



ARCHITECTURE & ENGINEERING
OPERATIONS STUDIO
CONSULTANT CONTRACT FUNDING UNIT (CCFU)

Request for Payment (RFP) Submission Guidelines A&E Design Consultants

Capacity (Line) Contracts

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This publication is also available online at:
<http://www.nycsca.org/Business/WorkingWithTheSCA/Design/Pages/SubmissionGuidelinesforPayment.aspx>

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1. OVERVIEW

A. Using this Submission Guide

The primary goal/objective of this guide is to provide the technical support to assist A&E Design Consultants when preparing a Request for Payment (RFP) using our online payment portal. The system we use is called Oracle Requirements Contract Management System (ORCMS).

The guide will also provide guidance needed for submitting payment documents supporting an RFP, hence minimizing RFP submission errors and reducing payment delays. Please make this guide available to all employees involved in submitting payments, for service rendered under your SCA/A&E CIP contract. We have found that firms that invest in getting a full understanding of our authorization and payment process have fewer problems submitting payment requests and subsequently being paid for services rendered.

The RFP Submission Guidelines are also available from the SCA website at:

<http://www.nycsca.org/Business/WorkingWithTheSCA/Design/Pages/SubmissionGuidelinesforPayment.aspx>

All active Design Consultant firms will be notified by their assigned Consultant Contract Funding Unit (CCFU) Operations Manager when changes to the RFP Submission Guidelines have been published. Ensure that all personnel involved in submitting RFPs have the most recent version of the submission guideline.

B. Contact with your CCFU Operations Manager

1. Inquiries

Email is the preferred method of initial contact with your Operations Manager as it pertains to payment problems, issues, etc.

Please provide the following in your email to assist with ATP and/or RFP related inquiries:

- Contract Number
- Design/LLW Number
- RFP # (for payment inquires)
- ATP # (if available)
- Screen shots of error messages (if the issue is ORCMS related)

2. Visits

Please notify your Operations Manager prior to visiting their desk to make an inquiry. If you are in the building to handle other business, call or email to set a time to meet. We can better serve you if we are made aware of the inquiry/issue ahead of time and allocate the time needed to address the issue. Please wait for a confirmation from the Operations Manager. A response to your request for a meeting should occur within two (2) business days.

PLEASE NOTE – The contract sections referenced in this Submission Guidelines are from CIP contracts executed and amended by Supplemental Agreement from 2008 to present. Some of the contract references quoted may not apply to your pre 2008 CIP contract.

2. WHAT IS NEEDED BEFORE AN RFP CAN BE SUBMITTED?

The NYC School Construction Authority's mission is to design and construct safe, attractive and environmentally sound public schools for children throughout the many communities of New York City. We are dedicated to building and modernizing schools in a responsible, cost effective manner while achieving the highest standards of excellence in safety, quality and integrity.

The SCA is solely accountable for planning, real estate, and budgeting, as well as scoping, design and construction of new schools, additions and capital improvements to existing schools. Placement of sole responsibility for the Capital Plan with the SCA offers several key benefits, including but not limited to, enhanced coordination between the public and private sectors, improved management of the construction process, reduced school construction costs as a result of simplified design standards.

The SCA is publicly accountable for all expenses and by extension, every dollar that a consultant requests for payment is also publicly accountable. Therefore, our authorization and payment process is very detailed ensuring our compliance with internal and external audit requirements.

A. Notifications & ATPs

Upon receipt of written notification from the Authority, the consultant shall commence providing services for the assigned task. Written notification can be in the form of, but not limited to, an Authorization to Proceed (ATP), an email, memorandum, approved proposal, and/or a fully executed Request for Additional Design Services (RADS) form. If, for whatever reason, your firm opts to decline an assignment, immediately provide a written statement to your A&E design team.

The ATP process is initiated by your A&E design team. Contingent upon volume and available resources, an ATP should become available in ORCMS for billing purposes within ten to fifteen business days. Status inquiries pertaining to ATPs can be made after the fifteenth day. Timely follow up on missing ATPs cannot be emphasized enough. Waiting months (and in some cases, *years*) to follow up on an ATP is not in the best interest of the consultant firm nor the Authority.

