

HiCAMS User Guide

Chapter 2: Contract Maintenance

Section 6: Review Subcontracts

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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 1999	1.0	Initial version	HiCAMS Team Documentation Specialist
April 2002	2.0	Updated document	Deirdre Warner
20 February 2009	3.0	Added Business information	Marie Novello
29 September 2010	3.1	Added information about the Subcontractor Approval Form	Marie Novello
24 April 2012	3.2	Updated phone number	Marie Novello
May 2012	3.3	Updated for revised Subcontractor Approval Form	Marie Novello
October 2012	3.4	Renumbered to match HiCAMS menu	Marie Novello
October 2014	3.5	Added in error message about Partial	Marie Novello

About Subcontracts

In accordance with Article 108-6 of the NCDOT Standard Specifications for Roads and Structures, the Contractor is permitted to sublet a portion of the work when approved in writing by the Engineer. This is referred to as a Subcontract. The Specifications also allow the Subcontractor to subcontract work with the approval of the Engineer. This is referred to as a Second Tier Subcontract.

A Contractor can subcontract portions of work to other Pre-Qualified Bidders or Qualified Subcontractors. Subcontracted work generally requires special skills, equipment and/or experience to complete the particular item of work.

In addition, the Contractor may find it necessary to sublet work to certain types of business firms in order to meet the requirements of the contract. Federal Highway Administration requirements establish Disadvantaged Business Enterprises (DBE) program goals for federally-funded projects. The North Carolina General Statutes establish Disadvantaged Minority-owned and Women-owned Businesses program goals for state-funded projects. The goals are set for Minority Business (MBE) and Women Business (WBE) Enterprises separately and each must be met. Exceeding the MBE goal amount does not eliminate the necessity of meeting the WBE goal, and vice versa. The Contract Administrator should ensure that the goals established in the contract are met by the Contractor. The Contract Administrator should also ensure that the committed firms listed in the back of the Contract are utilized for the line items to which they are committed.

The prime contractor on a contract is required to complete a specified percentage of the work designated in the contract excluding specialty items. In the 2012 Standard Specifications, this percentage is set to 40%. As subcontracts are entered, subcontract totals for the contract are calculated by HiCAMS to ensure that the contractor's requirements are met.

The Subcontractor forms that are to be submitted can be found on the NCDOT Electronic Forms download page (<https://apps.dot.state.nc.us/quickfind/forms/>) or go to www.ncdot.gov and under Business Resources, click on the link: Electronic Forms. Use the word Subcontract as the search term, and all the required forms will be displayed for download.

For additional information on Subcontract handling, please consult the current version of the NCDOT Construction Manual or contact the Construction Unit.

Entering and Approving Subcontracts

After reviewing the Contractor's request for subcontract, the Contract Administrator should complete the paper forms as applicable, determine that the submittal is in order, and sign the form for approval. Then the subcontract information should be entered in HiCAMS.

To work with the Review Subcontracts window, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

Step 1: Enter the Contract Number to which you wish to add a Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: Click on the New button or select the New icon from the toolbar. The Contractor Selection window opens.

Step 3: Enter the first few letters of the Subcontractor's name and click the Retrieve button. You can also enter the Subcontractor's Bid-X Vendor number in the Vendor ID field, or the Reporting Number in the Fiscal Vendor Number field.

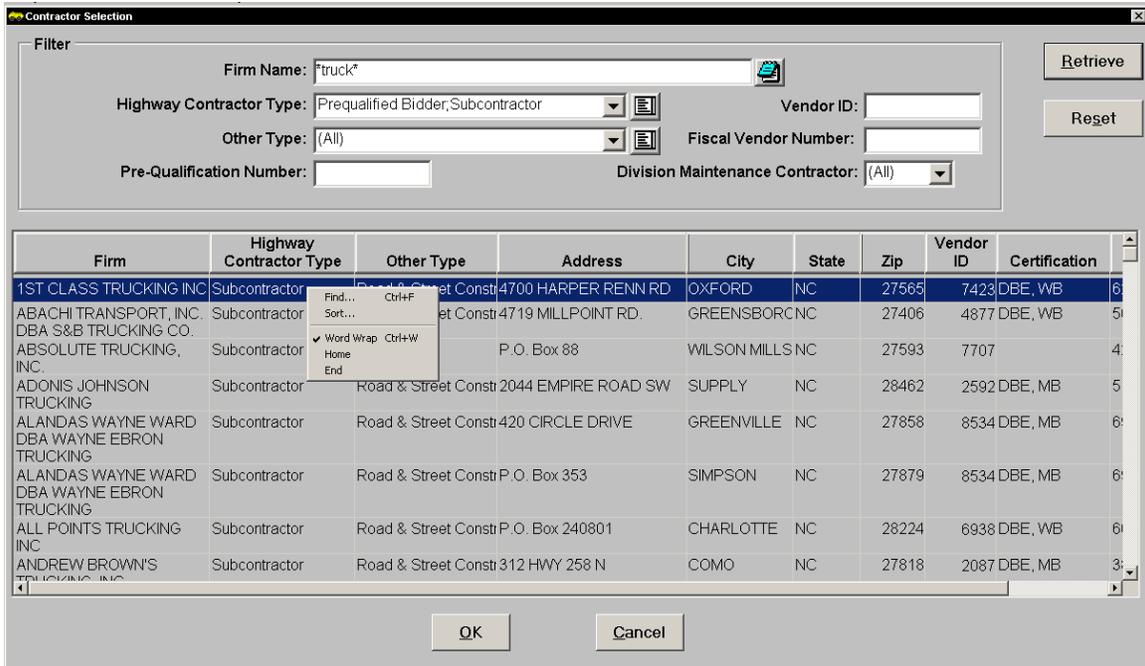
Possible Error: If your spelling of the Subcontractor's name does not exactly match how it is entered in SAP or if the firm being searched for does not have a Highway Contractor Type of Prequalified Bidder or Subcontractor, you may receive the message "No firms were found that meet your criteria."



If this happens, try a wild card search. Pick three or four letters from the main name and enter them with an asterisk (*) on each side. For example, if you are searching for Parrish Co., the wildcard search entry in the Firm Name field would be *PAR*. This is especially helpful when looking for trucking firms - use a wild card search of *truck* to bring back all the firms that have Truck in their name.

If you still receive the error message, search for the Subcontractor in the DOH Vendor system. If the Firm is in Vendor, but does not have a Highway Contractor Type of Prequalified Bidder or Subcontractor, check with the Contractual Services Unit for the firm's status.

Below is an example of the Contractor Selection window after searching for a Trucking firm. Notice that the search was done for *truck*. This search brings back all firms whose name contains truck. Also, Word Wrap was turned on by Right-Clicking in the selection grid. This allows the full firm name to be visible.



Step 4: Select the Subcontractor from the retrieved list of firms and click OK. The Subcontractor's name now appears in the Subcontractor field of the Maintain Subcontracts Window.

Note: If the incorrect firm was selected, click on the Vendor icon  to open the Contractor Selection window and follow the instructions in Step 3 to select a different contractor.

Step 5: Select the Certification Type from the dropdown list. Remember that all DBE/MBE/WBE firms must be identified as such, whether or not they are on the DBE Commitment List in the back of the contract. For this reason, if the Firm selected has a Certification, the None option is not allowed.

