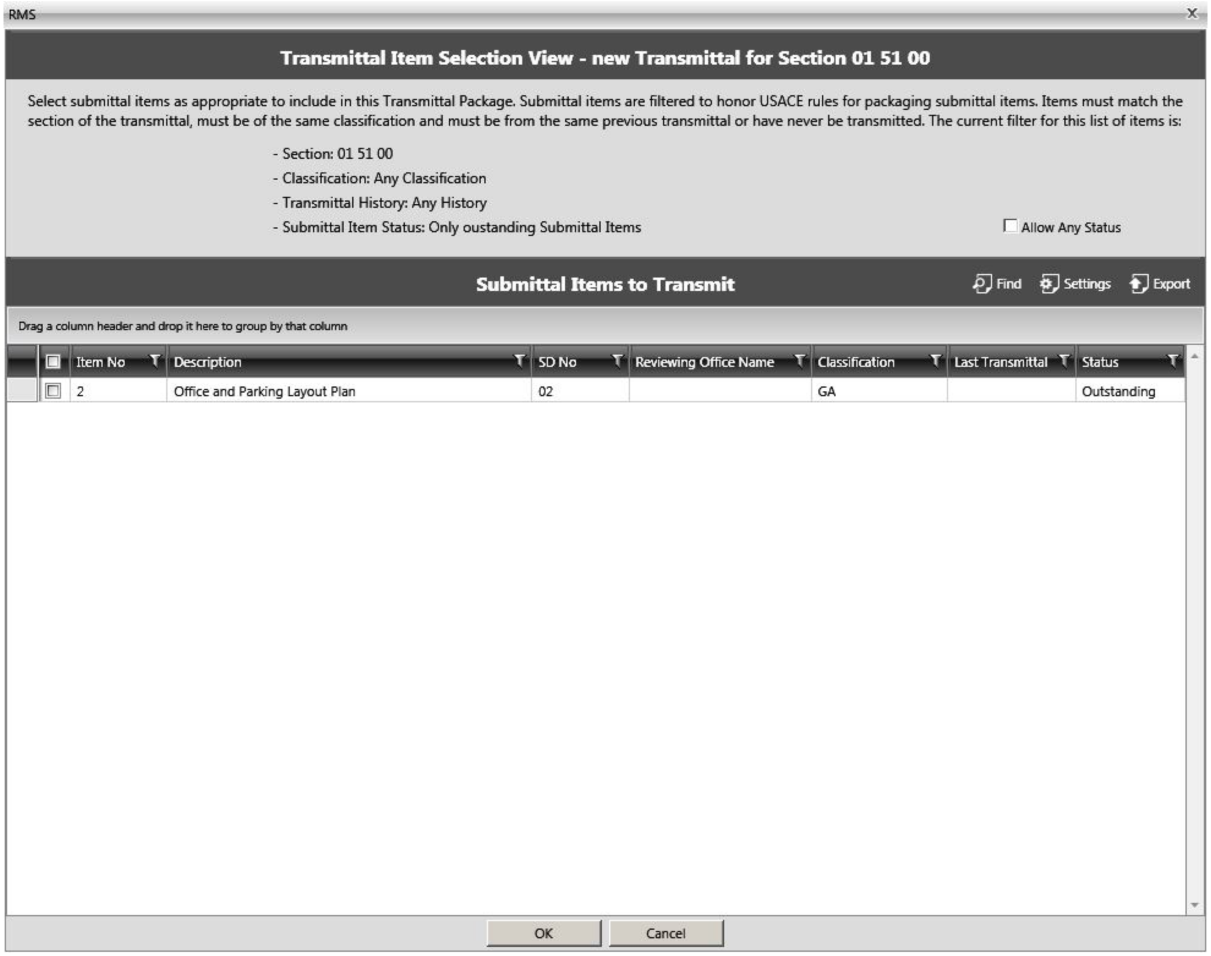
Three tabs are: Imported Transmittals, Transmittals - In Review, and Transmittals - Review Completed. Imported Transmittals contain Transmittals that have been sent to Government Mode but not yet date stamped Received By Government. Once a Date Received by Government is entered, the Transmittal will make its way over to the Transmittals - In Review tab.

On the Imported Transmittals Tab the bottom section of this module includes the Submittal Item(s) assigned to the Transmittal. The radio button on the left allows users to switch between Remarks or Items linked to the selected Transmittal in the selection grid.

To add a Transmittal click the Add button. When clicking the Add button, a list of Specification Sections will show like the image below:



Note that only Specification Sections with outstanding Submittal Items assigned will show here. After selecting a Specification Section, the next screen will prompt for the Submittal Item(s):



5.4 Submittal Reviewers

Enter topic text here.

Schedules

6 Schedules

Topics in this section include:

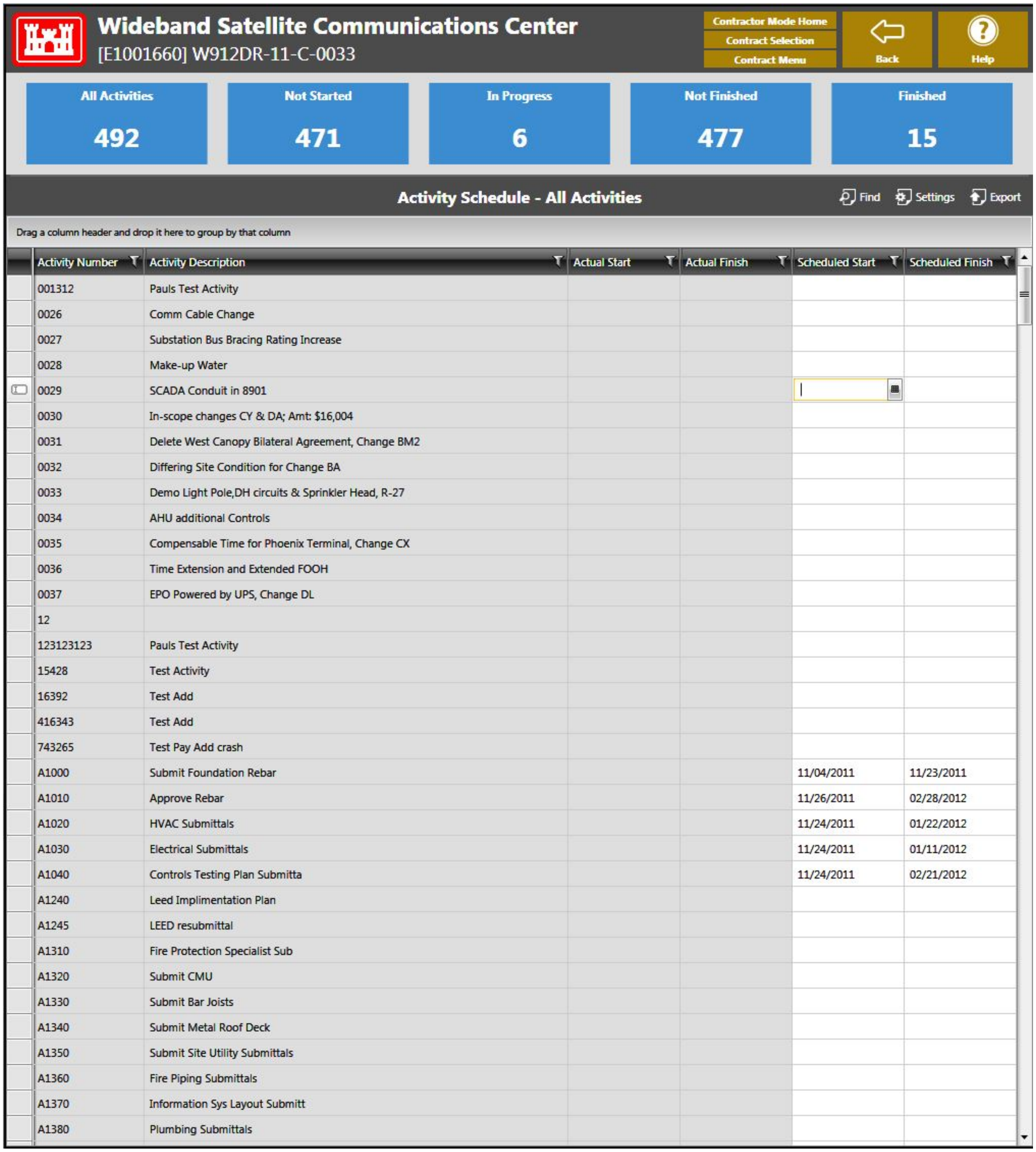
6.1 Activity Schedule

The Activity Schedule module is used to keep track of the actual and scheduled start/finish dates of contract activities. Activity start/finish dates may be entered directly into RMS manually or by importing a SDEF file created by a scheduling program such as Primavera. By default when a contract is created in RMS the actual and scheduled start/finish dates are to be imported from an SDEF file without requiring that the actual start/finish dates in the SDEF match the actual start/finish dates entered in the QC Daily Reports. These default settings may be changed in the Government Mode via the Administration --> Contract Setup module. Contact the USACE Representative for the contract to change this on the Government's side of RMS.

A network schedule requires first a logic diagram graphically depicting the sequence and interdependence of the work. It is required to be drawn in the precedence format, and it must accurately represent the intended work sequence and indicate actual constraints. Once the logic diagram is made, an analysis is required which calculates early and late start and finish dates for the activities as well as the spare time or float available to accomplish the activity. Resource data such as cost and responsibility may be entered for activities also. Once calculated, these results can be ordered in different arrangements or sorts and compiled into specific reports for management purposes. Actual progress must be entered once work commences. Based on this progress, revised start and finish dates, and progress payment can be calculated.

NOTE: It is CRITICAL that the QC Manager convey the actual Start/Finish Dates to the Project Scheduler to ensure the same dates are being used in Primavera (or other scheduling software) and the QC Reports. Otherwise, adjustments may be needed to make them match the QC Report prior to payments being processed.

The Activity Schedule module will display differently if the scheduled start/finish dates are to be manually entered or imported from the SDEF file. If the scheduled dates are to be manually entered the "Schedules | Activity Schedule" module will appear as follows:



