

HiCAMS User Guide

Chapter 2: Contract Maintenance

Section 1: Authorize Contracts

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Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
December 1997	1.0	Initial Version	HiCAMS Documentation Specialist
November 2002	2.0	Updated Document	Deirdre Warner
October 2011	3.0	Revised format and added business information	Marie Novello
October 2013	3.1	Renumbered to match HiCAMS menu. Added Vegetation Indicator.	Marie Novello
February 2014	3.2	Added information about Contractor Status	Marie Novello
August 2014	3.3	Incorporated version 8.4 changes	Marie Novello
November 2014	3.4	Added information about Contract Documents availability on Sharepoint Construction Projects Teamsites	Marie Novello

About Contract Authorization

Centrally Let and many Division Purchase Order Contracts are created with the Contract Standards and Development Unit's Trns*port System. Trns*port is used to track the creation, bidding, and execution of a contract.

When the contract is set to Executed in Trns*port, transactions are created and imported into HiCAMS using a nightly batch job.

Once the contracts have been imported into HiCAMS, users with the appropriate security compare the contract data to the HiCAMS records and ensure that the imported data matches the actual contract documents.

If errors or discrepancies are identified, they may be corrected by the user performing the authorization, or the data may be resent from Trns*port after the first set of contract data is Voided in HiCAMS.

When a Contract is Authorized, the Contract becomes available to other users in HiCAMS. Authorizing the contract also creates the Contract Times and the Contract Bill of Materials (CBOM). This is why the name of the person who Authorized the Contract appears on the history record for the CBOM and Contract Times.

All users have Inquiry rights to the Authorize Contracts window. This is the function to monitor to determine if a contract has been executed.

Questions about this window should be addressed to the Construction Unit at 919-707-2400.

Contract Authorization Process

Authorizing a contract requires access to both the HiCAMS Authorize Contracts window and the PS Custom Reports -> ZCNS41-ALV GRID accessed using transaction ZPSR04A in SAP.

It is also necessary to have a copy of the Executed Contract and the Execution Letter.

Contract documents may be mailed to the Construction Unit by staff at the Contract Standards and Development Unit (Centrally Let Contracts), or emailed by Division Staff (Division Let Contracts).

As part of the NCDOT Electronic Content Management initiative, documents for many Central and Division Let contracts will now be stored on the NCDOT CONNECT website in the Construction Projects Team Sites page (<https://connect.ncdot.gov/site/Construction/Pages/default.aspx>).

Authorizing the contract consists of the following tasks:

1. Validating the WBS element in SAP
2. Reviewing, and if necessary, correcting, the information in HiCAMS
3. Authorizing the Contract in HiCAMS
4. Updating Contract Times (if necessary) in HiCAMS

Instructions for the steps necessary for each of these tasks begin on the next page.

Validating the WBS element in SAP

Here are examples of the WBS element information from the Contract Cover sheets of two contracts. Full Contract Cover sheets appear in Appendix A.

CONTRACT AND CONTRACT BONDS	
FOR CONTRACT NO. <u>C202802</u>	
WBS	<u>45493.3.1 IMS-040-2(159)130</u>
T.I.P NO.	<u>I-5502</u>

CONTRACT AND CONTRACT BONDS	
FOR CONTRACT NO. <u>C202792</u>	
WBS	<u>10CR.10131.22, 10CR.10131.23, 10CR.20131.66, 10CR.20131.67, 10CR.20131.68, 10CR.20131.69, 10CR.20131.70, 10CR.20131.71, 10CR.20131.72 STATE FUNDED</u>

Validating the WBS element in SAP requires the user to confirm the following information:

1. All the WBS elements listed on the contract cover exist in SAP.
2. All WBS elements are in the correct status.
3. If the contract has a TIP number, that the number matches what is assigned to the WBS element in the TIP or TIP Sub Number fields.
4. If the contract has a Federal Aid Number, that the number matches what is in the FA Project Number field.

Authorizing a Contract with incorrect WBS element information will cause the transactions sent to SAP to Fail. Resending them involves several manual transactions that cannot be performed by Field Users. The importance of this step cannot be over-emphasized.

To validate a WBS element in SAP use transaction ZPSR04A.

Step 1: Enter the WBS element and hit F8 or the execute button.

The screenshot shows the SAP ALV GRID Program for ZCNS41. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are tabs for DB profile and Status. The main area contains several selection criteria sections:

- Project Management Selections (DB profile: 000000000001):** Project (empty) to (empty), WBS Element (8.207711).
- Additional WBS element criteria:** Level (1) to (99).
- Origin of data:** Current Data, Version data, Structure-related, Object-related. Project version (empty).
- Fields for selection:** Project cost plan (empty), Project cost plan 2 (empty), From Fiscal Year (1900), To Fiscal Year (9999), From Period (1), To Period (12).
- Additional selection fields...**
- Technical settings:** Grid Layout (STATUS CHECK wbs status check), Header Display Word Wrap Width (80), Max. Header Lines (25).

The ZCNS41 grid opens.

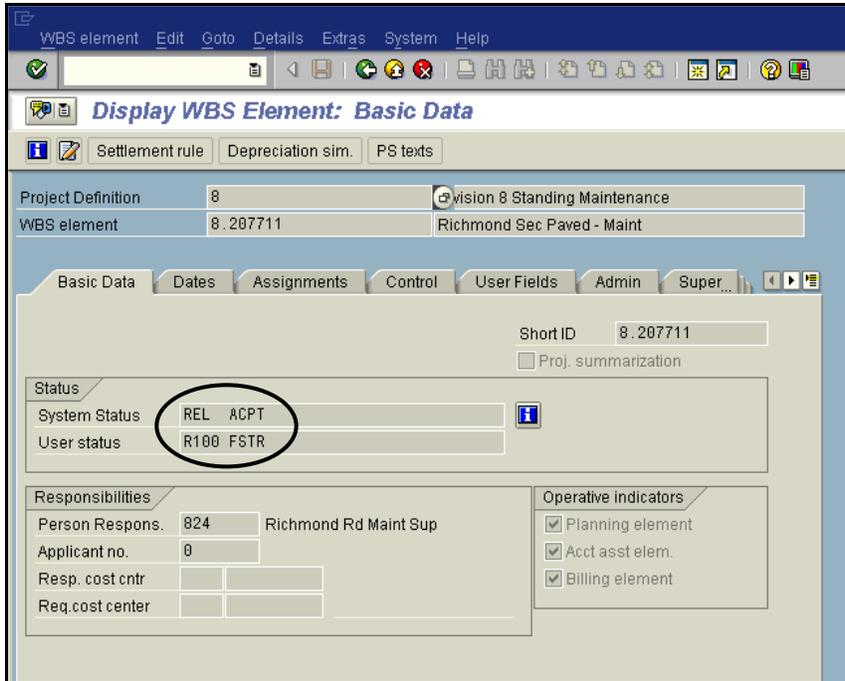
Step 2: Find the WBS element on the list and click once.

