CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

COSA PRIME*Link* Internal User Guide

Transportation and Capital Improvements

Updated – 10 July 2014

Table of Contents

Schedule of Values – As of Last Completed Pay Request

There is a new report that will show all schedule of value line items for a project as of the last completed Payment Request. The report allows the user to select a specific type contract (construction, engineering, architecture, etc.) and the agency (City, SAWS Water, SAWS Sewer, etc.) to be included in the report. If a payment request has not completed the workflow, amounts for that payment request will not be in the Schedule of Values. You must go to the Payment Request to see those values.

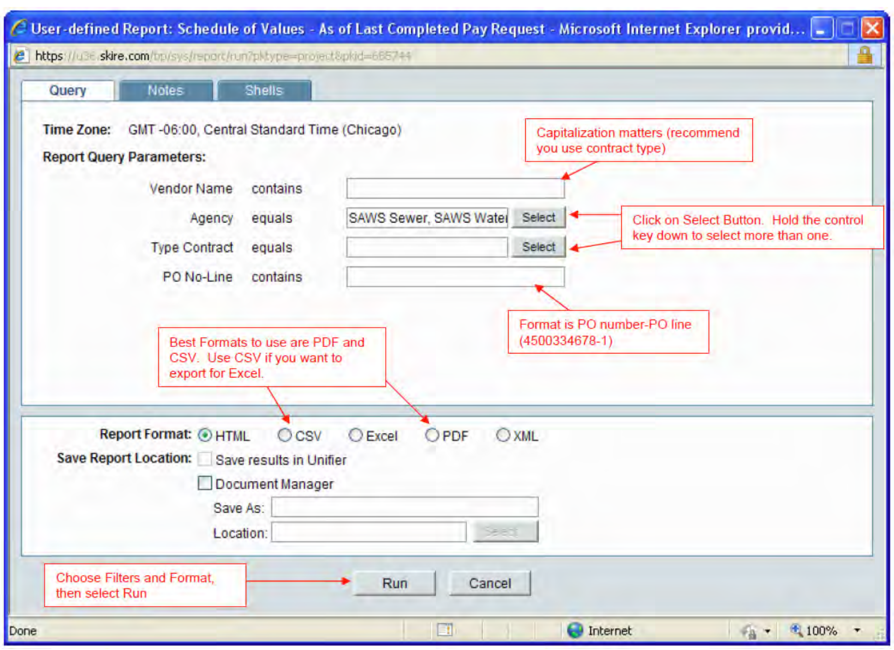
Limitations of the report

- Following fields are not available: Specification Number (100.1, 100.2, etc.) and Unit of Measure (SF, SY, etc.)
- The Unit Prices and Contract Quantities will reflect 0 until the item is partially or completed billed by the Vendor. The schedule of values (dollar amount) is shown.
- The report only shows information in the current project. It will not show information in other projects when the contract is used on multiple projects.

How to access the report:

1. Go to your project
2. Go to the bottom of the menu on the left side of your screen and select "Reports"
3. Select "User-Defined"
4. In the middle of your screen you should see a list of reports. Double click on the "Schedule of Values – As of Last Completed Pay Request" report to open it.

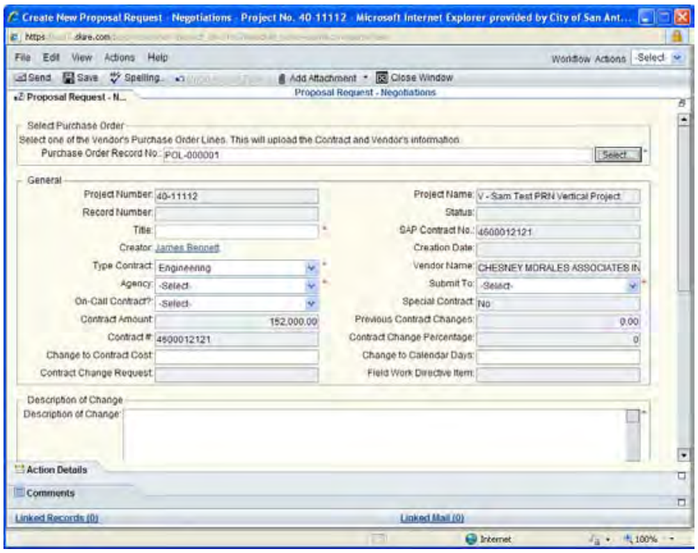
- You may use the filters in the center to control the output.
- The output runs best in pdf or csv (for excel) formats.



Start a Proposal Request – Negotiations (PRN)

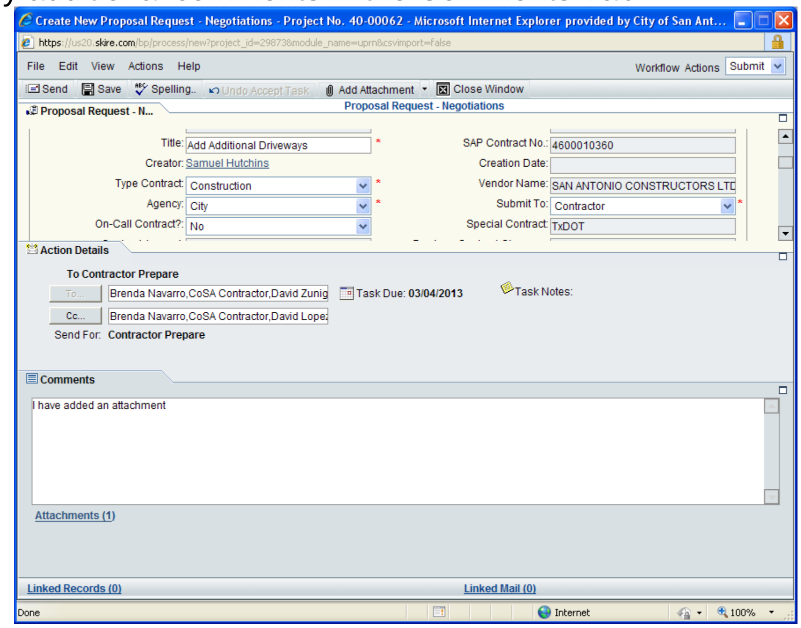
Purpose: The Proposal Request and Negotiations (PRN) are used by the City to request proposals from vendors and for vendors to submit their proposals to the City.

