APPENDIX K - PSCRS JOB AID

Access PSCRS home page by navigating to: <u>http://pscrs.cov.virginia.gov/default.aspx</u>

Professional Services Contracts Reporting System	Virginia Department of Transportation											
Velcome, Wazirah. Walace Home Procurement List Ontract List Vendor List Reports Administration Help												
Welcome to the Professional Services Contracts Reporting System!!!												
This page can be customized by the administrators of the Professional Services Contracts Reporting System to provide any information they think the users of the application may need to know. Changes to the page can be made at any time by the site administrators.												
Copyrigit 2011 Virginia Department of Transportation. All Rights Reserved.												

Figure 1 – PSCRS Home Page

Once on the homepage users should select the "Contract List" Module tab to access the database of professional service contracts.

VC		fessional	Services Contracts	Reporting Sys	stem				Virginia Department of Transport
Welcome, Waa	rirah .Wallac e								ta Bring polyar more of transfer
Home P	Procurement List Cor	tract List	Vendor List Reports	Administration	Help				
Contract	List								
strict:	[Al Districts]	~							
Division:	[Al Divisions]	~							
Contract Type	e: [Al Contract Types]	~							
Project Statu:	s: Active	~							
Quick Search:			Search Reset						
	(Contract Id, Descripti	on, UPC Code,	Primary Vendor, Secondary	Vendor)					
District	Division	Contract Id	Descript	ion	Contract Type	UPC Code	Administrators	Primary Vendor	Secondary Vendor
Central Offi	ice Structure & Bridge	5692	New Design - Region I - Lynchburg	Bristol, Salem,	Term Contract (Current Term: 1)			TRC ENGINEERS INC	CLARK NEXSEN OWN BARBIERI GIBSON, Athavale, Lystad & Associates, Lumsden Associates, P.C.
			Bridge Safety Inspection						
Central Offi	ice Structure & Bridge	29058	Staunton District	Contract -	Term Contract (Current Term: 3)		Jeff.Hetzer	VOLKERT INC	SCHWARTZ & ASSOCIATES, INC.
	ice Structure & Bridge			erm Contract -			Jeff.Hetzer	VOLKERT INC	SCHWARTZ & ASSOCIATES, INC. Athavale, Lystad & Associates, PSI
Central Offi		29080	Staunton District Maintenance & Repair T	erm Contract - n Districts) Region II	(Current Term: 3) Term Contract			AECOM TECHNICAL SERVICES INC	

Figure 2 – Contract List Default Page

In the Contract List users may filter the contract list by District, Division, Contract Type and Project Status or Quick Search by entering key contract information (i.e. contract number, UPC or key words).

Contract Details			
ontract Status:	Active	Contract Id:	46737
listrict:	Central Office	Division:	Construction
ontract Type:	Term Contract	Contract Manager:	Wazirah Wallace
greem ent Date:	6/12/2018	Contract Amount:	\$2,000,000.00
urchase Order #:	1179476	Contract Description:	Statewide Construction Project Closeout
comments:	RFP CD-20180201 n.patel	Primary Vendor:	MCDONOUGH BOLYARD PECK INC.
General Details Region Type:	Statewide (S)	Current Term:	1
General Details			
Term Expiration Date:	6/11/2020	Amount Per Term;	\$2,000,000.00
Task Order Amount For Current Term:	\$70.659.33	Contract Balance Under Current Term:	\$2,000,000.00
Task Order Amount (Cumulative):	\$70,659.33	Latest Task Order No:	e1,020,040.01
Total Available Capacity:	\$5,929,340.67	Overhead Rate:	\$0.00
Total Annable Supporty.	60,020,040.07	o termede hare.	00.00
Voucher Details			
Last Voucher No:	1	Last Voucher Date:	8/10/2018
Final Voucher?:	No		
SW AM/DBE Details			
DBE Type:	Participation	SWAM Type:	
DBE Value (%):	10.00	SWAM Value (%):	0.00
	\$7.065.93	SWAM Goal:	\$0.00
DBE Goal:			
DBE Goal: DBE Voucher Amount:	\$0.00	SWAM Voucher Amount:	\$0.00

Figure 3 – Contract Details Screen

Once the contract the user intends to review is filtered or found by the quick search feature, the user should select the contract record by clicking the desired record. This will open the "Contract Details/Contract Type Specific Details" screen.

