Construction Agreement Page 1

**Contract Officer**
1) Receives instructions to pursue award
2) Creates Contract Package
   - cover letter
   - General Instructions
   - 2 of Insurance Requirements
   - W-9 and ACH Forms (4 Pages)
   - Agreement Form
   - 5 of SBC-1
   - 2 letter to F&A-B&F
3) Enters data in PITS
4) Files 1 counter part of package

**Awardee**
1) Receives Agreement package
   - cover letter
   - 1 of general instructions
   - 1 of Agreement form
   - 1 of each bond form
   - 1 of insurance summary
   - 1 of W-9 and ACH forms
2) Completes & returns counterparts
   - 2 of Agreement form
   - 2 of each bond
   - 2 of each insurance certificate
   - 1 or more of W-9 & ACH

**Contract Officer**
1) Enters data in PITS
2) Checks Agreement, insurance, bonds
3) Resolves Awardee’s deficiencies
4) Completes routing check list
5) Initials routing memo from file
6) Enters data in PITS (bid tracking and contractor setup)
7) Forwards Agreement package to Executive Director
8) Prints SBC-7 from PITS and forwards to Project Manager

**SBC Project Manager**
Receives & processes SBC-7

**AVP CPD**
1) Reviews for compliance w/statutes, policies, and contracting procedures
2) Initials routing memo and forwards

**Accountant**
1) Verifies Funds
2) Issues Purchase Order
3) Obtains OBP Vice Chancellor signature
4) Initials routing memo & forwards

**State Architect**
Receives original SBC-1 and copy of Bid Tab for approval

**Designer**
Receives copy of cover letter

**AVP CPD**
Receives copy of SBC-1 and Bid Tab

**State Architect**
Receives original SBC-1 and copy of Bid Tab for approval

**Designer**
Receives copy of cover letter
Office of Legal Counsel
1) Reviews for form and legality
2) Obtains chief counsel signature
3) Initials routing memo & forwards

President
1) Reviews documents
2) Obtain President's signature
3) Initials routing memo & forwards

Contract Officer
1) Inserts appropriate dates on Agreement and bonds
2) Enters data in PITS
3) Copies Agreement & attachments and forwards with Designer and Contractor counterparts to Director Construction
4) Routes counterparts to CPD support
5) Uploads job files in the system and up-dates PITS Construction Contract Screen
6) Creates award letter
7) Issues award letter w/counterparts to Contractor and Designer
8) E-mails notification to Contractor and Designer

Transmittal may occur in Pre-Construction Conference as befits needs of project.

Designer receives
1) Copy of Award letter
2) counterpart of:
   · Agreement
   · Bonds
   · Insurance Certificates

Contractor receives
1) Award letter
2) counterpart of:
   · Agreement
   · Bonds
   · Insurance Certificates