NOTE: Your display may not be the same as the one below.

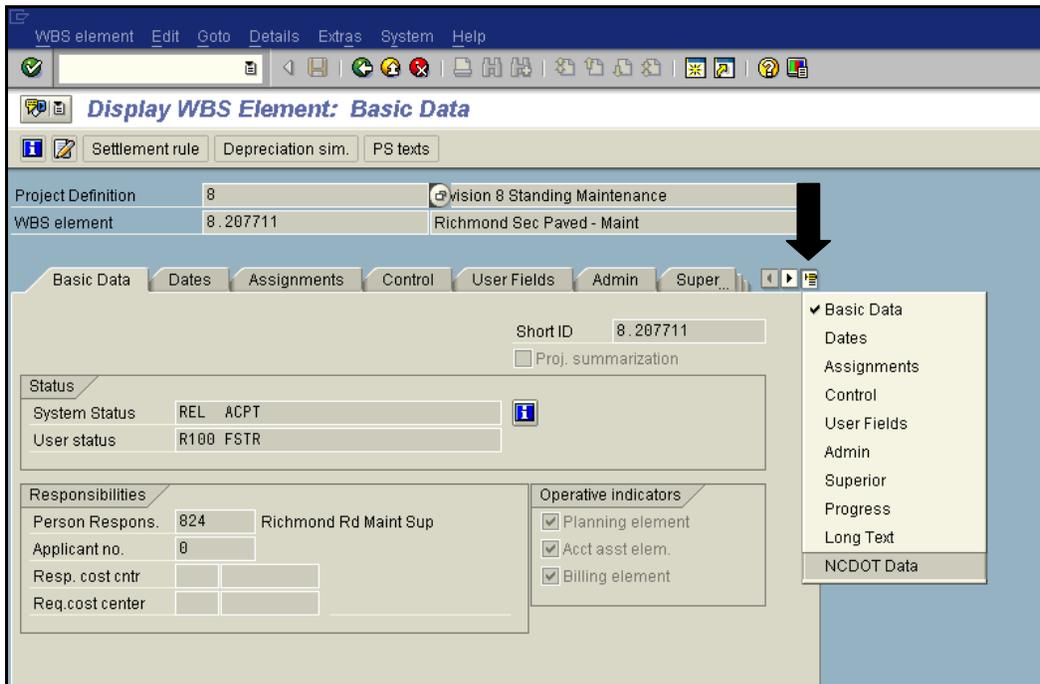
The screenshot shows the SAP ZCNS41 ALV GRID. The interface includes a menu bar (System, Help) and a toolbar. Below the title bar, there are tabs for Project Actual Cost and Project Commitment. The main area displays a table with the following data:

Identification	TIP number	TIP subno.	FA Project Number	Description	Status	Pha...	Sub ty...
8				Division 8 Standing Maintenance	PREL		301
8				Division 8 Standing Maintenance	PREL # R10 FSTR	9998	301
8.2				Division 8 Secondary Maint		9998	301
8.20771				Richmond Sec Paved		0600	301
8.2077				Richmond Co Secondary	PREL # R100 FSTR	9998	301
8.207711				Richmond Sec Paved - Maint	REL ACPT # R100 FSTR	0600	301

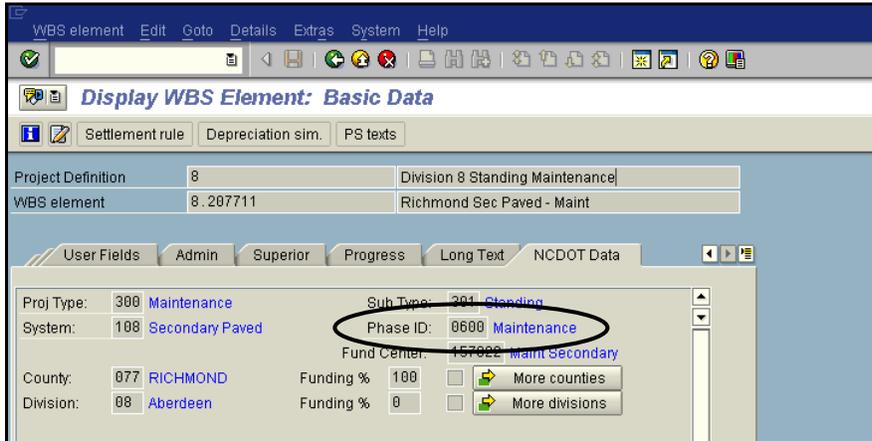
The Basic Data window opens. This is the window that shows the WBS Element Status. The status shown below is referred to as **REL // R100** as these are the critical parts of the System and User statuses. Confirm that the WBS element is in a valid status to accept payments.



Step 3: Click on the list icon to the far right of the tabs and select NCDOT Data.



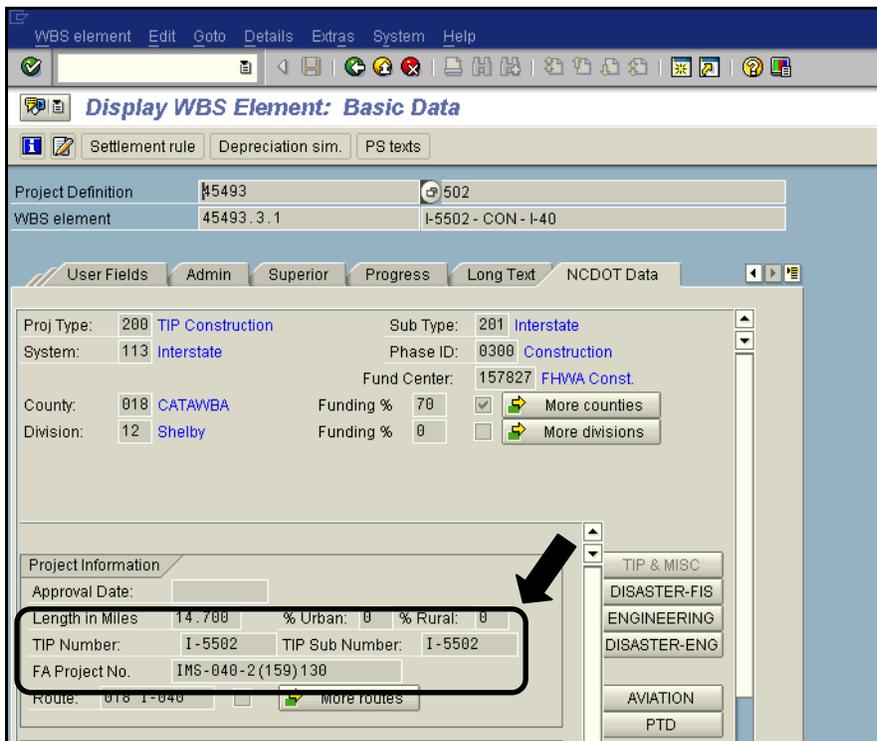
The NCDOT Data tab is displayed.