Step 6: If the subcontract work is located in the railroad right of way, select the Railroad Ins check box. This indicates that railroad insurance is required.

Step 7: Save the Subcontract. This populates the Subcontract number.

Step 8: Select the Line items that are being subcontracted in the Contract Line Items portion of the grid. Drag and drop them to the Subcontracted Items tab. The Certification percent defaults to 100%, the Partial Indicator defaults to unchecked, the quantity defaults to the Bid Quantity, and both the Unit Price and the Goals Unit Price default to the Contract Bid Price. This information can be changed as necessary to match the Subcontractor Approval Form (SAF) Submitted by the Contractor.

Note: The Standard Multi-Select options work in the Subcontract Line Item selection grid. To select several consecutive line items at

once, press and hold down your Shift key and click the first line item, click the last line item, then release the Shift key. To select several non-consecutive line items at once, press and hold down your Ctrl key, click on each line item, then release the Ctrl key.

If a Line Item is entered in error, it can be removed by highlighting the row in the Subcontracted Items (lower grid) and dragging it up to the Line Items grid.

Step 9: Now complete any changes to the defaulted information that may be necessary.

Cert %: The Cert % for most line items is 100%. If the subcontract is for materials or supplies and the DBE, MBE, or WBE firm is a manufacturer, the Cert % is 100%. If the subcontract is for materials or supplies and the DBE, MBE, or WBE firm is a supplier, the Cert % is 60% per contract special provisions.

Partial: This box is checked when the subcontractor is doing part of all the line item quantity. Checking this box requires the Unit Price to be reduced.

When the Partial box is checked and a Certification has been selected, the following message is displayed. HiCAMS sets the Goals Unit Price to 0.0000. The Goals Unit Price must be manually entered. The Goals Unit Price entered can be greater than, lower than, or equal to the Unit Price.



Quantity: The quantity remains the Bid Quantity unless the subcontractor is doing only a Portion of the work. The Portion of the work will be less than the Bid Quantity and must be described on the SAF. The Portion of work being performed should be entered in the Comment field of HiCAMS for the line item.

Unit Price: When the subcontract is for all the work and materials required to perform the line item task, the Unit Price will be equal to the contract unit price. This reflects the value of the work to the contract, and is used for calculation of the percent of work done by the Prime Contractor. A Portion of the work is also done at the Contract Bid Price.

When the subcontract is for part of the line item task, for instance hauling the asphalt but not placing and finishing it, the Partial indicator is checked. This allows the Unit Price to be lowered to reflect the reduced value of the work to the contract. It is less than the Contract Bid Price because it is not for all the work required to complete the Line Item.

This information is entered on the SAF in the column labeled Subcontract Unit Price and cannot be greater than the Contract Bid Price.

Goals Unit Price: If the firm is a certified subcontractor, enter the unit price from the column labeled DBE/MBE/WBE Unit Price from the SAF for the Goals Unit Price. The Goals Unit Price is entered for all certified firms whether or not the firm is listed on the Contract Commitment Items sheets in the contract.

The Goals (DBE/MBE/WBE) Unit Price can be less than, equal to, or greater than the Unit Price entered. It is the amount being paid to the Subcontractor to perform the work.

Step 10: Any additional information about the subcontract, such as where the Portion of work is being done, or what part of the work is being done, can be entered in the comments field by clicking on the Notepad icon.

Step 11: Save the Subcontract.

Possible Error One: *If the quantity of work multiplied by the unit price being subcontracted on all subcontracts exceeds the bid quantity multiplied by the bid unit price, the following error message will be displayed:*

The screenshot shows the HiCAMS software interface. The main window is titled "Maintain Subcontracts (C201791, New)". It displays contract information: Contract: C201791, Prime Contractor: ARCHER WESTERN CONTRACTORS, LTD, Description: I-85 Rehab, Subcontract: 15, Revision: , Subcontractor: MAD DAWG, INCORPORATED, Railroad Ins: , Status: Pending Approval, Amount: \$1,300,000.00, Certification: (None), Goals Amount: \$0.00.

Below this information is a table titled "Contract Line Items (drag and drop items to be subcontracted):"

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$1,300,000.0000	\$1,300,000.00
2		CONSTRUCTION SURVEYING	LS	1.000	\$400,000.0000	\$400,000.00
3		CLEARING & GRUBBING	LS	1.000	\$950,000.0000	\$950,000.00
4		SUPP CLEARING & GRUBBING	ACR	1.000	\$10,500.0000	\$10,500.00
5		UNCLASSIFIED EXCAVATION	CY	13,100.000	\$14.3000	\$187,330.00

Below the table is a "Subcontracted Items" section with tabs for "Detail", "Second Tier", and "History". The "Detail" tab is active, showing a table:

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input type="checkbox"/>	1.000	1,300,000.0000	.0000

An error dialog box titled "Maintain Subcontracts" is overlaid on the screen. It contains a red 'X' icon and the following text: "The amount sublet for line item(s): 1 combined with the amount sublet for these line items on other Subcontracts exceeds the line item amount on the Contract. The record can not be saved until the amount is reduced." There is an "OK" button at the bottom of the dialog box.

At the bottom of the main window, there is a "Comment:" field with a notepad icon to its right.

In this case, the message means that the amount on Line Item 1 for this subcontract (1 x \$1,300,000.0000) plus the amount subcontracted on this line item for other subcontracts exceeds the bid quantity of 1 times the bid unit price of \$1,300,000.0000.

Either the Quantity or the Unit price on this Subcontract will need to be reduced in order to save it. To reduce the Unit Price, the Partial box should be checked.

A summary of Approved Subcontracts by line item is available on the View Line Item Details Subcontract tab. This allows the other Subcontracts using the line item to be easily identified.

Possible Error Two may occur if the quantity subcontracted on all Subcontracts exceeds the bid quantity. This most frequently occurs when Lump Sum items such as Mobilization are subcontracted to multiple firms.

This is how the error message appears:

The screenshot shows the HICAMS software interface. The main window is titled "Maintain Subcontracts (C201791, 15)". It displays contract details for C201791, including the prime contractor "ARCHER WESTERN CONTRACTORS, LTD" and the description "I-85 Rehab". The subcontract is for revision 15, with a quantity of 1 and a unit price of \$16,875.00. The status is "Pending Approval".

Below the contract details is a table of "Contract Line Items (drag and drop items to be subcontracted)":

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$1,300,000.0000	\$1,300,000.00
2		CONSTRUCTION SURVEYING	LS	1.000	\$400,000.0000	\$400,000.00
3		CLEARING & GRUBBING	LS	1.000	\$950,000.0000	\$950,000.00
4		SUPP CLEARING & GRUBBING	ACR	1.000	\$10,500.0000	\$10,500.00
5		UNCLASSIFIED EXCAVATION	CY	13,100.000	\$14.3000	\$187,330.00

Below the table is a "Subcontracted Items" section with tabs for "Detail", "Second Tier", and "History". The "Detail" tab is active, showing a table of subcontracted items:

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input checked="" type="checkbox"/>	1.000	16,875.0000	.0000

A warning dialog box titled "Maintain Subcontracts" is displayed in the foreground. The message reads: "Warning. The quantity sublet for line item(s): 1 exceeds the bid quantity. The quantity entered may be correct if one or more of the Subcontracts is for a 'partial' item of work. Verify the quantity entered and continue if the quantity is correct." There is an "OK" button at the bottom of the dialog.