Wideband Satellite Communications Center
[E1001660] W912DR-11-C-0033

Contractor Mode Home | Contract Selection | Contract Menu | Back | Help

All Activities	Not Started	In Progress	Not Finished	Finished
492	471	6	477	15

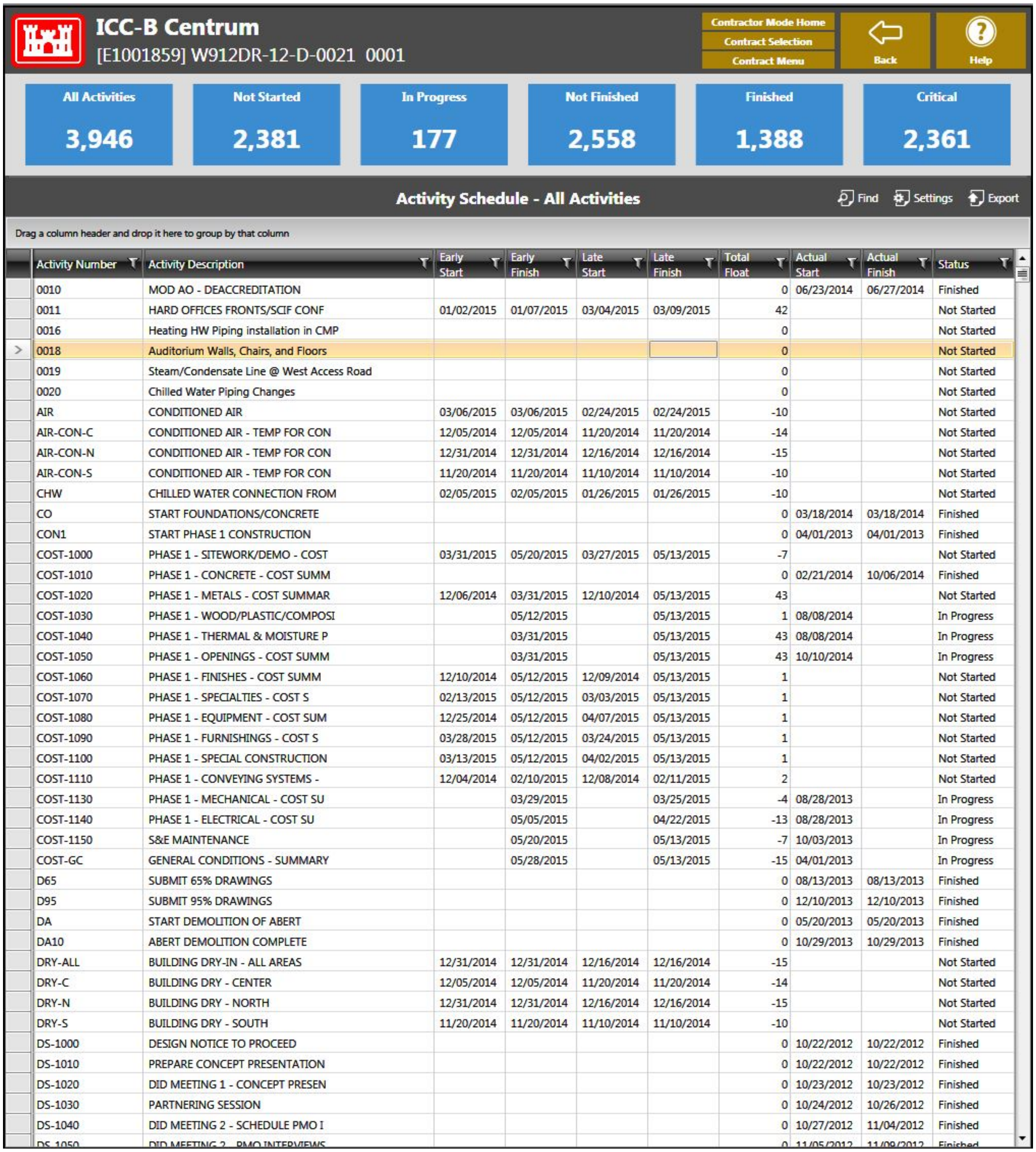
Activity Schedule - All Activities

Find | Settings | Export

Drag a column header and drop it here to group by that column

Activity Number	Activity Description	Actual Start	Actual Finish	Scheduled Start	Scheduled Finish
001312	Pauls Test Activity				
0026	Comm Cable Change				
0027	Substation Bus Bracing Rating Increase				
0028	Make-up Water				
0029	SCADA Conduit in 8901				
0030	In-scope changes CY & DA; Amt: $16,004				
0031	Delete West Canopy Bilateral Agreement, Change BM2				
0032	Differing Site Condition for Change BA				
0033	Demo Light Pole,DH circuits & Sprinkler Head, R-27				
0034	AHU additional Controls				
0035	Compensable Time for Phoenix Terminal, Change CX				
0036	Time Extension and Extended FOOH				
0037	EPO Powered by UPS, Change DL				
12					
123123123	Pauls Test Activity				
15428	Test Activity				
16392	Test Add				
416343	Test Add				
743265	Test Pay Add crash				
A1000	Submit Foundation Rebar			11/04/2011	11/23/2011
A1010	Approve Rebar			11/26/2011	02/28/2012
A1020	HVAC Submittals			11/24/2011	01/22/2012
A1030	Electrical Submittals			11/24/2011	01/11/2012
A1040	Controls Testing Plan Submitta			11/24/2011	02/21/2012
A1240	Leed Implimentation Plan				
A1245	LEED resubmittal				
A1310	Fire Protection Specialist Sub				
A1320	Submit CMU				
A1330	Submit Bar Joists				
A1340	Submit Metal Roof Deck				
A1350	Submit Site Utility Submittals				
A1360	Fire Piping Submittals				
A1370	Information Sys Layout Submitt				
A1380	Plumbing Submittals				

If the scheduled dates are to be imported from an SDEF file the module will appear like the one below:



Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float	Actual Start	Actual Finish	Status
0010	MOD AO - DEACCREDITATION					0	06/23/2014	06/27/2014	Finished
0011	HARD OFFICES FRONTS/SCIF CONF	01/02/2015	01/07/2015	03/04/2015	03/09/2015	42			Not Started
0016	Heating HW Piping installation in CMP					0			Not Started
0018	Auditorium Walls, Chairs, and Floors					0			Not Started
0019	Steam/Condensate Line @ West Access Road					0			Not Started
0020	Chilled Water Piping Changes					0			Not Started
AIR	CONDITIONED AIR	03/06/2015	03/06/2015	02/24/2015	02/24/2015	-10			Not Started
AIR-CON-C	CONDITIONED AIR - TEMP FOR CON	12/05/2014	12/05/2014	11/20/2014	11/20/2014	-14			Not Started
AIR-CON-N	CONDITIONED AIR - TEMP FOR CON	12/31/2014	12/31/2014	12/16/2014	12/16/2014	-15			Not Started
AIR-CON-S	CONDITIONED AIR - TEMP FOR CON	11/20/2014	11/20/2014	11/10/2014	11/10/2014	-10			Not Started
CHW	CHILLED WATER CONNECTION FROM	02/05/2015	02/05/2015	01/26/2015	01/26/2015	-10			Not Started
CO	START FOUNDATIONS/CONCRETE					0	03/18/2014	03/18/2014	Finished
CON1	START PHASE 1 CONSTRUCTION					0	04/01/2013	04/01/2013	Finished
COST-1000	PHASE 1 - SITEWORK/DEMO - COST	03/31/2015	05/20/2015	03/27/2015	05/13/2015	-7			Not Started
COST-1010	PHASE 1 - CONCRETE - COST SUMM					0	02/21/2014	10/06/2014	Finished
COST-1020	PHASE 1 - METALS - COST SUMMAR	12/06/2014	03/31/2015	12/10/2014	05/13/2015	43			Not Started
COST-1030	PHASE 1 - WOOD/PLASTIC/COMPOSI		05/12/2015		05/13/2015	1	08/08/2014		In Progress
COST-1040	PHASE 1 - THERMAL & MOISTURE P		03/31/2015		05/13/2015	43	08/08/2014		In Progress
COST-1050	PHASE 1 - OPENINGS - COST SUMM		03/31/2015		05/13/2015	43	10/10/2014		In Progress
COST-1060	PHASE 1 - FINISHES - COST SUMM	12/10/2014	05/12/2015	12/09/2014	05/13/2015	1			Not Started
COST-1070	PHASE 1 - SPECIALTIES - COST S	02/13/2015	05/12/2015	03/03/2015	05/13/2015	1			Not Started
COST-1080	PHASE 1 - EQUIPMENT - COST SUM	12/25/2014	05/12/2015	04/07/2015	05/13/2015	1			Not Started
COST-1090	PHASE 1 - FURNISHINGS - COST S	03/28/2015	05/12/2015	03/24/2015	05/13/2015	1			Not Started
COST-1100	PHASE 1 - SPECIAL CONSTRUCTION	03/13/2015	05/12/2015	04/02/2015	05/13/2015	1			Not Started
COST-1110	PHASE 1 - CONVEYING SYSTEMS -	12/04/2014	02/10/2015	12/08/2014	02/11/2015	2			Not Started
COST-1130	PHASE 1 - MECHANICAL - COST SU		03/29/2015		03/25/2015	-4	08/28/2013		In Progress
COST-1140	PHASE 1 - ELECTRICAL - COST SU		05/05/2015		04/22/2015	-13	08/28/2013		In Progress
COST-1150	S&E MAINTENANCE		05/20/2015		05/13/2015	-7	10/03/2013		In Progress
COST-GC	GENERAL CONDITIONS - SUMMARY		05/28/2015		05/13/2015	-15	04/01/2013		In Progress
D65	SUBMIT 65% DRAWINGS					0	08/13/2013	08/13/2013	Finished
D95	SUBMIT 95% DRAWINGS					0	12/10/2013	12/10/2013	Finished
DA	START DEMOLITION OF ABERT					0	05/20/2013	05/20/2013	Finished
DA10	ABERT DEMOLITION COMPLETE					0	10/29/2013	10/29/2013	Finished
DRY-ALL	BUILDING DRY-IN - ALL AREAS	12/31/2014	12/31/2014	12/16/2014	12/16/2014	-15			Not Started
DRY-C	BUILDING DRY - CENTER	12/05/2014	12/05/2014	11/20/2014	11/20/2014	-14			Not Started
DRY-N	BUILDING DRY - NORTH	12/31/2014	12/31/2014	12/16/2014	12/16/2014	-15			Not Started
DRY-S	BUILDING DRY - SOUTH	11/20/2014	11/20/2014	11/10/2014	11/10/2014	-10			Not Started
DS-1000	DESIGN NOTICE TO PROCEED					0	10/22/2012	10/22/2012	Finished
DS-1010	PREPARE CONCEPT PRESENTATION					0	10/22/2012	10/22/2012	Finished
DS-1020	DID MEETING 1 - CONCEPT PRESEN					0	10/23/2012	10/23/2012	Finished
DS-1030	PARTNERING SESSION					0	10/24/2012	10/26/2012	Finished
DS-1040	DID MEETING 2 - SCHEDULE PMO I					0	10/27/2012	11/04/2012	Finished

Column	Description
Activity Number	This number is typically created within the scheduling software (i.e., Primavera), but may also be created manually if a manual schedule is setup in RMS. (The 'manual schedule' feature is mostly used for small contracts or with contracts with just a few activities.) The ID of an activity must be unique, no longer than 10 characters in length, and is *limited to just numbers and*

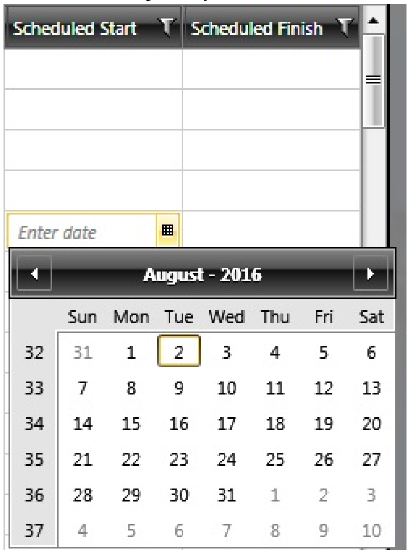
<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td></td><td>letters. Do not use spaces or other special characters such as ':~$%#^&*(_ +=.</td></tr>
<tr><td>Activity Description</td><td>The description field can be up to fifty (50) characters in length. However, the SDEF field will truncate this description to only thirty (30) characters. Therefore, it is recommended that to only use thirty (30) characters, or ensure that the first thirty characters adequately describe the activity.</td></tr>
<tr><td>Early Start</td><td>This date represents the earliest possible time that the activity will start, based on prior links or restraints by previous activities.</td></tr>
<tr><td>Early Finish</td><td>This is the earliest date an activity can be completed based on prior restraints, duration, and the actual Start date of the activity.</td></tr>
<tr><td>Late Start</td><td>This date represents the latest an activity can begin without extending the duration of the schedule or follow-on activities.</td></tr>
<tr><td>Late Finish</td><td>This is the date an activity must finish without extending the schedule or impacting the start date of a follow-on activity.</td></tr>
<tr><td>Actual Start</td><td>The actual start date as recorded in the "Contract Reports | QA/QC Reports" module.</td></tr>
<tr><td>Actual Finish</td><td>The actual finish date as recorded in the "Contract Reports | QA/QC Reports" module.</td></tr>
<tr><td>Status</td><td>The status will indicate if an activity has not been started (Not Started), has been started but not completed (In Progress), or it has been completed (Finished). The statuses are determined as follows:
<table>
<tr><th>Status</th><th>Set when ...</th></tr>
<tr><td>Not Started</td><td>the activity has no dates or only scheduled dates.</td></tr>
<tr><td>In Progress</td><td>the activity has an actual start date.</td></tr>
<tr><td>Finished</td><td>the activity has both an actual start and actual finish date.</td></tr>
</table>
</td></tr>
</table>

Column	Description

Activity Number
This number is typically created within the scheduling software (i.e., Primavera), but may also be created manually if a manual schedule is setup in RMS. (The 'manual schedule' feature is mostly used for small contracts or with contracts with just a few activities.) The ID of an activity must be unique, no longer than 10 characters in length, and is limited to just numbers and letters. Do not use spaces or other special characters such as ':~$%#^&*(_+=.

Activity Description
The description field can be up to fifty (50) characters in length. However, the SDEF field will truncate this description to only thirty (30) characters. Therefore, it is recommended that to only use thirty (30) characters, or ensure that the first thirty characters adequately describe the activity.

Actual Start, Actual Finish, Scheduled Start, Scheduled Finish
If manually entering dates, double click this field to enter in a date. Clicking the icon on the left will bring up a calendar window. Note that manually entering dates only allows the Scheduled Start and Finish dates to be entered in this module. The actual start/finish dates will be entered in the QA/QC --> QC Daily Reports area.



6.2 Feature Schedule

RMS3/CM maintains two types of schedules:

1. A detailed NAS of the contractor's work activities. This is the Activity Schedule used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, 3-Phase inspections, etc. This level of schedule detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite.

2. Feature Schedule. As part of the contractor's QC Plan, Defineable Features of Work for a construction contract are identified by the contractor to plan Preparatory, Initial and Follow-Up inspections of the work. RMS generates a Feature Schedule by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Many construction contracts (even those with 1000's to tens of 1000's of work activities) have fewer than 30 features of work. This rolled-up Feature Schedule makes an excellent schedule for easily monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Concrete, Structural Steel, Interior Electrical, Roofing, etc, which allow our Customer a succinct picture of the progress of such features that make up the contract.

