# EEBACS USER GUIDE 1.0 Appendix G: Construction Special Cases

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ederal Highway Administration

EEBACS

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# G.1 Samples of Construction Special Cases for Progress Payments.

# G.1.1 Materials-On-Hand – Adding Non-CM Pay Item and including drawdown through Progress Payments

The Material-on-Hand pay item type allows the Engineer to add a Non-CM pay item to the Progress Estimate to pay the Contractor for materials delivered to the project site prior to the actual placement of that material. The original pay item is paid normally as the material is placed and the materials-on-hand pay item is adjusted with negative quantities to match the quantities placed to subtract the prepaid material costs. (The Preparatory Work pay item type is used similarly as the Materials-on-Hand pay item type, but is intended to pay for services and labor for partially completed contract items, where it is agreed that the contractor will be compensated that pay period for work performed.)

In the following example we the Government received a call from the Contractor that the 1000 tons of aggregate base was delivered to the project site and the Contractor has an invoice for \$9,372.23 for the stone. The Engineer and the Contractor look at the aggregate base pay item and decide to include a new Non-CM pay item for Materials-on-hand to pay the Contractor for the aggregate on-site.

Actions	Line #▼	Quantity 🔻	Unit Price ▼	Pay Units v	Amount 🔻	QTY	Amount	Current	Previous	To Date	Amount	Comp % ▼	Probable QTY		0/U % ▼
	Pay	Item # <b>v</b> : 30	101-4000		CM #:	Pay Iter	n Type 🛛 : NM	Desci	iption: Agg	regate ba	ise grading (	C or D			
0	A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00

The Engineer and the Contractor agree to a payment of 9,370.00 since this would be divisible by the 1000 ton quantity and allow for a unit price to the penny (1000 tons X 9.37/ton = 9,370.00).

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button. When adding the Non-CM pay item, make sure add the Non-CM pay item in the progress payment period where item first needs to appear.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 2 INS		cts (All)   Return	To List (Main) 🕐
Project Info V Design V Acquisition Construction Account V Team V Event Log			
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contractors	act Modifications		
Grand Summary YPay Notes YPay Note Summaries Y Non CM Pay Items YPeriod Y Progress Payment Tracking			
Project Number: DAN 1-2 Project Name: DANTEST C ct Number: DTFH-71-08-C-0001 123456789 States: AL			
Search Filters:			
Keywords			
Apply Search			
Add New Items 1-2 of 2			
Pay Item Specific Pay Item # v Supplemental Description	Unit Price v	Quantity <b>v</b>	Total Price v

- A. Select "yes" since the stone is specific to the aggregate base pay item
- B. Either select "?" to see the project pay item list or enter keywords from the pay item description to display a shorter list, then select the related pay item
- C. Pick the pay item type "Materials on Hand"
- D. Pick the appropriate schedule letter.
- E. Enter the new line number, V note the related pay item line number to use as a guide.
- F. Enter a supplemental description in parentheses that denotes what was delivered to the site
- G. Enter the quantity that was delivered.  $\bigcirc$  note the unit of the new items is the same as the related pay item.
- H. Enter the agreed upon price that closely approximates the invoice cost
- I. Hit the Save & Close button.

Projects: DAN 1-2 DANTE	ST Constructions: Progress Pay Periods 2 INS: Non-CM Pay Items 4 Return To Pro	ects (All)   Return To List (Non CM Pay Items) 👔
Project Info Design	Acquisition Construction Account Team Event Log	
Core Contract Stat	tus <b>Progress Payment</b> SubContractors Cabor/Equipment Daily Reports Daily Diary Claims Contract	Modifications
Grand Summary	Y Pay Notes Y Pay Note Summaries Y Non CM Pay Items Y Period Y Progress Payment Tracking	
Project Number	r: DAN 1-2 Project Name: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL	
Save & Close Save	Delete Cancel & Close * indicates a required f	eld Non-CM Pay Item Info
Pay Item Specific*:		Created: 09-02-2010 07:57:43 By: <u>Dan VanGilder</u>
Related Pay Item*:	A1200: 30101-4000 NM Aggregate base grading C or D	Modified:         09-02-2010         07:58:36           By:         Dan VanGilder
Pay Item Type*:	MH - Materials On Hand	_
	Pay Item #: 30101-4000 Pay Item Description: Aggregate base grading C or D Pay Item Type: MH Pay Unit (U.S. Units): TON	
	Pay Unit (Metric Units): t	
Schedule*:		
Line Item Number*:	1210 <b>E</b>	
Supplemental Description:	(1000 tons aggregate delivered to site)	
Account Quantities		
CON01 PRA funds:		
Unit Price:	\$ 9.37	
Quantity:	1,000.0 t	
Total Price:	\$9,370.00	
Save & Close Save	Delete Cancel & Close	
-		

Once the new Materials on Hand pay item is added, the probable amount should be adjusted to zero. By definition, the materials on hand should be reduced to zero as all of the material is expected to be placed through the original pay item.

A. Select the Pay Item Summary ball to open the summary for the new Materials on Hand pay item so that the probable amount can be adjusted to zero.

_	s: DAN 1-: ct Info V			rogress Pa	Account V	eam (E	vent Log				∮ <u>Return</u>	To Projects	(All)   <u>Return To</u>	List (Progress Payn	<u>ment)</u> ?
Cor	e V Cont	ract Status Y	Progress Pay	ment	SubContractors	Labor/E	quipment V D	aily Report	ts 🗸 Daily D	iary (	Claims Co	ntract Mod	ifications \		
(	Grand S			y Note Su		CM Pay It	ems Period	Progres	ss Payment '	Tracking	1				
	Project I	Number: DA	N 1-2 Proj	ect Name	: DANTEST	Contract	Number: DT	FH-71-08-0	C-0001 1234	156789	States: A	۱L			
	Period Nu Date:		4, 2009					Payme End Da	ent Type: Pr ate: Fe	ogress bruary 3	, 2009				
Sear	h Filter	5:													
	Keywor	d			S	Status 🔿	Draft 🔿 Pendi	ng O Proc	cessed						
Con	tract Mod	s		P	art of a Contrac	t Mod 🔿	yes 🔿 no								
Арр	y Search	1													
		]													
			10 1 14				gress Paymen			_					1.1.1
\$762,0	ct Amoun 00.00		ed Contract A 330.00		Current Amount \$2,000.00		vious Amount: ,010.00		ate Progress unts: \$31,01			bable Am 71,330.00		ercent Work Con .020 %	npietea:
Gove	rnment R	eceiving Repo	t Progress I	Payment R	eport Progres	is Paymen	t Report (Cont	ractor Ver	sion) Item	ıs 1-20	of 22			Jump 1 💌	<u>Next &gt;</u>
			Contract (	)uantities	;	Revise	d Quantities		Current Q	uantitie	s			e Quantities	
	Line #▼	Quantity <b>v</b>	Unit Price v	Pay Units ▼	Amount <b>v</b>	QTY	Amount	Current	Previous	To Date	Amount	Comp % ₹	Probable QTY	Probable Amount	O/U % ▼
	Pa	y Item # ▼ :	15101-0000		CM #: F	ay Item	Type ▼:N	Descrip	otion: Mobili	zation					
1	A1000	AI	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00
	Pa	y Item # • :	20401-0000		CM #: F	ay Item	Type <b>v</b> : N	Descrip	otion: Roady	way exca	vation				
1	A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.do	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	0.00
	Pa	y Item # v :	30101-4000		CM #: F	ay Item	Type <b>v</b> : NM	Descrip	otion: Aggre	gate bas	e grading C	or D			
1	A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00
	Pa	y Item # v :	30101-4000		CM #: F	ay Item	Type <b>v</b> : MH	Descrip	otion: Aggre	gate bas	e grading C	or D (100	D tons		
<b>a</b>	A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$9,370.00	0.00
	$\left  \right $														

#### A. Enter "0" as the probable amount.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 2 INS	Return
Core V Contract Status V Progress Payment V SubContractors V Labor/Equipment V Daily Reports V Daily Diary V Claims V Contract	: Modifi
Project Number: DAN 1-2 Project Name: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL	
Save Close Print Preview Print Preview (Contractor Version) * indicates a required	field
Pay Item Number:       30101-4000       Line Number:       A 1210       Period:       2 INS       Pay Item Type:       MH         Description:       Aggregate base grading C or D (1000 tons delivered to the site)       Image: Control of the site       Image: Co	
Payment Remarks: <b>B</b> 🖌 <u>U</u> 🗐 🐺 -	
I	
Pay Note Summary Show Full Summary	
Total Quantity:0.0Pay Item Total:0.0	
Probable Amounts	
Probable Quantity: 0 t	
Probable Remarks: <b>B</b> <i>I</i> <u>U</u> ≡ ≡ ≡ 🛅 🛅 🖤 -	

To complete the payment for the stone stockpile add a pay note to the new pay item for the material invoice, approve the pay note, and submit the pay item for payment. Follow the normal steps for these procedures as outlined in the Construction Section of the manual.

Note: When adding to payment from the pay note summary the following error may appear since the quantity will be greater than the probable amount (since the probable for the item should be set to zero). Just hit the "Ignore And Proceed" button.

Errors detected - please see below:
<ul> <li>The quantity used to date is larger than the probable quantity.</li> </ul>
Ignore And Proceed.

Once submitted for payment, the \$9,370.00 invoice is now covered by the Materials on Hand (MH) pay item.

Projects	: <u>DAN 1-2</u>	2 DANTEST Cor	nstructions: P	rogress Pa	y Periods 2 INS	<u>}</u>					∮ <u>Return</u>	To Project	s (All)   <u>Return T</u>	o List (Progress Pa	<u>yment)</u> ?
Projec				struction	<u> </u>		Event Log								
Core	1				SubContractors			Daily Repo	1 1			ntract Mo	difications \		
	Grand Su	Immary Pa	iy Notes 🛛 Pa	iy Note Sur	nmaries ( Nor	n CM Pay	Items 🛛 Perio	a ( Progr	ess Paymen	t Tracking					
F	Project N	lumber: DAN	1-2 Proj	ect Name:	DANTEST	Contrac	t Number: D	TFH-71-08	-C-0001 12	3456789	States: A	AL			
	eriod Nur							· · · · ·	nent Type: F	-					
Start	Date:	January	4, 2009					End I	Date: F	ebruary 3	3, 2009				
Searc	h Filters														
	Keyword	H				Status C	Draft OPen	ding 🔿 Pr	ocessed						
Cont	ract Mode	s		P	art of a Contra	ct Mod 🔘	yes ○no								
Apply	Search														
			10 1 14				ogress Payme								
\$762,00	t Amount 0.00	t: Revise \$771,3	ed Contract Ai 330.00		Current Amoun \$11,370.00		evious Amoun 29,010.00		Date Progre ounts: \$40,			obable Ar 61,960.0		Percent Work Co 5.299 %	ompleted:
Gover	nment Re	ceiving Report	Progress I	Payment Re	eport Progre	ss Payme	ent Report (Cor	ntractor Ve	ersion) Ite	ms 1-20	of 22			Jump 1 💌	<u>Next &gt;</u>
			Contract Q	uantities		Revise	d Quantities		Current (	Quantitie	s		Probable	Quantities	
	Line #▼	Quantity 🔻	Unit Price v	Pay Units v	Amount 🔻	QTY	Amount	Current	Previous	To Date	Amount	Comp % ▼	Probable QTY	Probable Amount	O/U %▼
	Pa	<b>y Item # • :</b> 1	5101-0000		CM #:	Pay Iten	n <b>Type ▼ :</b> N	Descr	iption: Mob	ilization					
<b>=</b> 🔾	A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00
	Pa	<b>y Item # • :</b> 2	0401-0000		CM #:	Pay Iten	n <b>Type ▼ :</b> N	Descr	iption: Roa	dway exca	avation				
1	A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.00	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	0.00
	Pa	<b>y Item # • :</b> 3	0101-4000		CM #:	Pay Iten	<b>1 Type ▼ :</b> NM	Descr	iption: Agg	regate ba	se grading C	or D			
1	A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00
	Pa	<b>y Item # • :</b> 3	0101-4000		CM #:	Pay Iten	<b>1 Type ▼ :</b> MH	Descr	iption: Agg	regate bas	se grading C	or D (100	00 tons		
প্র 🔵	A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	1,000.0	0.0	1,000.0	\$9,370.00	0.00	0.0	\$0.00	-100.00
	-	1	1	1	I	I	l	1	I	I	' 🔶	1	1	l	I

The next payment period, the Contractor places 100 tons of material which is to be paid under the aggregate base pay item. Pay the aggregate base item for 100 ton as you would normally. Then the Material on Hand pay item must then be adjusted (drawn down) by the number of tons paid in the aggregate pay item (100 tons).