At the bottom of the main window, there is a "Comment:" field and a "No Notifications." status bar.

Notice that this message is only a warning. Clicking OK lets the Save continue.

Possible Error Three will occur When the Partial box is checked and the Unit Price has not been reduced, the following message is displayed. For a Partial item, the Unit Price must be less than the bid amount.

This is how the error message appears:

Contract: C203413 **Prime Contractor:** BARNHILL CONTRACTING COMPANY
Description: NC 37 Connector
Subcontract: 8 **Revision:** **Subcontractor:** BOTHERN CONTRACTING LLC **Railroad Ins:**
Status: Pending Approval **Amount:** \$562,348.50 **Certification:** (None) **Goals Amount:** \$0.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$429,000.0000	\$429,000.00
2		CONSTRUCTION SURVEYING	LS	1.000	\$114,300.0000	\$114,300.00
3		CLEARING & GRUBBING	LS	1.000	\$750,000.0000	\$750,000.00
4		SUPP CLEARING & GRUBBING	ACR	2.000	\$100.0000	\$200.00
5		UNCLASSIFIED EXCAVATION	CY	3,100.000	\$2.0000	\$6,200.00

Subcontracted Items Detail Second Tier History

Line Item	Cont Adj	Line Item	UOM	Quantity	Unit Price	Goals Unit Price
138		IMPERVIOUS DIKE		215.000	75.0000	.0000
141		CULVERT DIVERSION CHANNEL		60.000	15.0000	.0000
158		CULV EXCAV @ ***** [(148+73.00-L-)]	LS	1.000	7,000.0000	.0000
159		FND CONDIR MAT, BOX CULV	TON	68.000	70.0000	.0000
160		CLASS A CONCRETE (CULV)	CY	110.000	900.0000	.0000
161		REINF STEEL (CULVERT)	LB	18,545.000	.3000	.0000
1		MOBILIZATION	LS	1.000	429,000.0000	.0000

Comment:

No Notifications.

The Subcontract cannot be saved with this condition. The Unit Price must be reduced, or the Partial Box unchecked to continue.

Below is an example of the Maintain Subcontracts window after the subcontractor has been entered. The Partial box is checked to indicate the Subcontractor is doing some of all of the line item work. There is a comment entered to indicate what the partial work being done is.

Contract: C201931 **Prime Contractor:** ATWELL CONSTRUCTION CO INC
Description: Hawtree Creek
Subcontract: 1 **Revision:** **Subcontractor:** ANGELA L CHAVIS DBA MAC TRUCKING **Railroad Ins:**
Status: Pending Approval **Amount:** \$4,987.00 **Certification:** DBE **Goals Amount:** \$4,987.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
13		INCIDENTAL STONE BASE	TON	100.000	\$25.0000	\$2,500.00
14		ASP CONC BASE CRS B25.0B	TON	418.000	\$80.0000	\$33,440.00
15		ASP CONC SURF CRS SF9.5A	TON	280.000	\$75.0000	\$21,000.00
16		ASP FOR PLANT MIX PG64-22	TON	37.000	\$850.0000	\$31,450.00
17		RIGHT OF WAY MARKERS	EA	20.000	\$170.0000	\$3,400.00

Subcontracted Items Detail Second Tier History

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
13		INCIDENTAL STONE BASE	TON	100%	<input checked="" type="checkbox"/>	100.000	4.5000	4.5000
14		ASP CONC BASE CRS B25.0B	TON	100%	<input checked="" type="checkbox"/>	418.000	6.5000	6.5000
15		ASP CONC SURF CRS SF9.5A	TON	100%	<input checked="" type="checkbox"/>	280.000	6.5000	6.5000

Comment: Hauling only

Text describing the action being taken.

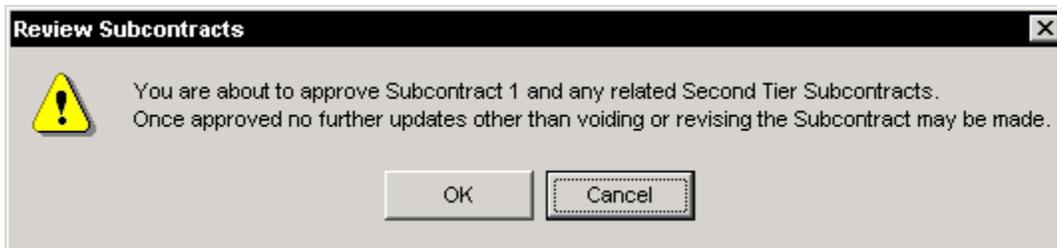
- Step 12:** Review the Subcontract data for accuracy and completeness. While the Subcontract is Pending Approval, all the information entered can be changed if an error is discovered.
- Step 13:** Close the Maintain Subcontracts window, saving any changes.
- Step 14:** On the Review Subcontracts grid, review the Percent by Prime calculation by highlighting the Subcontract and clicking on the Totals button at the bottom of the page. The Totals can also be accessed by selecting (highlighting) the Subcontract and Right-clicking in the grid. The Subcontractor Totals Report preview opens. Be sure to print this page and attach it to the copy of the Subcontract for the files.

The totals are calculated based on Subcontracts that are Pending Approval or Approved, and include amounts from the highlighted Subcontract, and any non-voided Subcontracts numbered sequentially before it. The last subcontract on the list has the final totals for all non-voided Subcontracts.

Note: The totals information is based on the subcontract that is selected, i.e., the current subcontract and all valid previous Approved subcontract totals. For example, if the contract has ten subcontracts and you are viewing subcontract number four, you

see the totals information for subcontracts one through four. In addition, if subcontract three is updated, this affects the totals information for subcontracts three through ten, and subcontract ten has the final totals until another subcontract is added to the system.

- Step 15:** If everything is in order, and the Contract Administrator has Approved the contractor's Request for Subcontract, Approve the Subcontract data entry in HiCAMS by clicking the Approve button at the bottom of the Review Subcontracts window. The following message appears:



Click the OK button. The Subcontract status updates to Approved. Any associated Second Tier Subcontracts are also approved.

To enter additional subcontracts, click the **New** button and continue from Step 3 above.

Entering Second Tier Subcontracts

After reviewing the Subcontractor's request for subcontract, the Contract Administrator should complete the paper forms as applicable, determine that the submittal is in order, and sign the form for approval. Then the second tier subcontract information should be entered in HiCAMS.