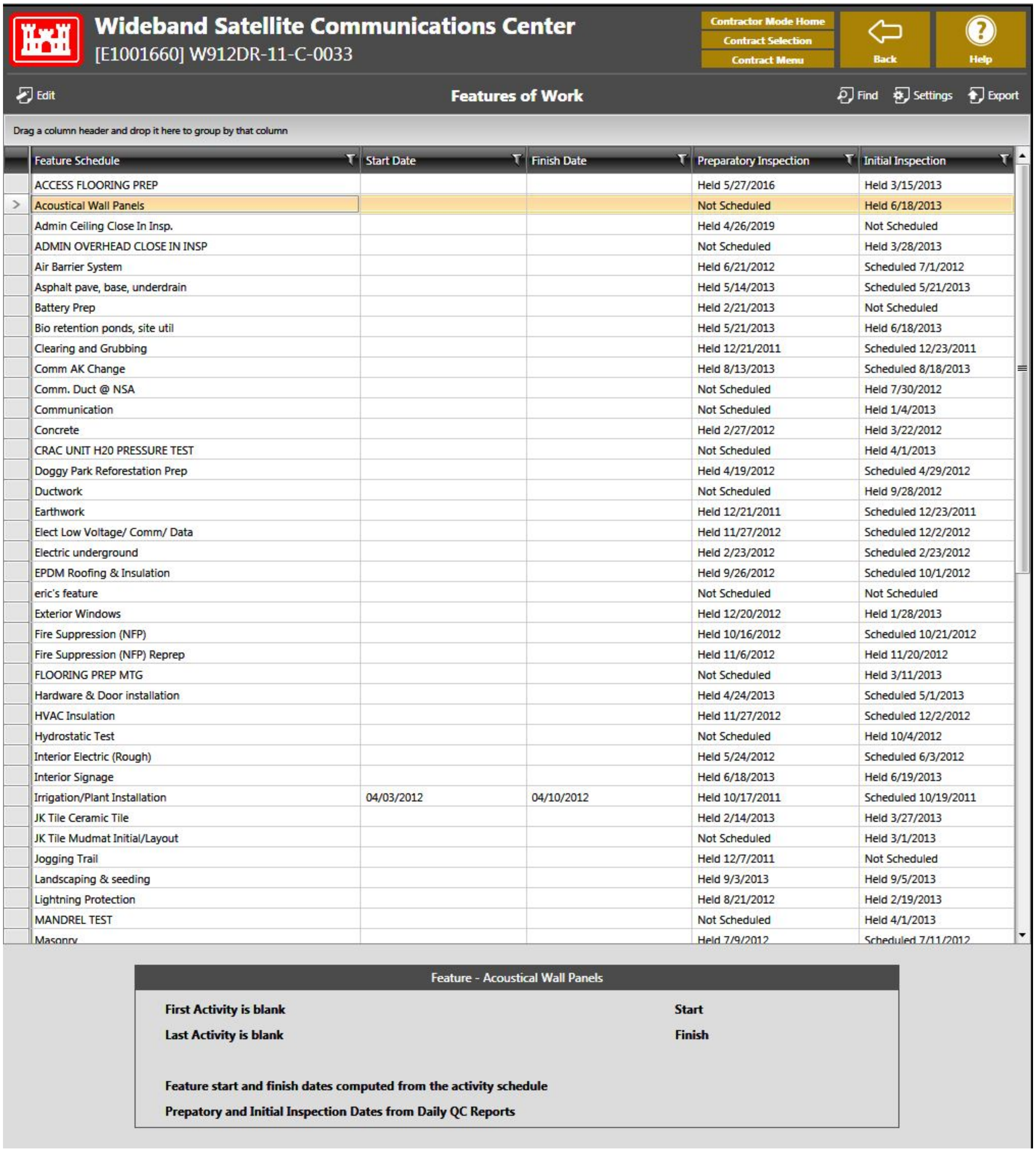
The Contractor's Quality Control Plan requires that the contract be organized according to Definable Features of Work (DFOW). The Definable Features of Work are assigned to specific activities in the schedule so that preparatory, initial and follow-up inspections may be scheduled. The contractor is also responsible to ensure that the features selected represent the actual work required by the specific contract.

As Definable Features of Work are required to be identified by the Contractor as part of the Quality Control program, this Feature Schedule of RMS is used to track and report when the Preparatory and Initial three phase Inspection Control Meetings are scheduled and actually conducted. Pay special attention to the following criteria:

- All Contractor Activities must be assigned to one and only one Definable Feature of Work.
- The Definable Feature of Work may have MANY Activities linked to it.
- The Definable Features of Work in the Quality Control Plan must match those in the Scheduling program.

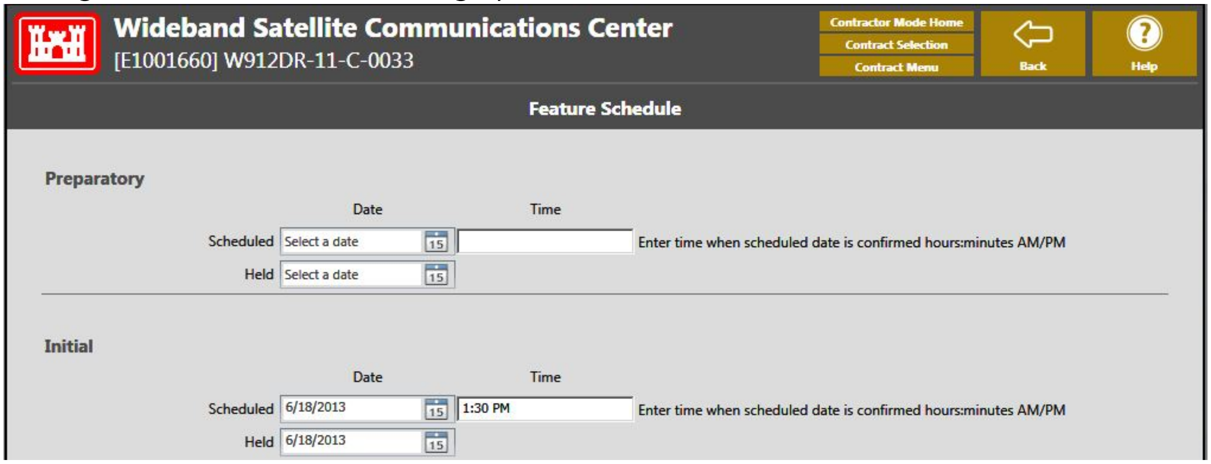
Features of Work can be considered as a general category of construction work that is referenced in the contract specifications. A feature can also be thought of as any phase of work requiring a preparatory inspection. In RMS3/CM they are linked to three phase inspection checks. As such, they are an integral part to the power of RMS to print inspection worksheets (Reports) and should be thought through very carefully. The dates are captured from the QC Daily Report or may be entered directly here.

A screen shot of the Feature Schedule module is shown below:



Feature Schedule	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
ACCESS FLOORING PREP			Held 5/27/2016	Held 3/15/2013
Acoustical Wall Panels			Not Scheduled	Held 6/18/2013
Admin Ceiling Close In Insp.			Held 4/26/2019	Not Scheduled
ADMIN OVERHEAD CLOSE IN INSP			Not Scheduled	Held 3/28/2013
Air Barrier System			Held 6/21/2012	Scheduled 7/1/2012
Asphalt pave, base, underdrain			Held 5/14/2013	Scheduled 5/21/2013
Battery Prep			Held 2/21/2013	Not Scheduled
Bio retention ponds, site util			Held 5/21/2013	Held 6/18/2013
Clearing and Grubbing			Held 12/21/2011	Scheduled 12/23/2011
Comm AK Change			Held 8/13/2013	Scheduled 8/18/2013
Comm. Duct @ NSA			Not Scheduled	Held 7/30/2012
Communication			Not Scheduled	Held 1/4/2013
Concrete			Held 2/27/2012	Held 3/22/2012
CRAC UNIT H20 PRESSURE TEST			Not Scheduled	Held 4/1/2013
Doggy Park Reforestation Prep			Held 4/19/2012	Scheduled 4/29/2012
Ductwork			Not Scheduled	Held 9/28/2012
Earthwork			Held 12/21/2011	Scheduled 12/23/2011
Elect Low Voltage/ Comm/ Data			Held 11/27/2012	Scheduled 12/2/2012
Electric underground			Held 2/23/2012	Scheduled 2/23/2012
EPDM Roofing & Insulation			Held 9/26/2012	Scheduled 10/1/2012
eric's feature			Not Scheduled	Not Scheduled
Exterior Windows			Held 12/20/2012	Held 1/28/2013
Fire Suppression (NFP)			Held 10/16/2012	Scheduled 10/21/2012
Fire Suppression (NFP) Reprep			Held 11/6/2012	Held 11/20/2012
FLOORING PREP MTG			Not Scheduled	Held 3/11/2013
Hardware & Door installation			Held 4/24/2013	Scheduled 5/1/2013
HVAC Insulation			Held 11/27/2012	Scheduled 12/2/2012
Hydrostatic Test			Not Scheduled	Held 10/4/2012
Interior Electric (Rough)			Held 5/24/2012	Scheduled 6/3/2012
Interior Signage			Held 6/18/2013	Held 6/19/2013
Irrigation/Plant Installation	04/03/2012	04/10/2012	Held 10/17/2011	Scheduled 10/19/2011
JK Tile Ceramic Tile			Held 2/14/2013	Held 3/27/2013
JK Tile Mudmat Initial/Layout			Not Scheduled	Held 3/1/2013
Jogging Trail			Held 12/7/2011	Not Scheduled
Landscaping & seeding			Held 9/3/2013	Held 9/5/2013
Lightning Protection			Held 8/21/2012	Held 2/19/2013
MANDREL TEST			Not Scheduled	Held 4/1/2013
Masonry			Held 7/9/2012	Scheduled 7/11/2012

These are Features of Work and come from the QA/QC --> Features of Work 66 module. Editing a Feature of Work will bring up a screen like the one below:



Column	Description
Feature of Work	This description of the Feature of Work (FOW) is automatically populated from the separately entered FOW at the menu selection QC → Features of Work.
Start Date	If RMS has designated that the Contractors Schedule is to be "Manually Entered" the these dates are captured from either the Contractor Daily QC Report (Activities Started/Finished). If RMS has designated that the Schedule will come from a software scheduling program, such as Primavera, then the dates are computed from such Activity Schedule. The dates are anticipated (scheduled) dates unless an Actual Start date has been entered -- it will then show an "A" following the date. For example: 03/10/14A. If RMS captures the date from the Contractor Daily QC Report, it will look at the "Activities Started/Finished" and will use the date entered because the Activity itself must be linked to a FOW -- the date will be the date that the EARLIEST Activity for that FOW is scheduled or actually started.
Finish Date	The Finish Dates are captured and entered the same as the Start Date explained above.
Preparatory Inspection	These dates must be manually entered and updated from the Contractor Daily QC Report. The Preparatory Inspection should always be conducted prior to any linked Activity having a scheduled or actual date entered.
Initial Inspection	These dates are also manually entered and updated and should typically follow the Preparatory Inspection date. The exception would be if both the Inspections were conducted on the same date.

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template if you want it completely blank.

Closeout

7 Closeout

Topics included in this section:

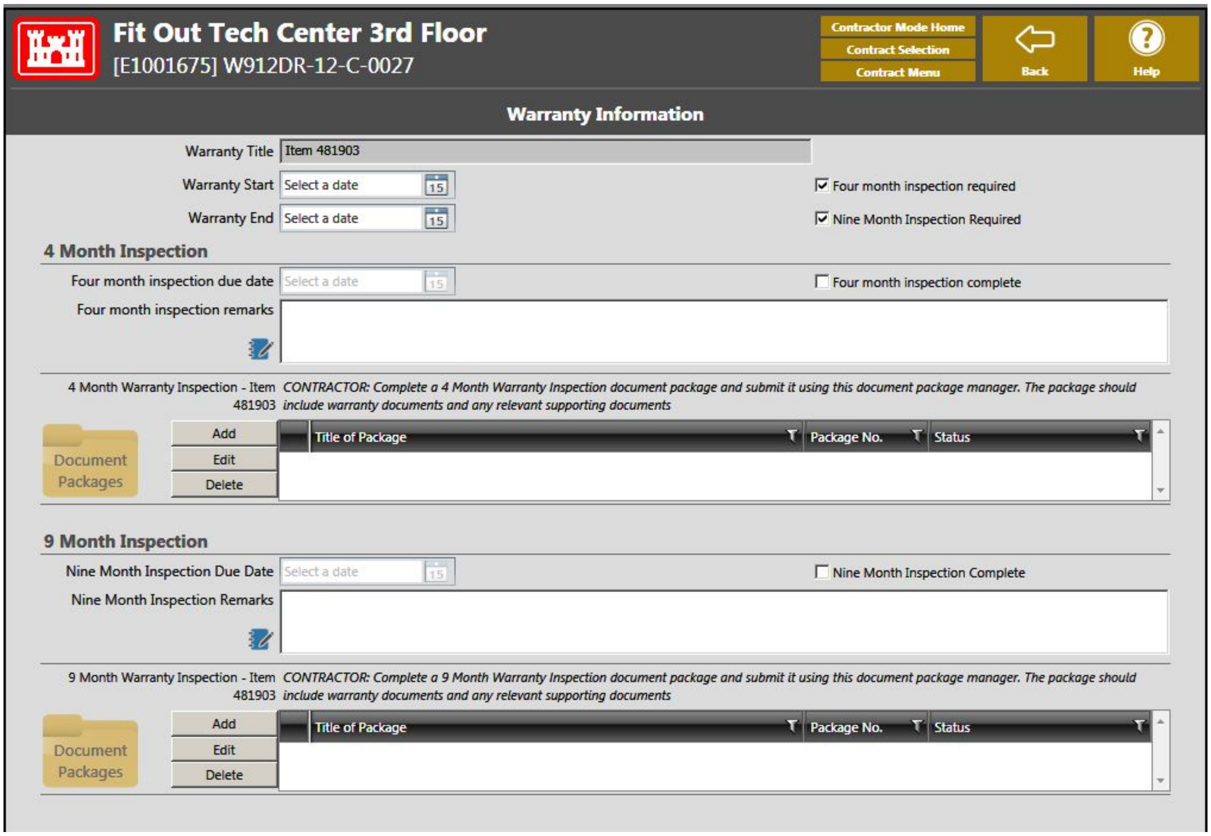
7.1 Warranty Tracking

Warranty items are those actions to be taken by the Contractor after the contract is complete. This period of time is typically specified to be a twelve month period beginning from acceptance of the facility.