The Contract Details screen provides a summary of the critical contract information that is captured in the subsequent tabs. All tabs include:

- Contract Type Specific Details
- Administrators
- Vendors
- Term Details
- Voucher Details
- Consultant Positions

Home Procurement List Co	ntract List Vendor Lis	t Reports	Administration	нер					
ontract Information						û	ŵ	**	Record 4 of 4 >> >>
Contract Details									
Contract Status:		Activ	•		Contract Id:		46737		
District:		Centr	al Office		Division:		Construction		
Contract Type:		Term	Contract		Contract M anager:		Wazirah Wallace		
Agreem ent Date:		6/12/	2018		Contract Amount:		\$2,000,000.00		
Purchase Order #:		11794	476		Contract Description:		Statewide Constru	uction Proje	ct Closeout
Comments:		RFP	CD-20180201 n.pa	tel	Primary Vendor:		MCDONOUGH B	DLYARD PI	ECK INC.
Contract Type Specific Details A NT Logon Wazirah. Wallace Rows Per Page: 10 V Add Administrator	dministrators Vendors	Term Details	Task Details V	oucher De	Peation				

Figure 4 – Administrators Tab

The Administrators tab should be utilized by Contract Managers to identify Administrators of the specific contract. Administrators may include any person who performs official duties on behalf of the Department in relation to the management and administration of the consultant services.

Administrators should be added, deleted and/or revised by the Contract Manager as contract administration staff change.

								V	/irginia Department of Transportal
lcome, Wazirah.Wallace									
Home Procurement List Contract List	Vendor List Re	ports Admi	inistration	He	εφ				
ontract Information							â.	ŵ	巛 《 Record 4 of 4 📎 🖇
Contract Details									
Contract Status:		Active				Contract Id:	4	6737	
District:		Central Office				Division:	C	onstruction	
Contract Type:		Term Contrac	t			Contract Manager:		/azirah Wallace	
Agreement Date:		6/12/2018				Contract Amount:		2,000,000.00	
urchase Order #:		1179476				Contract Description:	S		uction Project Closeout
Comments:		RFP CD-2018	0201 n.pat	el		Primary Vendor.	N	ICDONOUGH BO	OLYARD PECK INC.
Comments:					r Deti		N	ICDONOUGH BO	OLYARD PECK INC.
	Vendors Term E		Details V	ouche	er Deti		M	ICDONOUGH BO	OLYARD PECK INC.
Contract Type Specific Details Administrators	Vendors Term E	Details Task	Details V	ouche			N	ICDONOUGH BO	OLYARD PECK INC.
Contract Type Specific Details Administrators Vendor	Vendors Term E Is Prime?	etails Task Is SWAM?	Details V	ouche			N	ICDONOUGH BO	DLYARD PECK INC.
Contract Type Specific Details Administrators Vendor CES CONSULTING, LLC	Vendors Term E Is Prime? No	Details Task IS SWAM? No	Details V Is DBE? Yes	ouche P	Û		N	ICDONOUGH BO	OLYARD PECK NC.
Contract Type Specific Details Administrators Vendor Ces CONSULTING, LLC GANNETT FLEMING INC	Vendors Term D IS Prime? No No	Is SWAM? No No	Details V Is DBE? Yes No	ouche P P	Û		M	CDONOUGH BO	OLYARD PECK NC.
Contract Type Specific Details Administrators Vendor CES CONSULTING, LLC GANNETT FLEMING INC Kevile Enterprises	Vendors Term D Is Prime? No No No	No No No	Is DBE? Yes No Yes	ouche //	1 1 1 1			ICDONOUGH BO	OLYARD PECK NC.

Figure 5 – Vendors Tab

The Vendors tab contains a list of the vendor/consultant team which have been awarded the contract. Upon execution of the contract the Vendors tab is populated by the Consultant Procurement Office identifying the selected firm(s), whether they are the prime or subconsultant, and identifying each firm's SWaM and/or DBE Status. For accurate reporting it is essential that the correct vendor is selected and each vendor's identifying information is accurate.

Wittration Hep te ct 180201 n.patel	Contract Id: Division: Contract M anger: Contract Amount: Contract Description:	الله المعالم المعالم (1997) 46737 Construction Wazirah Wali 52,000,000,00	《伏 《 Record 4 of 4 》 》
re cet	Division: Contract M anager: Contract Amount:	46737 Construction Wazirah Walla	
ict	Division: Contract M anager: Contract Amount:	46737 Construction Wazirah Walla	
ict	Division: Contract M anager: Contract Amount:	Construction Wazirah Walla	
ict	Division: Contract M anager: Contract Amount:	Construction Wazirah Walla	
ict	Contract M anager: Contract Amount:	Wazirah Walla	
	Contract Amount:		
180201 n.patei		\$2,000,000,00	10e
180201 n.patel	Contract Deperintion:	\$2,000,000.00	
180201 n.patel			struction Project Closeout
	Primary Vendor:	MCDONOUGH	BOLYARD PECK INC.
Details Consultant Position P 1			
Copyright 2011 Virginia Department of Tran	sportation. All Rights Reserved.		
6	Copyright: 2011 Wrights Department of Tree	Copyright 2011Wrg1016 Department of Transportation. All Byblis Reserved.	