To enter the second tier subcontract information, open the Subcontracts window by clicking on **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

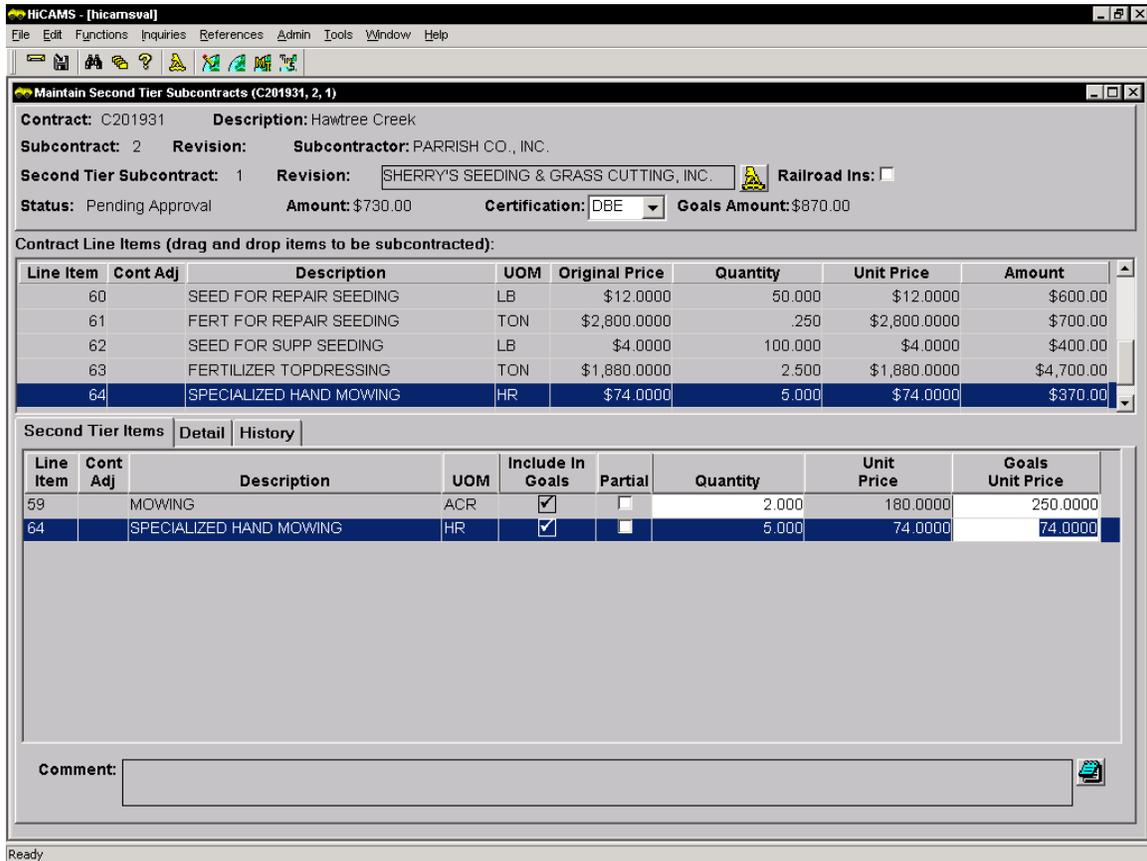
- Step 1:** Enter the Contract Number to which you are adding a Second Tier Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

- Step 2:** If the Subcontract that will have a second tier subcontract has not already been entered in HiCAMS, follow the steps in Entering and Approving Subcontracts above. If the Subcontract has already been entered, highlight it in the Review Subcontractors window and click on the Details button to open the Maintain Subcontracts window. You can also double-click on the Subcontract row.

- Step 3:** Click on the Second Tier tab in the lower portion of the window, then click on the New button to create a second tier subcontract. The Contractor Selection window opens.
- Step 4:** Enter the first few letters of the Subcontractor's name and click the Retrieve button. If the firm you need to enter is not on the list, you may need to use a wild card search (*truck*). You can also enter the Subcontractor's Bid-X Vendor number in the Vendor ID field, or the Reporting Number in the Fiscal Vendor Number field. Select the Second Tier firm from the list and click ok.
- Step 5:** Select the Certification Type from the dropdown list. Remember that all DBE/MBE/WBE firms must be identified as such, whether or not they are on the DBE Commitment List in the back of the contract.
- Step 6:** If the subcontract work is located in the railroad right of way, select the Railroad Ins check box. This indicates that railroad insurance is required.
- Step 7:** Save the Second Tier Subcontract. This populates the Second Tier Subcontract number.
- Step 8:** Select the Line items that are being subcontracted to the Second Tier Subcontractor from the Contract Line Items portion of the grid. Drag and drop them to the Subcontracted Items tab. The Contract Line Items window contains only those Line Items that were assigned to the Subcontractor. The Partial Indicator defaults to unchecked, the quantity defaults to the Subcontracted Quantity, and the Unit Price and the Goals Unit Price default to the Subcontracted Prices. This information can be changed as necessary to match the SAF turned in by the Contractor.
- Step 9:** Now complete any changes to the defaulted information that may be necessary.
- Step 10:** Save the Second Tier Subcontract.

Below is an example of the Second Tier Subcontractor window after the Second Tier Subcontract information has been entered. The **Include in Goals** checkbox is set by HiCAMS.



- Step 11:** Review the Second Tier Subcontract data for accuracy and completeness. While the Second Tier Subcontract is Pending Approval, all the information entered can be changed if an error is discovered.
- Step 12:** Close the Maintain Second Tier Subcontracts window.
- Step 13:** Additional Second Tier Subcontracts for this Subcontractor can be entered by click the New button. If all Second Tier Subcontractors have been entered, the Second Tier Subcontractor can be Approved by clicking the Approve button at the bottom of the Second Tier Subcontracts tab, or the Maintain Subcontracts window can also be closed, and the Subcontract and associated Second Tier Subcontracts can be approved in one step by clicking on the Approve button at the bottom of the Review Subcontracts window.

Revising Subcontracts and Second Tier Subcontracts

Subcontracts may need to be changed for many reasons. A data entry error may be discovered, or the subcontractor is being replaced by another one.

The Subcontract Status determines how a Subcontract is revised.

1. Subcontracts that are Voided can not be changed.
2. Subcontracts that are Pending Approval can be changed without any extra steps.
3. Subcontracts that are Approved must be copied, then changed.

The same rules apply to Second Tier Subcontracts.

To change an Approved Subcontract, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

Step 1: Enter the Contract Number whose Subcontract you wish to revise.

***Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.*

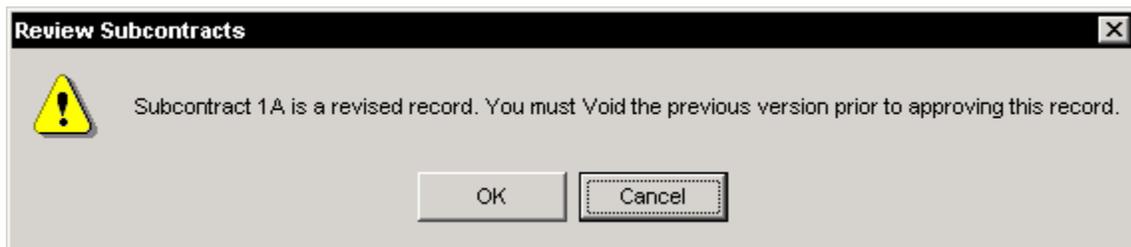
Step 2: Highlight the Subcontract that needs to be changed and click on the Details button. The Maintain Subcontracts window opens.

Step 3: In the toolbar, click on the Save As icon  to make a copy of the existing Subcontract. The Subcontract retains the original number, and adds an alphabetical designation to denote that it is a revision. The Status is set to Pending and all the fields that could be updated during the original data entry are available for changes now.

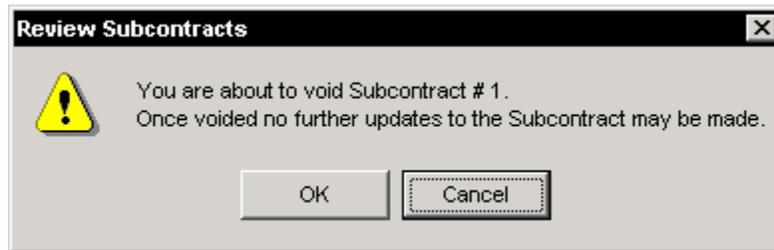
Step 4: Add the reason for the revision in the comments box. Comments can be accessed by clicking on the notepad icon.