#### A. Add a pay note for the Material on Hand pay item.

( Core	e Contr	act Status 🗸	Progress Pa	yment 🕼	SubContractors	Labor	/Equipment 🗸	Daily Rep	orts V Daily	Diary V	Claims Co	ontract Mo	difications \		
	Grand S	ummary P	ay Notes 🗸 Pa	ay Note Su	mmaries 🗸 No	n CM Pay	Items Perio	d Y Progr	ess Paymer	t Tracking	7				
	Project N	lumber: DAI	N 1-2 Proj	ect Name	: DANTEST	Contrac	t Number: D	)TFH-71-08	3-C-0001 12	3456789	States:	AL			
	Period Nu								Payment T						
Start	Date:	rebruar	ry 4, 2009						End Date:	Marc	h 6, 2009				
Searc	ch Filters														
	Keyword	1					🔾 Draft 🔿 Pen	ding 🔿 Pr	ocessed						
Con	tract Mod	s		P	art of a Contra	act Mod	)yes ⊖no								
Appl	y Search														
Contra	ct Amoun	Pevis	ed Contract A	mount:	Current Amou		rogress Payme evious Amount		Totals Date Progre	ss Pavme	nt Pr	obable An	ount:	Percent Work Co	omolei
\$762,0			,330.00		\$4,960.00		0,380.00		ounts: \$45,3			761,860.00		5.951 %	mpici
Gove	rnment Re	ceiving Repor	t Progress	Payment R	eport Progre	ess Paym	ent Report (Cor	ntractor Ve	ersion) Ite	ems 1-20	of 22			Jump 1 💌	<u>Nex</u>
			Contract Q	-		Rovise	d Quantities		Current (	-	s			e Quantities	
	Line #▼	Quantity 🔻	Unit Price v	Pay Units v	Amount 🔻	QTY	Amount	Current	Previous	To Date	Amount	Comp % ▼	Probable QTY	Probable Amount	0/U %₹
	Pa	y Item # ▼ :	15101-0000		CM #:	Pay Iter	n Type ▼ : N	Descr	iption: Mob	ilization					
<b>=</b> 🔾	A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	
	Pa	y Item # ▼ : :	20401-0000		CM #:	Pay Iter	n Type <b>v</b> : N	Descr	iption: Roa	dway exc	avation				
1	A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.00	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	(
	Pa	y Item # <b>v :</b> :	30101-4000	1	CM #:	Pay Iter	n Type <b>v</b> : NM	Descr	iption: Agg	regate ba	se grading C	or D		1	
1	A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	100.0	0.0	100.0	\$5,000.00	10.00	1,000.0	\$50,000.00	
	Pa	y Item # ▼ : :	30101-4000		CM #:	Pay Iter	<b>n Type v :</b> MH	Descr	<b>iption:</b> Agg	regate ba	se grading C	or D (100	10 tons	I	
	A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	1,000.0	1,000.0	\$9,370.00	0.00	0.0	\$0.00	-100
<b>a</b> 🔾															

- A. Enter the proper data in the required fields.
- B. Enter a negative quantity equal to the quantity paid in the Aggregate Base pay item.

ve & Clos		elete Cancel	Cancel	& Close Su	bmit To PE	Print Preview		* ind	dicates a required fie
int Previe	ew (Contractor	Version)							
HWA Pa	-								
Pay Note Period:	: 10 I 3 IN		em Nun em Typ			rials On Hand		e Number: tract Mod #:	A 1210
		e base grading C							
		Contract Qua	Intities		Revis	ed Quantities	Pro	bables	
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under
	0.0	\$9.37	t	<b>≩</b> 0.00	1,000.0	\$9,370.00	0.0	\$0.00	-100.00
CON01	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	\$0.00	-100.00
		Work Date End							
			select		B Z U	E Z Z Z			
		02-11-2009 (	select				A		

- A. To see the revised Total, click the "Save" button.
- B. Then click the "Submit To PE" button.

CON01 PRA funds Q	uantity: -100.0
Total Pay Note Quantity:	
Total Production Days:	· 0
Production Rate:	0.0 t/Day
Measured By*:	JOE PAVERS 🗸
FHWA Inspector:	V
Contractor Inspector:	JOE PAVERS V
Interim/Final*:	
Supporting Documentation:	Add Document
Reference:	B / <u>U</u> ≣ ≣ ≣ 🛅 🛱 🗐 💝 •
Save & Close Save	Delete Cancel & Close Submit To PE Print Preview Print Preview (Contractor Version)

Once submitted and approved the pay note can be added to the payment through the Pay Note Summary (green ball, or Pay Note Summary Tab).

Note: When adding to payment this error may appear since the quantity will be greater than the probable amount (since the probable for the item should be set to zero). Just hit the "Ignore And Proceed" button.

Project N	umber: DAN 1-2	Project Nai	ne: DANTEST	Contract Nun	<b>iber:</b> DTFH-71-08-	C-0001 123456	789 <b>St</b>	ates: AL	
• The q	etected - pleas uantity used to dat nd Proceed.			antity.					
Save Close	Add To Payment	Print Preview	Print Preview	(Contractor Version	on)		* indicate	es a requir	ed field
Pay Item Nur Description: /	<b>nber:</b> 30101-4 Aggregate base gr				riod: 3 INS	Pay Item T	уре:	МН	
Payment Rema	rks:		В	IU≣≣≣	I 📰 🛍 💷 🖤 •				
Pay Note Sun Show Full Sumi	-							/	8
Pay Note Number	Pay Note Date	Loc	ation/Descrip	tion	Account Tot	als Ren	narks T	otal Pay I Quantit	
<u>10</u>	September 13, 2010	Entry 1: Drawd tons of placed a	own of MOH to a aggregate	account for 100	CON01 PRA funds Quantity:	-100.0 Ent	ry 1: 0.0	Dt	
CON01 PRA fr Quantity: Total Quantit	-10	0.0							
Pay Item Tot	-	0.0							

ľ

Once added to payment, the Grand Summary will show the reduction in the current amount of stockpile so that the total payment for the placement of the aggregate base is adjusted to remove the cost paid to the Contractor for the material in the previous estimate.

Core		- ,	Progress Pay			```	Event Log \ /Equipment \	Daily Repo	orts Daily	Diary (	Claims ( C	Contract Mo	odifications \		
	Grand Su	mmary (	Pay Notes Pa	iy Note Sur	nmaries V Nor	n CM Pay	Items Perio	d V Progra	ess Payment	t Trackin	g				
I	Project N	umber: DA	N 1-2 Proj	ect Name:	DANTEST	Contrac	<b>t Number:</b> D	TFH-71-08	-C-0001 123	8456789	States:	AL			
	eriod Nun Date:		ry 4, 2009						Payment Ty End Date:		press ch 6, 2009				
Searc	h Filters														
	Keyword					Status 🤇	) Draft O Pend	lina 🔿 Pri	ocessed						
Cont	ract Mods			P	art of a Contra			ing Orn							
							,								
Apply	Search														
						P	rogress Payme	nt Period 1	otals						
	t Amount	- Revi	sed Contract A	mount:	Current Amour	t: Pro	evious Amount	Tor	Date Progres	e Davme	ant	robable A	mount	Percent Work Co	
			,330.00		\$4,023.00		0,380.00		ounts: \$44,4			761,860.0		5.828 %	ompiete
\$762,00	0.00	\$771	,330.00		\$4,023.00	\$4	0,380.00	Amo	ounts: \$44,4	03.00	\$			5.828 %	
762,00	0.00		,330.00	Payment Ro	\$4,023.00	\$4 ss Payme		Amo	ounts: \$44,4	03.00 ms 1-2(	¢ 0 of 22		0		
\$762,00	0.00	\$771	,330.00 rt Progress I	Payment Ro	\$4,023.00	\$4 ss Payme	0,380.00 ent Report (Con	Ame	rsion) Ite	03.00 ms 1-2(	¢ 0 of 22		0	5.828 % Jump 1 💌	
762,00	Line	\$771 ceiving Repo Quantity v	,330.00 rt Progress I Contract Q Unit	Payment Ro Quantities Pay	\$4,023.00  progre Amount •	\$4 ss Payme Revise QTY	0,380.00 ent Report (Con ed Quantities	Ame tractor Ve Current	ounts: \$44,4 rsion) Ite Current Q	03.00 ms 1-20 uantitie To Date	¢ 0 of 22	761,860.0 Comp	0 Probable	5.828 % Jump 1 v e Quantities Probable	<u>Next</u>
Gover	Line	\$771 ceiving Repo Quantity ¥ / Item # ¥ :	,330.00 rt Progress I Contract Q Unit Price V	Payment Re Quantities Pay Units <del>v</del>	\$4,023.00  progre Amount •	\$4 ss Payme Revise QTY Pay Iten	0,380.00 ent Report (Con d Quantities Amount n Type v : N	Ame tractor Ve Current	ounts: \$44,4 rsion) Ite Current Q Previous iption: Mobi	03.00 ms 1-20 uantitie To Date ilization	¢ 0 of 22	761,860.0 Comp % ▼	0 Probable QTY	Jump 1 v e Quantities Probable Amount	<u>Next</u> 0/U % ▼
Gover	Line # v Pav A1000	\$771 ceiving Repo Quantity ¥ / Item # ¥ : A	,330.00 rt Progress I Contract Q Unit Price v 15101-0000	Payment Re Quantities Pay Units <del>v</del>	\$4,023.00 port Progre Amount • CM #: \$20,000.00	\$4 ss Payme QTY Pay Iten 100%	0,380.00 ent Report (Con d Quantities Amount n Type v : N	Ame tractor Ve Current Descr 0%	ounts: \$44,4 rsion) Ite Current Q Previous iption: Mobi	03.00 ms 1-20 uantitie Date lization 0%	\$0 of 22 25 Amount \$0.00	761,860.0 Comp % ▼	0 Probable QTY	Jump 1 v e Quantities Probable Amount	<u>Next</u> 0/U % ₹
762,00 Gover	Line # v Pav A1000	\$771 ceiving Repo Quantity ¥ / Item # ¥ : A	,330.00 rt Progress I Contract Q Unit Price ▼ 15101-0000 II \$20,000.00 20401-0000	Payment Ro Quantities Pay Units V	\$4,023.00 port Progre Amount • CM #: \$20,000.00	\$4 ss Payme QTY Pay Iten 100% Pay Iten	0,380.00 ent Report (Con d Quantities Amount n Type v : N \$20,000.00 n Type v : N	Ame tractor Ve Current Descr 0%	rsion) Ite Current Q Previous iption: Mobi 0%	03.00 ms 1-20 uantitie Date ilization 0% dway exc	\$0 of 22 25 Amount \$0.00	Comp % ▼	0 Probable QTY 100%	5.828 % Jump 1 v e Quantities Probable Amount \$20,000.00	<u>Next</u> 0/U % <b>v</b>
762,00	Line # v A1000 A1100	\$771 Quantity ¥ / Item # ¥ : A / Item # ¥ : 2,00	,330.00 rt Progress I Contract Q Unit Price ▼ 15101-0000 II \$20,000.00 20401-0000	Payment Ro Quantities Pay Units V	\$4,023.00 Progre Amount 7 CM #: \$20,000.00 CM #: \$20,000.00	\$4 ss Payme QTY Pay Item 100% Pay Item 2,000	0,380.00 ent Report (Con d Quantities Amount n Type v : N \$20,000.00 n Type v : N	Ame tractor Ve Current Descr 0% Descr 0	ounts: \$44,4 rsion) Ite Current Q Previous iption: Mobi 0% iption: Road 1,851	03.00 ms 1-20 uantitie Date lization 0% dway exe 1,851	4 0 of 22 es Amount \$0.00 cavation	761,860.0 Comp % ▼ 0.00 92.55	0 Probable QTY 100%	5.828 % Jump 1 v e Quantities Probable Amount \$20,000.00	<u>Next</u> 0/U %▼
762,00 Gover	Line # v A1000 A1100	\$771 Quantity ¥ / Item # ¥ : A / Item # ¥ : 2,00	J330.00           tt         Progress I           Contract Q           Unit           Price v           15101-0000           II         \$20,000.00           20401-0000           0         \$10.00           30101-4000	Payment Ro Quantities Pay Units v LPSM	\$4,023.00 Progre Amount 7 CM #: \$20,000.00 CM #: \$20,000.00	\$4 ss Payme QTY Pay Iten 100% Pay Iten 2,000 Pay Iten	0,380.00 ent Report (Con d Quantities Amount n Type v : N \$20,000.00 n Type v : N \$20,000.00 n Type v : NM	Ame tractor Ve Current Descr 0% Descr 0	ounts: \$44,4 rsion) Ite Current Q Previous iption: Mobi 0% iption: Road 1,851 iption: Aggr	03.00 ms 1-20 uantitie To Date lization 0% dway exc 1,851 regate ba	4 0 of 22 25 Amount \$0.00 cavation \$18,510.00 ase grading (	761,860.0 Comp % v 0.00 92.55 C or D	0 Probable QTY 100% 2,000	5.828 % Jump 1 V e Quantities Probable Amount \$20,000.00	<u>Next</u> 0/U % ▼ 0.
762,00	00.00 Imment Re Imment Re Par A1000 Par A1100 Par A1200	\$771 Quantity v / Item # v : 2,00 / Item # v : 1,000.	J330.00           tt         Progress I           Contract Q           Unit           Price v           15101-0000           II         \$20,000.00           20401-0000           0         \$10.00           30101-4000	Payment Ro Quantities Pay Units v LPSM	\$4,023.00 aport Progree Amount v CM #: \$20,000.00 CM #: \$20,000.00 CM #: \$50,000.00	\$4 ss Payme Revise QTY Pay Item 2,000 Pay Item 1,000.0	0,380.00 ent Report (Con d Quantities Amount n Type v : N \$20,000.00 n Type v : N \$20,000.00 n Type v : NM	Ami tractor Ve Current Descr 0% Descr 100.0	Current Q Previous iption: Mobi 0% iption: Road 1,851 iption: Aggr 0.0	03.00 ms 1-20 uantitie To Date ilization 0% dway exe 1,851 regate ba 100.0	4 0 of 22 25 Amount \$0.00 cavation \$18,510.00 ase grading (	761,860.0 Comp 0.00 92.55 C or D 10.00	0 Probable QTY 100% 2,000 1,000.0	5.828 % Jump 1 V e Quantities Probable Amount \$20,000.00	<u>Next</u> 0/U % ▼ 0.