Figure 6 – Term Details Tab

The Term Details tab identifies the begin date, and expiration date of each contract term. As task orders are entered into PSCRS the system provides the cumulative task order value and hours for each given term. Upon execution of the contract, the Term Details tab is populated by the Consultant Procurement Office identifying the first term begin date and expiration date.

PSCRS Task Orders

Contract Info	ormation											â		ŵ		Record 4 of 4 >> >
Contract Details														*		
Contract Status:				Active				Contrac	t ld:				467	37		
District:				Central O	ffice			Division					Cor	nstruction		
Contract Type:				Term Con	tract			Contrac	t Manager:				Wa	zirah Wallace		
Agreem ent Date				6/12/2018	1				t Amount:					000,000.00		
Purchase Order	#.			1179476					t Description:					tewide Constru		
Comments:				RFP CD-2	20180201 n.pa	tel		Primary	Vendor:				MC	DONOUGH BO	LYARD P	ECKINC.
Contract Type S	pecific Details A	Administrators	s Vendors Te	erm Details T	ask Details	/oucher Deta	ils Con	sultant Position								
Task Order I	Name		Description		Effe	ctive Date	Term	Project No	UPC Code	Total Amount	Total Hours					
		n Call Guard	den 11		07	/20/2018	1	9999-964-3	16 105330	\$23,259.00	270		Ĥ			
7-0001	RICH- U	in Call Guard	orali		0/	/20/2010	-	3333-304-3	102220	\$23,259.00	2/0	0				
7-0001		n Call Guard tex Microsu				/20/2018	1	LM4R-020-F			36	-	Û			
	RICH-La	tex Microsu			07				17 110749	\$3,230.00		ø	-			
7-0002	RICH-Lai	tex Microsu n Call Paven	Infacing	95	07	/20/2018	1	LM4R-020-F	17 110749 132 105585	\$3,230.00	36	1	Û			
7-0002 7-0003	RICH-Lai RICH-On RICH- A	tex Microsu n Call Paven sphalt Resu	ırfacing nent Marking		07	/20/2018	1	LM4R-020-F 9999-964-3	17 110749 132 105585 18 111072	\$3,230.00	36 63	1	Û			
7-0002 7-0003 7-0004	RICH-Lai RICH-On RICH- A RICH-Wa	tex Microsu n Call Paven sphalt Resu ashington S	nfacing nent Marking nface SB Rte	Rehab	07	/20/2018 /20/2018 /23/2018	1 1 1	LM4R-020-F 9999-964-3 PM43-074-F	110749 132 105585 18 111072 185 107151	\$3,230.00 \$4,076.00 \$6,018.00	36 63 75	 	0 0 0			
7-0002 7-0003 7-0004 7-0006	RICH-Lat RICH-On RICH- A RICH-Wa RICH-Ad	tex Microsu n Call Paven sphalt Resu ashington S Id Left Tum	ufacing nent Marking Iface SB Rte Street Bridge F	Rehab 5 Prince Geory	07 07 07 09 ge 09	//20/2018 //20/2018 //23/2018 //12/2018	1 1 1	LM 4R- 020- f 9999- 964 - PM 43- 074 - U000-123-2	110749 132 105585 18 111072 185 107151 162 104847	\$3,230.00 \$4,076.00 \$6,018.00 \$6,165.00	36 63 75 67	 	0 0 0 0			
7-0002 7-0003 7-0004 7-0006 7-0009	RICH-Lai RICH-On RICH- Ad RICH-Wa RICH-Ad RICH-Im	tex Microsu n Call Paven sphalt Resu ashington S Id Left Tum nprove Inter	ufacing nent Marking Iface SB Rte itreet Bridge R Lane Rte 156	Rehab 5 Prince Geory 144 Prince Ge	ge 09	/20/2018 /20/2018 /23/2018 /12/2018 /12/2018	1 1 1 1	LM 4R-020- 9999-964- PM 43-074-7 U000-123-2 0156-074-7	110749 132 105585 18 111072 185 107151 162 104847 155 105131	\$3,230.00 \$4,076.00 \$6,018.00 \$6,165.00 \$3,087.00 \$3,892.00	36 63 75 67 36	 	0 0 0 0 0			
7-0002 7-0003 7-0004 7-0006 7-0009 7-0011	RICH-La RICH-On RICH-Ad RICH-Wa RICH-Ad RICH-Im SA-Rte.	tex Microsu Call Paven sphalt Resu ashington S Id Left Tum prove Inten 11 over Be	Infacing Inent Marking Inface SB Rte Itreet Bridge R I Lane Rte 156 Isection 6458:	Rehab 5 Prince Geor 144 Prince Ge -Bridge replac	ge 09 sorge 09 sement 09	/20/2018 /20/2018 /23/2018 /12/2018 /13/2018 /13/2018	1 1 1 1 1 1 1 1	LM4R-020- 9999-964-3 PM43-074-1 U000-123-7 0156-074-7 0645-074-7	110749 1105585 118 111072 105585 118 111072 107151 107151 104847 1055 105131 107 82226	\$3,230.00 \$4,076.00 \$6,018.00 \$6,165.00 \$3,087.00 \$3,892.00	36 63 75 67 36 44	1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1			