B. Proposals & Additional Services ATPs

Upon receipt of written notification from the Authority to provide Additional Services, the consultant shall submit a written proposal within 7 to 10 business days to the Authority for approval. The approved proposal will be used to create an ATP for the task. Ensure the fee proposal follows the format as described in Section 4.1.2 – Additional Services of your A&E design services contract.

C. Timekeeping

Firms with dedicated personnel responsible for the coordination and management of billing SCA projects have historically had the most success in collection for services rendered to the SCA.

Timesheets must show Basic Services and Additional Services hours for each project clearly separated and identified. If multiple Additional Services have been authorized, each timesheet must also segregate and clearly identify the hours related to each additional task.

Regardless of the method of compensation, all time for every project, for all assignments must be tracked with a specific, unique project number/work number within their official payroll/project tracking system.

D. Payments & Submissions

In accordance with Article VII, Payments, Paragraph 7.1.1 you are required to submit a draft Request for Payment within ninety (90) days of the services rendered. RFP submissions for services rendered beyond the specified period are subject to a 90 - 120 day review period.

The SCA reserves the right to deny payment for failure to submit such requests within the time specified.

All Final RFP's will be processed in accordance with section Article VII, Payments, Paragraph 7.1.2. Please do not contact your Operations Manager regarding the status of a RFP until 30 days from the signed and notarized Final.

E. Consultant Kiosk

A Consultant Kiosk has been created for consultant use and is located at the entrance of the A&E Operations area. Any consultant employee with access to our web portal can log in and perform the same functions in ORCMS as they would from their home office.

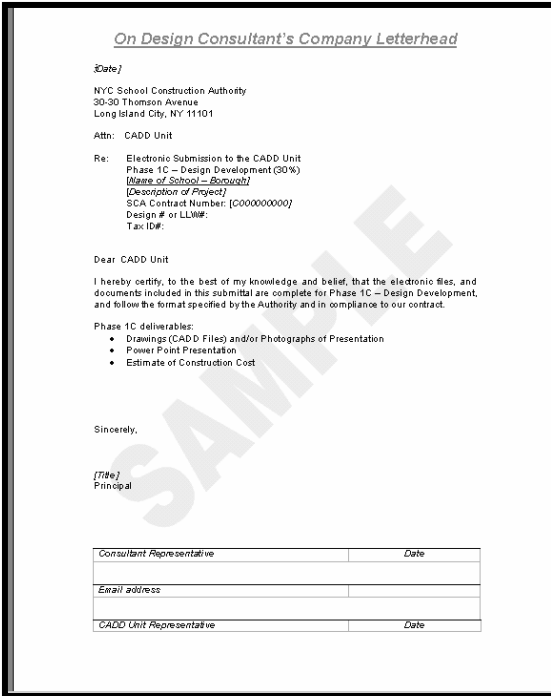
F. Request of Payment (RFP) Submission Guideline Training

CCFU provides training for design consultant employees on the payment and authorization process. These trainings are conducted January to May and July to November. A yearly calendar is disseminated at or around the beginning of the SCA fiscal year (July) with dates, location of training and how to register for a session. Currently the training is for design consultant firms with CIP and Capacity contracts only. Space is limited and only two employees from each firm registered for a given training will be allowed to attend.

3. WHAT DOCUMENTS ARE NEEDED BEFORE AN RFP CAN BE SUBMITTED?

A. Authorization to Proceed (ATP)

A fully executed **ATP** (electronically signed by the Consultant in ORCMS) for the services being billed is required. All Additional Services ATPs can be paid as time and materials or as a lump sum. Payment method and deliverable is determined by the Authority and will be noted on the ATP.



B. Submissions/Deliverable Certification Letter

When billing for Preliminary Phase Fee (Design Development Documents) or Final Design Documents, a fully executed Submissions/Deliverable Certification Letter must be obtained.

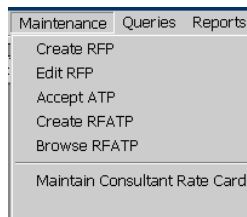
C. Prime Consultant Rate Cards

Prior to submitting your first Additional Services RFP to the SCA, a rate card for all employees working on SCA projects must be entered into ORCMS.