Step 5: When you are satisfied with the changes made, close the Maintain Subcontracts window.

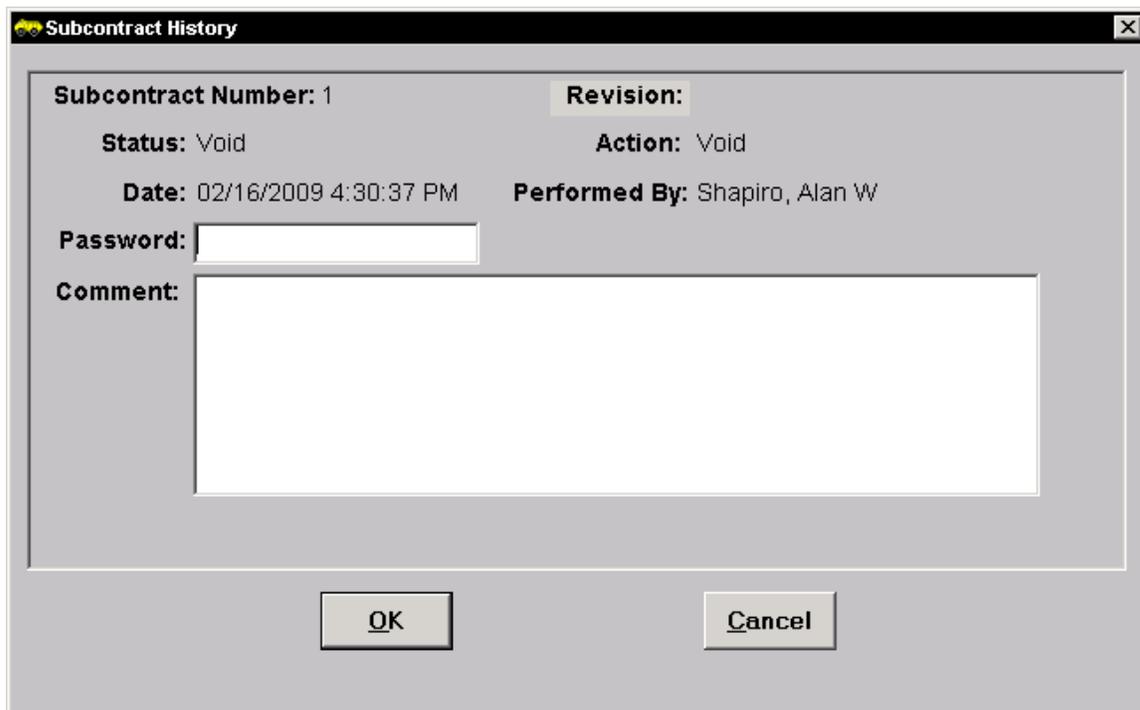
Step 6: Highlight the revised subcontract that now appears in the Review Subcontracts listing. Click the Approve button. The following message appears:



Step 7: Click OK. The following message appears:



Step 8: Click OK. The following message appears:



Enter your HiCAMS password in the Password field. Enter a brief explanation of why the subcontractor was revised, for instance, "corrected goals unit price", and then click OK. This comment will appear on the history record of the Voided Subcontract.

Step 9: Now the usual Approval message appears. Click OK, and the revised subcontract is Approved.

To revise a Second Tier Subcontract, open the record for its associated Subcontract, click on the Second Tier tab, then on the Details button to open the Maintain Second Tier Subcontracts window. Click the Save As button and make the required changes. Follow the same process for Approving (and Voiding) the original as was done for revising a Subcontract.

Revising Subcontracts due to Replacement

If a Subcontractor is replaced before performing any of the work allocated on its subcontract, simply VOID the original Subcontract and enter the replacement. Voiding the original subcontract releases those quantities of work back to the contract so that they can be assigned to another subcontractor.

If a Subcontractor is replaced after doing some of the work on the original subcontract, the original Subcontract needs to be revised to show the work completed. Then, a new Subcontract can be entered.

Follow the procedure detailed in the Revising Subcontracts section above to create a revised subcontract. Based on Pay Records or Ticket Book entries, adjust the quantities on the subcontract to reflect the amount of work done by the original Subcontractor. Save the revised Subcontract, then follow the Approval (and Void) steps above.

If the original subcontractor completed the total quantity on the line item, but additional amounts of the work need to be assigned to the replacement subcontractor, adjust the quantity on the original subcontract to the Bid Quantity minus 1. Use the one remaining unit of work to establish the line item on the new Subcontract. Be sure to enter a comment about why this was done on both the original, and the replacement Subcontract.

Voiding Subcontracts

If a Subcontract has the wrong firm name on it, and has been Approved, the original Subcontract must be Voided and a new one reentered. It is not possible to change the firm name associated with an approved subcontract by revising it.

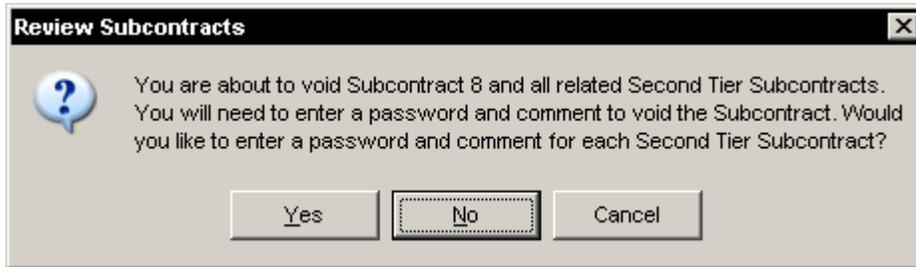
To void a Subcontract, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens.

- Step 1:** Enter the Contract Number whose Subcontract you wish to void.
- Step 2:** Highlight the Subcontract that needs to be Voided and click on the Void button at the bottom of the Review Subcontracts window.
- Step 3:** Follow the prompts and enter your password and a comment. The Subcontract is now voided.

Voiding Subcontracts with Second Tier Subcontracts

HiCAMS allows a comment to be entered for each Subcontract or Second Tier Subcontract being Voided if desired.