Step 4: Note the phase ID as well as the System and User Statuses on the front cover of the contract near the associated WBS element. Phase ID impacts what function codes work in SAP.

Step 5: If applicable, confirm that the TIP Sub Number and FA Project No. are correct.

Below is an example of the NCDOT Data tab showing where the Federal Aid Number and TIP number are positioned on the tab.



NOTE: See Appendix B for more information about working with WBS elements.

Reviewing the HiCAMS Data

To review the HiCAMS data for a new Contract, go to **Functions > Contract Maintenance > Authorize Contracts**. The Authorize Contracts window opens.

Below is an example of the Authorize Contracts window. Notice that some contracts do not display a WBS in the WBS column of the grid.

Contract	WBS	Description	Contractor
C203408	38449.3.FR1	GRADING, DRAINAGE, PAVING, AND STRUCTURE.	SANFORD CONTRACTORS, INC.
C203529	17BP.14.R.129	DESIGN BUILD.	SIMPSON CONSTRUCTION CO., INC.
C203574		MILLING, RESURFACING, AND SHOULDER RECONSTRUCTION.	J. T. RUSSELL & SONS, INC.
DC00074	17BP.3.R.1	BRIDGE REPLACEMENT	T. A. LOVING COMPANY
DE00097		TURN LANE IMPROVEMENTS ON US 70B AT SR 2558	CAROLINA SUNROCK LLC
DF00073	45336.3.FD25	WIDENING SR 1774 IN ROBESON COUNTY	JOHNSON BROS. UTILITY & PAVING COMPANY, IN
DH00142	45354.3.FD28	REPLACEMENT OF BRIDGE NO. 13	SMITH-ROWE, LLC
DI00068	34608.2.10	SNOWPLOWABLE PAVEMENT MARKERS & LENS REPLACEMENT	W L MARKERS, INC

Contract: C203408 Contractor: 3100 - SANFORD CONTRACTORS, INC. Bid Amount: \$1,806,750.00
Description: GRADING, DRAINAGE, PAVING, AND STRUCTURE.

Availability Date: Actual (08/25/2014) Execution Date: 08/11/2014 Letting Date: 07/15/2014
 Execution Completion Date: 05/13/2016 Contract Type: [Dropdown]
 Range Calendar Days: 628 Primary WBS: 38449.3.FR1

Resident Engineer: Morgan, PE, Travis L AC Adjustment: Admin Authority Code: Construction
Admin Division: 8 Adjust Total AC %: SBE:
Bonding Company: Travelers Casualty and Surety Company of America AC Threshold %: 0.00 Project Guarantee: Months
Escrow Agent: Fuel Threshold %: 0.00 Verify WBS
Vegetation ICT:

Authorize Void

Step 1: Highlight the row containing the Contract Number to be Authorized.

Note: You must have both the Contract and its Execution Letter before the Contract can be Authorized. This refers only to the HiCAMS process - Work can begin on the project with the permission of the Engineer as soon as the Contract is executed

Step 2: Right click in the Verify WBS box and select Verify WBS. The Verify WBS window opens.

A portion of the Verify WBS window is displayed below.



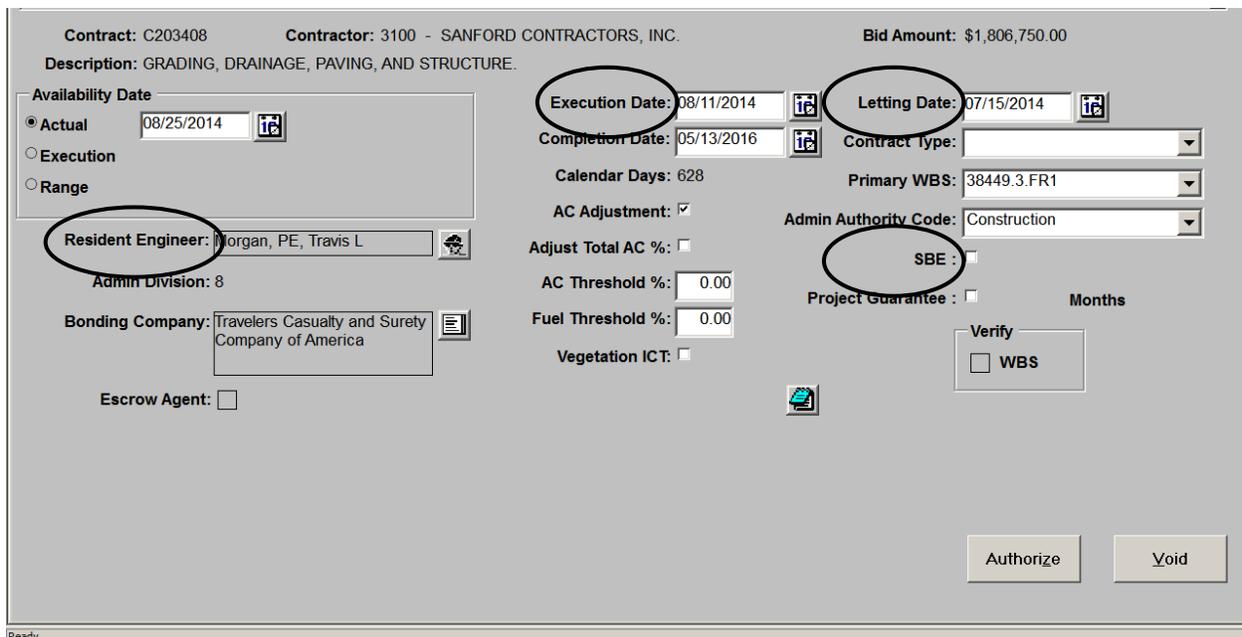
Step 3: Review the WBS element data, making sure all WBS elements on the Contract cover are listed with the true FA Number and TIP number(s). Update any errors found and confirmed by clicking in the field and entering the correct information. Save the updated record. See appendix B for more on confirming WBS element information.

Note: The Resurfacing checkbox should be checked for any WBS element containing CR, for example, 7CR.10291.37. The indicator may default checked when it should not be based on rules that are no longer in effect. If a WBS element does not contain CR, the indicator should be unchecked. Save the record, and then Verify it.

Step 4: Click the Verify button. The message "Successfully Verified" should appear.

Step 5: Close the Verify WBS window. The Verify WBS checkbox should now be checked.

Continue in the main Authorize Contracts window. A portion of this window is displayed below.



Step 6: If authorizing a Division Contract, and it is clearly marked as an **SBE** contract, check the box next to SBE. *Checking this box creates a special contract type in SAP and cannot be undone!*

Step 7: Using the Execution Letter, confirm that the Letting Date and Execution Date are correct. If the Dates in HiCAMS on a Centrally Let (C) Contract do not match the information on the Execution Letter, contact the Contract Standards and Development Unit. Enter corrections as necessary and Save the record. If the Dates in HiCAMS on a Division (D) Contract do not match the information on the Execution Letter, enter corrections as necessary and Save the record.