Warranty items are entered into the Government System (RMS) as they are reported by the facility occupant or are discovered during various Post-Completion Inspections by the Government. The comments/actions are then exported to the Contractor as a normal export.

The contractor will be tasked to investigate the warranty item and correct it if required. QCS is used to document the process and to track the item to completion. The Government will also track the completion and enter comments into RMS as to the effectiveness of the Contractor response to warranty calls.

Adding a Warranty Item will ask for a title then open a screen like the one below:



Unchecking the inspection required checkboxes will make the Document Packages for the respective month inspection disappear. Once packages are added, the contractor can complete an inspection via the "Four/Nine Month Inspection Complete" checkbox. Remember, as many document packages as desired can be added to the attachments widget. Each attachment is, however, limited to 50mb.

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Import/Export

8 Import/Export

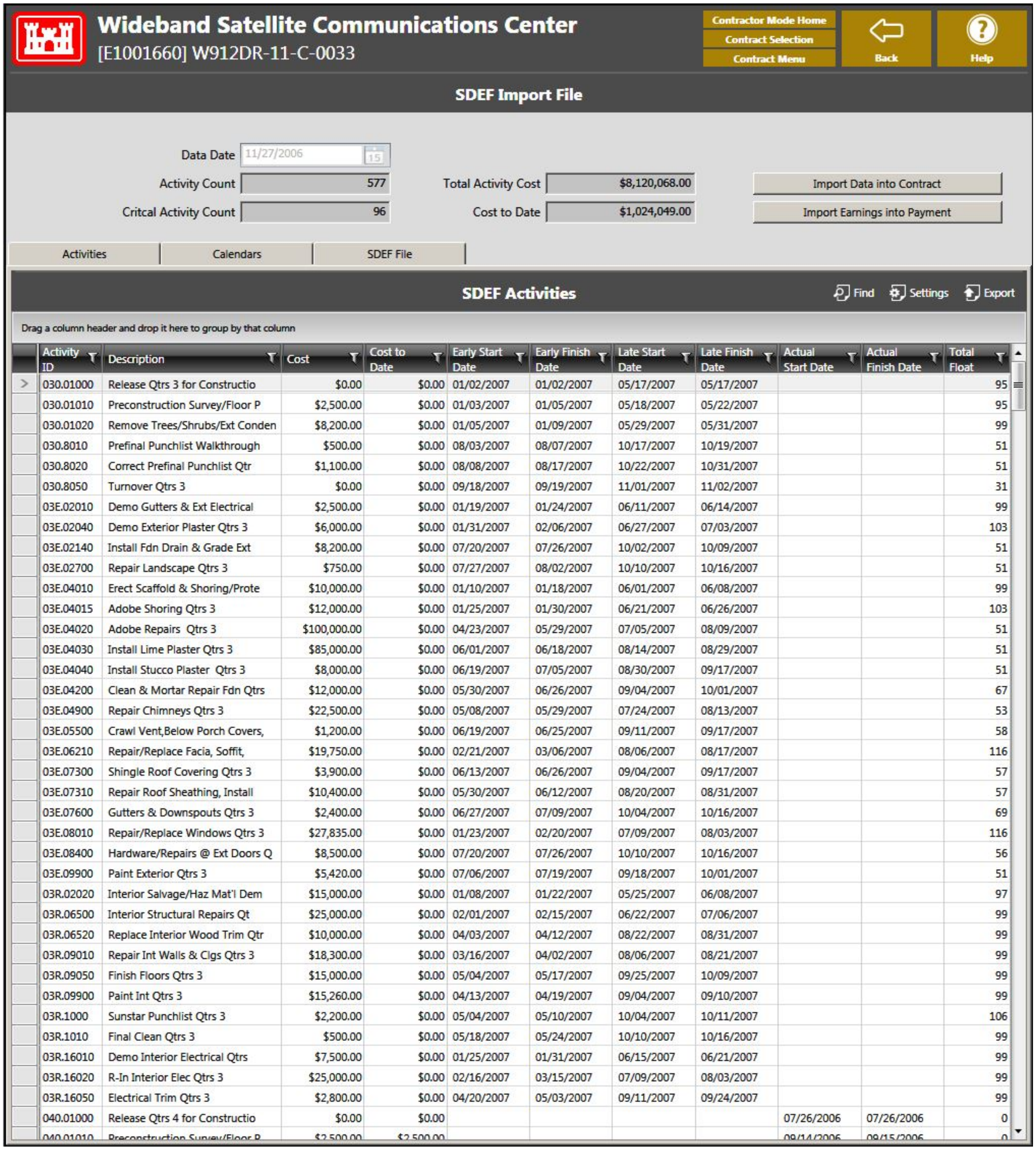
Topics included in this section:

8.1 NAS (SDEF)

The Standard Data Exchange Format or SDEF import is the easiest way to enter the contractor's construction activities. These activities include the items on which a contractor is paid. The sum of those activities must equal the current contract amount and each activity must be associated with a particular CLIN. The pay activities module is critical so payment is not allowed when either the total amount of activities assigned to a CLIN does not match the CLIN amount, or when the sum of all the activities does not match the total contract amount.

This screen will show all the past SDEF files imported into the contract. Each SDEF Imported will show here and be editable for future records.

Clicking Add will ask for the location of the SDEF File and bring up a screen like the one below:



Wideband Satellite Communications Center
[E1001660] W912DR-11-C-0033

Contractor Mode Home
Contract Selection
Contract Menu
Back
Help

SDEF Import File

Data Date 11/27/2006
Activity Count 577
Critcal Activity Count 96
Total Activity Cost $8,120,068.00
Cost to Date $1,024,049.00
Import Data into Contract
Import Earnings into Payment

Activities | Calendars | SDEF File

SDEF Activities
Find Settings Export

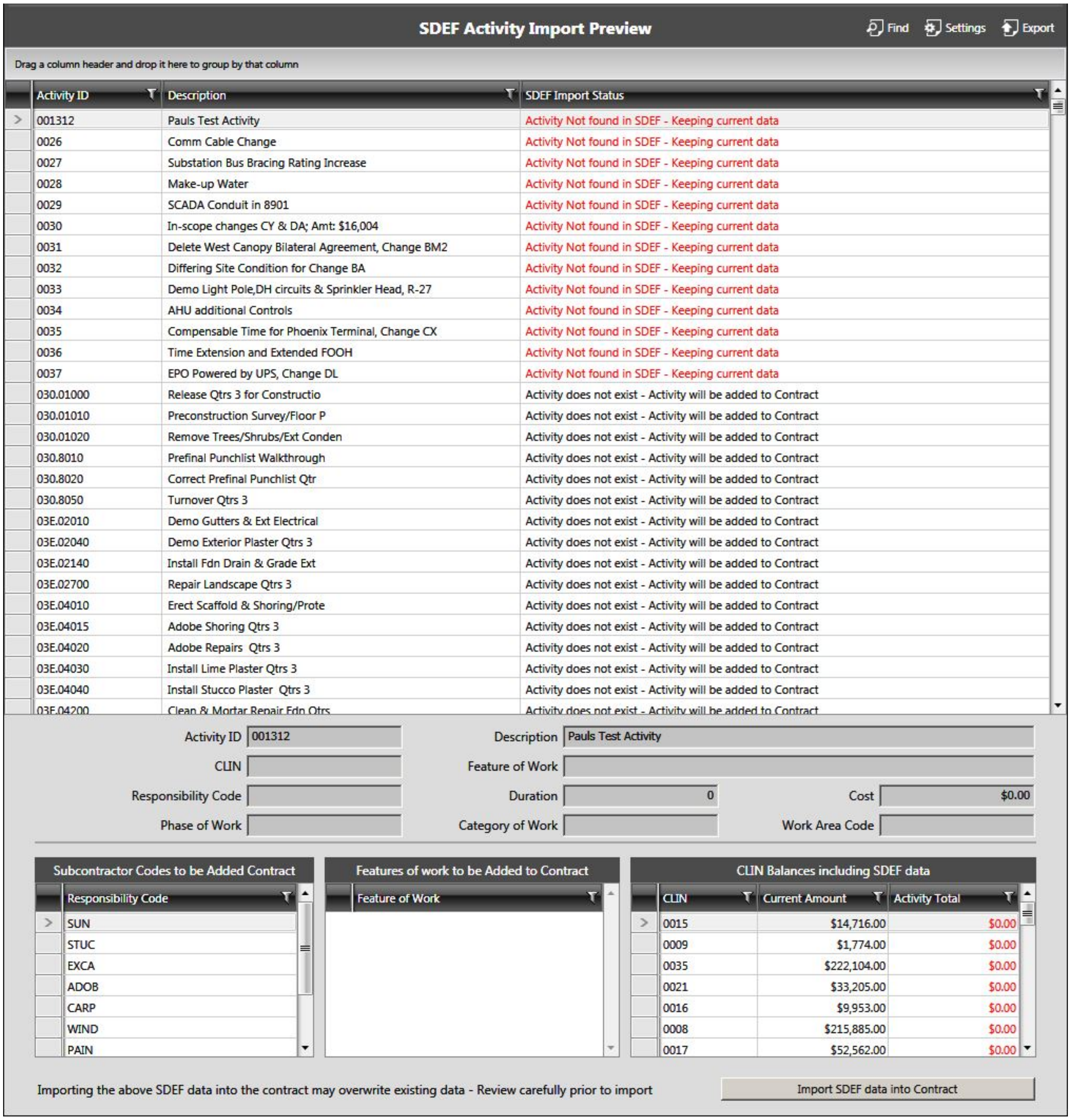
Drag a column header and drop it here to group by that column