Figure 7 – Task Details Tab

The Term Details tab is utilized to capture the record of each task order that is executed under the consultant contract. Column headings may be selected for sorting and ordering the task orders. Each task order record must include the following:

- Task Order Name The task order name/number serves as a unique identifier for each task order
- Description Should be brief and may include a route, service provided, names and identifying task information
- Effective Date Shall be the date the Notice to Proceed is executed/date the Department provide written approval for the consultant to begin work
- Term Will be auto-populated
- Project No. may include various project numbers
- UPC Code may include various UPC's
- Total Amount Will generate based on the total team dollar value entered
- Total Hours Will generate based on the total team dollar value entered

The total term task order value reflected in PSCRS will be locked in at the time of a renewal. As task orders are entered into PSCRS, the system provides the cumulative task order value and hours to other tabs.

Entering a Task Order

Task Order Name	Description	Effective Date	Term	Project No	UPC Code	Total Amount	Total Hours		
7-0001	RICH- On Call Guardrail	07/20/2018	1	9999-964-316	105330	\$21,851.65	265	1	Û
7-0002	RICH-Latex Microsurfacing	07/20/2018	1	LM4R-020-F17	110749	\$2,869.48	31	ø	Û
7-0003	RICH-On Call Pavement Marking	07/20/2018	1	9999-964-332	105585	\$3,146.86	53	1	Û
7-0004	RICH- Asphalt Resurface SB Rte 95	07/23/2018	1	PM43-074-F18	111072	\$3,879.33	75	1	Û
7-0006	RICH-Washington Street Bridge Rehab	09/12/2018	1	U000-123-285	107151	\$4,711.78	67	1	Û
7-0009	RICH-Add Left Turn Lane Rte 156 Prince George	09/13/2018	1	0156-074-762	104847	\$2,438.56	28	ø	Û
7-0011	RICH-Improve Intersection 645&144 Prince George	09/13/2018	1	0645-074-755	105131	\$3,844.77	44	1	Û
8-0002	SA-Rte. 11 over Beckner Branch-Bridge replacement	09/18/2018	1	NFO0011-011-111, M501, B607	82226	\$9,377.33	97	ø	Û
H-0003	HR-Clean & Repaint Structural Steel (4 Bridges)	09/26/2018	1	(NFO) 0264-965-221, N501, B678-B681	108462	\$3,040.00	33	ø	Û
1-0001	BRIS-ADD AUX MERGE LANE I-77 AT I-81	09/28/2018	1	FO 077-098-754, C501	103320	\$8,515.00	89	1	Û

Figure 8 – Add Task Order

To add a new task order, users must select the "Add Task Order" button at the bottom left of the screen.

To revise a task order already in the system, users must select the pencil icon to the right of the task order they wish to revise. "

To delete a task order already in the system, users must select the trashcan icon to the right of the task order they wish to delete. " \hat{m} "

District:	Central O	fice		Division:			Construction
Contract Type:	Term Con	ract		Contract Manager:			Wazirah Wallace
Agreement Date:	6/12/2018			Contract Amount:			\$2,000,000.00
Purchase Order #:	1179476			Contract Description:			Statewide Construction Project Closeout
Comments:	RFP CD-2	0180201 n.patel		Primary Vendor:			MCDONOUGH BOLYARD PECK INC.
Contract Type Specific	Details Administrators Vendors Term Details	ask Details Vouch	r Details Consultant Position				
Task Order Name	Description	Effective	New Task Order	: Total Amount	Total Hours		
7-0001	RICH- On Call Guardrail	07/20/2		\$23,259.00	270	0	Û
7-0002	RICH-Latex Microsurfacing	07/20/2	Task Order Name:	\$3,230.00	36	1	Û
7-0003	RICH-On Call Pavement Marking	07/20/2	Description:	\$4,076.00	63	Ø	Û
7-0004	RICH- Asphalt Resurface SB Rte 95	07/23/2		\$6,018.00	75	1	Û
7-0006	RICH-Washington Street Bridge Rehab	09/12/2	Effective Date:	\$6,165.00	67	Ø	Û
7-0009	RICH-Add Left Tum Lane Rt e 156 Prince Georg	je 09/13/2	UPC Code:	\$3,087.00	36	Ø	Û
7-0011	RICH-Improve Intersection 645&144 Prince Ge	orge 09/13/2		\$3,892.00	44	Ø	Û
8-0002	SA-Rte. 11 over Beckner Branch-Bridge replac	ement 09/18/2	Vendor Amounts/Hours CANNOT be added until t	he task has been created. \$9,377.33	97	Ø	Û
H-0003	HR-Clean & Repaint Structural Steel (4 Bridge	s) 09/26/2	Save Cancel	\$3,040.00	33	P	Û
	BRIS-ADD AUX MERGE LANE I-77 AT I-81	09/28/2	018 1 FO 077-098	3-754, C501 103320 \$8,515.00	89	1	Û