1. Open your Project
2. Select "Logs" and then click on ""Proposal Request –Negotiations"
3. Click on "New",
4. At the end of the **"Purchase Order Record No"**, click on "Select"
   and select the Purchase Order you want to use.
   It doesn't matter which one as long as the Purchase Order is for the correct Vendor. This will upload the Vendor and contract information.
   (Anything with a red * must be filled out)



5. **Title:** Input a meaning full title. (Do not use CIMS, TO or PW at the beginning)
6. **Agency:** Select the proper agency – City, SAWS Water or Sewer, etc
7. **On-Call Contract?:** Enter No unless you are doing work under an On-Call Contract.
8. **Submit To:** Select who you wish to send it to first. The system will send it to the appropriate person based on the "**Agency**" and "**Submit To**" entries.
9. **Change to Contract**: Not required for initial submittal however if the Vendor is submitting a proposal it should be filled out. It is a required field for the Vendor for all future steps.
10. **Change to Calendar Days**: Used for construction. Not required for initial submittal however if the Contractor is submitting a proposal it should be filled out. It is a required field for the Contractor for all future steps. Zero days is a valid entry.
11. **Description of Change**. Explain what is being requested.
12. **Justification for Proposed Change**. Explain why the requested action is required. This is not required but may be useful when the Contract Change Request is created.

13. Click on the **Comment** tab:
- Attachments will show up in the Comments Tab.
- Place any additional comments in the Comments Tab.

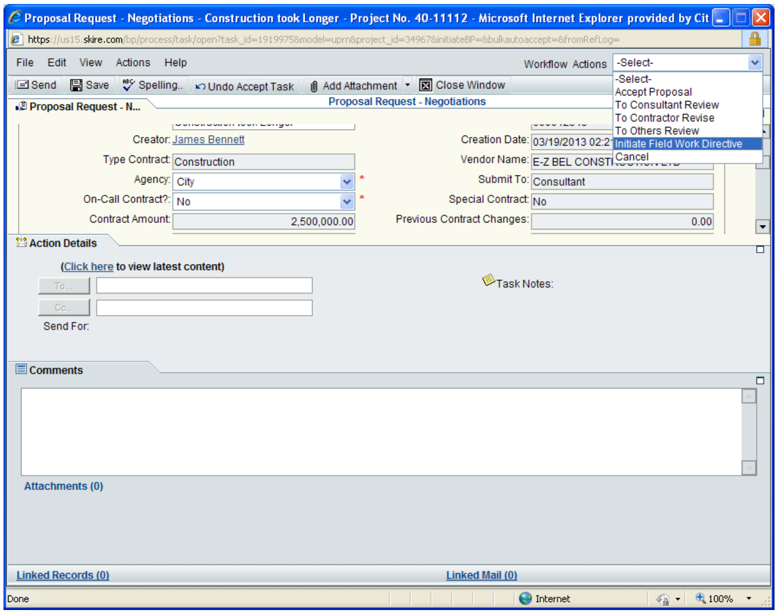


14. Click on the **Action Details** Tab. Upon selecting a Workflow Action the following options are available.
- **Copy Furnish**. The program is setup to copy furnish select people when the PRN is submitted. You may add additional personnel by selecting the Cc button.
- **Task Due Date**. When the request is being sent to the Vendor the task due date can be changed by clicking on the calendar.

15. <u>Other Special Functions</u>

- **Changing Cost and Days**. On all workflow steps after creation only the Vendor can change the cost and day fields.
- **Cancel PRN**. Only the Project Team can cancel a PRN.
- **Other Reviewers Step**. Allows the Project Team to send the PRN to anyone on the project for review. The Other Reviewer can only send the PRN back to the person that sent it to them.
- **Attachments**. All attachments and many of the fields will be copied over to the Contract Change Request and Field Work Directive when they are auto-created. The Project Team has the option to remove attachments from the Contract Change Request or Field Work Directive when they finalize them.
- **Viewing Previous Comments**. You will not be able to see previous comments once you accept the task. Select the hyper link in the Action Details to see the previous comments.

16. The **Contract Change Request** or **Field Work Directive (FWD)** can only be started by the PM Team.



NOTE: **(Field Work Directive (FWD) in accordance with the construction contract allows the City, when unable to reach an agreement with the Contractor, to unilaterally direct the Contractor to do the work for a Not-to-Exceed amount. The Contractor must track time and materials to justify invoicing for this work.)**

17. Once you have completely entered all the information needed, click on "Workflow Actions"dropdown and select "Submit"

18. Responses to PRNs will be done using the **Approve or Reject a Task**. There are many different Workflow Actions during this process.

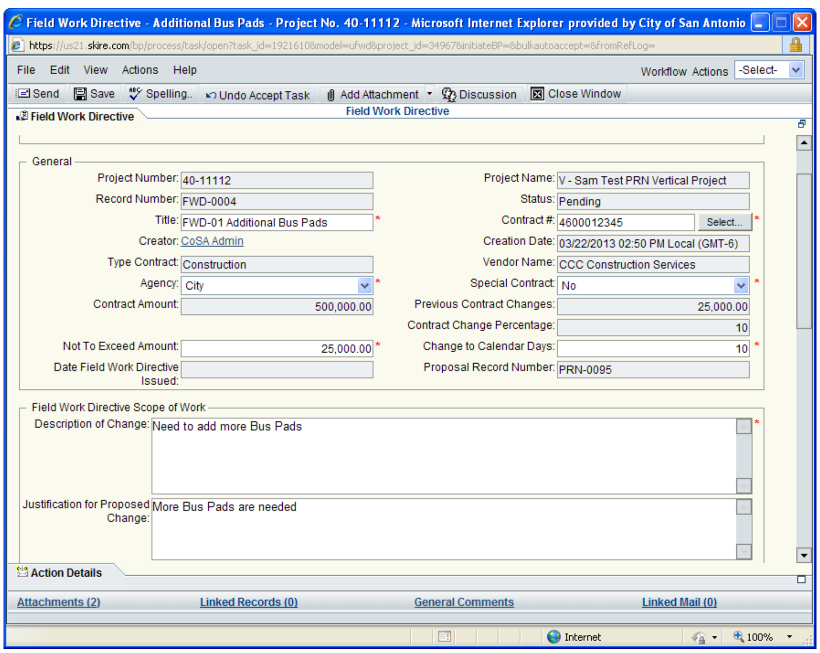
19. Once the PRN gets to the PM Team, the PM Team can do many things.
   a. **Accept Proposal** – This will create a Contract Change Request in the project (See **Submit a Contract Change Request**) or Task Order Request in On-Call Contract (See **Submit a Task Order**)
   b. **To Consultant Review** – If you make changes to the PRN the PM Team can sent it to the Consultant for review
   c. **To Contractor Revise** – Sent it back to the Contractor for them to revise it.
   d. **To Others Review** – The PM Team can send it to others (SAWS, CPS, VIA, etc) for them to review it. (They can only send it back to you.)
   e. **Initiate Field Work Directive** – This will create a Field Service Directive in the project – A FWD can only be done on a Construction contract (See **Submit a Field Work Directive (FWD)**)

Submit a Field Work Directive (FWD)

1. Open your Project
2. Select **Logs**
3. Select **Field Work Directive** you want to modify
4. Click on "**Accept Task"**
5. Then check the following:
   - **Title**: The title is filled in from the PRN. You can change it.
     - (**Add FWD-## to the front of the Title**)
   - **Contract #**: It is carried over from the PRN. It may be changed if you were using the wrong contract in the PRN.
   - **Agency**: It is carried over from the PRN. It is the agency that the work is for (City, SAWS Water, etc.) and can be changed if wrong.
   - **Special Contract:** It is carried over from the PRN. It identifies if TXDot should review.