## G.1.2 Asphalt/Fuel Price Adjustments.

The Asphalt/Fuel Price Adjustment Pay Items are added in Design and awarded in Acquisitions, similar to partnering. These pay items are Design Incentive (DI) pay item types.

The use of Asphalt/Fuel Price Adjustment on qualifying Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the ratio of the monthly performance price index and the base price index (MPPI/BPI) for the quantity (Q) being paid for the pay period.

As per contract requirements for the asphalt adjustment (for fuel adjustment see latest special contract requirements):

- No Price Adjustment When the ratio MPPI/BPI falls within the range of 0.90 to 1.10, no price adjustment will be made for any asphalt cement used in construction work performed during the relevant month.
- Government Rebate When the ratio MPPI/BPI is calculated to be less than 0.90, the Government is due a rebate determined in accordance with the following formula: Government Rebate = [0.90 – (MPPI/BPI)] (BPI) (Q)
- Contractor Payment When the ratio MPPI/BPI is calculated to be greater than 1.10, the Contractor is due additional payment determined in accordance with the

following formula: Contractor Payment = [(MPPI/BPI) - 1.10] (BPI) (Q)

This is the original asphalt escalation incentive pay item awarded before any payments have been made. Add pay note to pay an escalation or add a government rebate for asphalt price reduction.

Project Info / Design / Acquisition / Construction / Account / Team / Event Log														
Core Contract State	Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications													
Grand Summary	Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Account Progress Payment Tracking													
Project Number:	KS PRA NWTT	5(1) Pr	oject Na	me: NEW TE	ST MARC	CH 29, 2010	Contract	Number:	DTFH70-10	-C-ATEST	States:	KS		
Pay Period Number: 1	Pay Period Number: 1 Payment Type: Progress													
Search Filters:														
Search Filters: Keyword asphalt escalation Status O Draft O Pending O Processed														
Contract Mods 🔲 002	Keyword     asphalt escalation     Status     O Pranting     Processed       Contract Mods     002     Part of a Contract Mod     Yes     No													
001	a													
Apply Search Clear														
						Progress Pa	yment Peri	od Totals						
Contract Amount: \$10,924,768.72	Revised Cont \$10,355,984.3		nt:	Current Appr \$611,700.00	oved Am		vious Paid enditure: \$1	D.00	To Date E \$611,700	xpenditure		ble Amount: 02,059.22	Percent Work C 5.881 %	completed:
Government Receiving Rep	Progress Pays	ent Report	Progress	s Payment Repo	rt (Contra	ctor Version)	Items 1-1	of 1						
	Cont	act Quan	tities	_	Revise	d Quantities		Current Q	uantities			Probab	le Quantities	
		tevr Pay				Amount					Comp % 🔻	Probable QTY	Probable Amount	0/U % ▼
	<b>≭ ▼ :</b> 99904-0000		CM	#: Pay It	em Typ	evr:DI De	scription:	ASPHALT E	SCALATIO	N			1	
🗐 🔾 A0640	All \$20,0	00.00 LPS	м	\$20,000.00	100%	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$20,000.00	0.00
Government Receiving Rep	Progress Pays	ent Report	Progress	Payment Repo	rt (Contra	ctor Version)	Items 1-1	of 1						
	-					Progress Pa	yment Peri	od Totals						
Contract Amount: \$10,924,768.72	Revised Cont \$10,355,984.		nt:	Current Appr \$611,700.00	oved Am		vious Paid enditure: \$1	D.00	To Date E \$611,700	xpenditure .00		ble Amount: 02,059.22	Percent Work C 5.881 %	completed:

For this example the MPPI=552.5 BPI = 500

Complete pay note with appropriate asphalt index information and Submit to PE.

	aral Highway BACS	Administration						T	uesday, March 13, 20	12   11:40 am   Log User: Heidi Hirsbrun 🔲 powered by sympl
Projects: KS	PRA NWTT 1	5(1) Construct	ions: Pro	gress Pay Perio	<u>ds 1 INS: P</u>	ay Note		4	Return To Projects (All)	
	o Design		Constru							
	Contract Stat		-	· · · · · · · · · · · · · · · · · · ·			Daily Reports	Daily Diary		Modifications
Gran	d Summary	Y Pay Notes	Pay No	e Summaries 👔	Non CM P	Pay Items V Perio	od 🛛 Account	Progress Payr	nent Tracking \	
		KS PRA NWT				EST MARCH 29, 2			TFH70-10-C-ATEST	States: KS
Save & Close	e Save De	elete Cancel	Cancel & C	ose Submit To I	PE Print F	Preview Print Pre	eview (Contracto	r Version) * ind	cates a required field	02.12
FHWA Pa	ay Note									Lieated: 11:22
Pay Note			Item Nu			904-0000		Number:	A 0640	Hirsbr
Period: Descript		INS Pay TESCALATION	Item Ty	pe:	Des	sign Incentive	Con	tract Mod #:		11:40
		Contract (	Duantitie	5	Rev	ised Quantities	Pr	obables		By: Heidi Hirsbi
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under	
	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	100%	\$20,000.00	0.00	
CON01	100%	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	100%	\$20,000.00	0.00	
Pay Note	Date*:	03-13-2012	select	clear						
Entries:		Pay Note En	try #1							
		Work Date St								
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		03-31-2012	-							
		Location/Des	ription*:							
							🖻 🗎 💝 -			
		Asphalt Esca	lation 1/	1/2012 - 3/31/20	012					
									1.	
			Funding f	rom forest Quan	ntity:					
		\$ 11250.00								
		Remarks/Cal	culations							
				4,500 = \$11,25		ontractor paymen	t due.			
				otal asphalt esca		11,250.				
		Delete								
		Add Entry								
CON01 F	PLH Funding	from forest	\$11,25	0.00						
Quantity		\$11,250.00								
Quantity:	Hote									
Total Prod	duction Days	90								
Production	n Rate:	\$125.00/Day								
Measured	By*:	Holly CCInspe	ect 💌							
FHWA Ins	pector:	Lorell K. Dute	il 🔻							
Contracto	r Inspector:	Holly CCInspe	ect 💌							
Interim/Fi	inal*:	⊙ Interim 🔘	Final							
Supportin	g	Add Document	]							
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Document					IU	E Z Z Z Z	I 🛄 💞 -			
Document Reference										1
		See asphalt e	scalation	index chart.						
		See asphalt e	escalation	index chart.						
		See asphalt e	scalation	index chart.						
		See asphalt (	scalation	index chart.						
		See asphalt e	scalation	index chart.					į,	

View of asphalt escalation pay note after pay note has been approved and added to payment.

	ect Info			<u>Construct</u>			count	1 INS	Event Log				o Projects (/	All)   Retu	rn To List (Pr	ogress Paymer	nt)
Cor		V Design htract Sta	<u> </u>	Progress	Construe				or/Equipment	Daily R	eports V	Daily Dia	rv V Clair	ns V C	ontract Mod	lifications \	
(		Summar	_	Pay Notes		e Summarie			ay Items V Perio		-	Progress F	<u> </u>		-		
	Project Numbe		KS (1)	PRA NWTT		Project Name:		NEW TES	T MARCH 29,		ontract Imber:		DTFH70-10 ATEST	0-C-	Stat	es: KS	
· · ·	Period N rt Date:	lumber: 1 A		, 2010						iyment 1 id Date:	Type: Pro Ma	ogress y 5, 2010					
																	_
Sear	rch Filte	rs:															
Sear			alt esc	alation				Status		ding O	Process	od					
	Keywo	ord aspha		alation		Part of a	a Contra		O Draft O Pen	ding 🔘	Process	ed					
	Keywo	ord aspha	12	alation		Part of a	a Contra		○Draft ○Pen ○Yes ○No	ding 🔘	Process	ed					
	Keywo	ord aspha	12	alation		Part of a	a Contra			ding 🔿	) Process	ed					
Con	Keywo	ord aspha	12	alation		Part of a	a Contra			ding 🔘	) Process	ed					
Con	Keywo ntract Mo	ord aspha ods 00 00	12	alation		Part of a		act Mod			) Process	ed					
Con Apple Contra	Keywo ntract Mo <b>Iy Search</b> act Amou	ord aspha ods 00 00 Clear	12 11a Revis	ed Contract	t Amount:	Current A	P	act Mod	O Yes O No Payment Period Previous Paid	Totals	) Date Ex	penditure:				cent Work	189
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.7	ord aspha ods 00 00 00 00 00 00 00 00 00 00 00 00 00	12 11a Revis \$10,3	ed Contract 55,984.22		Current A	P pprovec \$622,95	rogress d   i0.00	Yes No Payment Period Previous Paid Expenditure: \$0.	Totals 00 \$6	) Date Ex (22,950.0	penditure:	Probable \$10,402,			cent Work	089
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.7	ord aspha ods 00 00 Clear	Revis \$10,3	ed Contract 355,984.22 Progress Pa	yment Rep	Current A Amount: s	P pprovec \$622,95	rogress d i io.00 i	O Yes O No Payment Period Previous Paid Expenditure: \$0. rt (Contractor Vers	Totals To 00 \$6 ion) It	) Date Ex 22,950.0 tems 1-	penditure: 10 1 of 1			Co	mpleted: 5.9	
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.7	ord aspha ods 00 00 00 00 00 00 00 00 00 00 00 00 00	Revis \$10,3	ed Contract 55,984.22	yment Rep	Current A Amount: s	P pprovec \$622,95 ess Paym	rogress d   i0.00	Yes No Payment Period Previous Paid Expenditure: \$0.	Totals To 00 \$6 ion) It	) Date Ex (22,950.0	penditure: 10 1 of 1		,059.22	Co	Quantities	
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.7	ord aspha ods 00 00 00 00 00 00 00 00 00 00 00 00 00	Revis \$10,3 port	ed Contract 355,984.22 Progress Pa	yment Rep	Current A Amount: s	P pprove \$622,95 \$55 Paym R Qu	act Mod	Yes No Payment Period Previous Paid Expenditure: \$0. ort (Contractor Vers	Totals To 00 \$6 ion) It Curre	) Date Ex 22,950.0 tems 1-	penditure: 00 1 of 1 ntities		,059.22	Co	mpleted: 5.9	
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.71 rnment Re Line # v	ord aspha dds 000 000 Clear unt: 2 cceiving Re	Revis \$10,3 port C	ed Contract 55,984.22 Progress Pa ontract Qu Unit	yment Rep Iantities Pay Units ₹	Current A Amount: 9	P pprove \$622,95 \$55 Paym R Qu	act Mod	Yes No Payment Period Previous Paid Expenditure: \$0. ort (Contractor Vers	Totals 00 \$6 ion) It Curre	o Date Ex 22,950.0 tems 1- ent Quar ous To	penditure: 00 1 of 1 ntities	\$10,402,	,059.22 Comp % ▼	Co Probable Probable	Quantities	0
Contra \$10,92	Keywo ntract Mo ly Search act Amou 24,768.71 rnment Re Line # v	ord aspha ds 000 000 Clear aut: 2 ecciving Re Quantii Pay Item	2 11a Revis \$10,3 port C C ty ▼	ed Contract 155,984.22 Progress Pa ontract Qu Unit Price V	yment Rep iantities Pay Units <del>v</del> 0	Current A Amount: s ort Progree	P pprovec \$622,95 ess Paym Qu QTY M #:	rogress d io.00 i eent Repo Revised jantitie: Amour Pay It	Yes     No       Payment Period       Previous Paid       Expenditure: \$0.       ort (Contractor Vers       s       nt     Current	Totals Totals To \$6 ion) It Curre Des	Date Ex 22,950.0 ent Quar ous To cription	penditure: 10 1 of 1 ntities Date A	\$10,402,	,059.22 Comp % ▼	Co Probable Probable QTY	Quantities	0
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Fuel escalation incentives should be handled the same way as the asphalt escalation example shown above; however, the formula to calculate the actual incentive/rebate includes a Fuel Usage Factor (FUF).

