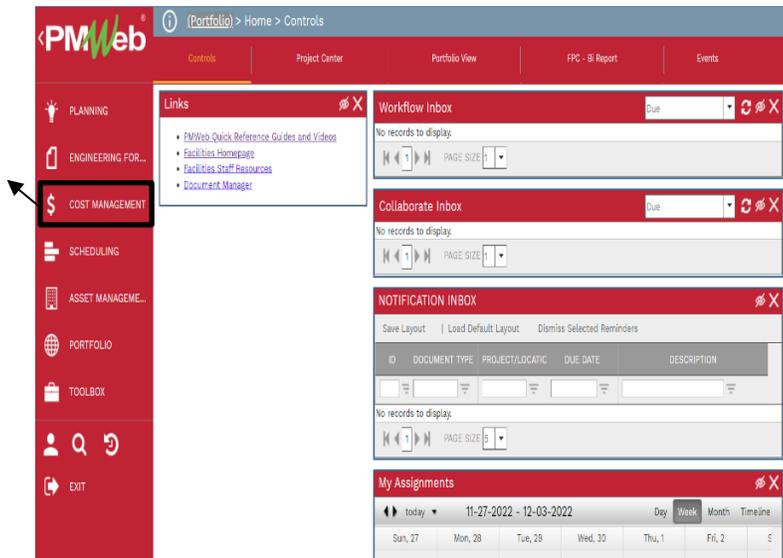


Establishing a Project Agreement (Commitment) from a CSA (Master Commitment)

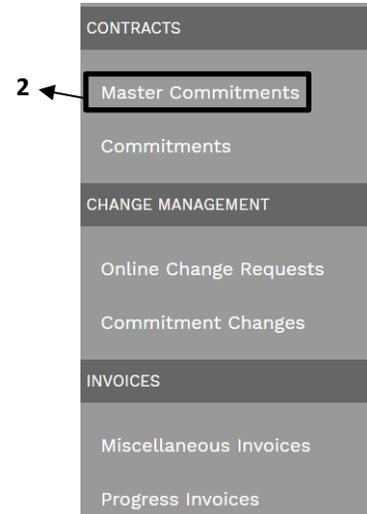
Overview: Master Commitment records are used for managing Continuing Service Agreements within PM Web. The Master Commitment can then be used to establish individual Service Agreement by establishing Commitments against it.

Reference: N/A

1- Click on **Cost Management**



2- Click on **Master Commitments** under **CONTRACTS**



3- Review the list of CSAs and select the desired CSA by clicking on the **RECORD #**.

| CATEGORY | COMPANY | RECORD # | FROM DATE | TO DATE | STATUS |
|------------------------------|--------------------------------|-------------------|------------|------------|----------|
| Type: Planning CSA | | | | | |
| Hospitality and Dining | HELLMUTH OBATA & KASSABAUM LP | <u>W875025</u> | 09-01-2018 | 08-31-2023 | Draft |
| Type: Project Management CSA | | | | | |
| Asbestos | TERRACON CONSULTANTS INC | <u>W237507</u> | 05-15-2023 | 05-14-2026 | Approved |
| N/A | University of Houston-Victoria | <u>Wee-###567</u> | 06-16-2023 | 06-16-2026 | Approved |

4- After the Master Commitment record opens, select '**+ Add Commitment**' from the lower menu.



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Record # Proposed 07 6

Company *** TERRACON CONSULTANTS INC 7

Description CSA to perform sampling 8

Type Project Management CSA 9

Agreement Type* Project Agreement 10

Status / Revision Draft 0

Effective Date 11

Days 165 12

Paid In Full

BILLING

Billing Terms

Retention on Services 0%

Retention on Stored Materials 0%

DO NOT ALLOW OVERBILLING

ALLOW OVERBILLING

RECAP

| | COSTS | DAYS |
|------------------|--------|------|
| Original Value | \$0.00 | 0 |
| Approved Changes | \$0.00 | 0 |
| Revised Value | \$0.00 | 0 |
| Billed | \$0.00 | |
| Retained | \$0.00 | |
| Balance Due | \$0.00 | |
| Payments Applied | \$0.00 | |
| Open Balance | \$0.00 | |
| Unbilled | \$0.00 | |
| Pending Changes | \$0.00 | 0 |
| Projected Value | \$0.00 | 0 |

- 5- **Project** field – Select the project from the drop down. Can filter by typing part of the project name.
- 6- **Record #** field – Enter “Proposed” followed by the next sequential number – i.e. “Proposed 07”. If migrating a record enter the project agreement number from the executed project agreement.
- 7- **Company** field – Auto populates from Master Commitment
- 8- **Description** field – Enter a brief description. **If the record is for migration of an executed Project Agreement, type ‘migration’ in the description field to trigger a shortened workflow that approves the record upon starting workflow.**
- 9- **Type** field- Auto populates.
- 10- **Agreement Type** field – Select ‘Project Agreement’
- 11- **Effective Date** field – Leave blank
- 12- **Days** field – Enter the number of days required for period of performance. Contracts coordinator will enter the start date and calculate the end date.
- 13- In the **USER DEFINED FIELDS** section on the right, select the **Vendor Project Manager** from the dropdown menu.
- 14- Leave remaining fields blank.