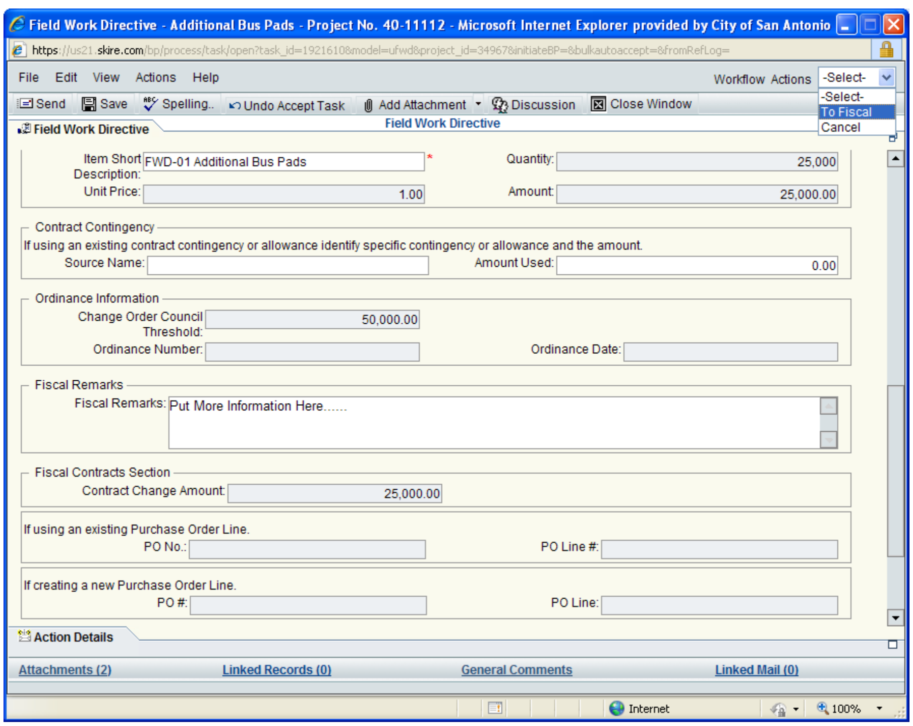
<u>**!!!!** You need to input the **Not-to-Exceed Amount -** It is the amount the contractor should not exceed. This is the amount that will be put on the payment request!!!</u>

- **Change to Calendar Days:** It is carried forward from the PRN. It can be changed if not correct.



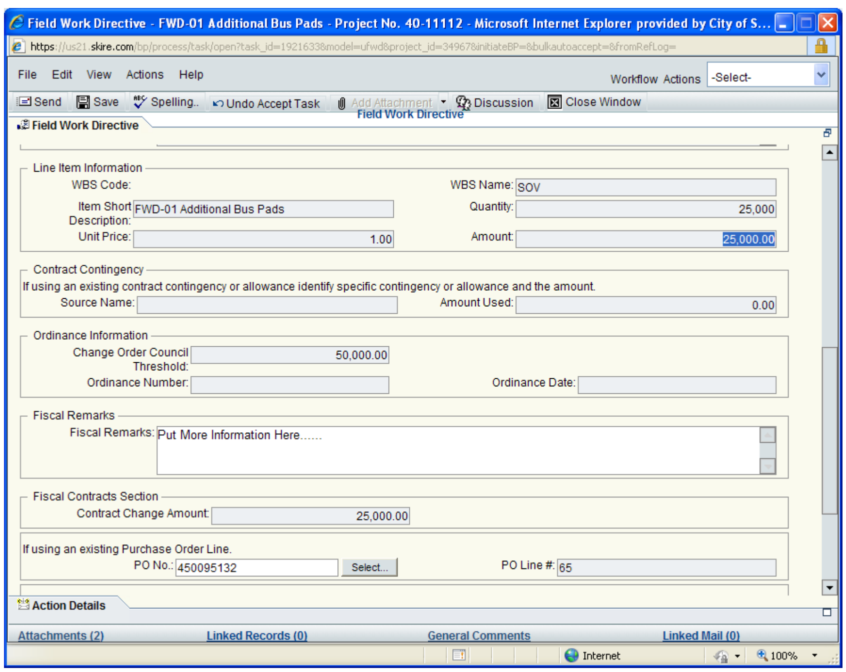
- **Description of Change:** This is carried over from the PRN. Update as necessary.
- **Justification for Proposed Change:** Complete as appropriate.

- **WBS Code:** Select the WBS Code that this work should be charged to. If more than one WBS code is required or you cannot find the appropriate WBS code, select 99-99-99-99-99-99 and identify the WBS codes in the Fiscal Remarks below.
- **Item Short Description:** Enter the description of the work the way you want to see it on the Payment Request. There should only be one line and it will be in dollars since you did not come to an agreement.
- **Contracting Contingency:** If you are proposing to use an allowance or contractor contingency to pay for all or part of this work, identify the source in the Source Name and the amount in the Amount Used fields. The contract amount will be increased by the difference between the Not-to-Exceed Amount and the amount from this section.
- **Fiscal Remarks:** Identify anything that you want Fiscal or Contracts to do special for this FWD.
- **Attachments -** All of the attachments from the PRN and the PRN record document will be brought over from the PRN. You have the ability to add new ones and to delete any of the attachments from the PRN. To view or delete the brought over attachments, click on the attachment hyperlink on the bottom left. To add attachments, click on the paper clip on the center of the top menu.



6. Once all items have been checked or updated, click on **Workflow Actions** in the upper right and select “**To Fiscal**”, then click on “Send” in the upper left. This will send the FWD to Fiscal for their input and approval.

7. **CIMS/Public Works Fiscal Only Steps:**
    a. Under Home
    b. Select **Task**
    c. Find the **Field Work Directive** you need to update
    d. Click on **Accept Task** and then input or updated the following:
    - **Fiscal Remarks**. Enter fiscal related marks as appropriate.
    - **View the "Line Item Information" – "Amount"**. This is the amount that the Purchase Order line and contract should be modified by. It is the difference between the Not-to-Exceed Amount and the Contract Contingency Amount.
    - **Enter the Purchase Order and Line Numbers**. Use the existing Purchase Order fields when you are using a Purchase Order Number and Line that is already part of the contract. The select button will let you pick the appropriate item. If you are creating a new Purchase Order Line then use the creating new Purchase Order Line fields. Enter the appropriate data. This data is required so that the PRIMELink Helpdesk sets up the payment request correctly.