#### G.1.3 Materials Incentives/Disincentives.

The use of Pay Factors on Quality Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the Pay Factor of the lot being paid. At award, the Grand Summary should contain a related quality pay item for each qualifying pay item at the full incentive that can be earned.

In the following example the Contractor has placed 500 tons of aggregate in a Parking Area and the compaction was poor. A 98% pay factor was calculated for the 500 tons

- A. Qualifying Project Pay item
- B. Original Related Quality Material Incentive Pay Item for the full incentive (generally 1.05). Note the pay unit in this example is represented as a Q\_TON and the pay item type is QM.

C. The quantity for the Original Quality Pay Item starts out the same as the quantity for the qualifying pay item. **For EFLHD ONLY:** At the end of the project, the quantity should be reduced by the un-used portion through a contract modification.

	Proje	ct Info V	Design Ac	quisition	Constructio	n Account	Team	Event Log	1							
	Cor		act Status Y	Progress I		SubContract	ors ( Lal	por/Equipment	Daily F	Reports VI	Daily Dia	ry Claims	Contrac	t Modifications	7	
	(	Grand S	ummary P	ay Notes V	Pay Note Su	ummaries 🗸 N	Ion CM Pa	ay Items V Per			ogress F	ayment Tracl	king \		_	
		Project N	lumber: (2)	TEST Kim 1	Proj		Construct 2009	ion subteam t	esting - A	ugust		tract nber:	dtfh7( 11223	)-09-c-	States: KS	
	1 1	Period Nur Date:		ıber 12, 200	9					Payment T End Date:		ogress tober 12, 20	09			
	Sear	h Filters														
		Keywor	d 301				Status	🔘 Draft 🔘 🛛	ending 🤇	Processed	t					
	Con	tract Mod	s 📃 2			Part of a Con	tract Mod	🔘 Yes 🔘 No	)							
			1													
	Appl	y Search	Clear													
								Progress Paym	opt Dorios	Totala						
	Contra	ct Amoun	t: Rev	vised Contra	ct Amount:	Current Ap		Previous Pai			Date Exp	enditure:	Probable	Amount:	Percent Work	
	\$12,66	4,737.98	\$12	2,664,956.38	3	Amount: \$	o.oo	\$2,174,944	13	\$2,1	74,944	.13	\$13,899,	524.27	Completed: 15	5.648 %
	Gove	nment Rec	eiving Report	Progress F	ayment Repo	Progress	Payment	Report (Contrac	tor Versio	n) Items	1-4 of	4				
				Contract	Quantities		Revise	d Quantities		Current C	Quantiti	es			e Quantities	
		Line # T	Quantity 🔻	Unit Price 🔻	Pay Units <b>v</b>	Amount 🔻	QTY	Amount	Current	Previous	To Date	Amount	Comp % ▼	Probable QTY	Probable Amount	O/U % ▼
Ν		Pa	y Item # <del>+</del> :	30105-000	0	CM #	Pa	y Item Type	•:NM	Descriptio	on: SUB	BASE				
$\mathbf{A}$	۵ 🕒	C1200	5,500.0	\$22.00	TON	\$121,000.00	5,500.0	\$121,000.00	0.0	500.0	500.0	\$11,000.00	9.09	5,500.0	\$121,000.00	0.00
		Pa	y Item # <b>▼</b> :	30105-000		CM #	Pa	y Item Type	•:QM	Descriptio	on: SUB	BASE (Qualit	y)			
в	1	C1220	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0.0	0.0	0.0	\$0.00	0.00	5,500.0	\$6,050.00	0.00
						4	0	<b>`</b>								

If a portion of the material of the project pay item earns a pay factor lower than the one set for the full incentive at award, a non-CM pay item must be added for each lot earning a reduced pay factor and the new pay item must be related to the original quality pay item.

For this example a non-CM Pay Item is added for the 500 tons placed in Parking Area #1 that earned a 98% pay factor.

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button.

Projects: DAN 1-2 DANTES	T Constructions: Progress	Pay Periods 2 INS 4 Return To Proje	ects (All)   Return To List (Main) 🔇
Project Info Design	Acquisition Construct	ion Account Team Event Log	
Core Contract Statu	S Progress Payment	SubContractors $\gamma$ Labor/Equipment $\gamma$ Daily Reports $\gamma$ Daily Diary $\gamma$ Claims $\gamma$ Contract Modification:	s
Grand Summary	Pay Notes Pay Note S	ummaries Non CM Pay Items Period Progress Payment Tracking	
Project Number:	DAN 1-2 Project Na	ne: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL	
Search Filters:			
Keywords			
Apply Search			
Add New Items 1-2 of	f 2		
A Pay Item Spe	ific Pay Item # 🔻	Supplemental Description Unit Price v	Quantity v Total Price v

- A. Select "yes"
- B. Either select "?" to see the project pay item list or enter keywords from the pay item description to reveal a shorter pick list, then select the related quality pay item. In this example 30105-0000 QM SUBBASE (Quality)



C. Select Pay Item type "QM – Quality Materials Incentive".

Pay Item Specific*:	• Yes ONO	
Related Pay Item*:	C1220: 30105-0000 QM SUBBASE (Quality)	P (3
Pay Item Type*:	·	
Schedule*:	QM - Quality Materials Incentive QR - Quality Roughness Incentive	
Line Item Number*:	QS - Quality Smoothness Incentive MH - Materials On Hand PW - Preparatory Work	
Supplemental Description:		
	*	

- D. Select the appropriate schedule
- E. Enter line item number. Consideration should be given to the line item number, due to limited numbers between the original items. It may be impractical to 'split the difference' between existing pay item line numbers if many pay items may need to be inserted for multiple pay factors.
- ♥ Note the related pay item line number (this example 1220) to use as a guide.

- F. Add a supplemental description, which should at least include the lot number and pay factor. The supplemental description becomes part of the pay item name. Examples: Material lot #, pay factor #, quantity, etc. Put the supplemental description in parenthesis.
- G. Enter the quantity of the lot by the appropriate account.
- H. Enter the unit price based on the pay factor of the lot (see inset box for this example).
- I. Click the Save & Close button.

Schedule <b>*</b> : Line Item Number Supplemental Description:	<pre>c   D   E (0.98 pay factor for lot#1)</pre>	The adjusted unit price (ADJ) for the pay factor (PF) for the non-CM pay item (where UP = the unit price of the qualifying project pay item):
		(PF-1)*UP = ADJ
CON01 PLH Fund		(0.98-1.00) x \$22.00 = -\$0.44
CON02 Money fr	rom County: 0 Q_TON	If the PF had been 1.03, then the unit price would be:
Unit Price:	\$ -0.44	$(1.03 - 1) \times 22.00 = 0.66$
Quantity:	500.0 Q_TON	
Total Price:	-\$220.00	
Save & Close Save	Delete Cancel Cancel & Close	
Save & Close Save	Delete Cancel Close	

- A. Once the new pay item for this lot has been added to the Grand Summary, to actually pay for the new item, a pay note must be generated, submitted to the PE, approved, and then added to payment.
- Note: If any lot earns a pay factor less than the 1.05 or 1.06 for the full incentive, the contractor will not be able to earn the full amount set up for the incentive for that pay item. Therefore the probable quantity of the original quality pay item should be decreased by the quantity of the lot of the reduced pay factor. For this example the original probable should be reduced by the amount of lot #1 (500 tons) from 5500 tons to 5000 tons.
- B. To adjust the probable of the original quality incentive item, select the Pay Item Summary ball to open the summary

			Contract	Quantities		Revise	d Quantities		Current	Quantities			Probab	le Quantities	
	Line # v	Quantity v	Unit Price v	Pay Units v	Amount v	QTY	Amount	Current	Previous	To Date	Amount	Comp % *	Probable QTY	Probable Amount	0/U%*
	Pay It	em # <b>v</b> : 30105-	0000	CM #:	Pay Item Ty	pe v : NM	Description	: SUBBASE							
1	C1200	5,500.0	\$22.00	TON	\$121,000.00	5,500.0	\$121,000.00	500.0	500.0	1,000.0	\$22,000.00	18.18	5,500.0	\$121,000.00	0.00
Ν	Pay It	em # v : 30105-	0000	CM #:	Pay Item Ty	pe v : QM	Description	: SUBBASE	(Quality)						
)	C1220	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0.0	0.0	0.0	\$0.00	0.00	5,500.0	\$6,050.00	0.00
V	Pay It	em # • : 30105-	-0000	CM #:	Pay Item Ty	pe v : QM	Description	: SUBBASE	(0.98 pay fa	tor for lot#	1)				
1	C1225	0.0	-\$0.44	Q TON	\$0.00	500.0	-\$220.00	500.0	0.0	500.0	-\$220.00	100.00	500.0	-\$220.00	0.00

- A. Type in the new probable quantity less the amount of the lot of the reduced pay factor pay item (5,500 tons 500 tons = 5000 tons for this example). Remember to hit the Tab key after entering the number.
- It's good practice to enter the reason for the deduction in both the Payment Remarks and the Probable Remarks.
- B. Click the Save button.
- C. Then, click the Close button.

Image: Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Dary Claims Contract Mumber: Contract Mumber: Claims Contract Mumber: Contract Mumber: Status	
Lumber: KS TEST Kim 1(2) Project Name: Contract Number: dise: Contract Number: dise: Contract Number: dise: Ministration   Pay Item Number:   30105-0000 Line Number: C1220 Period: 3 INS Pay Item Type: QM   Pay Item Number:   30105-0000 Line Number: C1220 Period: 3 INS Pay Item Type: QM   Pay Item SubBASE (Quality)   Pay Item SubBASE (Quality)   Pay Note Summary Show Total Quantity:   0.0   Probable Amounts   Contract Quantities:   5,000.0 Q_TON   Probable Remarks:   B   Jumestic   8   Jumestic   10011   10012   1001	
Pay Item Number: 3105-000   Line Number: C1220   Period: 31NS   Pay Item Type: QM   Payment Remarks:   B I II IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	s
Description: SUBBASE (Quality)         Payment Remarks:         Probable reduced by amount of Lot 1 paid at .98 Pay Factor         Pay Note Summary         Show Full Summary         Probable Amounts         CON01 PLH Funding:         So00       Q TON         Probable Quantity:         5,00.0 Q_TON         Probable Remarks:         Probable Remarks:         Source Conception:         Source Contract Quantities         Note Summary:         Source Contract Quantities         Revised Quantities         Probable Remarks:	s a required fi
Probable reduced by amount of Lot 1 paid at .38 Pay Factor     Pay Note Summary   Show Full Summary   Show Full Summary   Total Quantity:   0.0   Probable Amounts   CON01 PLH Funding:   5000   C TON   Probable Quantity:   5000.0 C TON   Probable Remarks:   B I I E E E E I I I F I	
Pay Note Summary         Show Full Summary         Total Quantity:       0.0         Probable Amounts:       0.0         CONOI PLH Funding:       0.0         CONOI PLH Funding:       0.0         Probable Quantity:       5,000.0 Q_TON         Probable Remarks: <ul> <li>Probable Remarks:</li> <li>Probable reduced by amount of Lot 1 paid at .98 Pay Factor</li> </ul> Image: Note that the second decomposition of Lot 1 paid at .98 Pay Factor           Image: Note the second decomposition of Lot 1 paid at .98 Pay Factor           Image: Note the second decomposition of Lot 1 paid at .98 Pay Factor           Image: Note the second decomposition of Lot 1 paid at .98 Pay Factor           Image: Note the second decomposition of Lot 1 paid at .98 Pay Factor	
Show Full Summary         Total Quantity:       0.0         Probable Amounts         CON01 PLH Funding:       5000 Q_TON         Probable Quantity:       5,000.0 Q_TON         Probable Remarks: <b>B</b> / U = = = = @ @ I + -         Probable Remarks: <b>B</b> / U = = = @ I I + -         Probable Remarks: <b>B</b> / U = = = @ I I + -         Image: Decomposition of the standard	
Show Full Summary:       0.0         Pay Item Total:       0.0         Probable Amounts:       0.0         CON01 PLH Funding:       5000 Q_TON         Probable Quantity:       5,000.0 Q_TON         Probable Remarks: <b>B</b> / I I I I I I I I I I I I I I I I I I	
Total Quantity:       0.0         Pay Item Total:       0.0         Probable Amounts:       CON01 PLH Funding:       \$000	
Pay Item Total:       0.0         Probable Amounts:       COND1 PLH Funding:       5000 Q_TON         Probable Quantity:       5,000.0 Q_TON         Probable Remarks:       B I U E E E E I I I I I I I I I I I I I I	
Probable Amounts         CON01 PLH Funding:       \$000         Probable Quantity:       \$,000.0 Q_TON         Probable Remarks:       B I U E E E E I III IIIIIIIIIIIIIIIIIIII	
B       I       U       I	
Probable reduced by amount of Lot 1 paid at .98 Pay Factor         Image: Contract Quantities         Revised Quantities       Progress Payment Quantities	
Acci Quantity onit Frice Onit Amount Qty Amount Current Previous to Date Amount % Comp. Quantity Amount	% Over / Ur
5,500.0 \$1.10 Q_TON \$6,050.00 5,500.0 \$6,050.00 0 0.0 \$0.00 \$0.00 5,000.0 \$5,500.00	-9.09
CON01 5,500.0 \$1.10 Q_TON \$6,050.00 5,500.0 \$6,050.00 0.0 0.0 0.0 \$0.00 \$0.00 \$5,000.0 \$5,500.00	-9.09

Note: The sum of the probable quantities of the quality pay items should equal the total probable quantity of the qualifying project pay item.