Figure 9 – New Task Order

- 1. Enter the task order Name/Number
- 2. Enter the task order description
- 3. Enter the effective date of the Notice to Proceed
- 4. Enter the project number(s)
- 5. Enter the UPC code(s)
- 6. Select "Save"

Once the user has selected to save the entry the task order details just entered will populate on the following screen.

District:		Central Office			Divis	iion:					Cor	nstruction
Contract Type:		Term Contract			Con	tract Managar	_	-			Wa	izirah Wallace
Agreement Date:		6/12/2018			Edit Task Order						\$2,0	000,000.00
Purchase Order #:		1179476									Sta	tewide Construction Project Closeout
Comments:		RFP CD-2018	Task Order Name:	0-0000							MC	DONOUGH BOLYARD PECK INC.
Contract Type Spe	cific Details Administrators Vendors Term E	Details Task	Description:	Test	0							
Task Order Na	me Description				Y			int To	otal Hours			
7-0001	RICH- On Call Guardrail		Effective Date:	10/1/2018				.00	270	I	Û	
7-0002	RICH-Latex Microsurfacing		Project No: UPC Code:	0000				.00	36	1	Û	
7-0003	RICH-On Call Pavement Marking		ore code.	000				.00	63	0	Û	
7-0004	RICH- Asphalt Resurface SB Rte 95		Vendor		Proposed Contract Amour	nt Proposed Man Hours		.00	75	0	Û	
7-0006	RICH-Washington Street Bridge Rehal	b	CES CONSULTING, LL	.C	\$0.0	0 0.00	ø	.00	67	Ø	Û	
7-0009	RICH-Add Left Turn Lane Rt e 156 Prir	nce George	GANNETT FLEMING IN	IC	\$0.0	0 0.00	ø	.00	36	1	Û	
7-0011	RICH-Improve Intersection 6458144	Prince Georg	Keville Enterprises		\$0.0	0 0.00	ø	.00	44	Ø	Û	
8-0002	SA-Rte. 11 over Beckner Branch-Brid	ge replacem	M CDONOUGH BOLYA	RD PECK INC.	\$0.0	0 0.00	1	.33	97	1	Û	
H-0003	HR- Clean & Repaint Structural Steel ((4 Bridges)	Quinn Consulting Service	ces, Inc.	\$0.0	0 0.00	ø	.00	33	0	Û	
1-0001	BRIS-ADD AUX MERGE LANE I-77 AT	I-81	SEPIE ngineering & Co	Instruction Inc	\$0.0	0 0.00	1	.00	89	0	Û	
Rows Per Page:	10 🗸	Firs	Rows PerPage: 10 🗸									
											-	
Add Task Order				Save Can	cel							
		_	Copyr	ight 2011 Virginia I	Department of Transportation. All R	ights Reserved.						

Figure 10 – Add Task Order Allocation

Users must review the executed task order documents and detail the allocation of proposed contract dollars/amount and hours to each prime and Subconsultant as identified in the task order and enter the amounts in this screen by selecting the pencil icon to the right of each consultant.

		Proposed Amount	ContractProposed Hours	Man
Entered:	Prime Consultant: Subconsultant A: Subconsultant B:	\$50,000 \$25,000 \$25,000	500 250 250	
Populated on Save	Total Task Order Value:	\$100,000	1,000	

District: Central Office		Division:	Construction
Contract Type: Term Contract		Contract Manager:	Wazirah Wallace
Agreement Date: 6/12/2018		Contract Amount:	\$2,000,000.00
Purchase Order #: 1179476			Statewide Construction Project Closeout
Comments: RFP CD-20180	01 n.patel	sk Order	MCDONOUGH BOLYARD PECK INC.
Contract Type Specific Details Administrators Vendors Term Details Task D			
Task Order Name Description	Effective Description:	Total Amount	otal Hours
7-0001 RICH- On Call Guardrail	07/20/	\$23,259.00	270 / 🗊
7-0002 RICH-Latex Microsurfacing	07/20/: Effective Date: 10/1/2018	\$3,230.00	36 🖋 📋
7-0003 RICH-On Call Pavement Marking	07/20// Project No: 0000 UPC Code: 000	\$4,076.00	63 8 🗊
7-0004 RICH- Asphalt Resurface SB Rte 95	07/23/:	\$6,018.00	75 🖋 📋
7-0006 RICH-Washington Street Bridge Rehab	09/12/:	\$6,165.00	67 🖋 📋
7-0009 RICH-Add Left Turn Lane Rt e 156 Prince George	09/13/: New Task/	endor Oxfer \$3,087.00	36 🖋 📋
7-0011 RICH-Improve Intersection 6458.144 Prince George	09/13/: Vendor: MCDONOUGH BOLYAF	D PECKINC. \$3,892.00	44 🖉 📋
8-0002 SA-Rte. 11 over Beckner Branch-Bridge replaceme	t 09/18/: Contract Amount 0	\$9,377.33	97 🖋 📋
H-0003 HR-Clean & Repaint Structural Steel (4 Bridges)	09/26/: Man Hours: 0	\$3,040.00	33 🖉 🗊
1-0001 BRIS-ADD AUX MERGE LANE I-77 AT I-81	09/28/: Save Cancel	\$8,515.00	89 🖋 📋
Rows Per Page: 10 🗸	Previous		
Add Task Order			
	Copyright 2011 Virginia Department o	f Transportation. All Rights Reserved.	