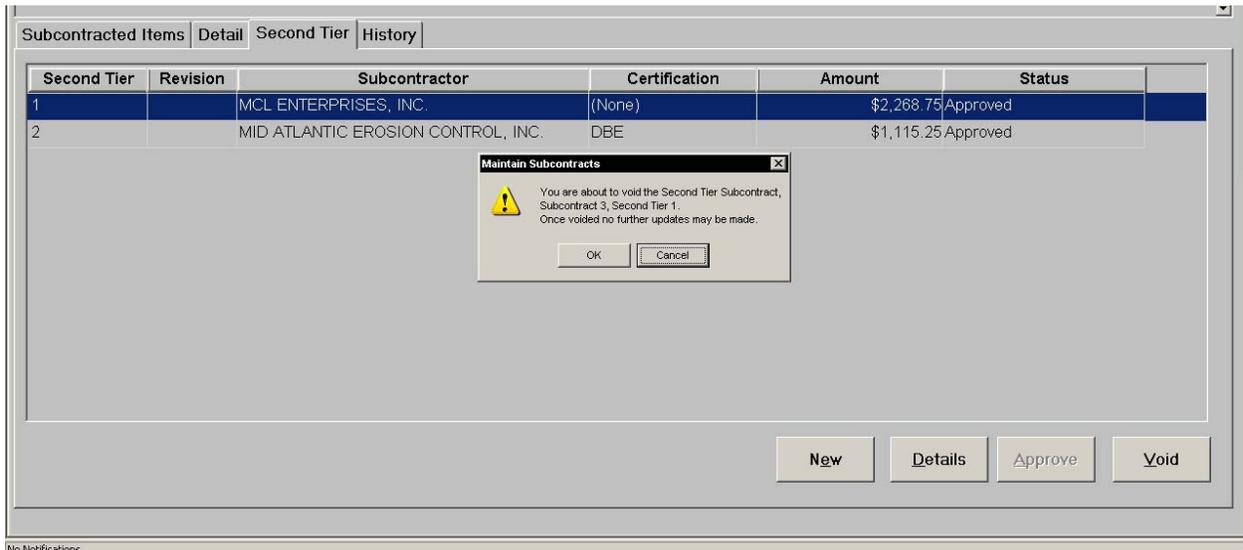
If a Subcontract has a Second Tier Subcontract and the Void action is being done at the Review Subcontracts window, you will receive the following message:



Answer Yes to enter your password and provide a comment for each of the Second Tier Subcontracts and the Subcontract.

Answer No and you will be required to only enter your password and comment once.

It is also possible to Void only a Second Tier Subcontract by navigating to the Maintain Subcontract Details window, and clicking on the Second Tier tab. When the Void button at the bottom of the tab is clicked, the following message appears:



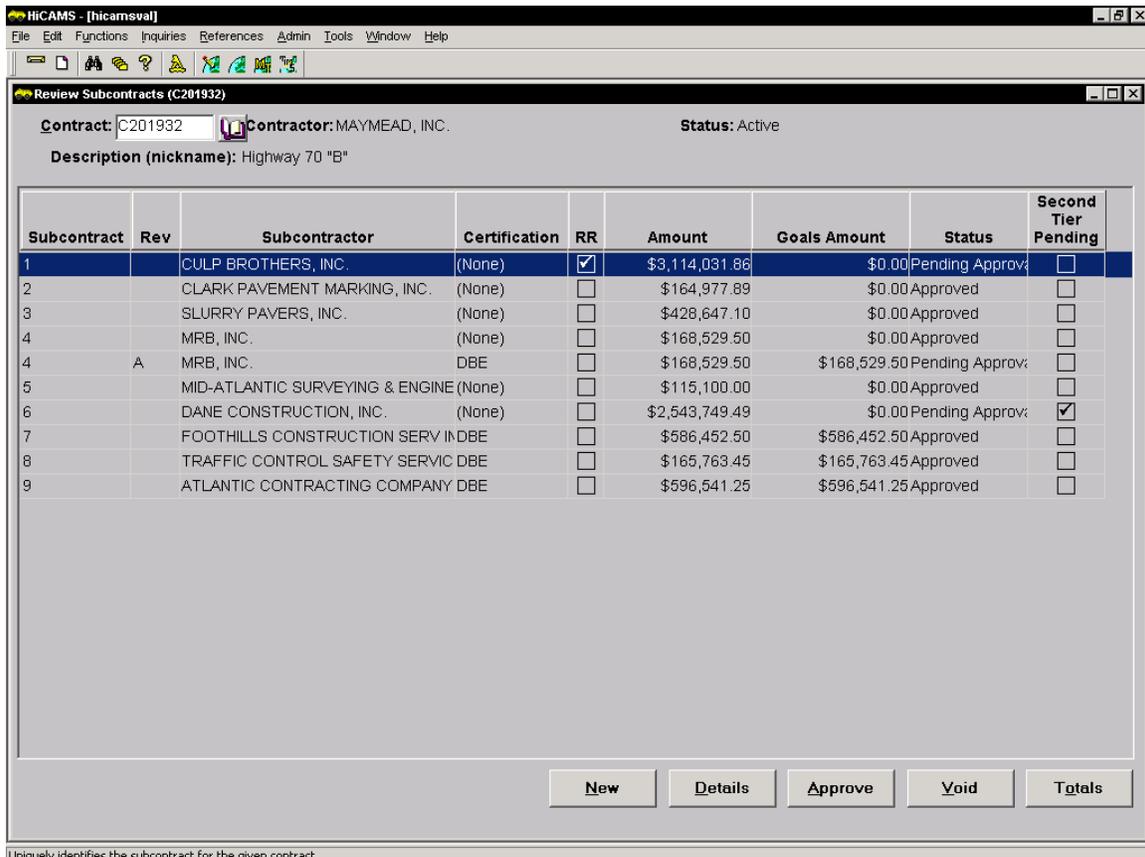
Clicking OK opens the Password and Comment window and allows just the Second Tier Subcontract to be Voided.

Window Definitions - Review Subcontracts

To work with the Review Subcontracts window, go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number to which you wish to add a Subcontract.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Below is an example of the Review Subcontracts window for contract C201932.



Uniquely identifies the subcontract for the given contract.

Column Definitions for the Review Subcontracts Window

Subcontract: The sequential number assigned by HiCAMS as Subcontracts are entered into the system.

Rev: Rev stands for Revision. This is the sequential alphabetical character assigned by HiCAMS as Subcontract changes are entered into the system.

Subcontractor: The name of the Subcontractor or Prequalified Bidder to which the Prime Contractor has assigned some of the Contract work items.

Certification: The abbreviation for the type of Certification being declared by the Subcontractor. Firms are certified through North Carolina's Unified Certification Program as a Disadvantaged Business Enterprise (DBE), Minority Business

Enterprise (MBE), and/or Woman Business Enterprise (WBE). The designation available depends on the funding source for the contract (Federally Funded contracts use DBEs, and State Funded contracts use MBEs or WBEs).

Railroad: A check in this check box indicates that additional insurance is required for working on or near the Railroad right of way.

Amount: This is the dollar amount of work subcontracted to this subcontractor. It is the value of the work to the contract. The amount is the quantity multiplied by the Unit Price multiplied by the Certification percent.

Goals Amount: This is the dollar amount of work at the subcontract prices. It is the value of the work to the subcontractor. The amount is the quantity multiplied by the Goals Unit Price multiplied by the Certification percent.

Status: Describes how far along in the approval process the Subcontract is. The possible statuses are as follows:

Pending Approval: Indicates that the Subcontract has been entered. It has not been finalized and Approved. Subcontracts in this status can still be changed.

Approved: This is the final status for a Subcontract. Subcontracts in this status can not be changed directly. If changes are needed, a Save As must be done.

Void: Indicates that the Subcontract is no longer needed or was entered incorrectly and approved. Subcontracts in this status can no longer be changed.

Second Tier Pending: A check in this box indicates that a Second Tier Subcontract has been entered but not Approved. Second Tier Subcontracts can be entered for Subcontracts that are Pending Approval or Approved. If the Subcontract is already Approved, the Second Tier Subcontract must be approved on the Second Tier Tab in the Maintain Subcontracts window.

Button Definitions for the Review Subcontracts Window

There are five buttons at the bottom of the Review Subcontracts window. Depending on the status of the Subcontract, some or all of them will be active,

New: Clicking this button opens the Maintain Subcontracts window and initiates the entry of a new Subcontract.