Activity ID	Description	Cost	Cost to Date	Early Start Date	Early Finish Date	Late Start Date	Late Finish Date	Actual Start Date	Actual Finish Date	Total Float
030.01000	Release Qtrs 3 for Constructio	$0.00	$0.00	01/02/2007	01/02/2007	05/17/2007	05/17/2007			95
030.01010	Preconstruction Survey/Floor P	$2,500.00	$0.00	01/03/2007	01/05/2007	05/18/2007	05/22/2007			95
030.01020	Remove Trees/Shrubs/Ext Conden	$8,200.00	$0.00	01/05/2007	01/09/2007	05/29/2007	05/31/2007			99
030.8010	Prefinal Punchlist Walkthrough	$500.00	$0.00	08/03/2007	08/07/2007	10/17/2007	10/19/2007			51
030.8020	Correct Prefinal Punchlist Qtr	$1,100.00	$0.00	08/08/2007	08/17/2007	10/22/2007	10/31/2007			51
030.8050	Turnover Qtrs 3	$0.00	$0.00	09/18/2007	09/19/2007	11/01/2007	11/02/2007			31
03E.02010	Demo Gutters & Ext Electrical	$2,500.00	$0.00	01/19/2007	01/24/2007	06/11/2007	06/14/2007			99
03E.02040	Demo Exterior Plaster Qtrs 3	$6,000.00	$0.00	01/31/2007	02/06/2007	06/27/2007	07/03/2007			103
03E.02140	Install Fdn Drain & Grade Ext	$8,200.00	$0.00	07/20/2007	07/26/2007	10/02/2007	10/09/2007			51
03E.02700	Repair Landscape Qtrs 3	$750.00	$0.00	07/27/2007	08/02/2007	10/10/2007	10/16/2007			51
03E.04010	Erect Scaffold & Shoring/Prote	$10,000.00	$0.00	01/10/2007	01/18/2007	06/01/2007	06/08/2007			99
03E.04015	Adobe Shoring Qtrs 3	$12,000.00	$0.00	01/25/2007	01/30/2007	06/21/2007	06/26/2007			103
03E.04020	Adobe Repairs Qtrs 3	$100,000.00	$0.00	04/23/2007	05/29/2007	07/05/2007	08/09/2007			51
03E.04030	Install Lime Plaster Qtrs 3	$85,000.00	$0.00	06/01/2007	06/18/2007	08/14/2007	08/29/2007			51
03E.04040	Install Stucco Plaster Qtrs 3	$8,000.00	$0.00	06/19/2007	07/05/2007	08/30/2007	09/17/2007			51
03E.04200	Clean & Mortar Repair Fdn Qtrs	$12,000.00	$0.00	05/30/2007	06/26/2007	09/04/2007	10/01/2007			67
03E.04900	Repair Chimneys Qtrs 3	$22,500.00	$0.00	05/08/2007	05/29/2007	07/24/2007	08/13/2007			53
03E.05500	Crawl Vent,Below Porch Covers,	$1,200.00	$0.00	06/19/2007	06/25/2007	09/11/2007	09/17/2007			58
03E.06210	Repair/Replace Facia, Soffit,	$19,750.00	$0.00	02/21/2007	03/06/2007	08/06/2007	08/17/2007			116
03E.07300	Shingle Roof Covering Qtrs 3	$3,900.00	$0.00	06/13/2007	06/26/2007	09/04/2007	09/17/2007			57
03E.07310	Repair Roof Sheathing, Install	$10,400.00	$0.00	05/30/2007	06/12/2007	08/20/2007	08/31/2007			57
03E.07600	Gutters & Downspouts Qtrs 3	$2,400.00	$0.00	06/27/2007	07/09/2007	10/04/2007	10/16/2007			69
03E.08010	Repair/Replace Windows Qtrs 3	$27,835.00	$0.00	01/23/2007	02/20/2007	07/09/2007	08/03/2007			116
03E.08400	Hardware/Repairs @ Ext Doors Q	$8,500.00	$0.00	07/20/2007	07/26/2007	10/10/2007	10/16/2007			56
03E.09900	Paint Exterior Qtrs 3	$5,420.00	$0.00	07/06/2007	07/19/2007	09/18/2007	10/01/2007			51
03R.02020	Interior Salvage/Haz Mat'l Dem	$15,000.00	$0.00	01/08/2007	01/22/2007	05/25/2007	06/08/2007			97
03R.06500	Interior Structural Repairs Qt	$25,000.00	$0.00	02/01/2007	02/15/2007	06/22/2007	07/06/2007			99
03R.06520	Replace Interior Wood Trim Qtr	$10,000.00	$0.00	04/03/2007	04/12/2007	08/22/2007	08/31/2007			99
03R.09010	Repair Int Walls & Clgs Qtrs 3	$18,300.00	$0.00	03/16/2007	04/02/2007	08/06/2007	08/21/2007			99
03R.09050	Finish Floors Qtrs 3	$15,000.00	$0.00	05/04/2007	05/17/2007	09/25/2007	10/09/2007			99
03R.09900	Paint Int Qtrs 3	$15,260.00	$0.00	04/13/2007	04/19/2007	09/04/2007	09/10/2007			99
03R.1000	Sunstar Punchlist Qtrs 3	$2,200.00	$0.00	05/04/2007	05/10/2007	10/04/2007	10/11/2007			106
03R.1010	Final Clean Qtrs 3	$500.00	$0.00	05/18/2007	05/24/2007	10/10/2007	10/16/2007			99
03R.16010	Demo Interior Electrical Qtrs	$7,500.00	$0.00	01/25/2007	01/31/2007	06/15/2007	06/21/2007			99
03R.16020	R-In Interior Elec Qtrs 3	$25,000.00	$0.00	02/16/2007	03/15/2007	07/09/2007	08/03/2007			99
03R.16050	Electrical Trim Qtrs 3	$2,800.00	$0.00	04/20/2007	05/03/2007	09/11/2007	09/24/2007			99
040.01000	Release Qtrs 4 for Constructio	$0.00	$0.00					07/26/2006	07/26/2006	0
040.01010	Preconstruction Survey/Floor P	$2,500.00	$2,500.00					09/14/2006	09/15/2006	0

If the cost to date and the total activity cost look correct either Contract Data or Earnings Data can be imported (or both) by clicking on the respective buttons: "Import Data into Contract" and "Import Earnings into Payment"

If information does not look correct, do not import the data, correct data in Primavera, export another SDEF.txt file, and import it again into RMS Contractor Mode.

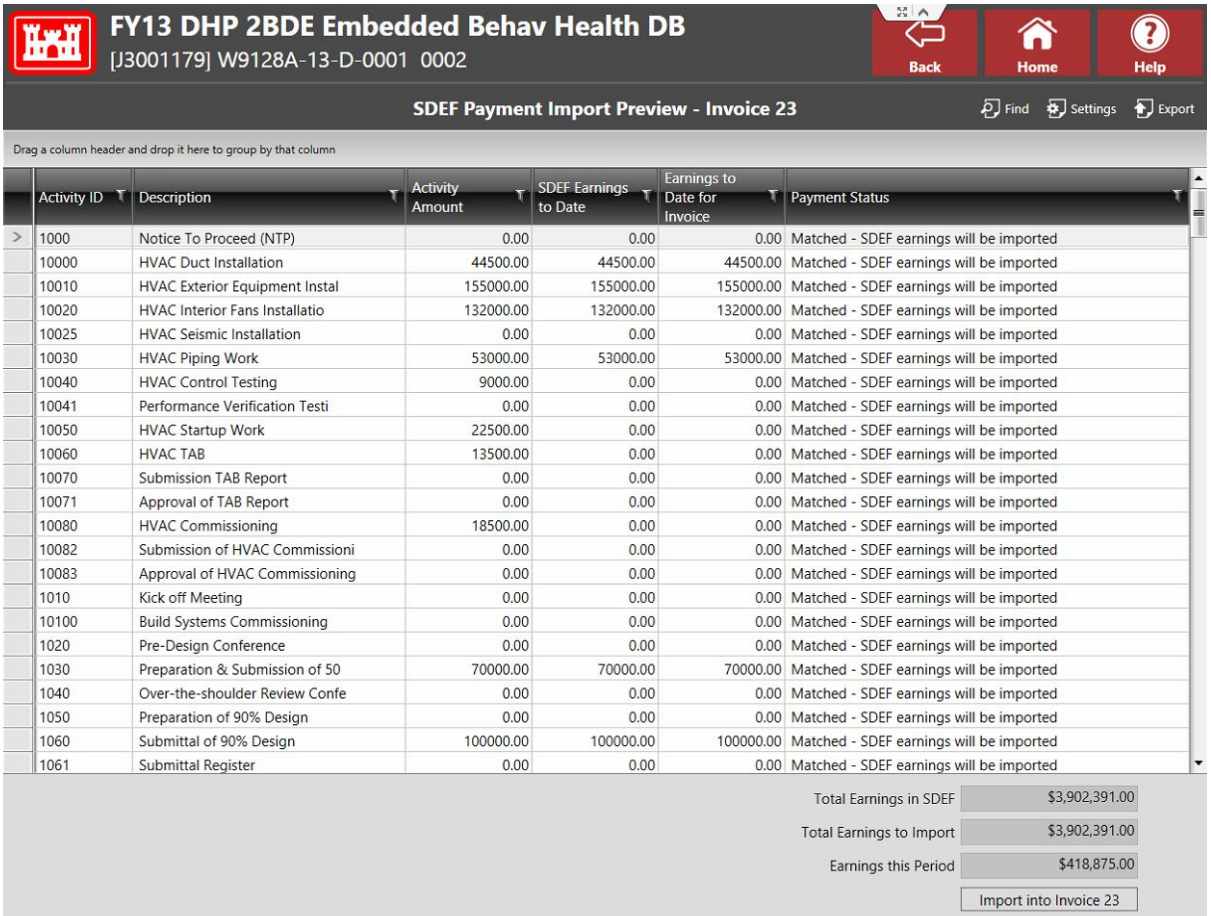
Import Data into Contract



Activity ID	Description	SDEF Import Status
001312	Pauls Test Activity	Activity Not found in SDEF - Keeping current data
0026	Comm Cable Change	Activity Not found in SDEF - Keeping current data
0027	Substation Bus Bracing Rating Increase	Activity Not found in SDEF - Keeping current data
0028	Make-up Water	Activity Not found in SDEF - Keeping current data
0029	SCADA Conduit in 8901	Activity Not found in SDEF - Keeping current data
0030	In-scope changes CY & DA; Amt: $16,004	Activity Not found in SDEF - Keeping current data
0031	Delete West Canopy Bilateral Agreement, Change BM2	Activity Not found in SDEF - Keeping current data
0032	Differing Site Condition for Change BA	Activity Not found in SDEF - Keeping current data
0033	Demo Light Pole,DH circuits & Sprinkler Head, R-27	Activity Not found in SDEF - Keeping current data
0034	AHU additional Controls	Activity Not found in SDEF - Keeping current data
0035	Compensable Time for Phoenix Terminal, Change CX	Activity Not found in SDEF - Keeping current data
0036	Time Extension and Extended FOOH	Activity Not found in SDEF - Keeping current data
0037	EPO Powered by UPS, Change DL	Activity Not found in SDEF - Keeping current data
030.01000	Release Qtrs 3 for Constructio	Activity does not exist - Activity will be added to Contract
030.01010	Preconstruction Survey/Floor P	Activity does not exist - Activity will be added to Contract
030.01020	Remove Trees/Shrubs/Ext Conden	Activity does not exist - Activity will be added to Contract
030.8010	Prefinal Punchlist Walkthrough	Activity does not exist - Activity will be added to Contract
030.8020	Correct Prefinal Punchlist Qtr	Activity does not exist - Activity will be added to Contract
030.8050	Turnover Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.02010	Demo Gutters & Ext Electrical	Activity does not exist - Activity will be added to Contract
03E.02040	Demo Exterior Plaster Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.02140	Install Fdn Drain & Grade Ext	Activity does not exist - Activity will be added to Contract
03E.02700	Repair Landscape Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.04010	Erect Scaffold & Shoring/Prote	Activity does not exist - Activity will be added to Contract
03E.04015	Adobe Shoring Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.04020	Adobe Repairs Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.04030	Install Lime Plaster Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.04040	Install Stucco Plaster Qtrs 3	Activity does not exist - Activity will be added to Contract
03E.04200	Clean & Mortar Repair Fdn Qtrs	Activity does not exist - Activity will be added to Contract

CLIN	Current Amount	Activity Total
0015	$14,716.00	$0.00
0009	$1,774.00	$0.00
0035	$222,104.00	$0.00
0021	$33,205.00	$0.00
0016	$9,953.00	$0.00
0008	$215,885.00	$0.00
0017	$52,562.00	$0.00

Import Earnings into Payment


FY13 DHP 2BDE Embedded Behav Health DB
[J3001179] W9128A-13-D-0001 0002
Back Home Help
SDEF Payment Import Preview - Invoice 23
Find Settings Export
Drag a column header and drop it here to group by that column

Activity ID	Description	Activity Amount	SDEF Earnings to Date	Earnings to Date for Invoice	Payment Status
1000	Notice To Proceed (NTP)	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10000	HVAC Duct Installation	44500.00	44500.00	44500.00	Matched - SDEF earnings will be imported
10010	HVAC Exterior Equipment Instal	155000.00	155000.00	155000.00	Matched - SDEF earnings will be imported
10020	HVAC Interior Fans Installatio	132000.00	132000.00	132000.00	Matched - SDEF earnings will be imported
10025	HVAC Seismic Installation	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10030	HVAC Piping Work	53000.00	53000.00	53000.00	Matched - SDEF earnings will be imported
10040	HVAC Control Testing	9000.00	0.00	0.00	Matched - SDEF earnings will be imported
10041	Performance Verification Testi	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10050	HVAC Startup Work	22500.00	0.00	0.00	Matched - SDEF earnings will be imported
10060	HVAC TAB	13500.00	0.00	0.00	Matched - SDEF earnings will be imported
10070	Submission TAB Report	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10071	Approval of TAB Report	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10080	HVAC Commissioning	18500.00	0.00	0.00	Matched - SDEF earnings will be imported
10082	Submission of HVAC Commissioni	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10083	Approval of HVAC Commissioning	0.00	0.00	0.00	Matched - SDEF earnings will be imported
1010	Kick off Meeting	0.00	0.00	0.00	Matched - SDEF earnings will be imported
10100	Build Systems Commissioning	0.00	0.00	0.00	Matched - SDEF earnings will be imported
1020	Pre-Design Conference	0.00	0.00	0.00	Matched - SDEF earnings will be imported
1030	Preparation & Submission of 50	70000.00	70000.00	70000.00	Matched - SDEF earnings will be imported
1040	Over-the-shoulder Review Confe	0.00	0.00	0.00	Matched - SDEF earnings will be imported
1050	Preparation of 90% Design	0.00	0.00	0.00	Matched - SDEF earnings will be imported
1060	Submittal of 90% Design	100000.00	100000.00	100000.00	Matched - SDEF earnings will be imported
1061	Submittal Register	0.00	0.00	0.00	Matched - SDEF earnings will be imported

Total Earnings in SDEF $3,902,391.00
Total Earnings to Import $3,902,391.00
Earnings this Period $418,875.00
Import into Invoice 23

Clicking Import into Invoice 23 will import the SDEF information to the Progress Payment area "Prepare Invoice 23" will be ready to be date stamped and then sent to the Government.