8. Once all items have been checked or updated, click on **Workflow Actions** in the upper right and select "**To Contracts**", then click on "Send" in the upper left. This will send the FWD to Contract Services for their input/review and approval.

9. **CIMS/Public Works Contract Services Only Steps:**
    a. Under Home
    b. Select **Task**
    c. Find the **Field Work Directive** you need to update
    d. Click on **Accept Task** and then check, input or updated the following:
- **Fiscal Remarks**. Enter fiscal related marks as appropriate.
- **View the "Line Item Information" – "Amount"**. This is the amount that the Purchase Order line and contract should be modified by. It is the difference between the Not-to-Exceed Amount and the Contract Contingency Amount.
- **Check or update the Purchase Order and Line Numbers**. Use the existing Purchase Order fields when you are using a Purchase Order Number and Line that is already part of the contract. The select button will let you pick the appropriate item. If you are creating a new Purchase Order Line then use the creating new Purchase Order Line fields. Enter the appropriate data. This data is required so that the PRIMELink Helpdesk sets up the payment request correctly.

10. Once all items have been checked or updated, click on **Workflow Actions** in the upper right and select "**Submit**", then click on "Send" in the upper left.
- If the FWD is under the "**Change Order Council Threshold**", clicking "Send" will send the FWD to **PM Team** for their Approval
- If the FWD is over the "**Change Order Council Threshold**", clicking "Send" will send the FWD to "**Awaiting Council Action**" for their Approval. It has to wait on City Council approval before it will move to Step 11.

11. Once the **PM Team** receives the FWD back, they need to do the following:
    a. Under Home
    b. Select **Task**
    c. Find the **Field Work Directive** you need to approve/reject or cancel
    d. Click on **Accept Task**
    e. Click on **Workflow Actions** in the upper right
        There are only three things you can do –
        FWD Issue – This will issue the FWD to the contractor
        Reject – This will send the FWD back to PM Team to modify it.
        It will start at the beginning of the FWD
        Or Cancel – This will cancel the FWD

12. If the FWD is **Issued** – a **Unifier Task email** will be sent to the contractor for the contractor to acknowledge that is has received the FWD. The contractor needs to understand that the **Contractor Acknowledgement** step does not constitute agreement with the FWD nor does failure to process the document in PRIMELink relieve the Contractor from the responsibility to comply with the FWD. The Contractor's failure to process the document in PRIMELink will prevent the FWD from being added to the Payment Request and the Contractor will not be able to submit any invoices for this work.

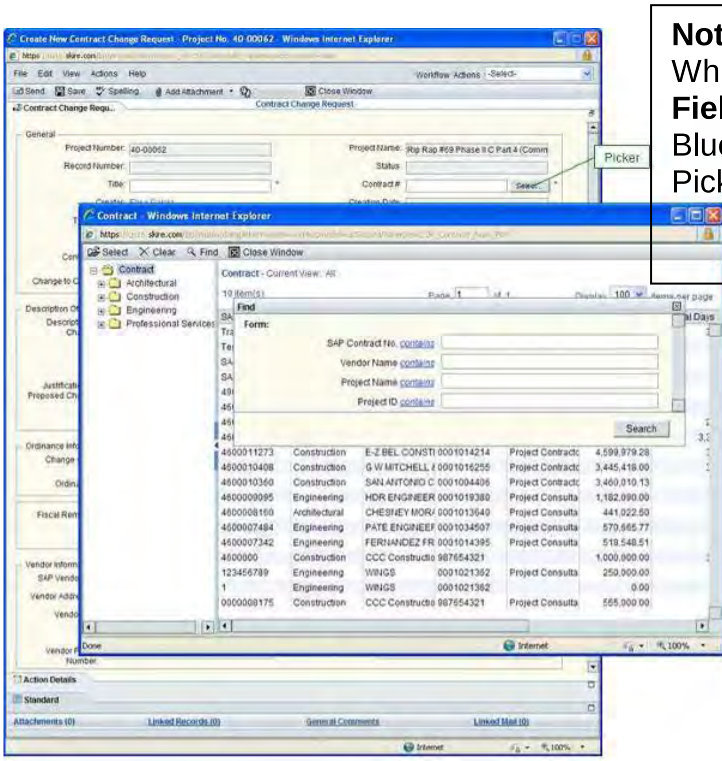
13. Once the Contractor approves the FWD, a Unifier Task email will be sent to the PRIMELink Helpdesk and they will add the FWD to the payment request.

Update a Contract Change Request

NOTE: Contract Change Requests - replace amendments, change orders and task orders within the projects

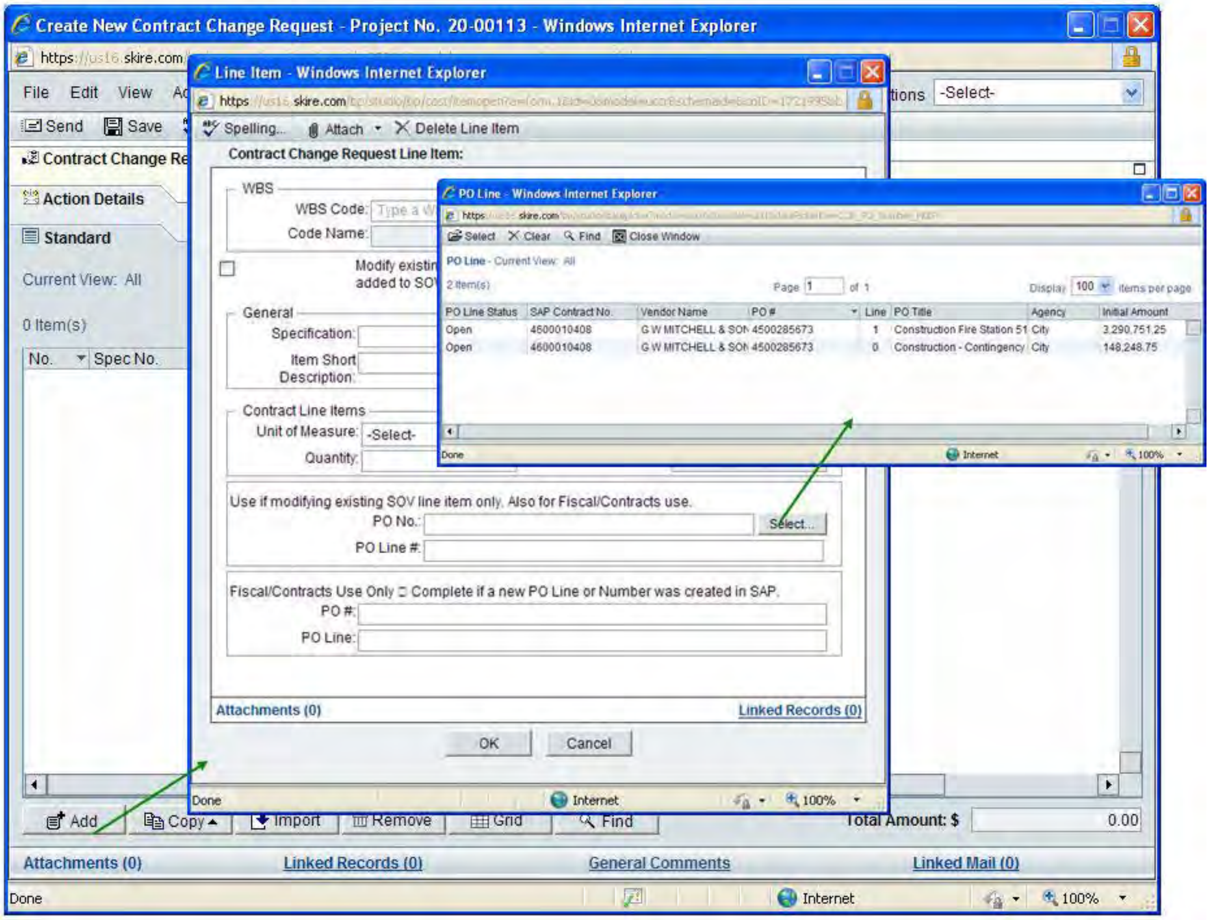
(You cannot start at a "<u>Contract Change Request</u>";
You must start at a PRN – "<u>Proposal Request – Negotiations</u>")