Details: Clicking this button opens the Maintain Subcontracts window and displays information about the Subcontract selected on the Review Subcontracts window.

Approve: Clicking this button initiates the Approval process for the selected Subcontract. If the Subcontract being Approved has Second Tier Subcontracts Pending, they will also be Approved. If the Subcontract being Approved is a

Revision, and the original Subcontract has not already been Voided, the Approval process will include Voiding the original.

Void: Clicking this button initiates the Voiding process for the selected Subcontract.

Totals: Clicking this button displays the Totals report for all Approved Subcontracts up to and including the one selected.

Window Definitions - Maintain Subcontracts

To work with the Maintain Subcontracts window, start by opening the Review Subcontracts window. Go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number whose Subcontracts you wish to Review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Once the list of Subcontracts appears, select the one whose details you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Subcontract row.

Below is an example of the Maintain Subcontracts window for Subcontract 6 for contract C201932.

The screenshot shows the HiCAMS software interface for the 'Maintain Subcontracts (C201932, 6)' window. The window title is 'HiCAMS - [hicamsval]'. The menu bar includes 'File', 'Edit', 'Functions', 'Inquiries', 'References', 'Admin', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions.

The main window displays the following information:

- Contract:** C201932 **Prime Contractor:** MAYMEAD, INC.
- Description:** Highway 70 "B"
- Subcontract:** 6 **Revision:** **Subcontractor:** DANE CONSTRUCTION, INC. **Railroad Ins:**
- Status:** Pending Approval **Amount:** \$2,543,749.49 **Certification:** [None] **Goals Amount:** \$0.00

Below this information is a table titled 'Contract Line Items (drag and drop items to be subcontracted):'

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$830,000.0000	\$830,000.00
2		SLOPE STABILIZATION	SF	4,000.000	\$12.00000	\$48,000.00
3		CLEARING & GRUBBING	LS	1.000	\$90,000.0000	\$90,000.00
4		SUPP CLEARING & GRUBBING	ACR	2.000	\$8,000.0000	\$16,000.00
5		SEALING ABANDONED WELLS	EA	1.000	\$800.0000	\$800.00

Below the contract line items is a table titled 'Subcontracted Items' with tabs for 'Detail', 'Second Tier', and 'History'.

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
1		MOBILIZATION	LS	100%	<input checked="" type="checkbox"/>	1.000	125,700.0000	.0000
7		REINF BRG APPR ***** [(137+86.34)]	LS	100%	<input type="checkbox"/>	1.000	39,000.0000	.0000
8		REINF BRG APPR ***** [(138+03.66)]	LS	100%	<input type="checkbox"/>	1.000	39,000.0000	.0000
19		TEMPORARY SHORING	SF	100%	<input type="checkbox"/>	1,320.000	58.0000	.0000
239		CM&R TEMP ACCESS ***** [(137+95.00 - LS)	LS	100%	<input type="checkbox"/>	1.000	20,000.0000	.0000
240		REMY EXIST STR ***** [(137+95.00 -L-LT)]LS	LS	100%	<input type="checkbox"/>	1.000	60,000.0000	.0000
241		3'-6" DRILLD PIER IN SOIL	LF	100%	<input type="checkbox"/>	431.500	665.0000	.0000
242		3'-6" DRILLD PIER NO SOIL	LF	100%	<input type="checkbox"/>	74.000	865.0000	.0000
243		PERM STL CASING FOR 3'-6" PIER	LF	100%	<input type="checkbox"/>	238.100	275.0000	.0000
244		SID INSPECTION	EA	100%	<input type="checkbox"/>	6.000	200.0000	.0000
245		SPT TESTING	EA	100%	<input type="checkbox"/>	6.000	250.0000	.0000

At the bottom of the window is a 'Comment:' field with a text area and a small icon.

The information in the header is defaulted except for the Subcontractor, the Certification Type and the Railroad Insurance Indicator. These fields may be changed depending on the status of the Subcontract.

Contract Line Items Grid

Line Item: The Line Number for the Pay Item in the Contract's Itemized Proposal.

Contract Adj: If the Line Item was added by a Contract Adjustment, the type of adjustment with its number will appear in this column. Line items are added by Supplemental Agreement (SA), Force Account (FA), Leftover Materials (LOM), Eliminated Contract Items (ECI), Claims (C), and Other Line Items (OTH).

It should be noted that in accordance with Section 108-6 of the SSRS "Extra work performed in accordance with Article 104-7 will not be considered in the computation of work required to be performed by the Contractor."

Description: The Pay Item Description from Line Item Details.

UOM: This is the Unit of Measure associated with the Line Item.

Quantity: The Contract Quantity for the Line Item.

Unit Price: The dollar amount paid for each unit of work.

Amount: The Quantity multiplied by the Unit Price. This is the value of the work to the Contract.

Information about the Maintain Subcontracts Tabs

Subcontracted Items Tab

Line Item: The Line Number for the Pay Item in the Contract's Itemized Proposal.

Contract Adj: If the Line Item was added by a Contract Adjustment, the type of adjustment with its number will appear in this column.

Line Item: The Pay Item description.

UOM: This is the Unit of Measure associated with the Line Item.

Cert %: Current values are 100% for work and 60% if the subcontract is for Materials only. This denotes how much of the work is counted towards the Contractor's commitment.

Partial: This box is checked when the subcontractor is doing part of all the line item quantity.

Quantity: The quantity of work from the SAF.

Unit Price: Depending on how the Partial indicator is set, this amount is either the contract bid price or a reduced price for the line item work being done. This is entered on the SAF in the column labeled Subcontract Unit Price.

Goals Unit Price: The unit price from the SAF. The Goals Unit Price can be less than, equal to, or greater than the Unit Price entered. It is the amount being paid

to the Subcontractor to perform the work. This is entered on the SAF in the column labeled DBE/MBE/WBE Unit Price.

Detail Tab

Below is an example of the Detail Tab for Line Item 1 on Subcontract 6 for contract C201932. The fields displayed are all the same as what is displayed in the Subcontracted Items grid. If they can be updated in the Subcontracted Items grid, they can be updated on the Detail Tab.

Subcontracted Items | Detail | Second Tier | History

Line Item: 1 Description: MOBILIZATION UOM: LS

Adjustment: Quantity: 1.000 Unit Price: 125,700.0000 Amount: \$125,700.00

Partial: Certification: 100% Goals Price: .0000 Goals Amount: \$0.00

Comments:

Ready

Second Tier Tab

Below is an example of the Second Tier Tab for Subcontract 6 for contract C201932. The data on the tab is similar to what is displayed in the Review Subcontracts window.

Subcontracted Items | Detail | Second Tier | History

Second Tier	Revision	Subcontractor	Certification	Amount	Status
1		ACE STEEL, INC.	DBE	\$51,572.52	Pending Approval
2		BOSS CONSTRUCTION CO., INC.	DBE	\$33,631.33	Pending Approval
3		EXTREME CONCRETE CUTTING & GROOVING	(None)	\$4,952.82	Pending Approval
4		MCKINNEY DRILLING CO.	(None)	\$352,291.88	Pending Approval

New Details Approve Void

Ready

Second Tier: The sequential number assigned by HiCAMS as Second Tier Subcontracts are entered into the system.