Project	Info Desig	n Acc	uisition	Construction	n Account	Team Event L	og									
Core	Contract S	tatus	Progress	Payment V	SubContractor	s Labor/Equipr	nent Da	ly Reports V D	aily Diary	Claims C	Contract Modi	fications				
G	rand Summ	ary P	ay Notes	Pay Note Su	immaries V No	on CM Pay Items	Period	Account Pri	ogress Payn	nent Tracking	2					
Pr	oject Numb	er: KS	TEST Kim	n 1(2) <b>Proj</b> e	ect Name: C	onstruction subtea	ım testing	- August 2009	Contract	Number:	dtfh70-09-c-1	1223 State	es: KS			
Pay Pe Start D	riod Number: ate:		ber 12, 2	009						Payme End D	ent Type: Pro ate: Oct	gress ober 12, 2009	i.			
earch	Filters:															
ł	Keyword 301					Status 🔘 Drafi	🔿 Pendir	ng O Processe	ł							
Contra	act Mods 📄	2			Part of a Cont	ract Mod 🔘 Yes	O No									
		1														
Apply S	earch Clear	1														
										1						
ontract	Amount:			Contract Amou		Current Approve	Amount:	Previous	ayment Per Paid Expend			xpenditure:		ble Amount:	Percent Work Cor	npleted:
2,664,	737.98		\$12,664,	,956.38		\$11,110.00		\$2,174,9	44.13		\$2,186,0	54.13	\$12,6	63,966.38	17.262 %	
overnm	ent Receiving	Report	Progress P	ayment Report		ent Report (Contrac			of 6							
		-			Quantities	1		d Quantities	-		Quantities				le Quantities	
-		Quanti	30105-00	nit Price v	Pay Units v CM #:	Amount * Pay Item Ty	QTY De T : NM	Amount	- Contraction of the second	Louis and a second second	To Date	Amount	Comp % *	Probable QTY	Probable Amount	0/U %
a 🛛	C1200		,500.0	\$22.00		\$121,000.00	1	\$121,000.00			1,000.0	\$22,000.00	18.18	5,500.0	\$121,000.00	0.0.
	Pay Ite		30105-00		CM #:	Pay Item Ty	1. 1. 1. 1. 1. 1.	Descriptio	1	(Quality)	1		21.75			1 6
	C1220		.500.0		Q TON	\$6,050,00		\$6,050.00			0.0	\$0.00	0.00	4,500.0	\$4,950.00	-18
			30105-00		CM #:			4-1	1		ector for lot#.	4	0.00	4,500.0	\$4,550.00	10
री 🔵	C1225	m # *:	0.0			Pay Item Ty	500.0	-\$220.00		0.98 pay ra		- <u>\$220.00</u>	100.00	500.0	1000 00	0.
3 🛡					Q_TON								100.00	500.0	-\$220.00	0.
	1	em # ▼ :	30105-00		CM #:	Pay Item Ty					ector for lot #					
	C1230		0.0		Q_TON	\$0.00	500.0	\$330.00		0.0	500.0	\$330.00	100.00	500.0	\$330.00	0.
	Pay Ite	m # ♥:	30101-00	00	CM #: 2	Pay Item Ty	pev:NM	Descriptio	n: AGGREG	ATE BASE				$\sim$		
	X0500	2	400.0	\$22.00	TON	\$52,800.00	2,400.0	\$52,800.00	0.0	0.0	0.0	\$0.00	0.00	2,400.0	\$52,800.00	0 0
	Pay Ite	m # ▼ :	30101-00	00	CM #: 2	Pay Item Ty	pe v : QM	Descriptio	n: AGGREG	ATE BASE (Q	uality)					
0	X0600	3	400.0	\$1.20	Q_TON	\$2,880.00	2,400.0	\$2,880.00	0.0	0.0	0.0	\$0.00	0.00	2,400.0	\$2,880.00	0 0
Sovernm	ent Receiving I	Report	Progress P	ayment Report	Progress Paym	ent Report (Contrac	tor Version)	Items 1-6 o	of 6					in .	16.	
								Progress P	ayment Per	iod Totals						
ontract 12,664,	Amount: 737.98		Revised \$12,664,	Contract Amou 956.38		Current Approver \$11,110.00	Amount:	Previous \$2,174,9	Paid Expend 44.13	liture:	To Date 8 \$2,186,01	xpenditure: 54.13		ble Amount: 63,966.38	Percent Work Cor 17.262 %	npleted:

## G.1.4 Rideability Incentives/Disincentives.

The use of Pay Factors on Smoothness/Roughness Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the Pay Factor for the lot being paid. At award, the Grand Summary should contain a rideability pay item for each qualifying pay item at the full incentive that can be earned.

- A. Qualifying Pay item
- B. Original rideability Pay Item for the full incentive (pay factor = 1.05). Note the pay unit is LPSM.

	Project	Info Desig	gn Constru	Iction Account	Team Eve	nt Log										
	Core	Contract S	Status Prog	ress Payment	SubContractor	s V Labor/Equipme	ent Dail	y Reports V Daily	Diary Cl	aims Contr	act Modifica	tions				
	G	rand Summ	ary Pay N	otes 🗸 Pay Note S	ummaries 🗸 No	on CM Pay Items 👔	Period V	Account Progre	ss Payment	t Tracking						
	Pi	oject Numb	er: NE PRA	TEST 301(3) P	roject Name:	Smooth Mountain I	lighway	Contract Numb	er: DTFH	6000-11C-01:	11 State	s: NE				
	Pay Pe Start D	riod Number ate:	: 1 December 2	2, 2011						Payment Ty End Date:		21, 2012				
	Search	Filters:														
		Keyword 401	L			Status 🔘 Draft	O Pendin	g 🔘 Processed								
	Contr	act Mods			Part of a Cont	ract Mod 🔘 Yes 🔇	No									
	Apply	earch Clear														
	Contract	Amount:	P	evised Contract A	mount:	Current App	oved Am	Progress Paym	nent Period us Paid Exp		To Date F	xpenditure	Probabl	e Amount:	Percent Work Co	mpleted:
	\$4,940,5			4,940,531.80	nounc.	\$0.00	oved Am	\$0.00	as rulu exp	chulture.	\$0.00	xpenditare	\$4,940,		0 %	inpleted.
	Governn	ent Receiving	Report Prog	ress Payment Report	Progress Paym	ent Report (Contracto	r Version)	Items 1-3 of 3								
					t Quantities			ed Quantities		Current Q					e Quantities	
		L	Quantity v em # v : 4010	Unit Price v	Pay Units v CM #:	Amount v Pay Item Type v	QTY NR	Amount Description: SUP		Previous				Probable QTY	Probable Amount	O/U % ▼
,	<b>a</b> o	A0410	8,800	1		\$1,012,000.00		1				\$0.00		8,800.0	\$1,012,000.00	0.00
		Pay Ite	em # v : 4010	1-0100	CM #:	Pay Item Type	: OM	Description: SUP	ERPAVE PA	VEMENT, 3/8-		NAL MAXIM	UM SIZE			
	<b>a</b> o	A0510	8,800	0 \$5.75	Q_TON	\$50,600.00	8,800.0	\$50,600.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$50,600.00	0.00
		Pay Ite	em # v : 4019	9-0001	CM #:	Pay Item Type	:DI	Description: INC	ENTIVE, SM	OOTHNESS (f	or 40101-01	LOO pay iter	n)			
,	<b>a</b> 🔾	A0610	A	ll \$35,577.60	LPSM	\$35,577.60	100%	\$35,577.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$35,577.60	0.00
	Governn	ent Receiving	Report Prog	ress Payment Report	Progress Paym	ent Report (Contracto	or Version)	Send Progress Pay	ment To Main	Office Iten	ns 1-3 of 3					
								Progress Paym	nent Period	Totals						
	Contract	Amount:	0	evised Contract A		Current App			us Paid Exp	114		xpenditure		e Amount:	Percent Work Co	and all all all all all all all all all al

If the roadway earned a pay factor less than 1.05, a non-CM pay item must be added to pay at the reduced pay factor and the non-CM pay item must be related to the original rideability pay item.

If the rideability incentive is to be paid in separate reduced lots (for example the pavement item encompasses several roadways, or there was an aberrant section of roadway to be paid at a separate pay factor), a non-CM pay item must be added for each lot and the pay item must be related to the original rideability pay item.

For this example a non-CM Pay Item is added for 21.76 lane miles (10.88 miles) paved that earned a 1.01% pay factor for smoothness.

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 2 INS	4 Return To Projects (All)   Return	To List (Main) 🕐
Project Info V Design V Acquisition Construction V Account V Team V Event Log		
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contractors	ract Modifications	
Grand Summary VPay Notes VPay Note Summaries VNon CM Pay Items VPeriod VProgress Payment Tracking		
Project Number: DAN 1-2 Project Name: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL		
Search Filters:		
Keywords		
Apply Search		
Add New Items 1-2 of 2		
Pay Item Specific Pay Item # v Supplemental Description	Unit Price 🔻 Quantity 🔻	Total Price 🔻

- A. Select "yes"
- B. Select "?" to see the project pay item list or enter keywords from the pay item description to reveal a shorter pick list, eg. Smoothness or Roughness, then select the pay item.
- C. Select Pay Item type "QS Quality Smoothness Incentive" in this case.

Pay Item Specific*:	● Yes ◎ No A
Related Pay Item*:	A0610: 40199-0001 DI INCENTIVE, SMOOTHNESS (for 40101-0100 pay item)
Pay Item Type*:	
Schedule*:	QM - Quality Materials Incentive QR - Quality Roughness Incentive
Line Item Number*:	OS - Quality Smoothness Incentive MH - Materials On Hand PW - Preparatory Work
Supplemental Description:	
	-

- D. Select the appropriate schedule
- E. Enter the line item number. Consideration should be given to the line item number, due to limited numbers between the original items. It may be impractical to 'split the difference' between existing pay item line numbers if many pay items may need to be inserted for multiple pay factors.
- $\bigcirc$  Note the related pay item line number to use as a guide.