1. Go to your **Project**
2. Select "Logs", then click on **Contract Change Request**
    a. Click on **Accept Task**)
3. Complete fields as desired (Some will already be filled in by the PRN)
4. Remember to use the dropdown on **Change Category** and select the proper item



Note:
White background text boxes - editable fields
Fields with a red * - required fields
Blue-gray text box - read-only
Pickers - select from a list of options or a dialog box will appear with a selection

5. Click on the **Standard** Tab
6. Click on Add

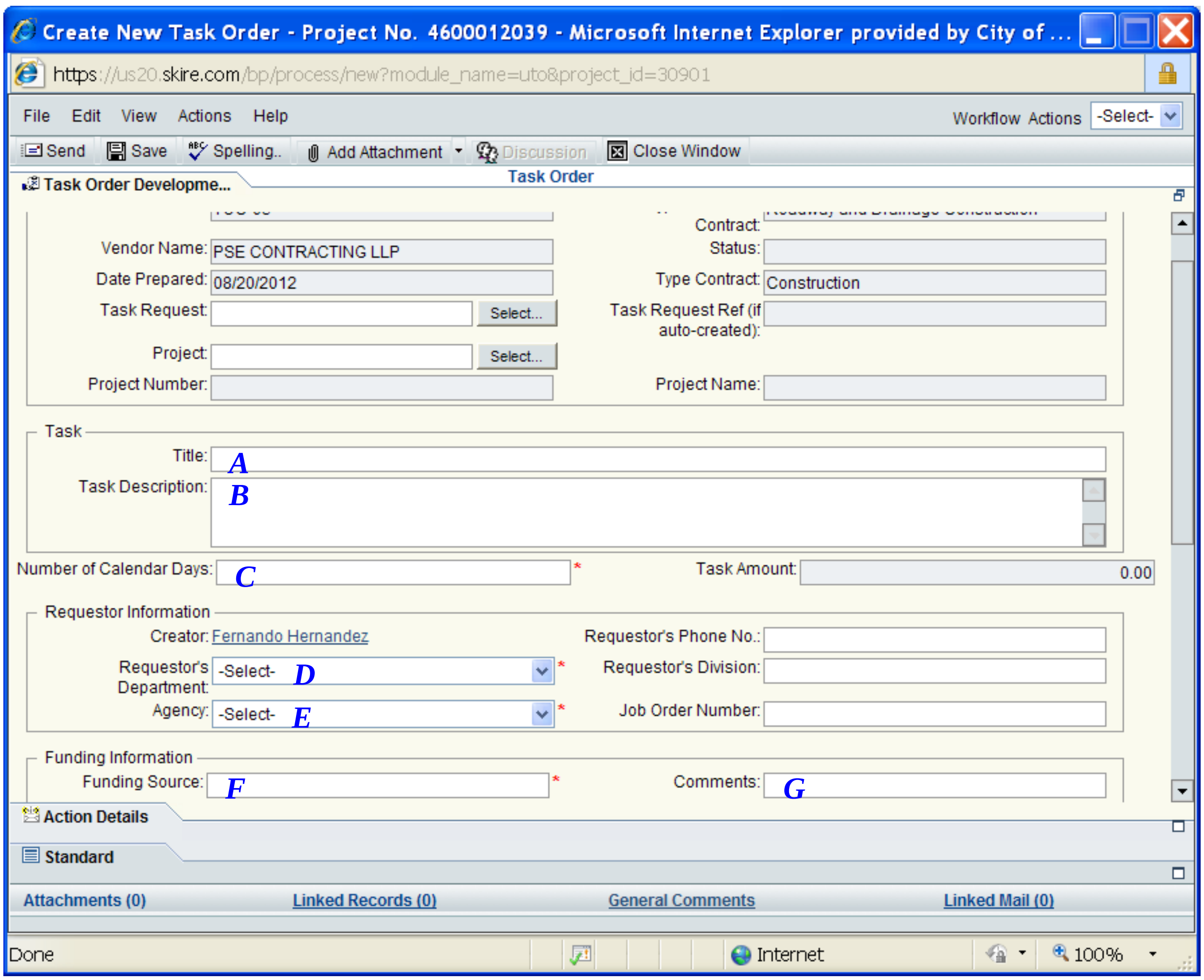


7. Fill in the necessary fields
8. Click Ok
9. Select an action from the Workflow Action list on the upper right hand corner
10. Then press Send
    - You will see a dialog box stating the contract change request has been submitted successfully