Our payment review of additional service items will be based on the rate card applicable for the period of performance for services rendered. If we do not have an applicable rate card on file, there's no basis for our review; therefore, the RFP (or applicable portion of the RFP) cannot be processed.

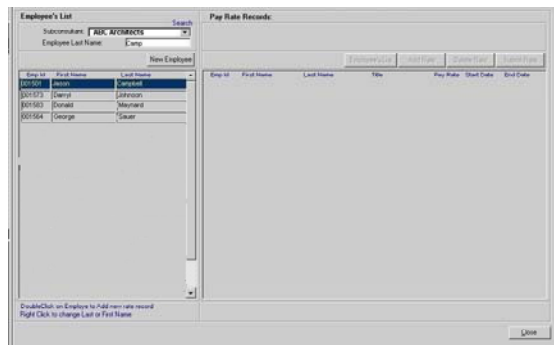
Submission Deliverable Certificate

Rate card information is entered directly into ORCMS. **Prime SCA Design Consultants are responsible for maintaining accurate, current rate card information in ORCMS.**



Select *Maintain Consultant Rate Card* from **Maintenance** menu option.

From the main Employee Rate Card screen the user can enter new or search existing rate card information of their employees or their sub-consultant employees (see Appendix G - **RATE CARD MAINTENANCE** for details to add and/or update employee rates).



Important Notes about the Rate Card section of ORCMS

- An employee's pay rates, once included and submitted on an RFP, cannot be edited or deleted from ORCMS.
- A current individual employee pay rate can be updated twice during a calendar year by the firm. ORCMS will block the user from making more than two updates. Any additional updates of an

individual pay rate must be sent to your SCA Design team and CCFU Operations Manager for review. The ORCMS entry of these additional rate updates can be made by designated CCFU Staff only.

- Principal pay rate, start and end dates cannot be entered by the user. This information is part of the contract profile loaded into ORCMS.
- Only the *actual pay rate* of an employee, not the pay rate times the firm’s multiplier should be entered.

D. Sub-Consultant Rate Cards

The consultant must obtain pay rates from all sub-consultants included in your contract with all employees working on the consultant’s SCA projects. As with Prime Consultant rate cards, payment for most additional services is based on the employee pay rates for the period of performance for services rendered. If an applicable rate is not on file, ORCMS will prevent data entry and thus not allow the user to bill for the employee services.

The rate card must be forwarded to CCFU (send to the attention of the CCFU Unit Manager) for entry into ORCMS.

PLEASE NOTE - It is not uncommon for a firm to be a sub-consultant to several SCA contracted design consultants. Only one rate card is required to be submitted. Our system automatically will link a sub-consultant rate to its primes. Please confirm that the sub-consultant does not have an existing relationship with an SCA contracted design consultant firm prior to making the rate card request.

The sub-consultant will need to send their rate card in the form of an Excel spreadsheet. The spreadsheet requires the following fields:

Employee ID	Field is used to enter a unique identifier for each employee. This ID can be created specifically for use in ORCMS or it can mimic the ID in your existing timekeeping system. The ID can be alphanumeric and up to eight (8) characters.
First Name	The employee’s first name can have up to twenty (20) characters. An employee’s middle initial would be included in this field.
Last Name	The employee’s last name can have up to thirty (30) characters. Jr., Sr., and other courtesy titles can be included in this field.
Pay Rate	Enter the hourly pay rate with the following format - \$xx.xx
Effective Start Date	This field is used to enter the effective start of a pay rate (see spreadsheet for examples of entering multiple pay rate periods for one employee).
Effective End Date	This field is used to enter the effective end of a pay rate (see spreadsheet for examples of entering multiple pay rate periods for one employee).

In the *header* of the spreadsheet the sub-consultant must include the following:

- Sub-consultant Name
- Prime Consultant Name
- Prime Consultant Contract Number(s)

The spreadsheet file should be named as follows: COMPANY NAME-Rate Card Update-mmddyy

When employee rate updates are required, the sub-consultant should, in the aforementioned format, submit only those employee rates that are being updated. As with the initial rate submission, the rate card must be forwarded to CCFU (send to the attention of the CCFU Unit Manager) for entry into ORCMS.