NOTE: *Because Divisions may not be using Trns*port to manage the entire contract process, the dates are more frequently incorrect, and can be corrected to match the execution letter without contacting the Division.*

Step 8: Using the Execution Letter, confirm that the Resident Engineer matches what is in HiCAMS. If it does not, click on the Staff icon to select the correct RE. This also updates the Office Location.

Step 9: Write the Administrative Division on the top of the Contract Cover Sheet for filing purposes. (Centrally Let Contracts only)

Step 10: Set the Contract Type using the drop down list. Most Contracts are set to **Other**. Contracts whose WBS elements contain CR, and some Maintenance contracts are set to **Surfacing/Resurfacing**. Contracts let by the Transportation Program Management Unit are classified as **Design Build**. Although most Turnpike contracts are Design Build, they are classified as **Turnpike** since they are not paid through HiCAMS.

The screenshot displays a contract management interface with the following fields and options:

- Contract:** C203408
- Contractor:** 3100 - SANFORD CONTRACTORS, INC.
- Bid Amount:** \$1,806,750.00
- Description:** GRADING, DRAINAGE, PAVING, AND STRUCTURE.
- Availability Date:** Radio buttons for Actual (selected), Execution, and Range. Actual date is 08/25/2014.
- Execution Date:** 08/11/2014
- Completion Date:** 05/13/2016
- Calendar Days:** 628
- AC Adjustment:** (circled in red)
- Adjust Total AC %:**
- AC Threshold %:** 0.00
- Fuel Threshold %:** 0.00
- Vegetation ICT:** (circled in red)
- Letting Date:** 07/15/2014
- Contract Type:** Drop-down menu with options: Design Build, Other, Resurfacing, Turnpike, X_Division Let. The menu is open, and 'X_Division Let' is selected.
- Admin Authority Code:** [Field]
- SBE:**
- Project Guarantee:** [Field]
- Verify:** WBS
- Resident Engineer:** Morgan, PE, Travis L
- Admin Division:** 8
- Bonding Company:** Travelers Casualty and Surety Company of America
- Escrow Agent:**
- Buttons:** Authorize, Void

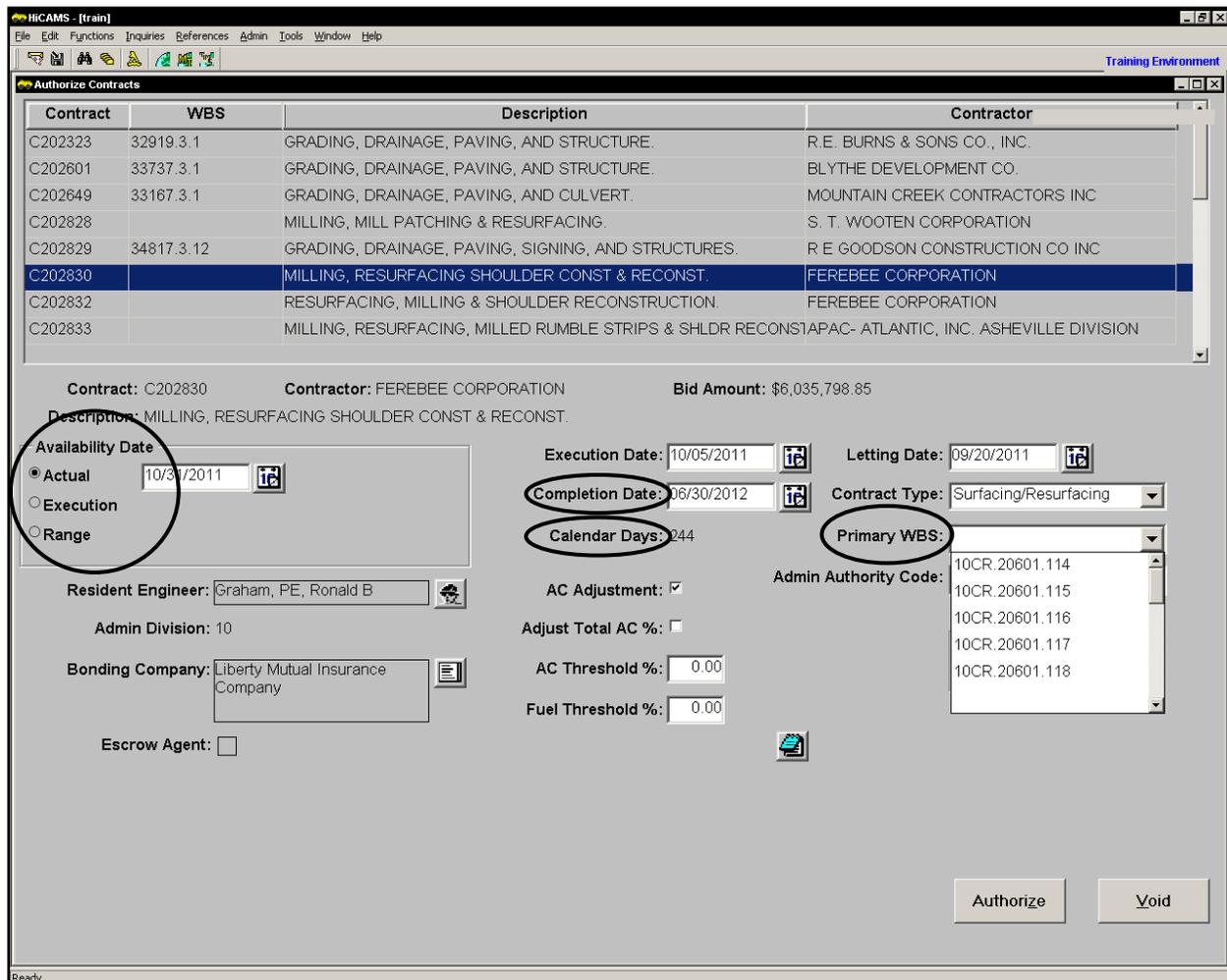
Step 11: If the contract does not have an AC line item, uncheck the checkbox next to **AC Adjustment**. This is also done for Design Build Contracts.

Step 12: If the Contract contains the Project Special Provision "Permanent Vegetation Establishment" (SP01G016) and has a contract time referring to it, check the **Vegetation ICT** indicator.

Step 13: Select the Contract's **Primary WBS** element.
 When the contract has only one WBS element, this WBS will default into the field. It also displays in the WBS column of the Authorize Contracts window.

When there is more than one WBS element assigned to a contract, most frequently on resurfacing contracts, the arbitrary decision has been made to use the first (lowest) number on the list. However, if the first number does NOT contain a CR, and there are others on the list that DO contain CR, select the first WBS element containing a CR.

Below is an example of the Authorize Contracts window showing the WBS element drop down and the Date Fields used when validating Contract Time 00, the Overall Contract Time.



Step 14: Verify the Overall Contract Time. The HiCAMS dates should match the information in the contract.