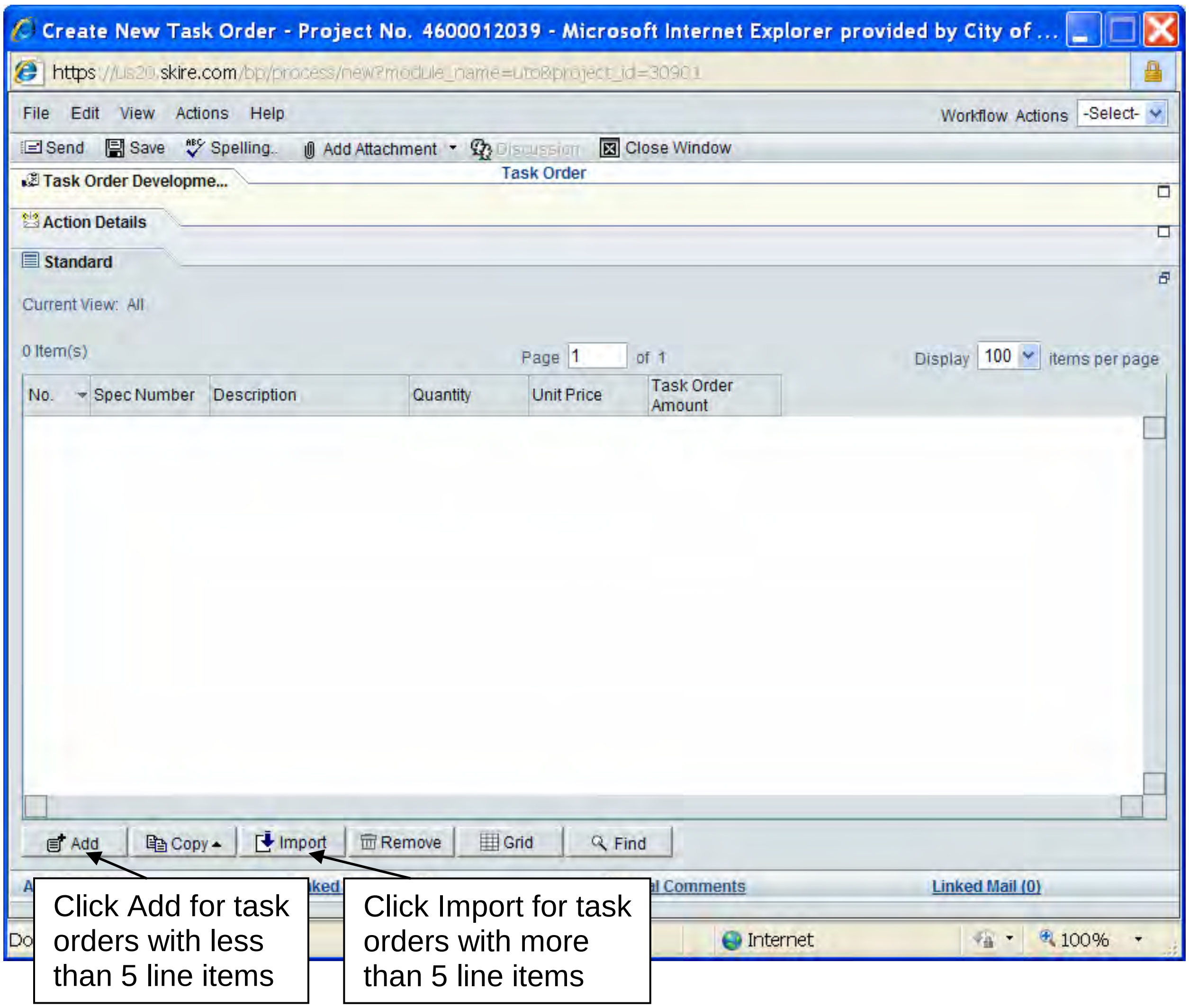
Submit a Task Order

1. Go to your On-Call Contract
2. Click on "Logs" then on "Task Order
   a. Complete fields as desired:
   b. Title - A
   c. Task Description - B
   d. Number of Calendar Days - C
   e. Requestor's Department - D
   f. Agency - E
   g. Funding Source - F
   h. Comments - G

Note:
White background text boxes - editable fields
Fields with a red * - required fields
Blue-gray text box - read-only
Pickers - select from a list of options or a dialog box will appear with a selection



3. In the Standard tab, click Add or Import to enter line items. To import line items, refer to *Procedures for Importing Task Order Line Items* how-to guide
4. Click Add Attachment ➔ My Computer to add an attachment
5. Select an action from the Workflow Action list on the upper right hand corner
6. Click Send

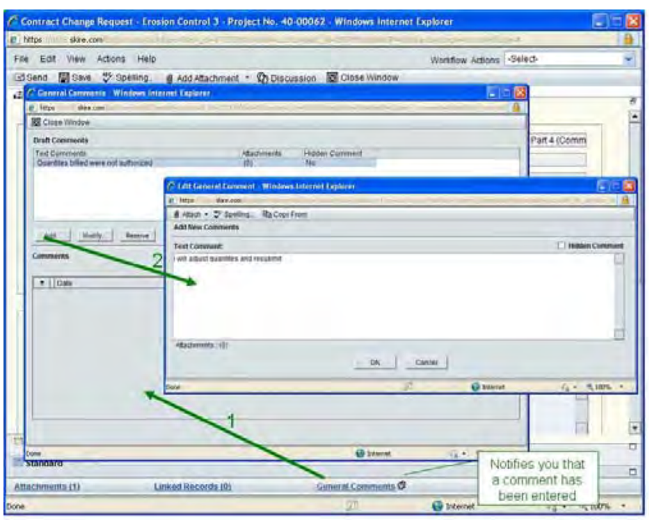


Approve a Task

1. Under Items Requiring Your Attention – Select **Tasks**
2. Double-click on a task on your list and review the item
3. In the Upper Left hand corner - click on “Accept Task” or “Decline Task” (*If you declined – you will receive a dialog box stating: Your name will be removed from this step for this record. Are you sure you want to Decline Task? Click Yes or No*)
4. If accepted – Review the file
    - Select an action - Under Workflow Actions
    - Click on Send

Reject a Task

1. Open the task
2. Click on “Accept Task”, **YOU MUST ACCEPT THE TASK TO REJECT IT.**
3. On the bottom of the screen, click on “General Comments”
4. Click on “Add”
5. Type in the reason you are rejecting the item.
6. Click “OK”
7. Click “Close Window”
8. Upper right “Workflow Actions”, click on –Select- and then select an Action
9. Click on Send

