Contract Maintenance:

Review Contract Times

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Accessing Contract Time

DOT contracts contain agreements regarding specific deadlines associated with the contract.

For example, a contractor might agree to finish a particular access ramp by a certain date or agree to be working on the highway for a particular span of hours during the day.

In the event that these agreements are not met, the contractor pays liquidated damages, based on a "damages" rate and the amount of time that the contractor was in violation of the agreement.

The Contract Time function tracks these agreements, the rate at which contractors are assessed damages for non-compliance, and the unit of measure associated with the rate.

Step 1:   Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2:   Select **Contract Maintenance** from the **Functions** menu and choose **Review Contract Time** from the sub-menu that appears.

The **Review Contract Time Setup** window appears:

Step 3:   Click the book icon to the right of the *Contract* field.

The **Contract Selection** window appears:

> *Tip:* *The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.*

Step 4:   To display contracts with a particular status, select the choice from the list box in the *Status* field. By default, the contracts displayed in the window are those associated with your office.

Step 5:   To select a contract from another location, select it from the list box in the *Location* field.

> *Tip:* *You can also choose the option "All", to display all available contracts that have been authorized or activated.*

Step 6:   Select the contract from the list using the scroll bar, if necessary. Click **OK**.

The **Review Contract Time Setup** window; the information associated with the contract selected appears:

> *Tip:* *Instead of using the **Contract Selection** window to retrieve the desired contract, y type the contract number in the Contract field.*

Adding Contract Time Items

Depending on your security access in HiCAMS, it is possible add Contract Time items to a particular contract.

Step 1: Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: Access the **Review Contract Time Setup** window and select the contract to add a Contract Time item, using the instructions in the section "Accessing Contract Time."

The **Review Contract Time Setup** window appears:

Step 3: Click on the **Insert** button on the toolbar.

The fields at the bottom of the window appear blank, except for the default Contract Time number. This system default is the next available sequential Contract Time number:
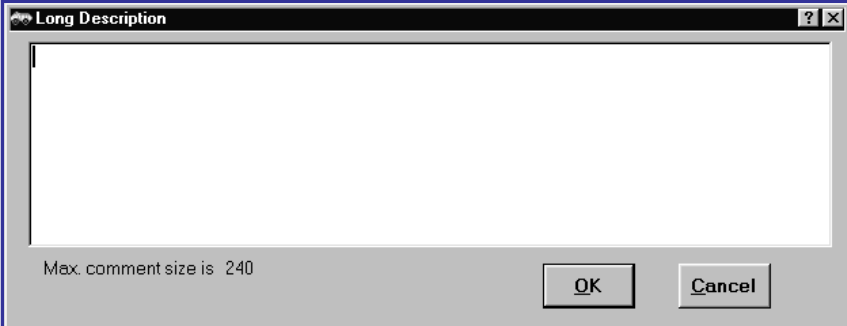
Step 4:   If this contract time is not in the contract downloaded from Design Services, check the **Not In Contract** box.

Step 5:   Click the **Notepad** icon adjacent to the *Long Description* field.

The *Long Description* text box appears:

Step 6:   Type a description in the box for the new Contract Time item.

Step 7:   Click **OK**. The **Review Contract Time Setup** window displays; the text you typed appears in the *Long Description* field.

Step 8:   To add a short description to the item, type in the *Short Description* field.

Step 9:   Fill in the information in the Dates and Damages tab:

    1   Click the **Dates and Damages** tab:

Liquidated Damages Rate Unit of Measure:	Per 30 Min. ▾	Time Restriction:
Liquidated Damages Rate:	$100.00	Please enter any date information for this contract time into its long description.

2 Identify the rate of measure for the damages rate by selecting it from the **Liquidated Damages Rate Unit of Measure** box.

3 Type the rate at which the contractor would be penalized damages if the new contract time is violated in the *Liquidated Damages Rate* field.

Step 10: Click the **Save** button to save the new Contract Time item.

The information for the Contract Time item added appears in the list of rows in the center of the window.

Updating Contract Time Information

Depending upon security access, it is possible to modify the Contract Time information for a particular contract, up until the point it is <u>activated</u>.

Step 1: Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: Access the **Review Contract Time Setup** window and select the contract containing the Contract Time items to be modified, using the instructions in the section "Accessing Contract Time."

The **Review Contract Time Setup** window appears.

Step 3: Select the Contract Time Number for which you want to make changes.

The information for that Contract Time item appears at the bottom of the window.

Step 4: Click in the various fields in the bottom of the window and tabs and type or select the necessary changes, using the instructions in the section, "Adding Contract Time Items," above.

Step 5: Click on the **Save** button on the toolbar.

The changes made to the Contract Time item appear in the corresponding row in the center of the window.

Note: *After updating information for a particular Contract Time number, the changes must be saved prior to updating information for a different Contract Time number.*

Deleting Contract Time Items

Depending on your security access in HiCAMS, it is possible to delete Contract Time items to a particular contract.

Note: *After a contract has been activated in the HiCAMS system, none of the saved Contract Time items can be deleted.*

It is possible to delete Contract Time items under the following circumstances:

◆ *Contracts with a status of **authorized**.*

◆ ***Activated** contracts to which Contract Time items have been added but **not yet saved**.*

Step 1: Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: Access the **Review Contract Time Setup** window and select the contract containing the Contract Time item you wish to delete, using the instructions in the section "Accessing Contract Time."

The **Review Contract Times** window appears:

Step 3:   Select the Contract Time item to be deleted.

Step 4:   Click the Delete button on the toolbar.

A confirmation message appears. Click Yes. The selected Contract Time item row disappears from the list in the center of the window.

Step 5:   Click on the **Save** button to save the change you made to the contract.

Verifying Contract Time Items

Verifying Contract Time involves opening the **Review Contract Time Setup** window, checking the details associated with the Contract Time Numbers, and acknowledging that the details have been reviewed and are acceptable.

When the Contract Time details are detailed, you write this acknowledgment to the HiCAMS history by using the **Contract History** window.

Note: *The system requires that the Contract Time be verified before the contract can be activated. There must be at least one Contract Time (00) associated with the contract to verify the Contract Time.*

To verify Contract Time, perform the following:

Step 1:   Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2:   Access the **Review Contract Time Setup** window and select the contract for which you want to verify Contract Time, using the instructions in the section "Accessing Contract Time."

The **Review Contract Time Setup** window appears:

Step 3: Review the Contract Time item details, clicking on each Contract Time Number in the center of the window and viewing its corresponding details in the bottom section.

Step 4: Click the **Verify** button.

The **Contract History** window appears:

To enter comments, type them in the *Comments* field.

Step 5: Click **OK**.