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Contract Reports

9 Contract Reports

9.1 Overview_2_4

Enter topic text here.

FAQ

10 FAQ

Enter topic text here.

10.1 Overview_2_2_2_2_2_2

Enter topic text here.

10.2 AddingShortcut

Enter topic text here.

10.3 LoginProblems

Enter topic text here.

10.4 Run As Administrator

Enter topic text here.

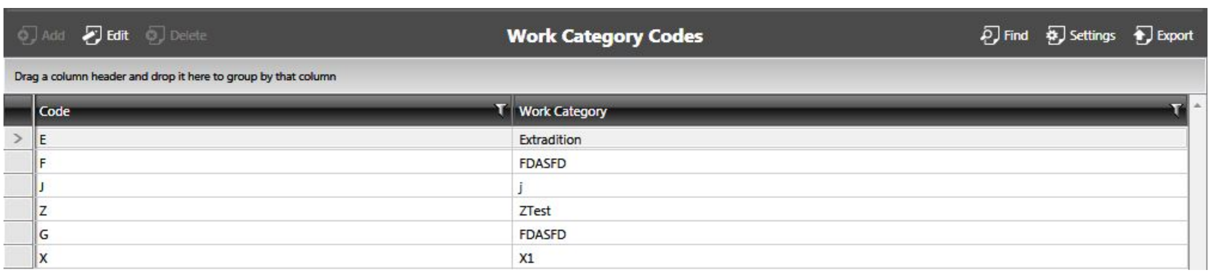
Government Library

11 Government Library

Topics in this section include:

11.1 Work Category Codes

Work Category Codes catalog activities into very broad disciplines for reporting and sorting purposes. For example, one may want to query all outstanding items for activities related to Electrical (E). These Work Category Codes come from RMS 3.0 Government Mode. Contact the USACE Representative for the contract to add additional Category Codes if desired.


Add Edit Delete — Work Category Codes — Find Settings Export

Drag a column header and drop it here to group by that column

Code	Work Category
E	Extradition
F	FDASFD
J	j
Z	ZTest
G	FDASFD
X	X1

The Contractor will enter Work Category Codes for every activity in the progress schedule. This is a one (1) character field and is included in the Standard Data Exchange Form (SDEF) information that the contractor will set up in the Primavera Schedule (if used). The contractor can then provide reports based on this category code. Work Category Codes are linked to pay activities in the Finances --> Pay Activities screen.

In both Government and Contractor Mode the Work Category Code is used on the Deficiency Items report by both the QA and QC Staff. Because every deficient item should be linked to the pay activity it is associated with, RMS will use that link to sort reports by the Work Category Code. The report in question is the QA/QC Reports --> Deficiency Items report.

11.2 Specification Sections

MasterFormat is used throughout the construction industry to format specifications for construction contract documents. The purpose of this format is to assist the user in organizing information into distinct groups when creating contract documents and to assist in searching for specific information in consistent locations. Information contained in

MasterFormat is organized in a standardized outline format within about 50 Divisions (16 Divisions in MasterFormat 1995). Each Division is subdivided into a number of Sections.

The Specification Sections are maintained at the District Library by the Government to help ensure consistency between contract specifications from all offices within the District. Who ever has been designated responsibility for this section should carefully coordinate with the Design Sections to ensure consistency between contracts and design agents is maintained. If they are not maintained properly, the submittal register will not reflect the correct section numbers and titles. The data is used to create the submittal register (ENG Form 4288) for each contract. If SpecsIntact is being used, the same section numbers should also be used. The input screen for the submittal sections is from Contract Menu / Submittals / Specification Sections.

RMS Contractor Mode includes the older format of MasterFormat 1995 and also includes the MasterFormat 2004. The older version basically included 16 Specification Divisions and the new format includes 50+ Divisions. When downloaded from SpecsInTact all of the fourteen characters will be downloaded. With this format users are able to link the submittal items to various other data, such as QC Test or QA Tests.

This module is located in the Government Library --> Specification Sections module.

MasterFormat is the master list of titles and numbers used to organize specifications and other project information for most commercial building design and construction projects in North America. It lists titles and section numbers for organizing data about construction requirements, products, and activities. By standardizing such information, MasterFormat facilitates communication among architects, specifiers, contractors and suppliers, which helps them meet building owners’ requirements, timelines and budgets.

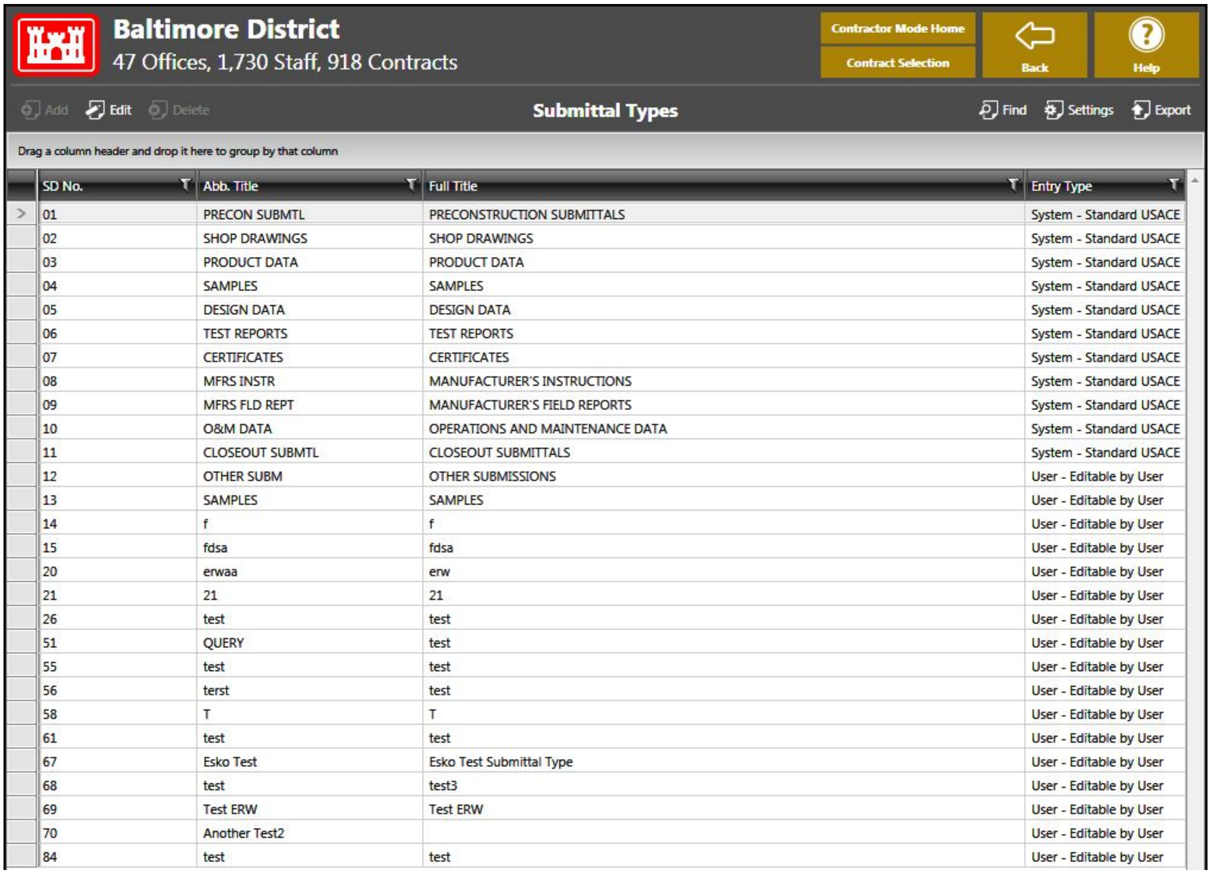
The CSI support for the MasterFormat 1995 ended on December 31 2009. All current contracts should already be using a newer version of MasterFormat and the Tab showing the MasterFormat 1995 will disappear in the not too distant future. It will be replaced with the MasterFormat 2012 numbers and titles.

The "Government Library Specification Sections" module consists of a Data Grid where each row represents a single MasterFormat specification section used by Contractor Mode. Above the Data Grid is the Local Toolbar containing the buttons [Find], [Settings], and [Export]. Above the Local Toolbar there are two tabs, MasterFormat 1995 and MasterFormat 2004.

11.3 Submittal Types

The Submittal Types module conveys the eleven Submittal Descriptions (SD) that are part of the NASA SpecsIntact program. There are eleven submittal descriptions used on the Corps of Engineers, Department of the Air Force, and the Department of the Navy contracts. These are used when a Submittal Register is created for a contract. In addition to the eleven Submittal Descriptions, USACE Districts may have added additional submittal descriptions that are specific to the district.

The SpecsIntact Configuration, Control and Coordinating Board have assigned the SD numbers and names. These numbers correspond to the terminology used in the technical sections. These numbers and names should not be changed. For more information please visit their website by clicking here.



SD No.	Abb. Title	Full Title	Entry Type
01	PRECON SUBMTL	PRECONSTRUCTION SUBMITTALS	System - Standard USACE
02	SHOP DRAWINGS	SHOP DRAWINGS	System - Standard USACE
03	PRODUCT DATA	PRODUCT DATA	System - Standard USACE
04	SAMPLES	SAMPLES	System - Standard USACE
05	DESIGN DATA	DESIGN DATA	System - Standard USACE
06	TEST REPORTS	TEST REPORTS	System - Standard USACE
07	CERTIFICATES	CERTIFICATES	System - Standard USACE
08	MFRS INSTR	MANUFACTURER'S INSTRUCTIONS	System - Standard USACE
09	MFRS FLD REPT	MANUFACTURER'S FIELD REPORTS	System - Standard USACE
10	O&M DATA	OPERATIONS AND MAINTENANCE DATA	System - Standard USACE
11	CLOSEOUT SUBMTL	CLOSEOUT SUBMITTALS	System - Standard USACE
12	OTHER SUBM	OTHER SUBMISSIONS	User - Editable by User
13	SAMPLES	SAMPLES	User - Editable by User
14	f	f	User - Editable by User
15	fdsa	fdsa	User - Editable by User
20	erwaa	erw	User - Editable by User
21	21	21	User - Editable by User
26	test	test	User - Editable by User
51	QUERY	test	User - Editable by User
55	test	test	User - Editable by User
56	terst	test	User - Editable by User
58	T	T	User - Editable by User
61	test	test	User - Editable by User
67	Esko Test	Esko Test Submittal Type	User - Editable by User
68	test	test3	User - Editable by User
69	Test ERW	Test ERW	User - Editable by User
70	Another Test2		User - Editable by User
84	test	test	User - Editable by User

SD No.
A two-character numeric designation per CEGS 01330.

Abb. Title
Contains the abbreviated title for the Submittal Type. Maximum length is 15 characters.

Full Title
Contains the full title for the Submittal Type.

Entry Type
Either System (read only) type or user (editable) type.