E. Sub-Consultant Inclusions

It is not uncommon for a consultant to need to use a sub-consultant that is not that is not approved included in their contract. However, all sub-consultants must be approved by the SCA or have a request for approval at the SCA **prior to rendering any services**. Payments for work performed by sub-consultants will not be processed until a multiplier has been negotiated and agreed upon by the sub-consultant and SCA Contract Administration.

Below are the requirements for the inclusion or substitution of a sub-consultant:

1. Submit the electronic "**Sub Consultant Inclusion Request Form**" (contact your Operations Manager for the SCA website hyperlink). All requests require Director's approval to begin processing and negotiation of multiplier(s). The Management Support Unit (MSU) of A&E / Operations handles such requests. If you have any questions regarding this process, your Operations Manager can provide the current MSU contact person.

When your approved request begins process, you may be contacted by a member of MSU to submit additional requirements. (In some cases the information is already on file)

Additional Requirements:

- **Audited Financial Statement(s)** - The SCA requires Tax Documents (1120, 1120S, 1045, 1065 or Schedule C) for the year prior to when the sub-consultant started working for the Prime consultant.
 - **Work History Forms** - If the proposed firm is not prequalified by the SCA, the Consultant must submit a Work History form completed by the sub-consultant listing 6 references for similar work performed in the past 3 years. The SCA's Prequalification Department will verify the references and perform a Vendex check. (contact your Operations Manager for the SCA website hyperlink)
 - **Proposed Multiplier (Home/Field)**- Use the supplemental Consultant Multiplier Calculation Form to assist in Determining your proposed multiplier. Contact your Operations Manager for the SCA website hyperlink.
2. A Supplemental Agreement must be executed in order to include the sub-consultant in the Consultant's specific contract.
 3. A Prime Consultant must be qualified for the Supplemental Agreement to be executed.
 4. The SCA reserves the right to deny payments for services provided by a sub-consultant that has not been approved in advance of performing work.

4. HOW I DO ACCESS THE SCA WEB PORTAL AND ORCMS?

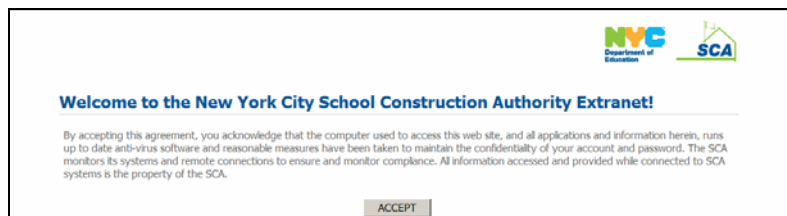
To gain access to the application needed to submit payments, all Consultants must submit a completed and notarized **NDA – Confidentiality and Non Disclosure Form** to the CCFU Unit Manager. No accounts will be created without this form being on file for each consultant firm (Form ITF-1c) and any employee of the firm (Form ITF-1b) requiring access to submit payments. The required forms are available through the SCA website at:

<http://www.nycsca.org/Resources/Resources/Pages/NDANonDisclosureAgreement.aspx>

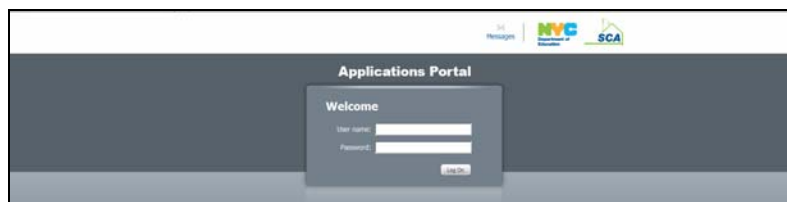
After your web account has been authorized, the Consultant will receive a confirmation letter/email from SCA-IT with login information (user name and password) and the link to download the program necessary to access the SCA Web Portal.