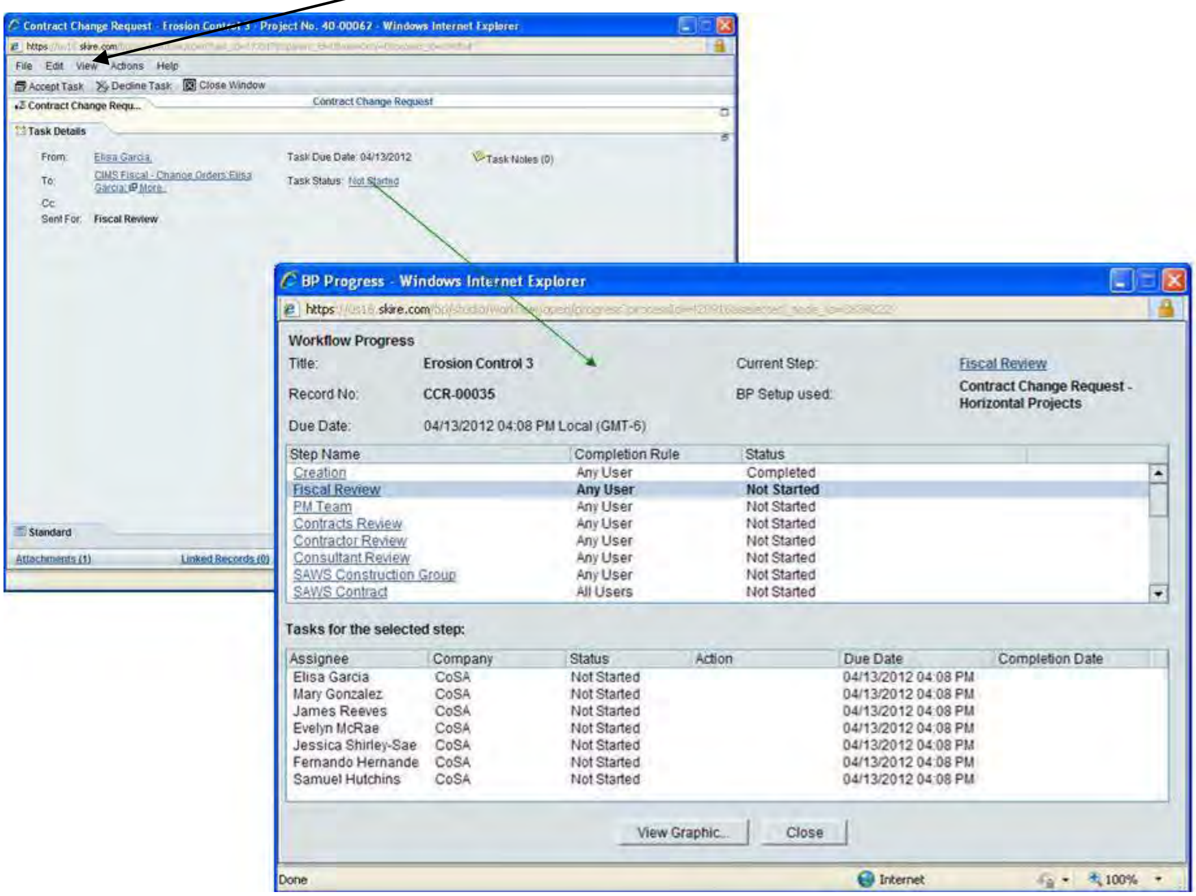


Check on Task Orders or Contract Change Request

NOTE: Contract change request replace amendments, change orders and task orders within the projects.   Task orders are still used for On-Call Contracts.

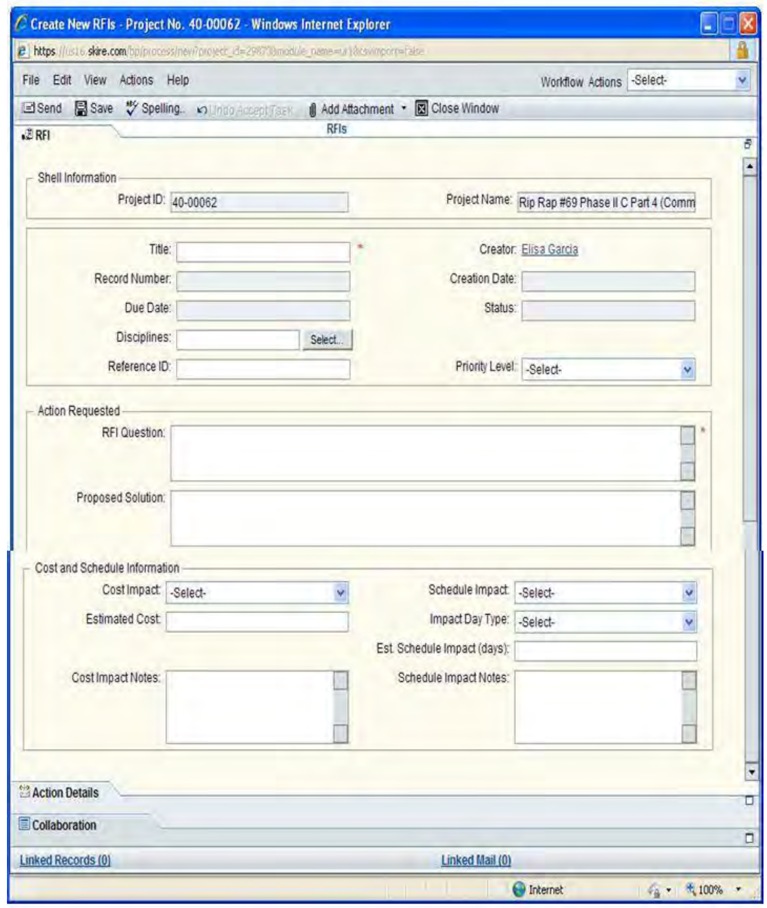
1. Open your **Project** or **On-Call Contract**
2. Select “Logs”,
    - On-Call Contracts - click on “Task Order”
    - Projects – click on “Contract Change Request”
3. On the right side – select the Task Order or Change Request you are inquiring
4. Click on the link next to Task Status:
5. You will see the workflow process and who the item is waiting on.
    - If you click on view Graphic you will see the workflow

Note: If you click on the Menu Bar’s “View” and then “Audit Log” you can see who has approved or rejected the item.



Creating a Request for Information (RFI)

1. Open your Project or
   On-Call Contract
2. Click on Collaboration BPs,
   a. Then on RFIs
3. New
4. Select RFI
5. Complete the Upper form
6. Add Attachments, if needed
7. Complete Lower form – Collaboration
8. Go to Middle form – Action detail
9. Select whom to CC
10. Click Add
11. Click OK
12. Select Workflow Action on the Upper right
13. Click Send