Figure 11 – New Task/Vendor Order

- 1. Enter the contract/task order amount allocated for the selected consultant
- 2. Enter the man-hour total allocated for the selected consultant
- 3. Select "Save"

Contract Status:	Active			Contract Id					4673	37			
	istrict: Central Office			Division:						struction			
Contract Type:	Term Contract			Contract Mi	anager			zirah Wallace					
Agreement Date:	6/12/2018			Contract Ar	-			\$2,000,000.00					
urchase Order #:				Contract De						Statewide Construction Project Closeout			
Comments:	RFP CD-2018020	11 n.patel		Primary Ve	ndor.				мс	DONOUGH BOLYARD PECK INC.			
	Details Administrators Vendors Term Details Task De												
Task Order Name		Effective Date				Total Amount							
7-0001	RICH- On Call Guardrail	07/20/2018	1	9999-964-316	105330	\$23,259.00	270	Ø	Û				
7-0002	RICH-Latex Microsurfacing	07/20/2018	1	LM4R-020-F17	110749	\$3,230.00	36	Ø	Û				
7-0003	RICH-On Call Pavement Marking	07/20/2018	1	9999-964-332	105585	\$4,076.00	63	ø	Û				
7-0004	RICH- Asphalt Resurface SB Rte 95	07/23/2018	1	PM43-074-F18	111072	\$6,018.00	75	ø	Û				
7-0006	RICH-Washington Street Bridge Rehab	09/12/2018	1	U000-123-285	107151	\$6,165.00	67	ø	Û				
7-0009	RICH-Add Left Turn Lane Rte 156 Prince George	09/13/2018	1	0156-074-762	104847	\$3,087.00	36	ø	Û				
7-0011	RICH-Improve Intersection 645&144 Prince George	09/13/2018	1	0645-074-755	105131	\$3,892.00	44	ø	Û				
8-0002	SA-Rte. 11 over Beckner Branch-Bridge replacement	09/18/2018	1	NFO0011-011-111, M501, B607	82226	\$9,377.33	97	ø	Û				
H-0003	HR- Clean & Repaint Structural Steel (4 Bridges)	09/26/2018	1	(NFO) 0264-965-221, N501, B678-B681	108462	\$3,040.00	33	ø	Û				
1-0001	BRIS-ADD AUX MERGE LANE I-77 AT I-81	09/28/2018	1	FO 077-098-754, C501	103320	\$8,515.00	89	ø	Û				
0-0000	Test	10/01/2018	1	0000	000	\$300.00	6	ø	Û				
0-0000													

Figure 12 – Task Details Tab 2

Once saved the user will be returned to the Add Task Order Allocation screen in Figure 10. Users will repeat the processes associated with Figure 10 and Figure 11 for each prime and subconsultant identified in the task order until all contract/task order dollars and hours are accounted for.

Once complete select "Save" to be returned to the Task Details tab.

On the Task Details tab confirm the total task amount and total hours are accurate.