- F. Add a supplemental description, which should at least include the lane miles (LM) and pay factor (PF), and roadway name or stationing if applicable. The supplemental description becomes part of the pay item name. <u>Put the supplemental description in parenthesis.</u>
- G. Enter the amount of the incentive/disincentive by the appropriate account.
- H. Click the Save & Close button

(Project Info Y Design Y Construction (Account Y Team Y Event Log) (Core Y Contract Status Y Progress Payment (SubContractors Y Labor/Equipment Y Daily Reports Y Daily Diary Y Claim (Grand Summary Y Pay Notes Y Pay Note Summaries ) Non CH Pay Items Y Period Y Account Y Progress Payment Tra	
Project Number: NE PRA TEST 301(3) Project Name: Smooth Mountain Highway Contract Number: DTFH 600	
Save & Close Save Cancel	* indicates a required field
Pay Item Specific*: • Yes No A Related Pay Item*: A0810: 50199-000 DI INCENTIVE, SMOOTHNESS(for 50101-0100 pay item) Pay Item Type*: QS - Quality Smoothness Incentive C Pay Item Type*: QS - Quality Smoothness Incentive C Pay Item Type: QS Pay Item Type: QS Pay Unit (Wetric Units): LPSM	
Schedule*: Line Item Number*: Supplemental Description: Account Quantities CON01 County 1 funds: \$ 7115.52 CON02 County 2 funds: \$ 0.00	Per the FP03 for smoothness, the adjustment (ADJ) to the estimate is $32,700 \times (PF-1) \times LM$ = ADJ $32,700 \times (1.01-1.00) \times (2\times10.88) = \$7115.52$
Unit Price:         \$0.00           Quantity:         100% LPSM           Total Price:         \$0.00	
Save & Close Save Cancel	

- A. Once the new pay item for this lot has been added to the Grand Summary, to actually pay for the new item, a pay note must be generated, submitted, approved, and added to payment.
- Note: If any lot earns a pay factor less than the 1.05 of the full incentive, the contractor will not be able to earn the full amount set up for the incentive for that pay item. Therefore the probable quantity of the original rideability pay item should be decreased by the amount of the lot of the reduced pay factor. For this example the pay factor calculation was based on the entire 10.88 miles, so the probable amount of the original incentive item should be reduced to zero (0).
- B. To adjust the probable of the original quality incentive item, select the "white ball"

				Contract	Quantities		Revise	ed Quantities		Current (	Quantities			Probab	e Quantities	
		Line # 🔻	Quantity 🔻	Unit Price v	Pay Units 🔻	Amount v	QTY	Amount	Current	Previous	To Date	Amount	Comp % 🔻	Probable QTY	Probable Amount	0/U % v
		Pay Ite	em # <b>* :</b> 40101	-0100	CM #:	Pay Item Typ	ev:NR	Description:	SUPERPAVE P	AVEMENT, 3/	8-INCH NOM	INAL MAXIMU	M SIZE			
	1	A0410	8,800.0	\$115.00	TON	\$1,012,000.00	8,800.0	\$1,012,000.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$1,012,000.00	0.00
		Pay Ite	em # <b>* :</b> 40101	-0100	CM #:	Pay Item Typ	ev:QM	Description:	SUPERPAVE P	AVEMENT, 3/	8-INCH NOM	INAL MAXIMU	M SIZE			
	<b>1</b>	A0510	8,800.0	\$5.75	Q_TON	\$50,600.00	8,800.0	\$50,600.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$50,600.00	0.00
ľ	<b>\</b>	Pay Ite	em # v: 40199	-0001	CM #:	Pay Item Typ	ev:DI	Description:	INCENTIVE, S	MOOTHNESS	(for 40101-0	100 pay item	1)			
		A0610	All	\$35,577.60	LPSM	\$35,577.60	100%	\$35,577.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$35,577.60	0.00
٦	/	Pay Ite	em # v : 40199	9-0001	CM #:	Pay Item Typ	e v : QS	Description: 1	NCENTIVE, S	MOOTHNESS	(1.01 pay fac	tor 10.88				
>	ପ୍ର 🔵	A0812	0%	\$7,115.52	LPSM	\$0.00	100%	\$7,115.52	\$7,115.52	\$0.00	\$7,115.52	\$7,115.52	100.00	100%	\$7,115.52	0.00

- A. Type in the new probable amount less the amount of the lot of the reduced pay factor pay item (\$0 for this example). Remember to hit the Tab key after entering the number.
- It's good practice to enter the reason for the deduction in both the Payment Remarks and the Probable Remarks.

- B. Click the Save button.
- C. Then, click the Close button.

Progress Payment       SubContractors       Daily Reports       Daily Dary Came Country Contract Medification         B       D       number: NE PRA TEST 301(3)       Project Name: Smooth Mountain Highway       Contract Number: DTFH 6000-11C-0111       States: N         See       Coase       Print Preview       Difference	Project Info	Design Y	Construction A	ccount V	Feam VEvent Lo	g						_
Bare       Class       Print Preview       Print Class         Pay Reade       Main Number:       A 0610       Period:       1 NS       Pay Item Type:       Di         Payment Remarks: <b>B 1 / U = = = (i = i)</b> (i = i) (	Core Co	tract Status	Progress Payn	ent (Sub	Contractors Y Li	abor/Equipm	ient 🛛 Daily Repo	orts 🛛 Daily I	Diary (Claim	ns ( Contrac	t Modificatio:	ns \
Pay Item Number:       40199-0001       Line Number:       A 0610       Period:       1 INS       Pay Item Type:       DI         Description:       INCENTIVE:       SMOOTHNEES (for 40101-0100 pay item)       B       I       IIII IIII       Pay ment Remarks:       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	စိုပ	Number: N	IE PRA TEST 301	(3) Proj	ect Name: Smoo	th Mountain	Highway Cont	ract Number:	DTFH 6000	-11C-0111	States:	NE
Description: INCENTIVE. SMOOTHINESS (for 40101-0100 pay item)         Payment Remarks:         B I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I E E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E E I I I I I E E I I I I I E E I I I I I E E I	Save Close	Print Previ	ew Print Preview	(Contractor	Version)							
Pay factor samed for Ub Ram was 1.01 for the whole readway (10.88 miles) and was paid under non-on pay Ram. Therefore Ubs         Pay Note Summary         Show Full Summary         Total Quantity:       \$0.00         Probable Amounts         CON01 County 1 funds: \$ 0.00         Probable Quantity:       \$0.00         Probable Remarks:       B I U E E E E E E E E E E E E E E E E E E	-						iod: 1 INS	Pay Iter	<b>n Type:</b> D	I		
Em is reduced         Pay Note Summary         Shor Full Summary         Total Quantity:       \$0.00         Pay Item Total:       \$0.00         Probable Amounts       Image: CON01 County 1 finds: \$ 0.00         CON01 County 1 finds: \$ 0.00       Image: CON02 County 2 funds: \$ 0.00         Probable Quantity:       \$ 0.00         Probable Remarks:       B J I I E E E E E E E E E E E E E E E E E	Payment Re	marks:			BI	⊻ ≣ ≣	= = 🛍 💷 (	48C -				
Show Full Summary         Total Quantity:       \$0.00         Pay Item Total:       \$0.00         Probable Amounts       CON01 County 1 funds: \$ 0.00         CON02 County 2 funds: \$ 0.00       CON0         Probable Quantity:       \$0.00         Probable Remarks:       B / U E E E E E E E E E E E E E E E E E E				or this item wa	as 1.01 for the whole	roadway (10.8	88 miles) and was paid	d under non-cm	pay item. There	fore this		
Total Quantity:         \$0.00           Pay Item Total:         \$0.00           Probable Amounts         Amounts           CON01 County 1 funds:         \$0.00         Amounts           Probable Quantity:         \$0.00         Amounts         Solution           Probable Quantity:         \$0.00         Amount         B / U = = = = @ Imounts         Imounts         Imounts           Probable Quantity:         \$0.00         Amount         Quantity:         \$0.00         Amount         Amount         Contract Quantities         Progress Payment Quantities           Acct         Quantity         Unit Price         Unit Amount         Qty         Amount         Current         Previous         To Date         Amount           All         \$35,577.60         LPSM         \$25,683.20         75%         \$26,683.20         \$0.00         \$0.00         \$0.00         \$0.00         \$0.00         \$0.00	-	-										
Pay Item Total:         \$0.00           Probable Amounts         CON01 County 1 funds: \$ 0.00         A           CON02 County 2 funds: \$ 0.00         A         A           Probable Quantity:         \$0.00         P           Probable Remarks:         B I U E E E E E E E E E E E E E E E E E E				÷0.00								
Probable Amounts         CON01 County 1 funds: \$ 0.00         CON02 County 2 funds: \$ 0.00         Probable Quantity:       \$ 0.00         Probable Quantity:       \$ 0.00         Probable Remarks:       B I U = = = = @ 2 * *         Probable Remarks:       Pay factor earned for this Rem was 1.01 for the whole readway (10.88 miles) and was paid under non-cm pay Rem. Therefore this         Rem is reduced       None         Acct       Quantities       Progress Payment Quantities         Acct       Quantities       Unit Amount       Qty       Amount       Current       Previous       To Date       Amount         All       \$35,577.60       LPSM       \$35,577.60       100%       \$35,577.60       \$0.00       \$0.00       \$0.00         CON01       75%       \$35,577.60       LPSM       \$26,683.20       75%       \$26,683.20       \$0.00       \$0.00       \$0.00       \$0.00	-	-										
Probable Remarks:         B I U E E E E I III III IIIIIIIIIIIIIIII	CON02 C	ounty 2 fund	s: \$ 0.00		]							
D       I       U       I       I       U       I       I       U       I       I       U       I       I       U       I	-	in the second se	\$0.00									
Rem is reduced         Rem is reduced         Vertices       Vertices       Vertices         Vertices       Vertices       Vertices         Acct       Quantity       Unit       Amount       Qty       Amount       Current       Previous       To Date       Amount         Acct       Quantity       Unit       Amount       Qty       Amount       Current       Previous       To Date       Amount         Acct       Quantity       Unit       Amount       Current       Previous       To Date       Amount         All       \$\$35,577.60       LPSM       \$\$26,683.20       \$\$\$0.00       \$\$0.00       \$\$\$0.00       \$\$\$\$\$0.00       \$	Probable Re	marks:			BI	ॻ ≣ ≣	= = 🛍 💷 (	ABC -				
Acct         Quantity         Unit Price         Unit         Amount         Qty         Amount         Current         Previous         To Date         Amount           All         \$35,577.60         LPSM         \$35,577.60         100%         \$35,577.60         \$0.00         \$			Pay factor earned fo item is reduced	or this item wa	as 1.01 for the whole	roadway (10.8	88 miles) and was paid	d under non-cm	pay item. There	fore this		
Acct         Quantity         Unit Price         Unit         Amount         Qty         Amount         Current         Previous         To Date         Amount           All         \$35,577.60         LPSM         \$35,577.60         100%         \$35,577.60         \$0.00         \$											11.	
Acct         Quantity         Unit Price         Unit         Amount         Qty         Amount         Current         Previous         To Date         Amount           All         \$35,577.60         LPSM         \$35,577.60         100%         \$35,577.60         \$0.00         \$						_						
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The Grand Summary should then reflect paying for the smoothness incentive at the 1.01 pay factor, and the probable for the original maximum 1.05 pay factor incentive item is adjusted to zero percent (0%).

Pro	Project Info (Design) Construction (Account (Team (Event Log)															
0	ore V	Contract S	Status / P	rogress Payment	SubContracto	rs (Labor/Equipr	nent V Da	ily Reports V Da	ily Diary C	laims Cor	ntract Modifica	ations				
	Gra	and Summ	nary Pa	V Notes V Pay Note	Summaries V N	on CM Pay Items	Period	Account Pro	gress Paymen	t Tracking						
	Project Number: NE PRA TEST 301(3) Project Name: Smooth Mountain Highway Contract Number: DTFH 6000-11C-0111 States: NE															
	Pay Period Number: 1         Payment Type: Initial           Start Date:         December 22, 2011         End Date: January 21, 2012															
Sea	arch F	Filters:														
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For EFLHD users: Contact your EFL Construction Component Lead.

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1	Project Numb	er: NE PRA TEST 3	01(3) Project	Name: Smoot	h Mountain Highway	Contrac	t Number: DTFH 60	000-11C-0111	States: NL	í.					
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Contra	Annunt: \$4, rament Receiving 1 Line # * Pay Ite A0410 Pay Ite A0510 Pay Ite A0510 Pay Ite A0510 Pay Ite A0510	Report Progress Pay Quantity * m # v: 40101-0100 8,800.0 m # v: 40101-0100 8,800.0 m # v: 40199-0001 All m # v: 40199-0001	nent Report   Pro Contract Jnit Price * \$115.00 \$5.75 \$35,577.60	ress Payment Rep t Quantities Pay Units * CH #: TON CH #: Q_TON CH #: LPSM CH #:	Amount * Pay Item Type v \$50,600.00 Pay Item Type v \$50,600.00 Pay Item Type v \$35,577.60 Pay Item Type v	Items 1           Revi           QTY           NR           8,800.0           QH           8,800.0           QH           8,800.0           DI           De           100%           28           00%	\$7,115.52         Previou           -5 of 5         Sed Quantities           Amount         Serviption: SUPRPA           5 \$1,012,000.00         St.012,000.00           escription: SUPRPA         \$50,600.00           escription: INCENTI         \$35,577.60           escription: INCENTI         \$35,577.60	Current Current IVE PAVEMENT, 0.0 IVE PAVEMENT, 0.0 VE, SMOOTHNE \$0.00 VE, SMOOTHNE \$7,115.52	Current C Previous 3/8-INCH NON 0.0 3/8-INCH NON 0.0 55 (for 40101 \$0.00 \$5 (1.02 pay fa \$0.00	20000000000000000000000000000000000000	Amount M SIZE S0.00 M SIZE \$0.00	Comp % + 0.00 0.00	Probable QTY 8,800.0 8,800.0 0%	te Quantities Probable Amount \$1,012,000.00 \$50,600.00 \$0.00	0/1

## G.2 Award Schedules by Contract Modification

### G.2.1 General Information and Guidance

Options are specific types of schedules, in EEBACS they are referred to as "schedules."