15- From the top bar, click on the **Save** icon.



Drag a column header and drop it here to group by that column

16

17

18

| LINE # | ATTACHME | COST CODE | FUNDING | DESCRIPTION | EXT. COST | TOTAL COST | NOTES |
|--------|----------|------------------------|---------|--------------------------------|-------------|-------------|-------|
| 1 | (0) | 02-01-001720 - Asbesto | \$0.00 | Asbestos Consulting | \$15,000.00 | \$15,000.00 | |
| 2 | (0) | 02-01-001725 - Reimbur | \$0.00 | Reimbursable Asbestos Consulti | \$2,500.00 | \$2,500.00 | |
| | | | | | \$17,500.00 | \$17,500.00 | |

16- Within the Details section at bottom, click on **+Add**.

17- Under the **COST CODE** column, select the appropriate cost code. You can start typing the cost code number or description to narrow the selection.

18- Under the **EXT. COST** column, enter the cost.

19- Click on the **Save** icon.

20- Under the **FUNDING** column, click the  icon to assign funding cost centers.

Drag a column header and drop it here to group by that column

Refresh Export To Excel Layouts

| LINE # | ATTACHME | CHANGE REQUEST ID | DESCRIPTION | COST CODE | DAYS | AMOUNT REQUESTED | AMOUNT APPROVED | FUNDING | NOTES |
|--------|----------|-------------------|-----------------------------------|---------------------------------|------|------------------|-----------------|---------|------------------------------|
| 1 | (0) | | Reallocate ext. bldg. assess to A | 02-01-001550 - Building_Envelop | 0.00 | \$-8,846.00 | \$-8,846.00 | \$0.00 | Reallocated per PO Contracts |
| | | | | | 0.00 | \$-8,846.00 | \$-8,846.00 | | |

20



21

21- Under the **UH FIELDS** tab, select **Project Agreement** on the left.

22- Enter the **Justification** and **Scope of services** information in the data fields.



23



Drop files here or click the Add button

23- Under the '**ATTACHMENTS**' tab, add attachments.

24- Under the '**Workflow**' tab on the top bar, click the **SUBMIT** button.



24

25- If desired, type any comments in the **Comments** field.

A screenshot of a software interface. On the left, there are two buttons: 'SAVE' with a floppy disk icon and 'CANCEL' with a close icon. A box around the 'SAVE' button has an arrow pointing to the number '24'. To the right, there is a label 'Comments' with a box around it and an arrow pointing to the number '24'. Below the 'Comments' label is a large empty rectangular text area.

26- Click the **SAVE** button in the Action box.

27- The **Project Manager** may also need to complete a budget realignment to ensure adequate budget amounts in applicable cost codes.

Contract Coordinator

28- Navigate to the record.

29- Review **MAIN**, **UH FIELDS** and **ATTACHMENTS** tabs.

A screenshot of a software interface. On the left is a sidebar with a navigation menu. The 'UH FIELDS' tab is selected and highlighted with a box. Below it, the 'Project Agreement' item is also highlighted with a box. An arrow points from the number '30' to this 'Project Agreement' item. To the right of the sidebar is a table with columns 'UH FIELD' and 'DATA'. The table has a header row and three data rows. The first data row is 'Justification (submitter)', the second is 'Scope of services (submitter)', and the third is 'Is this a Fixed Price Contract (contracts)'. The third row is highlighted with a box. An arrow points from the number '31' to this row.

30- Under the **UH FIELDS** tab, select **Project Agreement** on the left.

31- Enter data in the 'Is this a Fixed Price Contract' row.

| MAIN | UH FIELDS | COMMITMENT CHANGES | COMMITMENT INVOICES | PAYMENTS | NOTES | ATTACHMENTS |
|------------------------------------|-----------|---------------------------|---------------------|----------|-------|-------------|
| Project Information | | Edit | | | | |
| CMAR | | UH FIELD | | | | |
| Contract For Professional Services | | DATA | | | | |
| Job Order | | Service Provider Name | | | | |
| Owner-Architect Project Agreement | | Service Provider Title | | | | |
| Project Agreement | | UH Signatory Name | | | | |
| Owner-Contractor Agreement | | UH Signatory Title | | | | |
| Service Order | | Internal Reviewer 1 Name | | | | |
| Standard Purchasing Agreement | | Internal Reviewer 1 Title | | | | |
| Signatories | | Internal Reviewer 2 Name | | | | |
| | | Internal Reviewer 2 Title | | | | |
| | | Internal Reviewer 3 Name | | | | |
| | | Internal Reviewer 3 Title | | | | |

32- Under the **UH FIELDS** tab, select **Signatories** on the left.

33- Enter data for the name and title of signatories. Internal reviewers are optional based on the \$ amount level needed for final approval.

34- Click on the **Save** icon to save edits.