A. SCA Web Portal

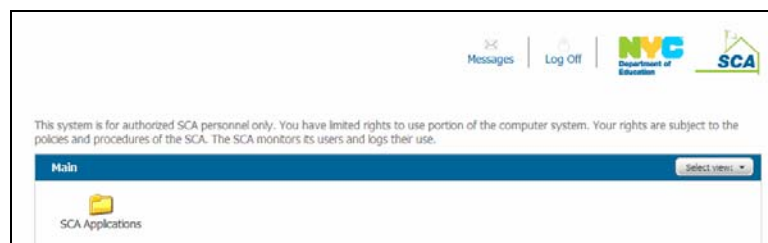
1) Log into SCA Web Portal. The web link is <http://extranet.nycsca.org>. You will be asked to accept or reject the terms of agreement for use of SCA Applications.



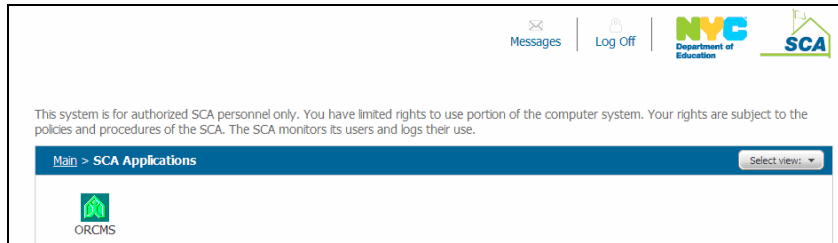
2) Upon acceptance, log in using your User Name and Password.



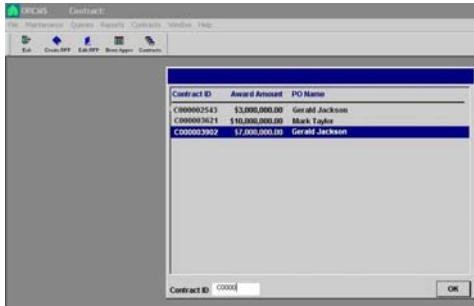
3) When you have successfully logged in, you will see a folder containing all SCA applications associated with your user name and pass word. Click on the folder.



4) All of the SCA applications associated with your user name and password will be displayed. Click on the ORCMS icon.



B. ORCMS



ORCMS is Oracle Requirements Contract Management System. In this system, the A&E Design Consultants will Create and Edit the RFP submission, the A&E Operations Manager will approve the RFP submission and forward to SCA Finance.

1) After successful entry into the SCA Web Portal and ORCMS, you will have access to your A&E contract(s). Select the contract for which you are requesting payment.

PLEASE NOTE – If you fail to log into ORCMS for a 45 day period, your ORCMS account will be deactivated. You will need to submit a completed and notarized *NDA – Confidentiality and Non Disclosure Form* to the CCFU Unit Manager **again** for your ORCMS account to be re-activated.

ORCMS Inquiries

ALL general ORCMS inquiries should be filtered through your Operations Manager however, please note the following important distinctions:

-if you are in ORCMS and receive any of the error messages contained in this guideline, **DO NOT CONTACT** the SCA-Help Desk, contact your Operations Manager. Attach a copy of the print screen with the error message to a MS Word® document and forward to your Operations Manager.

-if you have an active account and cannot log into ORCMS, contact the SCA-Help Desk (718) 472-8871 or servicedesk@nycsca.org. Please copy your Operations Manager on any correspondence with the SCA-Help Desk.


5. HOW DO I ACCEPT AN ATP OR ATP AMENDMENT IN ORCMS?

Acceptance of an ATP is an electronic signature, declaring the Consultant firm's concurrence with the following:

- The fee amount, derived in accordance with the terms and conditions stated in your SCA contract, or
- The negotiated fee for proposed services;