NASA SpecsIntact Program Submittal Types:

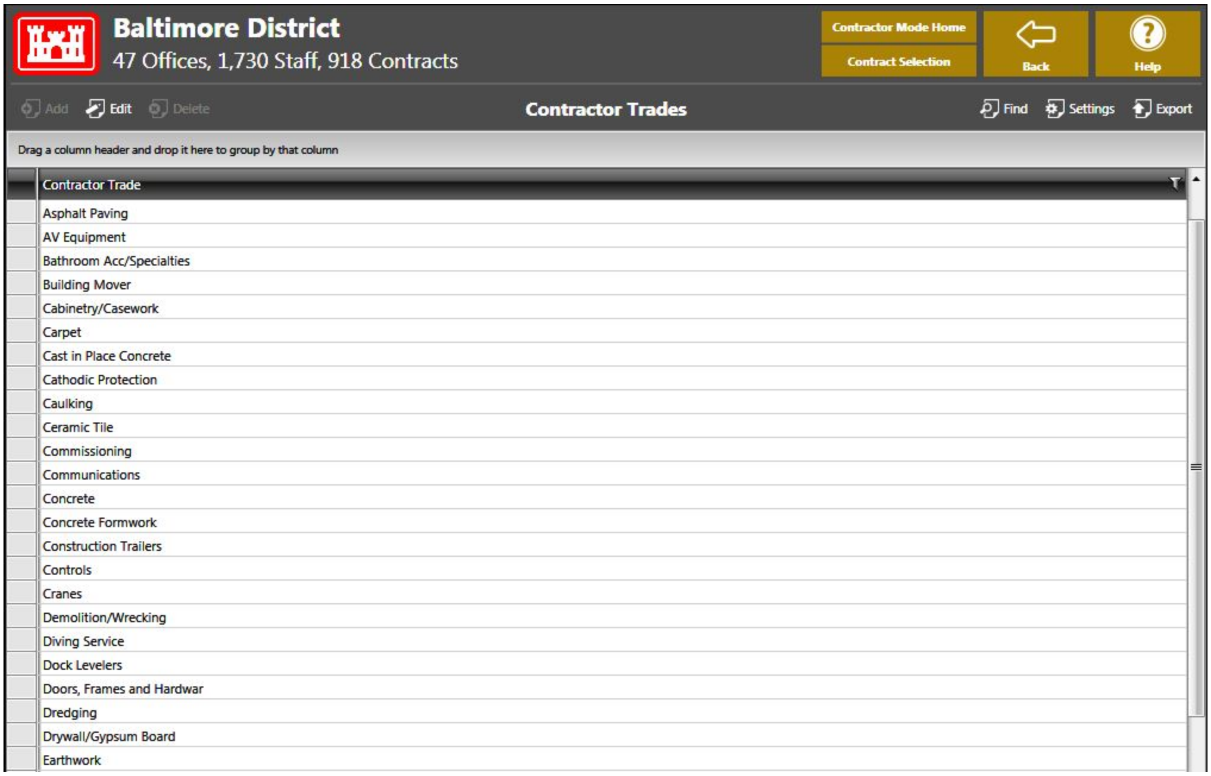
SD Number and Title	Description
SD-01 (Preconstruction Submittals)	Submittals which provide Certificates of Insurance, Surety Bonds, List of proposed subcontractors, List of proposed products, Construction Progress Schedule, Submittal Register, Schedule of values, Health and Safety Plan, Work Plan, Quality Control Plan and Environmental Protection Plan.

SD Number and Title	Description
SD-02 (Shop Drawings)	Drawings, schedules, diagrams, and other data prepared specifically for this contract, by contractor or through contractor by way of subcontractor, manufacturer, supplier, distributor, or other lower tier contractor, to illustrate portion of work.
SD-03 (Product data)	Preprinted material such as illustrations, standard schedules performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate portion of work, but not prepared exclusively for this contract.
SD-04 (Samples)	Physical examples of products, materials, equipment, assemblies, or workmanship that are physically identical to portion of work, illustrating portion of work or establishing standards for evaluating appearance of finished work or both.
SD-05 (Design Data)	Calculations, mix designs, analysis or other data pertaining to a part of work.
SD-06 (Test Reports)	Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.) Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation. Investigation reports. Daily checklists. Final acceptance test and operational test procedure.
SD-07 (Certificates)	Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project. Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications. Confined space entry permits.
SD-08 (Manufacturer's Instructions)	Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data Sheets concerning impedance, hazards and safety precautions.

SD Number and Title	Description
SD-09 (Manufacturer's Field Reports)	Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
SD-10 (Operation and Maintenance Data)	Data that is furnished by the manufacturer, or the system provided, to the equipment operating and maintenance personnel. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.
SD-11 (Closeout Submittals)	Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

11.4 Contractor Trades

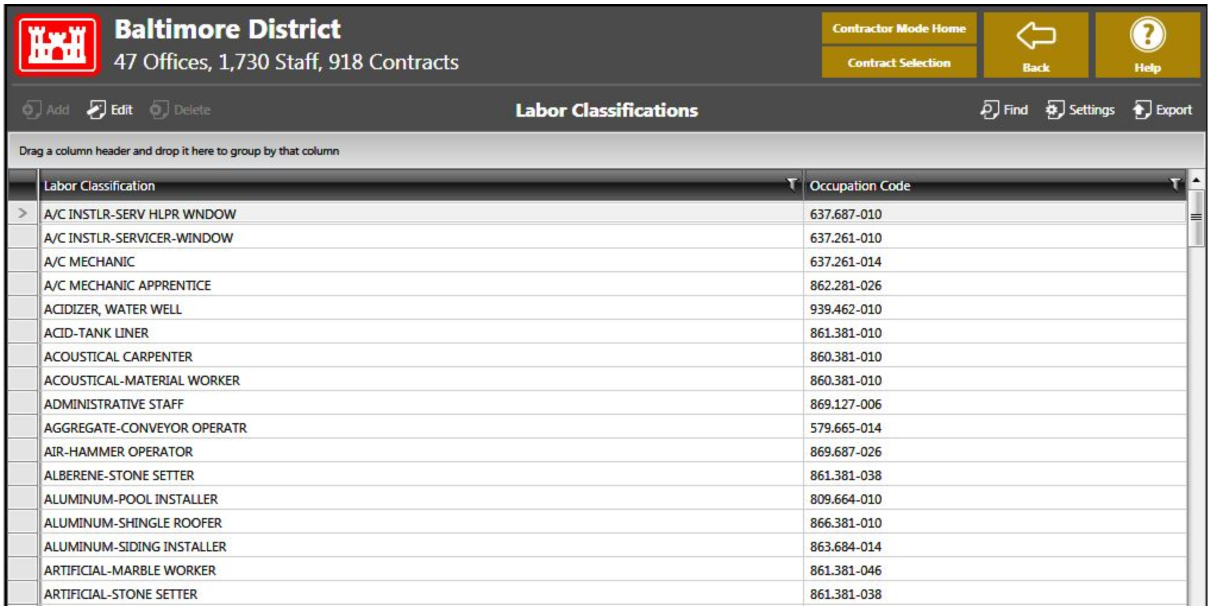
Contractor Trades helps group Subcontractors allowing for reports (correspondence, comments, punch list items) to sort data based on contractor trades. In addition, RMS uses trades to calculate percentages and types of subcontracted work that is required for the Contractor Appraisal (DD Form 2626). The trades link Labor Classifications for tracking purposes.



11.5 Labor Classifications

Labor Classifications are included in the Wage Rate Decisions issued by the Department of Labor for CONUS contracts. The titles come from the Department of Labor Dictionary of Occupational Titles. Labor Classifications are commonly used in the Labor Interviews and QC Daily Report modules.

If the contract includes Labor Classifications that are not listed, the Government Representative for the contract must add the Classification into the program on the Government Mode side of RMS 3.0. It is the job of the Prime Contractor to verify that all applicable classifications are included in the contract.



Labor Classification	Occupation Code
A/C INSTLR-SERV HLPR WNDOW	637.687-010
A/C INSTLR-SERVICER-WINDOW	637.261-010
A/C MECHANIC	637.261-014
A/C MECHANIC APPRENTICE	862.281-026
ACIDIZER, WATER WELL	939.462-010
ACID-TANK LINER	861.381-010
ACOUSTICAL CARPENTER	860.381-010
ACOUSTICAL-MATERIAL WORKER	860.381-010
ADMINISTRATIVE STAFF	869.127-006
AGGREGATE-CONVEYOR OPERATR	579.665-014
AIR-HAMMER OPERATOR	869.687-026
ALBERENE-STONE SETTER	861.381-038
ALUMINUM-POOL INSTALLER	809.664-010
ALUMINUM-SHINGLE ROOFER	866.381-010
ALUMINUM-SIDING INSTALLER	863.684-014
ARTIFICIAL-MARBLE WORKER	861.381-046
ARTIFICIAL-STONE SETTER	861.381-038

User Roles

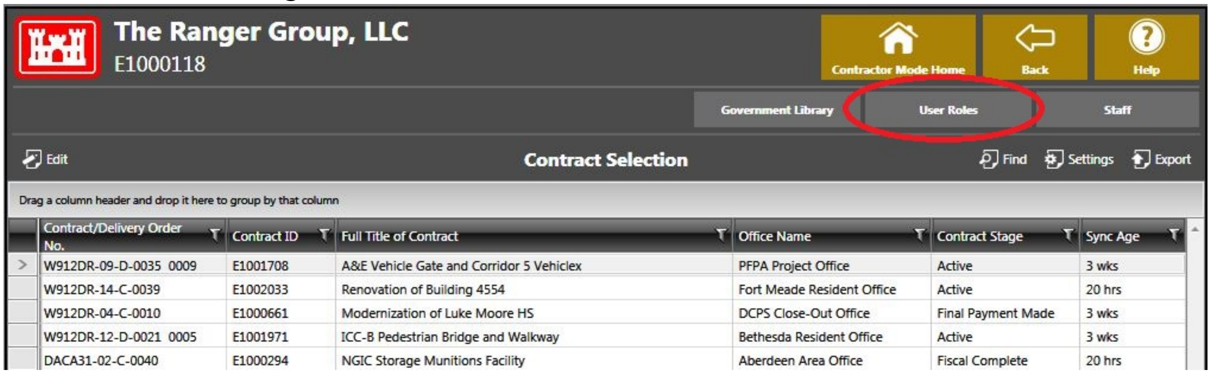
12 User Roles

User Roles are new for RMS 3.0 Contractor Mode. In QCS 2.38 anyone with a login to the program had full access to every module. QCS 2.38 also had Site IDs that allowed remote sites to get read/write ability to certain modules with the limitation that if a QCS Site had a module, the other QCS Sites on the job would not have the ability to edit the module but they could read the data in the module. Contractor Mode is all server based so regardless of how many Contractor Mode installations are accessing the contract, permissions can be set on a per username basis. Every Contractor Mode has to register a username/password. This username/password is added to the contract via a Contractor Mode Administrator or the Government Mode part of RMS.

Once added to the contract, by default, there are no permissions added to a user (unless they are the very first user added to the contract, in which case, they should be an Administrator so they can add additional staff - more on this in the Staff module 138). By default there are no permissions for new staff on a contract. This means an Administrator needs to go into the User Roles area, create User Roles if none exist, then assign User Roles to staff members.

Please note, to assign user roles to staff, this must be done in the Administration --> Contract Access Control 20 module on a per-contract basis.

In this module, the User Roles Module, User Roles are created to be used on all contracts in Contractor Mode. To get to this Module click on User Roles (below):

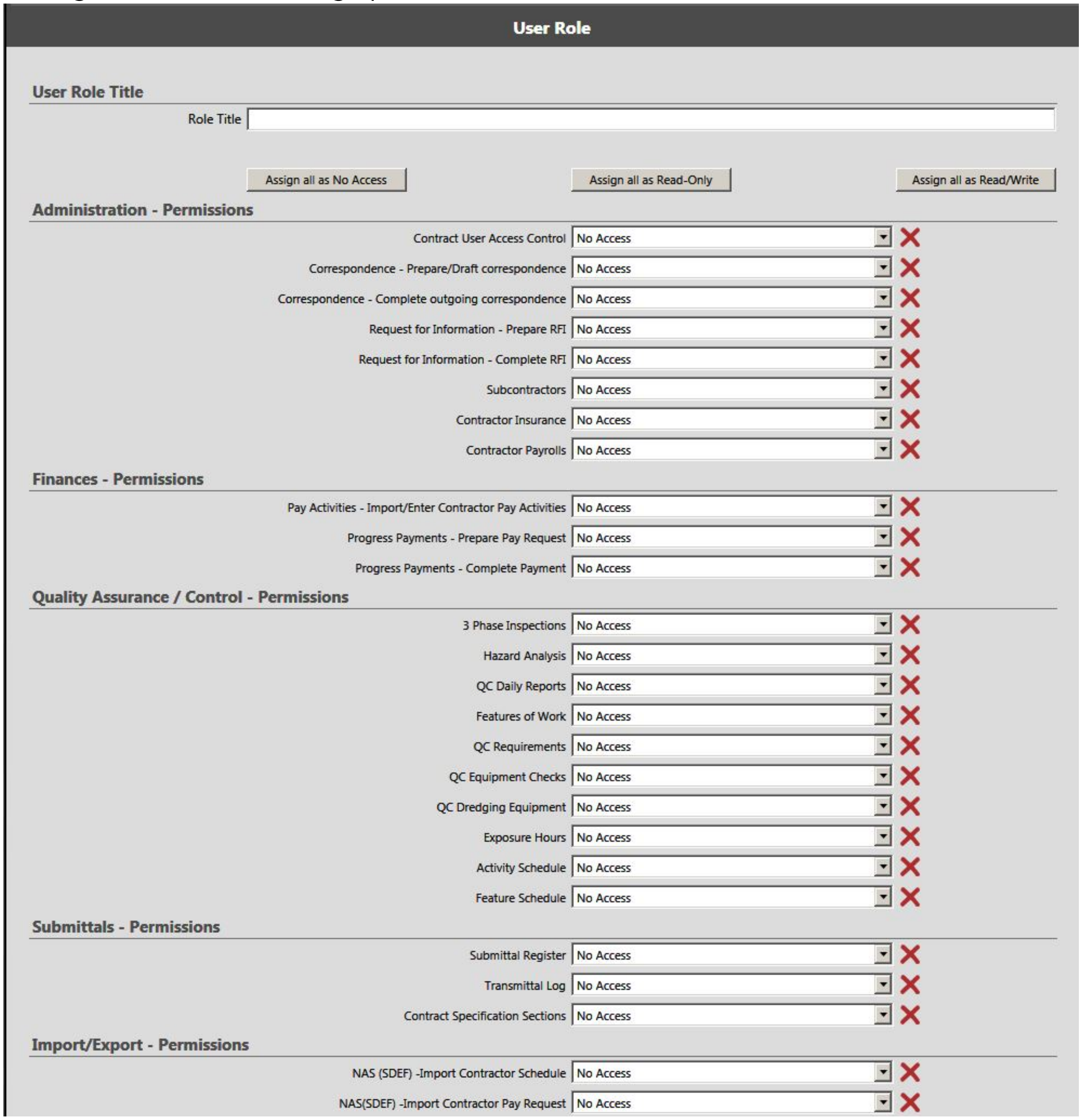


Clicking on User Roles will bring up the User Roles module - like the one below:

In this copy of Contractor Mode there are 4 User Roles: Submittals, ReadOnly, test, and Daily Reports. A new Contractor Mode installation will have none and User Roles will need to be added.