There are three possible kinds of **Availability Dates**. The type of Availability Date selected determines what other data is required.

HiCAMS requires two of the following fields be entered and then calculates the third field. The three fields are:

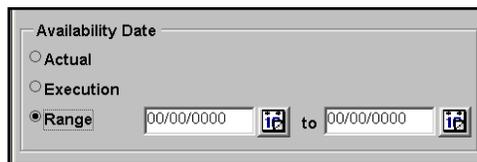
1. Availability Date
2. Completion Date
3. Calendar Days

When the Availability Date is set to **Actual**, the Availability Date and Completion Date are known, and the calendar days are calculated.

When the Availability Date is set to **Execution**, the Availability Date is set to the Execution Date, and either the Completion Date or the Calendar Days are entered. The remaining field is then calculated.

When the Availability Date is set to **Range**, the Availability Date has a Begin Date and an End Date, and either the Completion Date or the Calendar Days are entered. The remaining field is then calculated.

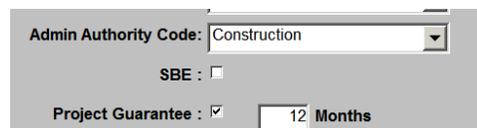
An example of the Availability Date group box showing the Range Date fields is below:



The screenshot shows a window titled "Availability Date" with three radio button options: "Actual", "Execution", and "Range". The "Range" option is selected. Below the "Range" option, there are two date input fields, both containing "00/00/0000". Each date field has a small calendar icon to its right. The text "to" is positioned between the two date fields.

Note: When a Division contract has the wrong type of Availability Date selected in Trns*port, the dates sent to HiCAMS may be incorrect. If the Dates do not match the Contract Document, update them as necessary to match the contract.

- Step 15:** For Division Contracts, confirm that the Contractor is an Active Firm. Firms that were Prequalified Bidders, Prequalified Purchase Order Bidders, or Subcontractors on the date the Contract was Advertised are eligible to bid.
- Step 16:** For Division Contracts, confirm that the Contractor's Bid Total matches the Bid Total in HiCAMS.
- Step 17:** If the Contract contains the Project Special Provision "Twelve Month Guarantee" (SP1G145), check the **Project Guarantee** indicator. The duration of the guarantee defaults to 12, but can be modified if necessary. This generally only happens on Design Build contracts when a longer guarantee is provided by the Design Build firm.



The screenshot shows a form with three fields: "Admin Authority Code:" with a dropdown menu showing "Construction"; "SBE:" with an unchecked checkbox; and "Project Guarantee:" with a checked checkbox and a text box containing "12 Months".

Step 18: Confirm that the Office Location assigned to the Resident Engineer has a Cost Center. Cost Centers are assigned to Office Location with an Office Location Type of Contract Administrator. If the Office Location is not set up correctly, a cost center will need to be assigned before the Contract can be assigned.

Step 19: When satisfied that all the data is correct, click the **Authorize** Button at the bottom of the window. HiCAMS generates a notification to the Resident Engineer and others for all contracts. Click the Send button.

Additional staff can be added to the Notification by clicking on the Add Staff button of the Notification.

The Notification Comment can be modified to include additional information if desired.

Step 20: For Contracts with Federal Aid numbers, a second notification is generated.

An example of the notification is displayed below:

Send Notifications To...

Notification: Contract: C202835 Authorized Alert

Send To:

- Daniel, Abby H
- Lloyd, Margaret M
- Loflin, PE, Jeffrey B
- Tucker, Rusty J
- Turner, Dianna L

Notification Comment:

See Contract Record for more Information.

Send **Add Staff** **Delete Staff**

Updating Contract Times in HiCAMS

Several Contract Time provisions are passed from Trns*port with a Rate Unit of Measure (RUOM) set to "Per Day" when it is not appropriate. An example of this is the provision for Inductive Loop Installations that reads in part:

*The Contractor shall complete the work required of installing each new inductive loop after the **removal of each existing loop**.*

The completion date for this intermediate contract time for each inductive loop installation will be the date which is seven (7) consecutive calendar days after the date of availability.

Since there will be multiple instances of this time period, these Contract Times need to have the RUOM in HiCAMS updated to "Daily Suspension" in order for penalties to be assessed correctly.

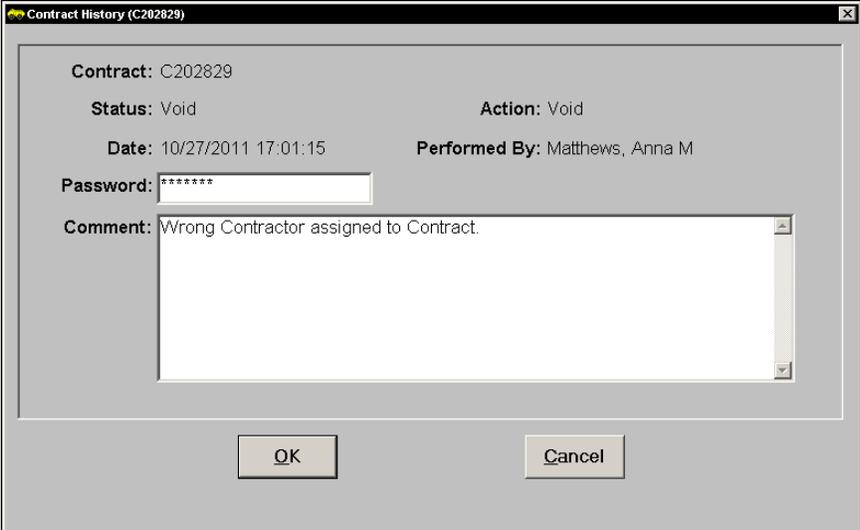
After the Contract has been Authorized, go to **Contract Maintenance > Review Contract Times** and make the change for the appropriate ICT.

Voiding a Contract

Contracts are rarely Voided. However, if an error is made to the Contractor assigned to the Contract, or a WBS element is missing from the Contract, the original data can be deleted from HiCAMS by Voiding the contract in the Authorize window. This allows the corrected contract create transactions to be resent through Trns*port and entered into HiCAMS a second time.

To Void a Contract create, access **Functions > Contract Maintenance > Authorize Contracts**. The Authorize Contracts window opens.

- Step 1:** Highlight the row containing the Contract that needs to be Voided.
- Step 2:** At the bottom of the window, click the Void button. The Contract History window opens.



The screenshot shows a dialog box titled "Contract History (C202829)". It contains the following information:

- Contract:** C202829
- Status:** Void
- Action:** Void
- Date:** 10/27/2011 17:01:15
- Performed By:** Matthews, Anna M
- Password:** A text field containing seven asterisks (*****).
- Comment:** A text area containing the text "Wrong Contractor assigned to Contract."

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- Step 3:** Enter your HiCAMS password in the Password field, and a brief explanation of why the contract is being Voided in the Comment box.
- Step 4:** Click OK. The "Contract has been Voided" message appears.