Revision: This is the sequential alphabetical character assigned by HiCAMS as Subcontract changes are entered into the system.

Subcontractor: The name of the Subcontractor or Prequalified Bidder to which the Prime Contractor has assigned some of the Contract work items.

Certification: The abbreviation for the type of Certification being declared by the Subcontractor. Firms are certified through North Carolina's Unified Certification Program as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Woman Business Enterprise (WBE). The designation available depends on the funding source for the contract (Federally Funded contracts use DBEs, and State Funded contracts use MBEs or WBEs).

Amount: This is the dollar amount of work subcontracted to this subcontractor. It is the value of the work to the contract. The amount is the quantity multiplied by the Unit Price multiplied by the Certification percent.

Status: Describes how far along in the approval process the Second Tier Subcontract is. The possible statuses are as follows:

Pending Approval: Indicates that the Second Tier Subcontract has been entered. It has not been finalized and Approved. Second Tier Subcontracts in this status can still be changed.

Approved: This is the final status for a Second Tier Subcontract. Second Tier Subcontracts in this status can not be changed directly. If changes are needed, a Save As must be done.

Void: Indicates that the Second Tier Subcontract is no longer needed or was entered incorrectly and approved. Second Tier Subcontracts in this status can no longer be changed.

Button Definitions for the Second Tier Subcontracts Tab

There are four buttons at the bottom of the Second Tier Subcontracts tab. Depending on the status of the Second Tier Subcontract, some or all of them will be active,

New: Clicking this button opens the Maintain Second Tier Subcontracts window and initiates the entry of a new Second Tier Subcontract.

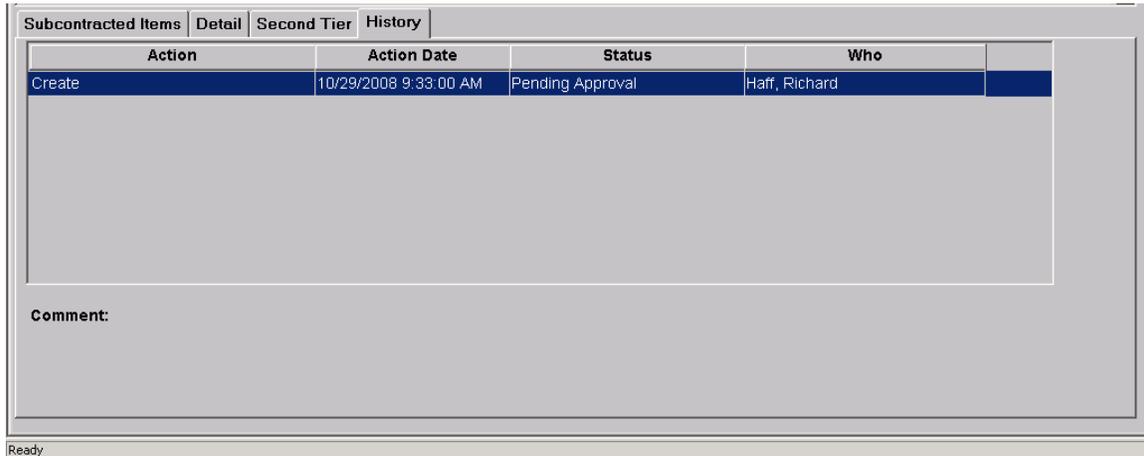
Details: Clicking this button opens the Maintain Second Tier Subcontracts window and displays information about the Second Tier Subcontract selected on the Second Tier Subcontracts tab.

Approve: Clicking this button initiates the Approval process for the selected Second Tier Subcontract. If the Second Tier Subcontract being Approved is a Revision, and the original Second Tier Subcontract has not already been Voided, the Approval process will include Voiding the original.

Void: Clicking this button initiates the Voiding process for the selected Second Tier Subcontract.

History Tab

Below is an example of the History Tab for Subcontract 6 for contract C201932.



Action	Action Date	Status	Who
Create	10/29/2008 9:33:00 AM	Pending Approval	Haff, Richard

Comment:

Action: Shows what was done to the Subcontract. Actions include Create, Approve, Comment, and Void.

Action Date: The date that the action was set in HiCAMS. This date and time are system generated.

Status: Describes how far along in the approval process the Subcontract is. Possible Statuses are Pending Approval, Approved, and Void.

Who: The display name of the person who took the action.

Comment: Displays the most recent comment made for this Subcontract.

Window Definitions - Maintain Second Tier Subcontracts

To work with the Maintain Second Tier Subcontracts window, start by opening the Review Subcontracts window. Go to **Functions > Contract Maintenance > Review Subcontracts**. The Review Subcontracts window opens. Enter the Contract Number whose Subcontracts you wish to Review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Once the list of Subcontracts appears, select the one whose Second Tier Subcontracts you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Subcontract row.

Now click on the Second Tier Tab of the Subcontract to view the Second Tier Subcontracts. Select the Second Tier Subcontract whose data you wish to see, and either click on the Details button at the bottom of the window, or double click on the selected Second Tier Subcontract row.

Below is an example of the Maintain Second Tier Subcontracts window for Subcontract 6 Second Tier Subcontract 1 for contract C201932.

Contract: C201932 **Description:** Highway 70 "B"
Subcontract: 6 **Revision:** **Subcontractor:** DANE CONSTRUCTION, INC.
Second Tier Subcontract: 1 **Revision:** ACE STEEL, INC. **Railroad Ins:**
Status: Pending Approval **Amount:** \$51,572.52 **Certification:** DBE **Goals Amount:** \$0.00

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Original Price	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	\$830,000.0000	1.000	\$125,700.0000	\$125,700.00
7		REINF BRG APPR ***** [(137+86.34)]	LS	\$39,000.0000	1.000	\$39,000.0000	\$39,000.00
8		REINF BRG APPR ***** [(138+03.66)]	LS	\$39,000.0000	1.000	\$39,000.0000	\$39,000.00
19		TEMPORARY SHORING	SF	\$58.0000	1,320.000	\$58.0000	\$76,560.00
239		CM&R TEMP ACCESS ***** [(137+95.0]	LS	\$20,000.0000	1.000	\$20,000.0000	\$20,000.00

Second Tier Items **Detail** **History**

Line Item	Cont Adj	Description	UOM	Include In Goals	Partial	Quantity	Unit Price	Goals Unit Price
249		REINF CONCRETE DECK SLAB	SF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21,926.000	1.4950	.0000
252		BRG APPR SLAB ***** [(137+95.00 -L-LLS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	1,638.6300	.0000
253		BRG APPR SLAB ***** [(137+95.00 -L-FLS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	1,638.6300	.0000
254		REINF STEEL (BRIDGE)	LB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81,335.000	.1350	.0000
255		SPIRAL COL REINF STL BRG	LB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13,825.000	.1350	.0000
258		CONCRETE BARRIER RAIL	LF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,117.320	2.3890	.0000

Comment:

The Column definitions for the Second Tier Items tab are the same as those for the Subcontracted Items tab with the deletion of the Cert % column and the addition of a column labeled Include in Goals. This checkbox is checked if a Certification type is chosen.

The Column definitions for the Maintain Second Tier Subcontracts Detail tab are the same for the Maintain Subcontracts Detail tab.

The Column definitions for the Maintain Second Tier Subcontracts History tab are the same for the Maintain Subcontracts History tab.