Remember that because Contractor mode is Server based, more than one staff can be assigned to a User Role at a time.

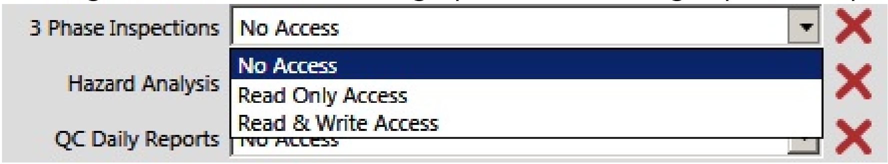
Adding a User Role will bring up a screen like the one below:



This screen includes all the modules in Contractor Mode. By default, no access is selected. Clicking the down arrow will allow a different access to be assigned to the module in quesiton.

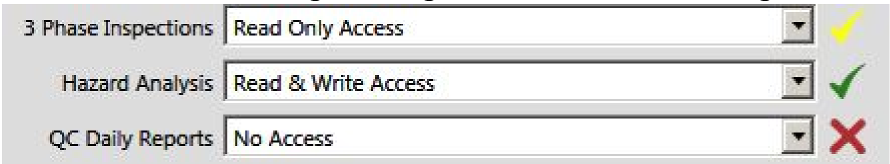
For example, if a Daily Report role was to be created, most of the Quality Assurance / Control - Permissions modules would have read/write while everything else remains no access. If the company CEO wanted read only access to everything, a User Role of CEO could be created with all modules View Only (or Read/Write if so desired).

Clicking the down arrow to assign permissions brings up menu options like the one below:



The choices are: No Access, Read Only Access (everything will be grayed out), and Read & Write Access (full access to add, edit, and delete).

The red X icon on the right changes when the access changes:

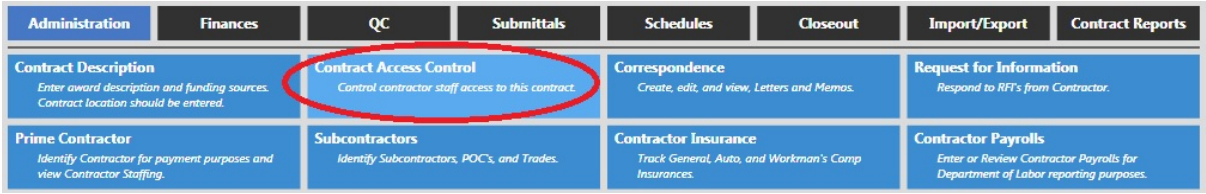


A green check means full access, red x means no access, and yellow check means read only.

Any combination of User Roles can be created with various read only, no access, and full access. At the very top - easy access buttons "Assign All as - No Access, Read Only, Read-Write" so not every module has to be individually clicked if a blanket permission for all modules is desired.

Remember, no user role assignment is the same as no access - this is the default for every staff added to Contractor Mode and assigned to the Contract.

Also, to assign User Roles to staff, this must be done inside a contract in the Administration --> Contract Access Control 20 module:

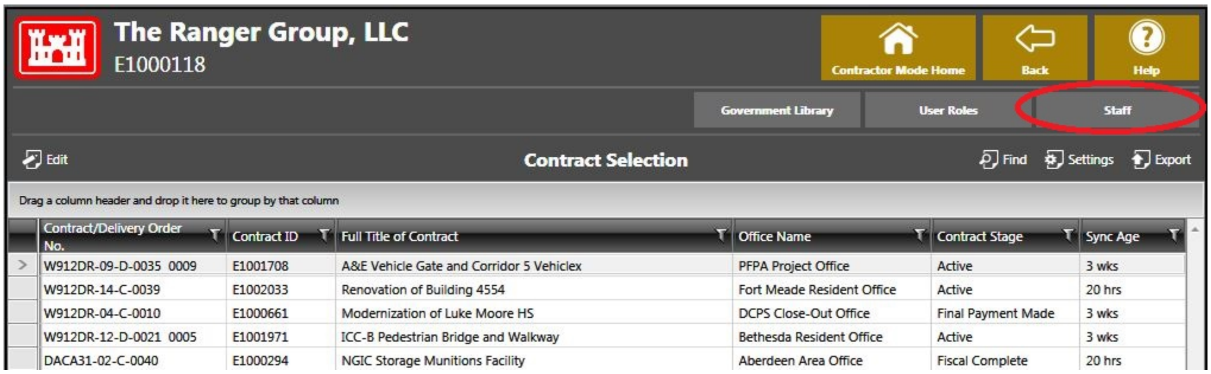


Staff

13 Staff

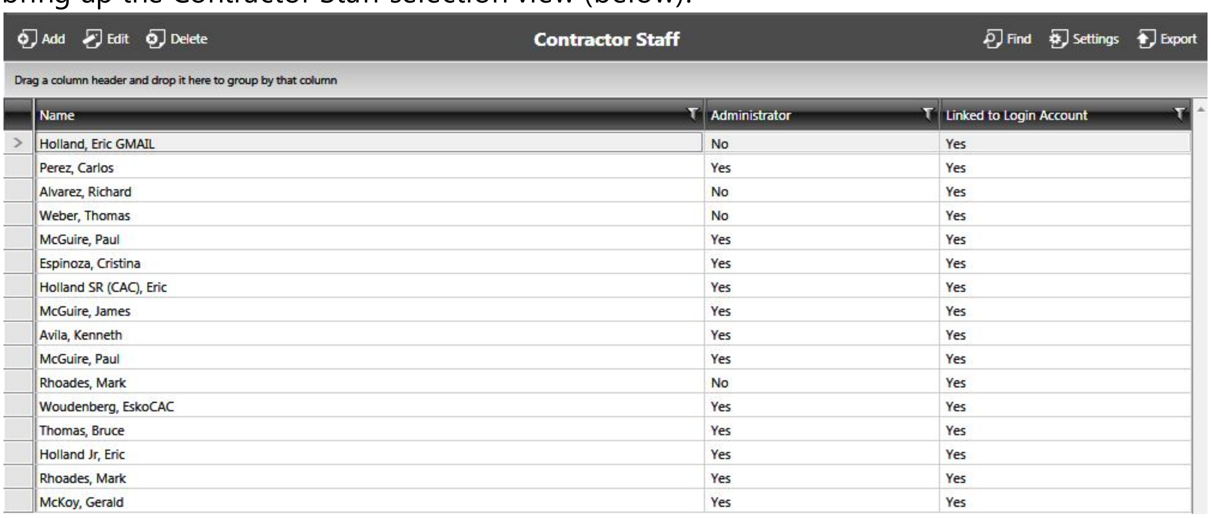
RMS 3.0 Contractor Mode requires that every user using Contractor Mode have a username/password. Adding staff to the contract needs to start with RMS 3.0 Government Mode. The Government must add the very first Contractor Mode staff to the contract (set as Administrator) so that the contractor can get the contract and assign staff to the Prime Contractor.

RMS 3.0 assigns a Prime Contractor to a Contract. Then staff are added to the Prime Contractor. These staff need to be users that Contractor Mode contractors registered. Once the first contractor staff is added and successfully logged in on Contractor Mode, that first staff, an Administrator, will be able to add additional staff to the contract via the Staff screen (below):



Contract/Delivery Order No.	Contract ID	Full Title of Contract	Office Name	Contract Stage	Sync Age
W912DR-09-D-0035 0009	E1001708	A&E Vehicle Gate and Corridor 5 Vehiclex	PFPA Project Office	Active	3 wks
W912DR-14-C-0039	E1002033	Renovation of Building 4554	Fort Meade Resident Office	Active	20 hrs
W912DR-04-C-0010	E1000661	Modernization of Luke Moore HS	DCPS Close-Out Office	Final Payment Made	3 wks
W912DR-12-D-0021 0005	E1001971	ICC-B Pedestrian Bridge and Walkway	Bethesda Resident Office	Active	3 wks
DACA31-02-C-0040	E1000294	NGIC Storage Munitions Facility	Aberdeen Area Office	Fiscal Complete	20 hrs

The Staff button is located at the Contract Selection screen. Clicking the Staff button will bring up the Contractor Staff selection view (below):



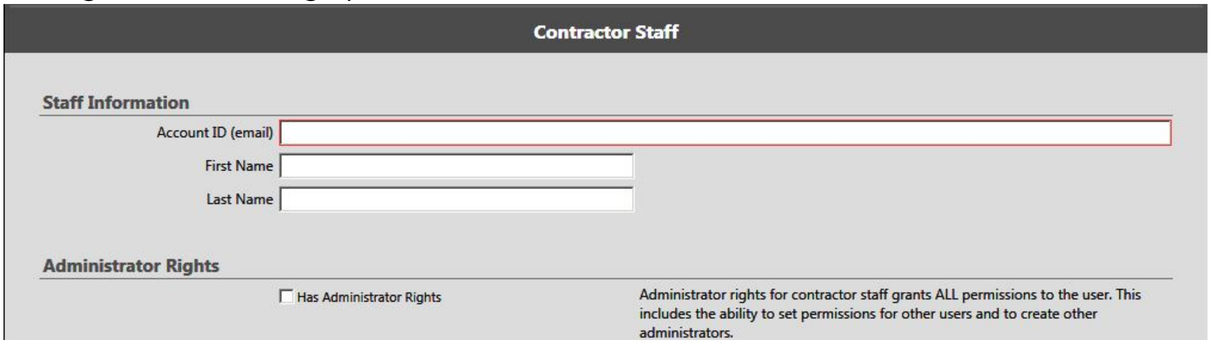
Name	Administrator	Linked to Login Account
Holland, Eric GMAIL	No	Yes
Perez, Carlos	Yes	Yes
Alvarez, Richard	No	Yes
Weber, Thomas	No	Yes
McGuire, Paul	Yes	Yes
Espinoza, Cristina	Yes	Yes
Holland SR (CAC), Eric	Yes	Yes
McGuire, James	Yes	Yes
Avila, Kenneth	Yes	Yes
McGuire, Paul	Yes	Yes
Rhoades, Mark	No	Yes
Woudenberg, EskoCAC	Yes	Yes
Thomas, Bruce	Yes	Yes
Holland Jr, Eric	Yes	Yes
Rhoades, Mark	Yes	Yes
McKoy, Gerald	Yes	Yes

For the purpose of this manual, we have the RMS Support Center staff added as staff (most as Administrators). This means if they, anyone on the above list, log into their Contractor Mode, they will see the contracts all assigned to the Prime (in this case, The Ranger Group, LLC). They will not have permissions to the contracts until User Roles are assigned to them via the User Roles[134] module.

The Linked to Login Account means that RMS 3.0 Contractor Mode was able to find a registered user based on the Email provided and link them to a registered login. If this says no, that means the staff added has not yet registered an account via the User Registration process - see How to Register a Username[11] for more information.

It is recommended against making everyone Administrators. Assign user roles as means of controlling access to contracts. Remember that user roles are assigned to users in the Administration --> Contract Access Control[20] module on a per contract basis.

Adding a staff will bring up a screen like the one below:



Make sure that the email added here matches the one that the staff member will register on their side when they install Contractor Mode on their computer. The email has to mach for the staff entry to link to the registered account. If an email was incorrectly added and the account never links, just delete the staff member and re-add them later.

The first name / last name are not so important as whatever was typed in during the User Registration Process will overwrite what was added here.

Setting Administrative Rights can be dangerous because it gives the ability to do anything to the contract to the user in question. This means the user can add/remove staff, do anything the original administrator could. It is recommended using User Roles whenever possible.

Please note that it can take 5-10 minutes for staff to be linked once added / registered on the server. If unable to log in after 5-10 minutes verify the email address and if the email address is valid but still no account link, please contact the RMS Support Center.

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