- Step 5:** Click OK. The Contract is deleted from the Authorize Contracts upper grid.

Non-Standard Phase IDs and Function Codes

When Division Purchase Order Contracts (DPOCs) were added to the HiCAMS system in 2009, several phase IDs not used for Centrally Let Contracts were introduced.

Consequently, it may be necessary to manually change the function code assigned to a line item on a contract in order for payments to process.

See Appendix B for more information.

For assistance with this process, please contact the Construction Unit.

Correcting Mistakes Discovered after Authorization

Most mistakes that occur during Authorization can be corrected either by the user, or by someone at the Construction Unit. Some errors must be corrected by the HiCAMS development team.

Examples of user or CU correctable mistakes include:

- Wrong Resident Engineer
- Wrong Office Location
- Wrong WBS element
- Wrong TIP
- Wrong Federal Aid Number
- Wrong Physical Division
- Wrong Dates

The SBE indicator being set in error CANNOT be corrected.

If other errors are encountered, please contact the Construction Unit for assistance.

Remember

1. The goal of Contract Authorization is to send the correct Contract information to SAP so that the Contract Create is accomplished without errors.
2. Most errors in the Contract can be corrected before the transactions are sent to SAP.
3. For assistance with this process, please contact the Construction Unit.

Appendix A: Example Contract Covers and Execution Letter

Example 1 - State Funded Contract Cover

	STATE OF NORTH CAROLINA	C202792
	DEPARTMENT OF TRANSPORTATION	
	RALEIGH, N.C.	
	CONTRACT AND	
	CONTRACT BONDS	
	FOR CONTRACT NO. <u>C202792</u>	
WBS	<u>10CR.10131.22, 10CR.10131.23, 10CR.20131.66, 10CR.20131.67, 10CR.20131.68,</u>	
	<u>10CR.20131.69, 10CR.20131.70, 10CR.20131.71, 10CR.20131.72 STATE FUNDED</u>	
COUNTY OF	<u>CABARRUS</u>	
THIS IS THE	<u>ROADWAY CONTRACT</u>	
ROUTE NUMBER	LENGTH <u>19.150 MILES</u>	
LOCATION	<u>1 SECTION OF NC-24/27, 1 SECTION OF NC-73 AND 7 SECTIONS OF</u>	
	<u>SECONDARY ROADS.</u>	
CONTRACTOR	BLYTHE CONSTRUCTION, INC.	
ADDRESS	P.O. BOX 31635	
	CHARLOTTE, NC 28231	
BIDS OPENED	JULY 19, 2011	
CONTRACT EXECUTION	<u>AUG 16 2011</u>	

Example 2 - Federally Funded Contract Cover

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
RALEIGH, N.C.

C202802

CONTRACT AND
CONTRACT BONDS

FOR CONTRACT NO. C202802

WBS 45493.3.1 IMS-040-2(159)130

T.I.P. NO. I-5502

COUNTY OF IREDELL, CATAWBA

THIS IS THE ROADWAY CONTRACT

ROUTE NUMBER I40 LENGTH 14.700 MILES

LOCATION I-40 FROM NC-16 BUS IN CATAWBA COUNTY TO SR-1753 IN IREDELL
COUNTY.

CONTRACTOR MAYMEAD, INC.

ADDRESS P.O. BOX 911

MOUNTAIN CITY, TN 376830911

BIDS OPENED AUGUST 16, 2011

CONTRACT EXECUTION SEP 19 2011



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

October 12, 2011

Contract No. : C202323
Federal Aid No. : BRZ-1112(2)
Tip No. : B-3187
County : Haywood
Letting : September 20, 2011

R.E. BURNS & SONS CO., INC.
P.O. BOX 7168
STATESVILLE, NC 28687

Dear Sir or Madam:

We are returning to you herewith the duplicate copy of the subject contract which was executed for the Department of Transportation by the Contract Officer on this date.

Sincerely,

R. A. Garris, P.E.
Contract Officer

RAG/ls

cc: Marie Novello - Construction
Division Engineer : Joel B Setzer, PE
Resident Engineer : J. Mitchell Bishop, PE
Corporate Surety : Liberty Mutual Insurance Company

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
CONTRACT STANDARDS AND DEVELOPMENT UNIT
1591 MAIL SERVICE CENTER
RALEIGH NC 27899-1591

TELEPHONE: 919-707-6900
FAX: 919-250-4119
WEBSITE: WWW.NCDOT.ORG

LOCATION:
CENTURY CENTER COMPLEX
ENTRANCE B-2
1020 BIRCH RIDGE DRIVE
RALEIGH NC

Appendix B: WBS Element Information

Valid System and User Statuses

Acceptable statuses are:

REL // R100

REL // R50

REL // R70 (Status means that it is released for expenditures)

REL // M80 (M stands for Modify)

The WBS may contain additional text in the User and System Status fields that does not impact the status with regard to HiCAMS transactions. If the WBS element is not in one of these statuses, the Authorize transaction will fail when it gets to SAP. Do not Authorize a contract until the status is correct.

If the WBS element is not in the correct status and is Federally funded, contact Angie Ayscue <aayscue@ncdot.gov>.

If the WBS element is not in the correct status and is a State funded Project, contact Melissa Dorman <msdorman@ncdot.gov>.

Valid Phase IDs

This list indicates the Phase IDs that can be assigned to WBS elements and whether or not they can be used on a WBS element assigned to a HiCAMS Contract's WBS.

Phase ID	Description	Allowed in HiCAMS?
0100	Preliminary Engineering	For Design Build Contracts only. Function Codes 7610 and 7620 only
0200	Right of Way	Function Codes 7610 and 7640 only
0300	Construction	Yes - all HiCAMS Function Codes
0400	SRP/PL	No
0500	Grants to Local Governments	No
0600	Maintenance	Function Codes 2812, 5086, 7610, and 7640 only
0700	Field Overhead	No
9998	N/A - Miscellaneous	Yes - No function code validation performed

Problems with TIP and Federal Aid Numbers

Centrally Let Contracts: When a TIP or Federal Aid number does not match the SAP data for the WBS element submitted for a Centrally Let Contract, contact the Federal Aid Project Coordinator, Patricia Pollard, for assistance.

Division Let Contracts: When a TIP or Federal Aid number does not match the SAP data for the WBS element submitted for a Division Let Contract, contact the Division Project Manager or Proposals Engineer for assistance.