Notification of RFI sent

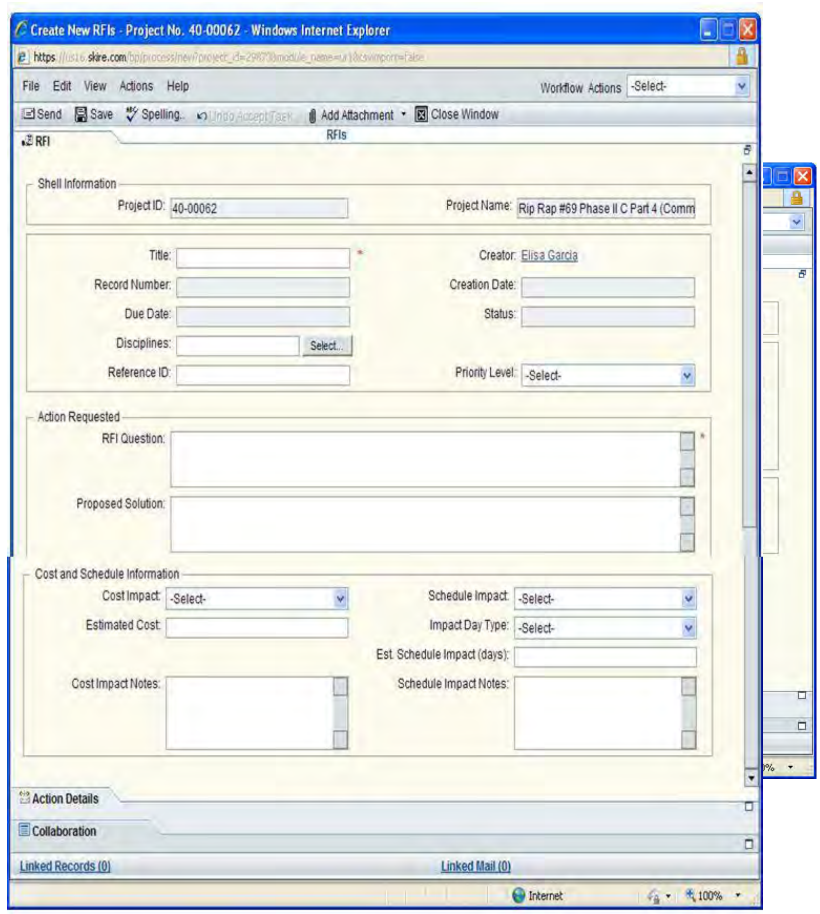
RFI Response

You will receive an email that an RFI requires your review and it will contain a link

1. Click on the link and it will open up the RFI
2. Click on Accept Task
3. Open the Upper Form (RFI)
4. Select collaboration to provide your comments
5. Scroll to the bottom and Type in your Approved Response
   - Only if you are the consultant or PM team and you are providing the final response.
6. Select a Workflow Action
7. Click on Send

Creating a Submittal

1. Open your Project or
   On-Call Contract
2. Click on Logs,
   a. Then on Submittals
3. Click on New
4. Complete the Upper form
5. Complete Lower form –
Line Item List
6. Go to Middle form –
Action detail
7. Select whom to CC
8. Click Add
9. Click OK
10. Select Workflow Action on
the Upper right
11. Click Send
Notification of Submittal sent



Submittal Response

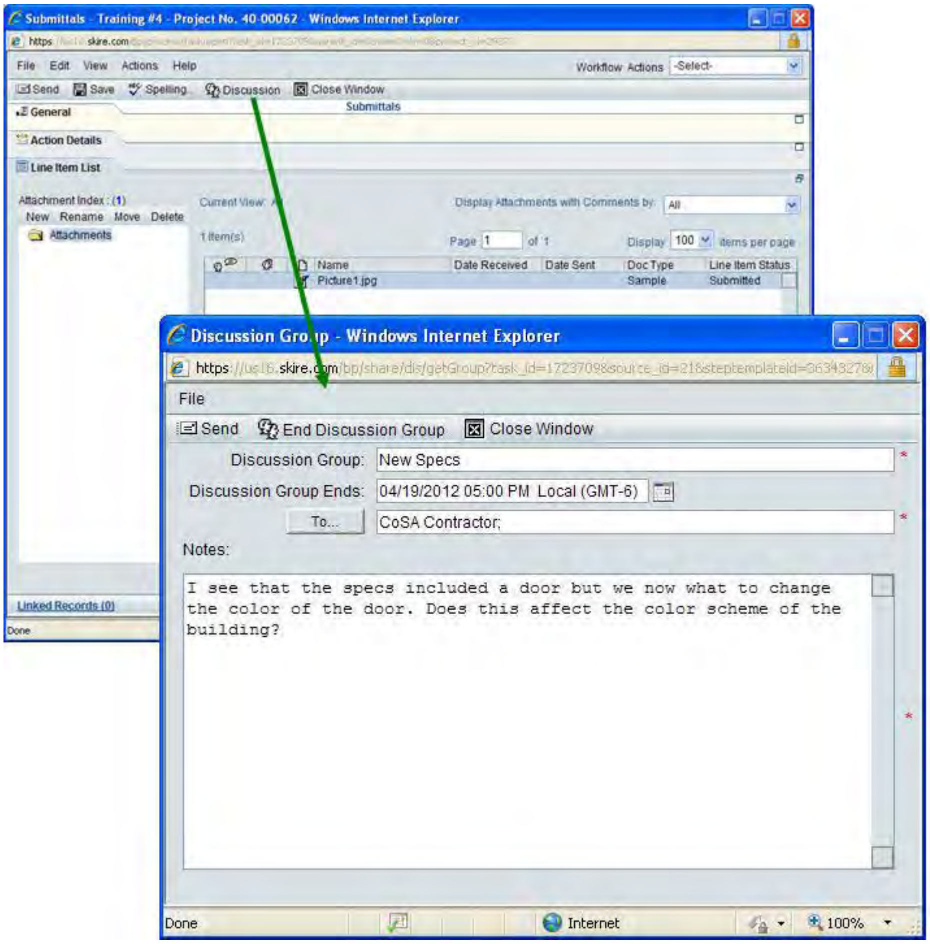
You will receive an email that a submittal requires your review and it will contain a link

1. Click on the link and it will open up the submittal
2. Click on Accept Task
3. Open the Upper Form and review information
4. Open the lower form (Line Item List)
5. Open the Attachment
6. Under the field: Line Item Status you are able to provide status
7. Select a Workflow Action
8. Click on Send

Create a Discussion

Discussion can be used to ask a question on an item or to get further clarification.

Click on Discussion



Meeting Minutes

1. Open your Project or On-Call Contract
2. Click on Collaboration BPs,
    a. Then on Meeting Minutes
3. New
4. Select Meeting Minutes
5. Complete fields as desired
6. Select a Workflow Action
7. Select Action Line Items
    - Click on Add
    - Complete fields as desired
8. Click Ok
9. Click Send

Permits

1. Open your Project or On-Call Contract
2. Click on Collaboration BPs, then on Permits
3. Click “New”
4. Complete fields as desired
5. Click on Finish Editing

Cost Sheets

1. Open your Project or On-Call Contract
2. Select Cost Manager
3. Select Cost Sheet
4. Double Click on the Cost Sheet listed on right side
5. Everything is listed by WBS #
    - Under the File menu you are able to export a Summary Cost Sheet, Summary Budget, WBS Details and Column Details

Project Information

1. Open your Project or On-Call Contract
2. Select Information
3. Select General
4. Double-Click on the Project Information on right side
5. Complete fields as desired under Project Information
6. Under the Standard form you are able to enter major points of the project or key issues