PSCRS Voucher Details

Siruaceim	formation														ŵ	Ŷ		~~~	K Record	rd 4 of 4	> >>
Contract Detail	ls																				
Contract Status	s:			Acti	ive						Contract Id:					46737					
District:				Cen	tral Offic	e					Division:					Construction					
Contract Type:					m Contra	ict					Contract Manage					Wazirah Wall					
Agreem ent Dat	te:			6/12	2/2018						Contract Amount					\$2,000,000.00)				
Purchase Orde	er #:			117	9476						Contract Descrip	tion:				Statewide Co	nstruction	n Proje	ct Close	eout	
Comments:				RFF	P CD-201	180201 n.	patel				Primary Vendor:					MCDONOUG	H BOLYA	ARD PE	CK INC	с.	
Contract Type S Voucher: Vendor: Final Vouche	[All Vouchers [All Vendors]		Vendors	Term Deta	ils Tasl	k Details	Voucher Detai	Is Consul	ltant Position												
Voucher: Vendor: Final Vouche	[All Vouchers] [All Vendors] er:	5]		× ×						Dressions Hou	Pressions An	soupt									
Voucher: Vendor:	[All Vouchers] [All Vendors] er:	s] Vendor	Is	× ×		DBE V	'oucher Date	Hours		Previous Hour		10unt \$0.00	1	Ĩ							
Voucher: Vendor: Final Vouche	[All Vouchers [All Vendors] er: 1 MCDONOUG (Cardinal I	5]	Is	✓ ✓	SWAM	DBE V	oucher Date	Hours 213.00	Amount				1	Ţ							
Voucher: Vendor: Final Vouche Voucher N Subtotal Vo	[All Vouchers [All Vendors] er: 1 MCDONOU (Cardinal I oucher 1	s] Vendor	Is Ix INC	✓ ✓	SWAM	DBE V	oucher Date 08/10/2018	Hours 213.00 9	Amount \$17,568.91				1	1							
Voucher: Vendor: Final Vouche Voucher N Subtotal Vo	[All Vouchers [All Vendors] er: 1 MCDONOU (Cardinal I oucher 1	Vendor GH BOLYARD PEC D: 25966)	Is Ix INC	✓ ✓	SWAM	DBE V	oucher Date 08/10/2018	Hours 213.00 \$ 213.00 \$	Amount \$17,568.91 \$17,568.91				1	3							
Voucher: Vendor: Final Voucher Voucher No Subtotal Vo Total (MCD	[All Vouchers [All Vendors] er: 1 MCDONOU (Cardinal I oucher 1	Vendor GH BOLYARD PEC D: 25966)	Is Ix INC	✓ ✓	SWAM	DBE V	oucher Date 08/10/2018	Hours 213.00 \$ 213.00 \$	Amount \$17,568.91 \$17,568.91 \$17,568.91				1	1							

Figure 13 – Voucher Details Tab

The Voucher Details tab is utilized to capture the record of each voucher that is processed by the Department for the specific contract. Once a complete and accurate consultant invoice is received and approved for payment. The Contract Administrator must update the Voucher Details tab. Each voucher record must include the following:

- Voucher No. The voucher number entry should reference the consultants invoice number and may include additional reference information beneficial to the Department
- Vendor, Prime, SWaM and DBE This information is populated based on previously entered consultant details and is auto-populated
- Voucher Date The date the complete and accurate and consultant invoice is received
- Hours Total consultant hours per prime and subconsultant
- Amount Total dollar value per consultant
- Previous Hours, Previous Amount Is auto-populated from information previously entered in the system

As invoices are entered, the cumulative invoice value per prime and subconsultant is calculated at the bottom of all invoices.

The column headings may be selected for sorting and ordering the list by the column heading.

/elcome, v	wazirah.wallace																						
Home	Procurement List		Vendor List	Report		Iministration	нер																
Contra	ct Information															命		ŵ		ζ ≪ Re	cord 4 of 4	>>	>>>
Contract	t Details																						Ì
Contract	Status:			Ac	tive						Contract	ld:				4	46737						
District:				Ce	entral Offi	ce					Division:					C	Construc	ction					
Contract	Type:			Ter	rm Contri	act					Contract	Manager:				V	Wazirah	Wallace					
Agreeme	ent Date:			6/1	12/2018						Contract	Amount:				S	\$2,000,0	00.00					
Purchase	e Onder#:			11	79476						Contract	Description	n:			S	Statewic	de Constri	uction P	roject Cl	oseout		
Commen	nts:			RF	P CD-20	180201 n.p	atel				Primary	Vendor:				h	MCDON	OUGH B	OLYARE	РЕСК	INC.		
	/oucher: 🗌	Vendor	T	5 Prime?	SWAM	DBE Vo	oucher Date	e Hours	Amount	Previous H	ours Previ	ous Amo	unt										
Vouci		UGH BOLYARD P ID: 25966)		Yes	No		08/10/2018		\$17,568.91		0.00			Û									
Subto	tal Voucher 1							213.00	\$17,568.91														
Total	(MCDONOUGH BC	ULYARD PECK IN	C.)					213.00	\$17,568.91														
Total								213.00	\$17,568.91														
Add Vot	ucher Export To E	bicel																					
																					e	85%	-
@		[]	w	0	0] P			RS	X .					9 🚯 8) 🧿	S 😨	0 🗟	1 🖓 a	d 🕩	2:14 10/16/	

Figure 14 – Add Voucher Cont'd

To add a new voucher, users must select the "Add Voucher" button at the bottom left of the screen.