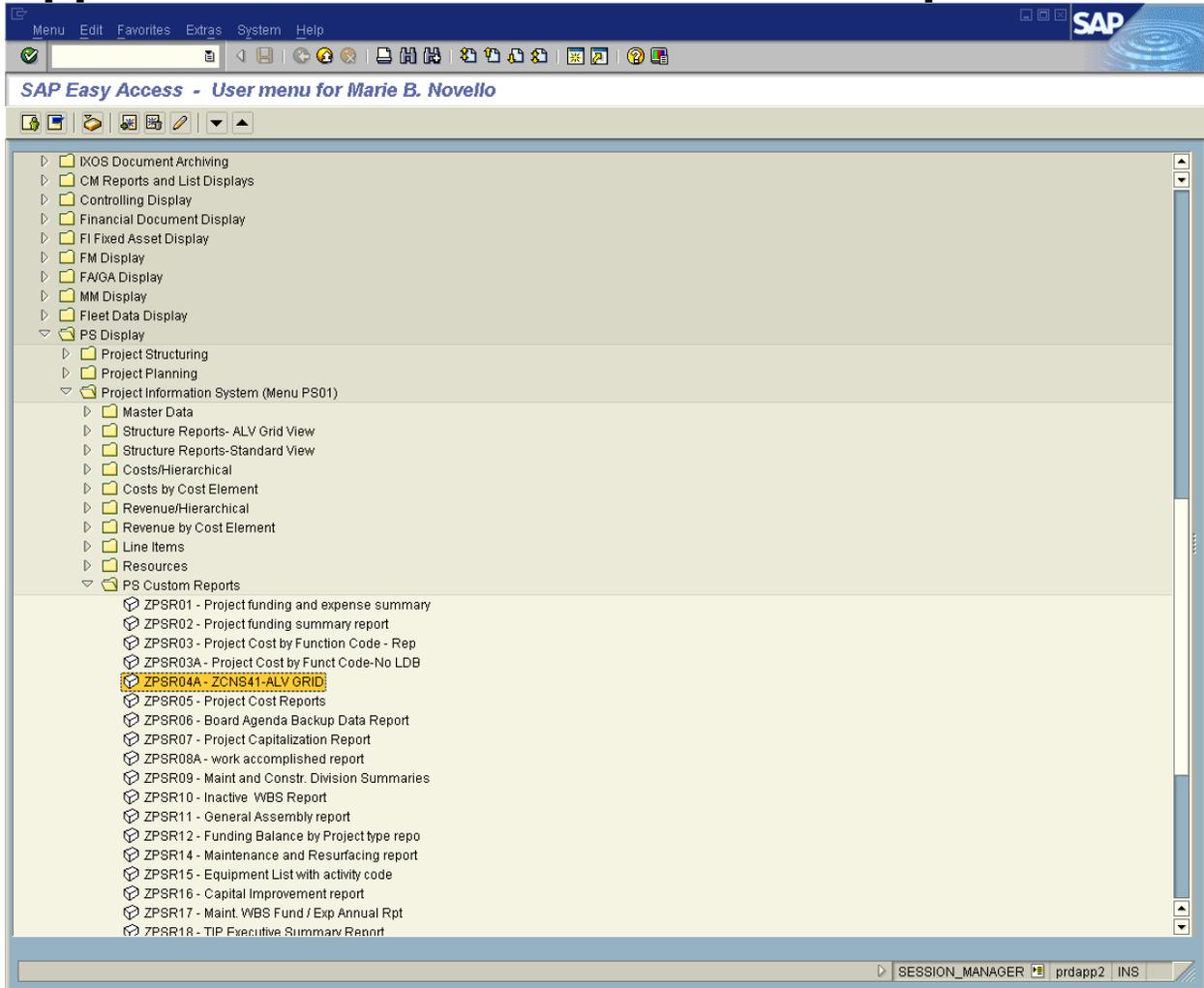
Correcting WBS elements, TIP Numbers, or Federal Aid Numbers

The User is given the opportunity to correct the WBS element, TIP number, and Federal Aid Number during the Verify WBS task of Authorize Contracts. Corrections are made by clicking in the field with the error, and entering the correct data. Be sure to Save after this step.

If the contract is supposed to have an FA Number and the field is not available, close the Verify WBS and Authorize Contracts windows. Go to **Contract Maintenance > Review Contract Details** for the contract and uncheck the 100% State Funded indicator. Save. The presence of data in the Federal Aid Number field allows a Federal Aid Number to be entered for the WBS element in the Verify WBS window of Authorize Contracts. Resume Authorizing the Contract.

NOTE: You can access the Contract Details for the contract by using either a Contract Times or Contract Line Items query.