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Record # 08

Company (*** University of Houston-Victoria

35- Under the MAIN tab, edit the **Record #** field to the final number to be routed for electronic signature i.e. **"08"**.

| USER DEFINED FIELDS | |
|------------------------|---------------------------------------|
| Issuer | <input type="text"/> |
| HB1295 - Reported | <input type="text"/> |
| HB1295 - Approved | <input type="text"/> |
| BOR Approved | <input type="text"/> |
| Amount | <input type="text"/> |
| Vendor Project Manager | Spencer Salvador (University of Hous) |
| Contract Number | <input type="text"/> |
| K Number | <input type="text"/> |
| NTP Date | 02-12-2024 |

- 36- In the **USER DEFINED FIELDS** section on the right, enter the start date in the **NTP Date** field.
- 37- Click on the **Save** icon to automatically calculate the end date based on the Days entered.



- 38- Under the print icon in the header, select **BI Reporting**. Be patient as the first time it takes a while to load.



40

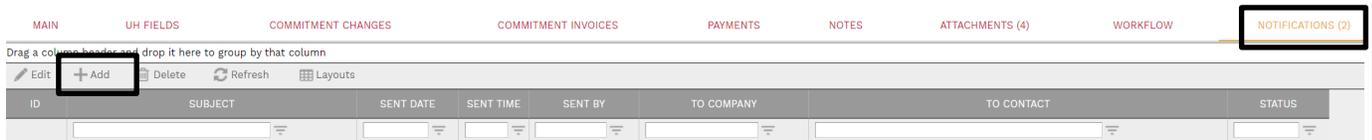
| REPORT | RECORD TYPE | DEFAULT |
|---------------------------------|-------------|---------|
| Commitment Log (by Vendor) | Commitments | |
| Commitments | Commitments | |
| Commitments SC Summary Log 2016 | Commitments | |
| Project Agreement | Commitments | ✓ |
| UH-Job Order | Commitments | |
| UH-Project Agreement_old | Commitments | |
| UH-Service Order | Commitments | |
| 1 | | |

- 39- Select **Project Agreement** under the REPORT column.
- 40- Click on the PDF button in the pop up box header. Then open and edit pdf as needed.
- 41- Prepare the final project agreement package and route for electronic signature.
- 42- Upon final signature, update any information including if **Record #** has changed, and attach the executed packages using the ATTACHMENTS tab.
- 43- Click on the **Save** icon to save edits.

- 44- Under the **'WORKFLOW'** tab on the top bar, select Approve, and click the **SAVE** button.

PM Sending the Executed Project Agreement to the Service Provider

- 45- To send a copy of the executed Project Agreement to the Service Provider, select the **NOTIFICATIONS** tab and then **+Add**.



- 46- **To field** – Click on the  icon then select Service Provider contacts. To narrow the list, type the company name in the company field and click on the three lines.



- 47- **CC field** – Click on the  icon to add PM Web Users as CCs.
- 48- **Manual CC field** – Enter any e-mail address for persons not in PM Web. Include "pctract@central.uh.edu" as a manual CC.
- 49- **Notification type field** – Select 'Fully Executed Contract Document' from the drop down list.
- 50- **Subject field** – Enter the following: "WXXXXXX [*vendor name*] CSA ([*CSA Category*]) Fully Executed Project Agreement [*Record #*]." For example "W247007 Aviles CSA (Materials Testing) Fully Executed Project Agreement 07"
- 51- **Include Link** check box – Ensure this box is **NOT** checked.
- 52- Remaining fields can be blank/unchecked.
- 53- Under the 'SELECT TO ATTACH TO EMAIL' list, select the Fully Executed SP Copy attachment.
- 54- Click on the **Send** icon

▶ 54

From **46** Nick Merry System **53** SELECT TO ATTACH TO EMAIL

To **46**

CC **47**

BCC **47**

Manual CC **48**

Subject **50** Project Name- Commitments - 01

Status Due Date

Notification type **49** Fully Executed Contract Document Reminder

Reference Completed

Include Link Completed Date

| <input type="checkbox"/> | TYPE | DESCRIPTION |
|-------------------------------------|------------|--|
| <input type="checkbox"/> | Report | Commitments |
| <input type="checkbox"/> | Report | Commitments SC Summary Log 2016 |
| <input type="checkbox"/> | Report | UH-Job Order |
| <input type="checkbox"/> | Report | UH-Project Agreement |
| <input type="checkbox"/> | Report | UH-Service Order |
| <input type="checkbox"/> | Attachment | PTB_Organ Recital Hall Water Intrusion Rep |
| <input type="checkbox"/> | Attachment | P92237371.UH Fine Arts Bldg. POC |
| <input type="checkbox"/> | Attachment | W237507-01 Fully Executed_FPC Copy |
| <input checked="" type="checkbox"/> | Attachment | W237507-01_Fully Executed SP Copy |

55- Under the **'WORKFLOW'** tab on the top bar, select Final Approve, and click the **SAVE** button.

56- Process complete.