Some contracts have schedules that are not exercised at award but are eligible for later execution. These may be awarded later if funding or other circumstances are met. EEBACS has simplified the process for awarding previously developed schedules to a simple action rather than hand entering each item. This special case appendix includes guidance and directions for how to complete the contract modification that will exercise the schedule within EEBACS. For detailed instructions on contract modifications in general, see Chapter 4, Section 4.6.9. This special case specifically focuses on information unique to the awarding of schedules.

To verify additional schedules are available for exercising, check the Construction Core tab. It lists the currently awarded schedules and available schedules for award by contract modification.

The Award/Exercise Schedules Later tool under contract modifications will only award schedules exactly as they have been bid. If you want to use different bid prices or quantities, you will need to use a traditional modification process.

Project Info V Design	Acquisition Constru us Progress Payment		ract Modifications \
Project Number:	ID TEST Marty 1(1)	Project Name: Construction subteam testing - April 20, 2009 Contract Number:	States: ID
			* indicates a required
Contractor			
Contractor:	Company Name:	Thing One	
	Contact Label:	Superintendent	
	Name:	Jaime S. Morris	
	Phone Number:	555-998-4445	
	Cell Number:	898-888-7889	
	Fax Number:	555-998-4545	
	Address:	123 Park Place #4, Bourbon Kansas 85454	
	Email:	JSmorris@Thingone.com	
Solicitation Procedure:	Sealed Bid/IFB		
Competition Information:	Full & Open		
Award			
Award Date:	-		
Award Amount:	\$2,230,992.63		
Incentive Amount:	\$302,518.50		
Authorized Amount:	\$2,533,511.13		
Awarded Project Length:	8.4158 miles		
Date sent to Construction:	April 21, 2009		
Schedule(s) Awarded:	A, C		
Schedule(s) Possibly Awarded Later:	в, х		

## G.2.2 Create Contract Modification for Schedule Award

If there is a schedule you would like to award, go to the contract modification tab.

• Click "Add New Contract Modification"

Projects: IE	) TEST Marty 1	(1 Constructions							Return To List (Construction) 3	
Project In	Project Info / Design / Acquisition / Construction / Account / Team / Event Log									
Core	Core V Contract Status V Progress Payment V SubContractors V Labor/Equipment V Daily Reports V Daily Diary V Claims V Contract Modifications									
Pro	ject Number	: ID TEST Marty 1(1) Proj	ect Name: Construction	subteam testing - Ap	ril 20, 2009 Contract Numl	ber:	States: ID			
Search F	ilters:									
	Кеу	word	FAR Authorit	y [select]						
Contrac	t Modification	Туре	▼ CM Initiated b	y [select]						
Apply Sea	arch									
Add New (	Contract Modific	ation Items 1-1 of 1								
Actions	Number 🔻	Modification Type <b>v</b>	Description	CM Initiated by	Modification Amount 🔻	Days 🔻	# Issues v	Obligation	CO Signature Date 🔻	
31	001A	Supplemental Agreement	Add money & days	Outside Party	\$26,125.00	4	1	CON01 \$24,750.00 CON02 \$1,375.00	-	
				Totals	\$26,125.00	4		\$26,125.00		
Add New (	Contract Modific	ation Items 1-1 of 1								
1										

Fill in the blank contract mod page with information relevant to the exercising of the schedule.

- A. Check the box for the additional schedule you want to exercise on the contract. This will add all of the items to the modification. The items will come forward from Acquisition with the previously bid quantities and prices.
- B. Click "Save" after you have filled in all known information to this point and selected the schedule to be awarded.

Project Info V Design V	Acquisition Construction Account Team Event Log
Core Contract Status	s Y Progress Payment Y SubContractors Y Labor/Equipment Y Daily Reports Y Daily Diary Y Claims Y Contract Modifications
Project Number:	ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID
Seve & Close Seve	Print Preview
Contract Modificati	on
Contract Modification Number:	002
Contract Modification Type:	Supplemental Agreement 🔹
FAR Authority:	Clear
	[select]
	FAR 52 217-6, Option to Extend Services      FAR 52 217-6, Option to Extend the Term of the Contract
Contract Modification Description:	B / U == = = = 💼 💼 🖤 ·
	Award option x as defined and allowed under the original contract
CM Initiated by:	[select] v Clear
	[select]  Clear Clear Clear Clear Clear
	0 day(s)
Contract Time Increase/Decrease:	
Total Contract Modification Amount:	\$0.00
Aggregate Amount:	\$0.00
Schedule(s) Awarded This CM:	None
Award/Exercise Additional Schedules?:	
Date RFP Sent to	[select] [clear]

A Warning Message will pop up:

Verify this is the correct schedule,

• Click "Continue".



EEBACS will now retrieve and insert all of the schedule items and unit prices from acquisitions into this contract modification. The schedule will not be officially awarded until the Modification is signed. The schedule check box will now be hard coded text on the page as "schedule awarded this CM". The awarded schedule, number of items, and value of the schedule will show in the info box on the right of the screen.

Project Info Design	Acquisition Construction Account (Team V Event Log	
Core Contract Stat	us Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications	
Core Issues C	CM Items	
Project Number:	ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID	
Save & Close Save Del	lete Cancel Cancel & Close Print Preview * indicates a required field	Contract Modification Info
Contract Modificati Contract Modification Number:		Created:         04-25-2012 13:46:48           By:         Lorell K. Duteil           Modified:         04-25-2012 13:46:48           By:         Lorell K. Duteil
Contract Modification	Current Automation	Issues
Type:	Supplemental Agreement 🔻	Add New Issue
FAR Authority:	FAR 52.217-8, Option to Extend Services FAR 52.217-9, Option to Extend the Term of the Contract	Awarded Schedules
Contract Modification	B / U F F F T ■ 🛅 🛄 🎌 •	Number of Items 8 Amount \$32,584.00
Description:	Award option x as defined and allowed under the original contract	Unaward Schedule X
CM Initiated by:	FHWA/Owning Agency	
Contract Time Increase/Decrease:	0 day(s)	
Total Contract Modification Amount:	\$0.00	
Aggregate Amount:	\$0.00	
Schedule(s) Awarded This CM:		
Award/Exercise Additional Schedules?:	E B	

#### G.2.2.1 Issue Tracking for Exercised Schedules

If there is a change in the contract time associated with the schedule you are awarding, you will need to create an Issue to enter that time and track the contractual effects. If there is no contract time, an issue is not required to be added in EEBACs and you can finalize the modification on the core tab. See also your Division procedures for modification tracking requirements.

To add an issue to change the contract time or for further tracking documentation, go to the Issues tab within the contract modification.

• Click "Add New Issue"

Projects: ID TEST Marty 1(1 Constructions: Contract Mo	difications 002	<u>Return To Projects (All)</u>   <u>Return To List (Contract Modifications)</u>
Project Info Design Acquisition Construction	Account Team Event Log	
Core Contract Status Progress Payment Sub	Contractors $\chi$ Labor/Equipment $\chi$ Daily Reports $\chi$ Daily Dia	ry Claims Contract Modifications
Core Issues CM Items		
Project Number: ID TEST Marty 1(1) Proje	ect Name: Construction subteam testing - April 20, 2009	Contract Number: States: ID
	Contract Modification Number: 002	
Search Filters:		
Keyword	Area of Work Affected	•
Designation 🔘 Beneficial 🔘 Detrimental	Contractual Effects of Change	<b>•</b>
Reason for Issue	<b>•</b>	
Apply Search		
No Records Found.		
Add New Issue		
1		

Fill in the issue page with information appropriate to the schedule being awarded. Remember, you do not have to individually add any items to the contract as all items are added automatically when you checked the award schedule box on the CM Core page. Skip the Add, Modify, and Delete items sections unless you are affecting related items that are not specifically included in the schedule.

- A. Enter the number of days (positive or negative) the schedule affects the overall contract time by. If the overall contract completion date is not affected by the schedule, leave this as zero. If there is an interim completion date requirement for the Schedule, this is shown in the contract modification SF-30 and issue description only.
- B. Complete the remainder of the issue tab normally, Click "Save & Close".

Project Info V Design V	Acquisition Construction Account	Team Event Log	
Core Contract Status		Labor/Equipment V Daily Reports V Daily D	iary Claims Contract Modifications
Core V Issues V C	M Items		
Project Number:	ID TEST Marty 1(1) Project Name:	Construction subteam testing - April 20, 2009	Contract Number: States: ID
Seve & Close	te Cancel Cancel & Close		
N		Contract Modif	ication Number: 002
Issue Number:	1		
Added Pay Items:	Add Pey Item From Mester List		
Modify Pay Item in Project List:	Modify Pay Item In Project List		
Deleted Items:	[select]		
Issue Time Increase/Decrease (in days):	42 <b>A</b>		
Designation:	🏽 Beneficial 🔅 Detrimental		
Reason for Issue:	•	$\wp$	
	I Technical or Value Improvement		
	1 of 12 selected [ show selected ] [ show all ]		_
Area of Work Affected:	• •		
	🛛 Aggregate - Base / Subbase		
	Incidental Construction		
	2 of 47 selected [ show selected ] [ show all ]		
Contractual Effects of	•		
Change:	Other Value Improvement to Contra	et .	
	Increase in Contract time		
	2 of 14 selected [show selected ] [show all ]		
Issue Contract Increase/Decrease:	\$0.00		
Issue Description:	1	B / U 🖩 🖲 🗐 🛅 🕼 💷 💝 •	
	Award option X in entirety including contract	ual time of 42 days.	

Your issue will now show on the Issue List tab. The dollar amount for this issue will show 0 because the dollar amount is already included on the Core tab.

Orojects:         ID TEST Marty 1(1 Constructions: Contract Modification           Project Info         Design         Acquisition         Construction         Account           Core         Contract Status         Progress Payment         SubContract           Core         Issues         CM Items         Contract	nt V Team V Event Lo		y Claims Contract	Return To Projects (All)   Return To List (Contract Modifications)     Modifications			
Project Number: ID TEST Marty 1(1) Project Nam	e: Construction subtea	am testing - April 20, 2009	Contract Number:	States: ID			
	Cor	tract Modification Numl	ber: 002				
Search Filters:							
Keyword		Area of Work Affected		<b>▼</b>			
Designation 🔘 Beneficial 🔘 Detrimental	c	Contractual Effects of Change		▼			
Reason for Issue	•						
Apply Search							
Add New Issue Items 1-1 of 1							
Actions Issue Number  Reason for Issue	Amount Change 🛦	Time Change (in days) 🔻	Account Number(s)	Issue Description			
Technical or Value Improvement	\$0.00	42		Award option X in entirety including contractual time of 42 days.			
Add New Issue Items 1-1 of 1							

#### G.2.2.2 Verify Schedule I tems added by Contract Modification

Next, verify all of the items added by awarding of this schedule on the CM items Tab. Click to the CM Items tab within the Contract Modification.