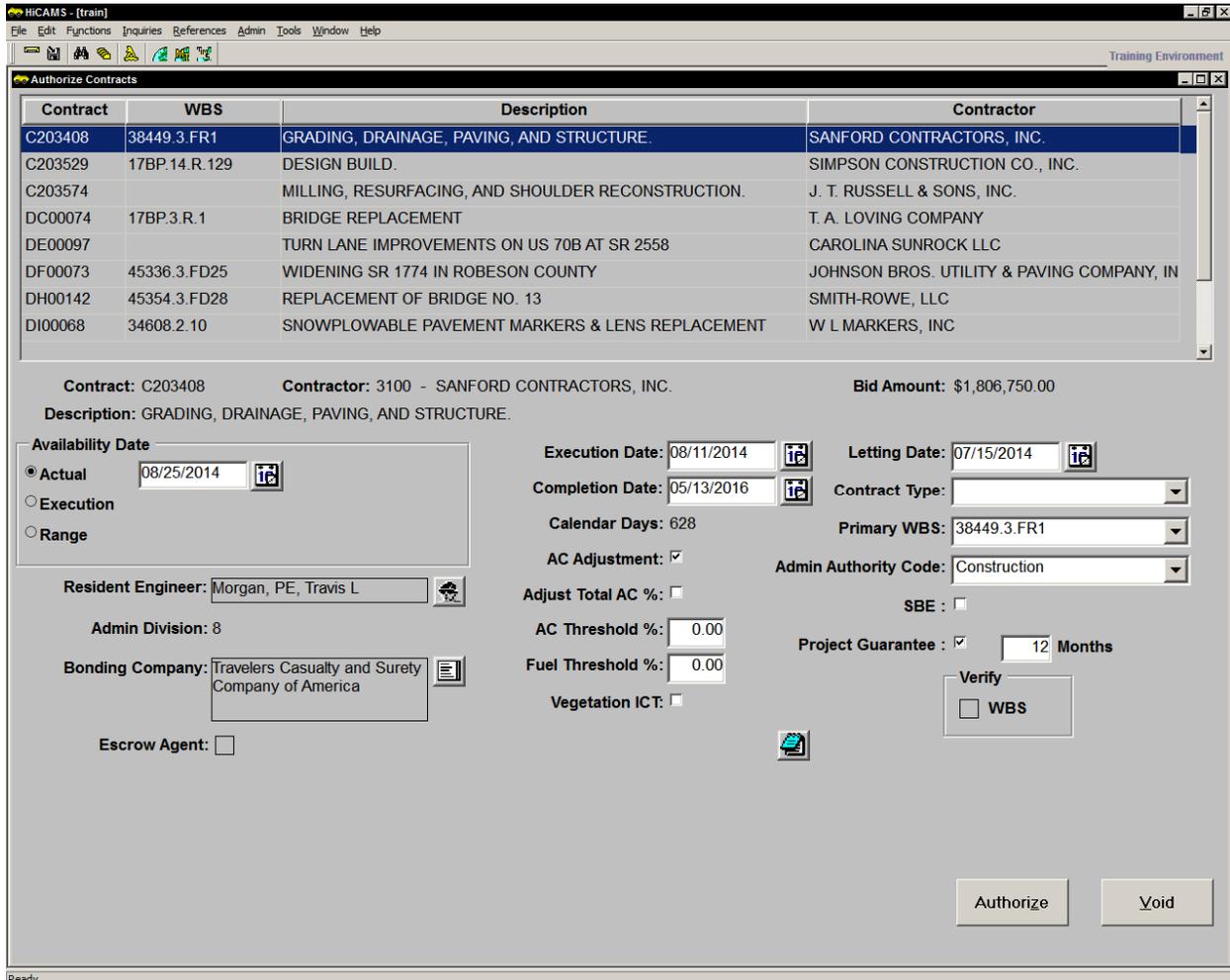
Appendix C: Location of ZPSR04A Report



Appendix D1: Window Definitions

To work with the Authorize Contracts window, go to **Functions > Contract Maintenance > Authorize Contracts**.

Below is an example of the main Authorize Contracts window.



Note: The information shown in the lower part of the window is for the row that is selected in the upper portion of the window.

Column Definitions for the Authorize Contracts Window

Contract: A unique number assigned by Contract Standards Unit for contracts with a C prefix, or by the Division for contracts with a D prefix.

WBS: The Primary WBS element set during Contract Authorization.

Description: The category of work being performed on this Contract. The Description is set in Trns*port and cannot be modified.

Contractor: The successful bidder to whom the Contract has been awarded, and who has executed the contract and furnished acceptable contract bonds.

Field Definitions for the Authorize Contracts Window

Contract: See above.

Contractor: See above.

Bid Amount: The sum of the Amounts Bid for each item of work in the Contract.

Description: See above.

Availability Date: The date established in the Special Provisions when sufficient work sites will be available for the Contractor to begin the contract controlling operation.

Resident Engineer: The Contract Administrator who oversees the Contract work. This person may or may not hold the job title of Resident Engineer.

Administrative Division: The Administrative Division is the Division assigned to the Contract's Office Location in the **Admin > Organization Information > Office Locations** window.

Bonding Company: The name of the Approved Corporate Surety who guarantees payment and performance of the Contract. This information is set in Trns*port but can be modified during and after Contract Authorization.

Escrow Agent: A checkmark in this box indicates that retainage is being held by a third party (neither the Department nor the Contractor). The adjacent Note Pad icon allows the name of the Escrow Agent to be entered.

Execution Date: The date that the proposal became a legal contract between the contractor and the NCDOT.

Completion Date: The date established by the contract by which all work is required to be satisfactorily completed.

Calendar Days: The number of calendar days inclusive between the Date of Availability and the Completion Date.

AC Adjustment: A checkmark in this box indicates that AC adjustment payments should be calculated by HiCAMS.

Adjust Total AC %: A checkmark in this box indicates that Asphalt Cement from both Virgin and Recycled sources will be subject to the AC adjustment calculations. This provision is no longer included in contracts.

AC Threshold %: The percentage by which the Asphalt Cement Average Terminal Price must fluctuate from the AC Base Price Index contained in the Contract. The default is 0.00.

Fuel Threshold %: The percentage by which the Fuel Average Terminal Price must fluctuate from the Fuel Base Price Index contained in the Contract. The default is 0.00.

Vegetation ICT: A checkmark in this box indicates that the contract contains the Permanent Vegetation Establishment provision.

Letting Date: The date bids are opened.

Contract Type: A HiCAMS designation for querying purposes.

Primary WBS: A designated WBS used to identify the project in HiCAMS.

Administrative Authority Code: A setting that will determine who has Approval responsibility for HiCAMS functions. The default setting for C contracts is Construction, and for D contracts, Division.

SBE: If this box is checked, the contract was let by the division as a Small Business Enterprise. The inclusion of this indicator when a contract is Authorized in HiCAMS creates a very specific type of Contract document type is SAP. This document type cannot be changed after the contract authorization.

Project Guarantee: A checkmark in this box indicates that the contract contains the Twelve Month Guarantee provision. The number of Months defaults to 12, but can be updated by users with the appropriate security.

Verify WBS: Right-clicking in this box allows access to the Verify WBS window.

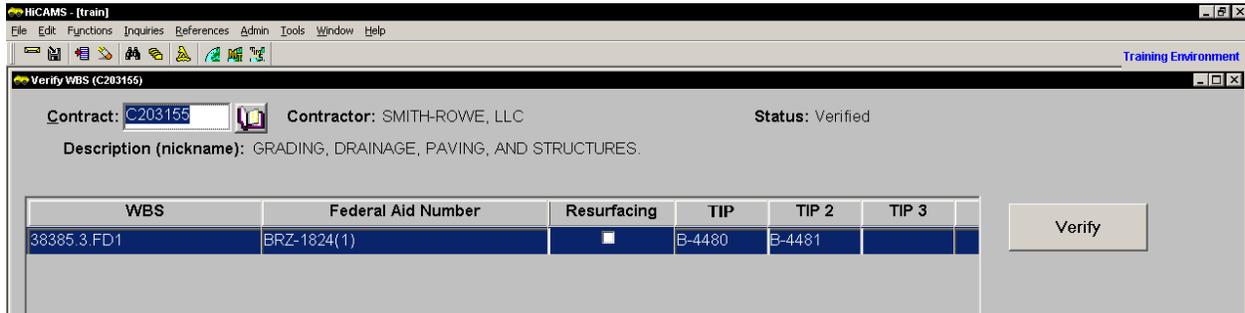
Button Functions for the Authorize Contracts Window

Authorize: The button clicked to set the contract to the Executed status.

Void: The button clicked to remove the current version of the Contract data and allow a revised version to be imported into HiCAMS from Trns*port.

Appendix D2: Window Definitions

Below is an example of the Verify WBS window of the Authorize Contracts window.



Header Definitions for the Verify WBS Window

Contract: See above

Contractor: See above.

Status: The current status of the Contract. Contracts awaiting Authorization are in the Verified status.

Description: See above.

Column Definitions for the Verify WBS Window

WBS: The WBS element(s) assigned to the Contract in Trns*port.

Federal Aid Number: The number assigned by the NCDOT Federal Aid Project Coordinator to allow tracking of FHWA reimbursements.

Resurfacing: A checkmark indicates that this is a CR WBS element. If it is checked, all line item function codes are replaced with 5086 in the estimate transactions, overriding the ones assigned in the Master Pay Item list.

TIP, TIP 2, TIP 3, TIP 4: The Transportation Improvement Program identification number assigned to each project at conception that remains with the project until completion.

Button Functions for the Verify WBS Window

Verify: The button clicked to accept the WBS data listed for the contract.