To revise a voucher already in the system, users must select the pencil icon to the right of the voucher entry they wish to revise. " \checkmark "

To delete a voucher already in the system, users must select the trashcan icon to the right of the voucher entry they wish to delete. " $\hat{1}$ "

Attp://pscrs/pages/Contract.aspx Professional Services Contr × w CEI Contract De	cuments	Y In Final Audit Tack Order Librar					h ዖ• ଜିଟ
Edit View Favorites Tools Help	ocuments	A Final Audit Task Order Librar	y				
Inbox (152) - wazirah.wall ver Pages - Consult	Dec este	All Charles Chaff and All Charling I Day	tera dels Atales 🖬 n			>>	🟠 🔹 🔊 👻 🖃 🗮 💌 Page 🔹 Safety 💌 Tools 💌 🔞
Find: contract		evious Next 📝 Options 🗸	ject - Job Alds 🏼 📕	imployee-racing	registry		· · · · · · · · · · · · · · · · · · ·
	_		_	_	_	_	Virginia Department of Transportal
	Reports		New Vouch	er Order			
	_	Voucher No: Comme	ents:			^	
ntract Status:	Activ	Voucher Date:				~	46737
trict:	Centr	Vendor			Increase amount this		Construction
ntract Type:	Term	vendor	voucher period for each firm	billed to date for each firm	voucher period for each firm	billed to date for each firm	Wazirah Wallace
reem ent Date:	6/12/	MCDONOUGH BOLYARD PECK INC.					\$2,000,000.00
rchase Order #:	1179-	Cardinal Id: 25966 [PRIMARY]	0.00	213.00	0	\$17,568.91	Statewide Construction Project Closeout
mments:	RFP	CES CONSULTING, LLC	0.00	0.00	0	\$0.00	MCDONOUGH BOLYARD PECK INC.
ntract Type Specific Details Administrators Vendors	Term Details	[DBE]					
oucher: [All Vouchers]	~	GANNETT FLEMING INC	0.00	0.00	0	\$0.00	
endor: [All Vendors]	~	Keville Enterprises [DBE]	0.00	0.00	0	\$0.00	
nal Voucher: 🗌		Quinn Consulting Services, Inc. [DBE]	0.00	0.00	0	\$0.00	
	s Prime? S	SEPI Engineering & Construction Inc Cardinal Id: 0000045163 [DBE]	0.00	0.00	0	\$0.00	
1 MCDONOUGH BOLYARD PECK INC. (Cardinal ID: 25966)	Yes	Total		213.00		\$17,568.91	
dd Voucher Export To Excel		Save Cancel					

Figure 15 – Add Voucher Allocation Chart

Users must review the approved invoice documents and allocate the invoiced dollars/amount and hours to each prime and subconsultant as identified in the invoice.

Once the user has selected "Add Voucher", the user should enter the following:

- 1. Enter the Voucher No.
- 2. Enter the Voucher Date
- 3. Enter Comments (optional)
- 4. Enter the total hours per consultant in "Increase hours this voucher period for each firm" field
- 5. Enter the total dollar amount per consultant in "Increase amount this voucher period for each firm" field
- 6. Select "Save"

Note: For reporting purposes, it is critical that all prime and subconsultant payments and hours are allocated separately and correctly.

The "Total hours billed to date for each firm" and "Total amount billed to date for each firm" fields will auto-populate based on previous voucher entries.

Home Procurement List Contract List Vendor List 8	Reports Administration Help				~
Contract Information				🏦 🤣 巛 🗶 Record 4	of 4 🔉 🔊
Contract Details					
Contract Status:	Active		Contract Id:	46737	
District:	Central Office		Division:	Construction	
Contract Type:	Term Contract		Contract Manager:	Wazirah Wallace	
Agreement Date:	6/12/2018		Contract Amount:	\$2,000,000.00	
Purchase Order #:	1179476		Contract Description:	Statewide Construction Project Closeout	(
Comments:	RFP CD-20180201 n.patel		Primary Vendor.	MCDONOUGH BOLYARD PECK NC.	
	we? SWAM DBE VoucherDate	Hours Amount Previous Hou	s Previous Amount		
1 MCDONOUGH BOLYARD PECK INC. (Cardinal ID: 25966) Yes	s No No 08/10/2018	213.00 \$17,568.91 0.0	0 \$0.00 🖉 🗊		
Subtotal Voucher 1					
Total (MCDONOUGH BOLYARD PECK INC.)		213.00 \$17,568.91			
Total		213.00 \$17,568.91			
Add Voucher Export To Excel					
	c	opyright 2011 Virginia Department of Transportatio	n. All Rights Reserved.		

Figure 16 – Task Details Tab 2

Once the entry has been saved, the user will be returned to the Voucher Details Tab. On the Voucher Details tab, confirm the data entry for each consultant is correct and the voucher subtotal is accurate.

On the Voucher Details tab users have the option to export the Voucher Details to Excel, a pdf document and/or the printer by selecting the "Export to Excel" button at the bottom left of the screen.