Project Info V Design V A	items )	Account Y Team Y Ev Contractors Y Labor/Eq			Projects (All)   Return To List (Contract N
	(i) Projec	construction s	uotean testing April 20, 2003 Contract Muniper. Stat		
			Contract Modification Number: 002		
Modification Type	-				
Apply Search Items 1-8 of 8					
Items 1-8 of 8 Line Item Number 🛦	Pay Item # •	Pay Item Type	Description	Mod Type <del>v</del>	Change in Contract Amount
Items 1-8 of 8 Line Item Number ▲ X 0800	64604-2000	N	FIXTURE, PLAYGROUND	Added Item	\$1,000.00
Items 1-8 of 8 Line Item Number 🛦 X 0800					-
Items 1-8 of 8 Line Item Number 🛦	64604-2000	N	FIXTURE, PLAYGROUND	Added Item	\$1,000.00
Items 1-8 of 8 Line Item Number ▲ X 0800 X 0700	64604-2000 57701-0100	N N	FIXTURE, PLAYGROUND POLYMER STRUCTURE, PEDESTRIAN BRIDGE	Added Item Added Item	\$1,000.00 \$2.00
Items 1-8 of 8           Line Item Number ▲           X 0800           X 0700           X 0600	64604-2000 57701-0100 30101-0000	N N QM	FIXTURE, PLAYGROUND POLYMER STRUCTURE, PEDESTRIAN BRIDGE AGGREGATE BASE (Quality)	Added Item Added Item Added Item	\$1,000.00 \$2.00 \$1,440.00
Items 1-8 of 8           Line Item Number ▲           X 0800           X 0700           X 0600           X 0600           X 0500	64604-2000 57701-0100 30101-0000 30101-0000	N QM NM	FIXTURE, PLAYGROUND POLYMER STRUCTURE, PEDESTRIAN BRIDGE AGGREGATE BASE (Quality) AGGREGATE BASE	Added Item Added Item Added Item Added Item	\$1,000.00 \$2.00 \$1,440.00 \$28,800.00
Items 1-8 of 8           Line Item Number +           X 0800           X 0700           X 0600           X 0500           X 0500           X 0500           X 0400	64604-2000 57701-0100 30101-0000 30101-0000 15705-0100	N N QM NM	FIXTURE, PLAYGROUND POLYMER STRUCTURE, PEDESTRIAN BRIDGE AGGREGATE BASE (Quality) AGGREGATE BASE SOIL EROSION CONTROL, SILT FENCE	Added Item Added Item Added Item Added Item Added Item	\$1,000.00 \$2.00 \$1,440.00 \$28,800.00 \$1,332.00
Items 1-8 of 8           Line Item Number ▲           X 0800           X 0700           X 0500           X 0400           X 0300	64504-2000 57701-0100 30101-0000 30101-0000 15705-0100 15401-0000	N QM NM N N	FIXTURE, PLAYGROUND POLYMER STRUCTURE, PEDESTRIAN BRIDGE AGGREGATE BASE (Quality) AGGREGATE BASE SOIL EROSION CONTROL, SILT FENCE CONTRACTOR TESTING	Added Item Added Item Added Item Added Item Added Item Added Item	\$1,000.00 \$2.00 \$1,440.00 \$28,800.00 \$1,332.00 \$1.00

You cannot change the price or quantity of the items added by schedule during award. These are the items, quantities, and prices as bid and processed by Acquisition during the contract award process. If these are not correct, do not use the award schedule feature – use a traditional contract modification method. See Section G.2.3 to un-award the incorrect schedule.

Once the items have been verified, return to the core tab to finalize the modification.

# G.2.2.3 Obligate Funds for Schedule and Finalize Contract Modification

Return to the contract modification Core tab. The issue (if added) should now show in the information bar on the right side of the screen.



• Click "Edit" to open the Core tab for further editing and finalization.

When you previously saved the Core tab with the selected schedule awarded, the obligation accounts will have automatically updated at the bottom of the page to show the correct amounts in each account as identified by the schedule items. However, based on more indepth knowledge of the contract authorized amounts, probables, and available funds, you may need to change the obligated amounts manually.

Contract Time Increase/Decrease:	42 day(s)
Total Contract Modification Amount:	\$32,584.00
Aggregate Amount:	\$32,584.00
Schedule(s) Awarded This CM:	x
Award/Exercise Additional Schedules?:	В
Date RFP Sent to Contractor:	01-02-2012 select clear
Date Negotiations Completed:	01-13-2012 select clear
Date PR Signed:	01-02-2012 select clear
Date SF30 Sent to Contractor for Signature:	01-23-2012 select clear
Date SF30 Signed By Contractor:	01-27-2012 select clear
Date SF30 Signed By CO:	select
Date CM Work Started:	02-07-2012 select clear
Net Authorization Ch CON01 PLH Funding: 9	\$ 3.00 Obligate -
CON02 Money from C	ounty: \$ 32,581.00 Obligate 🔻
Supporting Documents:	Add Document
Save & Close Save Del	ete Cancel Cancel & Close Print Preview

After you have entered all other CM tracking dates, adjusted the obligations if needed, and attached any supporting documents, enter the Date SF30 Signed by CO. You will also need to enter the Period that the contract mod should start for payment.

Date SF30 Signed By Contractor:	01-27-2012 select clear
Date SF30 Signed By CO:	02-02-2012 select clear
Period To Start:	
Date CM Work Started:	02-07-2012 select clear
Net Authorization Ch	lange
CON01 PLH Funding:	\$ 3.00 Obligate 👻
CON02 Money from C	County: \$ 32,581.00 Obligate -
Supporting Documents:	Add Document
Save & Close Save Del	lete Cancel Cancel & Close Print Preview

Once complete, Click "Save & Close". The modification is now complete and all items will show in the selected period for payment actions.

	Projects ID TEST Marty 1(1 Constructions										
	Search Filters:     Keyword     FAR Authority       Contract Modification Type     CM Initiated by       Image: Apply Search     [select]										
	Add New (	Contract Modifica	ation Items 1-2 of 2								
	Actions	Number 🔻	Modification Type 🔻	Description	CM Initiated by	Modification Amount •	Days 🔻	# Issues <b>v</b>	Obligation		CO Signature Date 🔻
	19	001A	Supplemental Agreement	Add money & days	Outside Party	\$26,125.00	4	1	CON01 CON02	\$24,750.00 \$1,375.00	-
	영 2	002	Supplemental Agreement	Award option	FHWA/Owning Agency	\$32,584.00	0	o	CON01 CON02	\$3.00 \$32,581.00	Feb 02, 2012
1			·		Totals	\$58,709.00	4			\$58,709.00	
	Add New Contract Modification Items 1-2 of 2										

#### G.2.3 Un-Award a Schedule within a Modification

If a schedule has been exercised incorrectly you may unaward the schedule including all of the related items as long as the schedule items have not been paid on. If the items have been processed with a quantity on the approved progress payment period, you will not be able to remove the schedule but will instead have to modify those items to zero – see the regular contract modification for additional information on modifying items within a contract.

On the Contract Modifications Tab:

• Select "Edit" icon for the modification you need to unaward the schedule from.

Project	Project Info (Design (Acquisition) Construction (Account (Team (Event Log)								
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Daily Claims Contract Modifications									
Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID									
Search	Filters:								
	Ke	yword	FAR Aut	hority [select]					
Contr	act Modification	п Туре	▼ CM Initiat	ed by [select]					
Apply 5	earch								
Add Nev	v Contract Modifi	ication Items 1-2 of 2							
Actions	Number <b>v</b>	Modification Type <b>*</b>	Description	CM Initiated by	Modification Amount <b>*</b>	Days 🔻	# Issues •	Obligation	CO Signature Date 🔻
3 I	001A	Supplemental Agreement	Add money & days	Outside Party	\$26,125.00	4	1	CON01 \$24,750.00 CON02 \$1,375.00	May 17, 2012
8	Image: Supplemental Agreement         Award option         FHWA/Owning Agency         \$1,254,209,48         42         1         CON01         \$846,639.19 \$407,570.29         May 18, 2012								
$\boldsymbol{\leq}$	Totals \$1,280,334.48 46 \$1,280,334.48								
Ad	Ac Contract Modification Items 1-2 of 2								

On the contract modification Core tab for the selected modification,

- Click the "Clear" button for the 'Date SF30 Signed By CO' field. The date field will then be blank.
- Click "Save".

Project Info Y Design Y Acquisition Y Construction Y Account Y Team Y Event Log							
Core Y Contract Status Y Progress Payment Y Sub-Contractors Y Labor/Equipment Y Daily Reports Y Daily Diarry Y Claims Contract Modifications							
Core VIssues CM Items							
Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID							
Save & Close Save Car	ncel Cancel & Close Print Preview * Indicates a required field	Contract Modification Info					
		Created:         04-25-2012 13:46:48           By:         Lorall K. Dutail           Modified:         05-25-2012 11:43:24           By:         Lorall K. Dutail           Issues         Intervention					
Type:		Issue Number: 1 Designation Beneficial					
FAR Authority:	FAR 52.217-8, Option to Extend Services, FAR 52.217-9, Option to Extend the Term of the Contract	Cost Increase \$0.00					
Contract Modification Description:	Award option $ imes$ as defined and allowed under the original contract	Time Increase 42 days					
CM Initiated by:	FHWA/Owning Agency	Affected Periods					
Contract Time	42 day(s)	2 INS					
Increase/Decrease: Total Contract Modification Amount:	\$1,254,209,48	Add Period 1 INS Awarded Schedules					
Aggregate Amount:	\$1,254,209.48	Schedule B Number of Items 29					
Schedule(s) Awarded	в	Amount \$1,254,209.47					
This CM: Date RFP Sent to Contractor:	January 2, 2012						
Date Negotiations Completed:	January 13, 2012						
Date PR Signed:	January 2, 2012						
Date SF30 Sent to Contractor for Signature:	January 23, 2012						
Date SF30 Signed By Contractor:	January 27, 2012						
Date SF30 Signed By CO:	05-18-2012 milet) dear						
Date CM Work Started:	02-07-2012 mellet) dear						
Net Authorization (	Change						
	g: \$846,639.19 Obligate						
CON02 Money from	County: \$407,570.29 Obligate						
Supporting	Add Document						

All fields on the modification will now be fully editable. Notice that a new button has appeared on the right menu for "Unaward Schedule xx". (In this example "Unaward Schedule B"). If you had awarded multiple schedules on the same modification, you will have multiple unaward choices to choose from.

• Click the "Unaward Schedule xx" button.

Core Contract Statu:	s Y Progress Payment Y SubContractors Y Labor/Equipment Y Daily Reports Y Daily Diary Y Claims Y Contract Modil	fications
Core Issues CI	1 Items	
Project Number:	ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: State	es: ID
Seve & Close Seve Dele	ta Cancel Cancel & Close Print Preview * indicates a required field	Contract Modification Info 🖃
Contract Modificati Contract Modification Number:	on 002	Created:         04-25-2012         13:46:48           By:         Lorell K. Duteil           Modified:         05-25-2012         12:21:27           By:         Lorell K. Duteil
Contract Modification Type:	Supplemental Agreement	Issues
FAR Authority:	FAR 52.217-8, Option to Extend Services FAR 52.217-9, Option to Extend the Term of the Contract	Designation Beneficial Cost Increase \$0.00 Time Increase 42 days
Contract Modification Description:	B / U 斯 蒂 珊 圖 🏠 💷 🍄 •	Add New Issue
	Award option x as defined and allowed under the original contract	Affected Periods
CM Initiated by:	FHWA/Owning Agency	Schedule B Number of Items 29
Contract Time Increase/Decrease:	42 day(s)	Amount \$1,254,209.47 Uneward Schedule 5
Total Contract Modification Amount:	\$1,254,209.48	<b>,</b>
Aggregate Amount:	\$1,254,209.48	
Schedule(s) Awarded This CM:	8	
Award/Exercise Additional Schedules?:	🗆 x	
Date RFP Sent to Contractor:	01-02-2012 [select] [clean]	
Date Negotiations Completed:	01-13-2012 [select] [clear]	
Date PR Signed:	01-02-2012 (select) (clear)	
Date SF30 Sent to Contractor for Signature:	01-23-2012 [select] [clear]	
Date SF30 Signed By Contractor:	01-27-2012 select clear	
Date SF30 Signed By CO:	(select) (clear)	
Date CM Work Started:	02-07-2012 select clear	
Net Authorization (	Change	
-	\$ 846,639.19 Obligate 👻	
		•

This will immediately remove the items from the modification. After the system completes this action, it will return you to the same contract modification but on the view screen of the core tab. The schedule is now unawarded and the modification is in draft status.

Project Info V Design V Acquisition Construction Account V Team V Event Log						
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications						
Core V Issues CM Items						
Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: 2	D					
Edit Close Print Preview	Contract Modification Info					
Contract Modification Contract Modification 002 Number:	Created:         04-25-2012 13:46:48           By:         Lorell K. Duteil           Modified:         05-25-2012 12:21:27           By:         Lorell K. Duteil					
Contract Modification Supplemental Agreement Type:	Issues					
FAR Authority: FAR 52.217-8, Option to Extend Services, FAR 52.217-9, Option to Extend the Term of the Contract	Issue Number: 1 Designation Beneficial					
Contract Modification Award option $\mathbf x$ as defined and allowed under the original contract Description:	Cost Increase \$0.00 Time Increase 42 days					
CM Initiated by: FHWA/Owning Agency	Add New Issue					
Contract Time 42 day(s) Increase/Decrease:	Affected Periods					
Total Contract \$0.00 Modification Amount:	<u>⊇ INS</u> ⊠					
Aggregate Amount: \$0.00	Add Period 1 INS					
Schedule(s) Awardee None This CM:						
Award/Exercise B, X Additional Schedules?:						
Date RFP Sent to January 2, 2012 Contractor:						
Date Negotiations January 13, 2012 Completed:						
Date PR Signed: January 2, 2012						
Date SF30 Sent to January 23, 2012 Contractor for Signature:						
Date SF30 Signed By January 27, 2012 Contractor:						
Date CM Work February 7, 2012 Started:						
Net Authorization Change						
CON01 PLH Funding: \$0.00 Obligate						
CON02 Money from County: \$0.00 Obligate						
Edit Close Print Preview						

If you wish to continue revising or to delete the contract modification, Click "Edit". You can then proceed with whatever actions are needed for this modification.