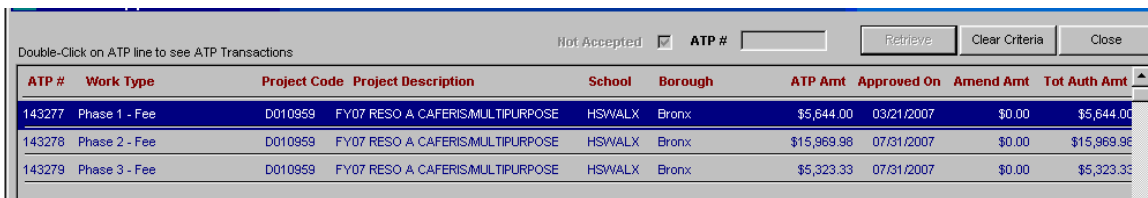
When a user creates a RFP, **it is not possible to bill** for services in our payment system without an ATP having been previously issued by CCFU and accepted by the Consultant in ORCMS. Acceptance can occur prior (see Section 5.A) or at the time (see Section 5.B) of the RFP is created.

A. Accepting an ATP - Using the **Accept ATP** Icon

1. Click the *Accept ATP* icon  from the ORCMS main menu.
2. After clicking the Accept ATP icon, the user will be taken to the main ATP Acceptance Browser screen.



3. The ORCMS default is to check the *Not Accepted* box. By clicking *Retrieve*, ORCMS will display all ATPs that have not been accepted by your firm.



ATP #	Work Type	Project Code	Project Description	School	Borough	ATP Amt	Approved On	Amend Amt	Tot Auth Amt
143277	Phase 1 - Fee	D010959	FY07 RESO A CAFERIS.MULTIPURPOSE	HSWALX	Bronx	\$5,644.00	03/21/2007	\$0.00	\$5,644.00
143278	Phase 2 - Fee	D010959	FY07 RESO A CAFERIS.MULTIPURPOSE	HSWALX	Bronx	\$15,969.98	07/31/2007	\$0.00	\$15,969.98
143279	Phase 3 - Fee	D010959	FY07 RESO A CAFERIS.MULTIPURPOSE	HSWALX	Bronx	\$5,323.33	07/31/2007	\$0.00	\$5,323.33

PLEASE NOTE – Before deploying this enhancement, all ATPs and ATP Amendments which were part of an RFP (save, submitted or approved) were automatically accepted. All of these auto accepted ATPs and ATP Amendments will have a Consultant Project # “N/A”.

4. Double-Click the highlighted line to see all transactions (ATPs and Amendments) for the selected work type. This will display the Acceptance screen.



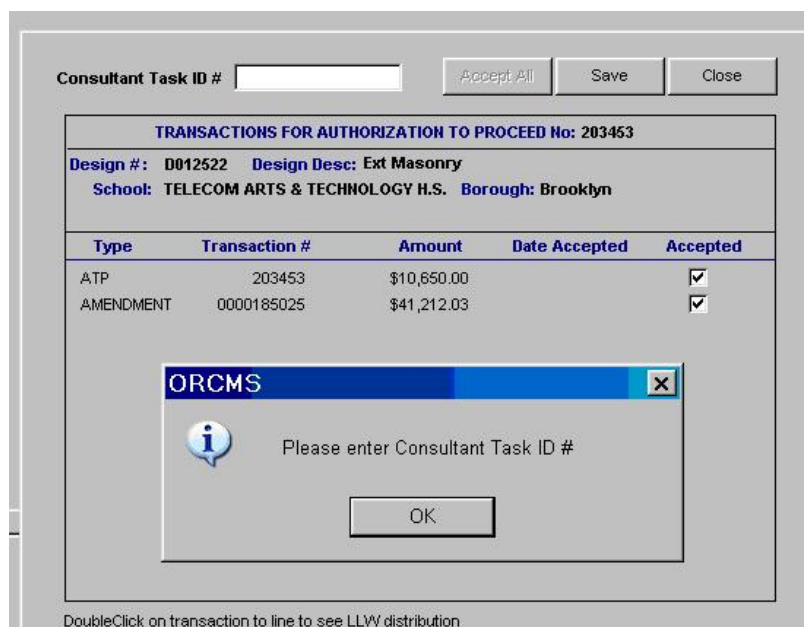
Type	Transaction #	Amount	Date Accepted	Accepted
ATP	203453	\$10,650.00		<input type="checkbox"/>
AMENDMENT	0000185025	\$41,212.03		<input type="checkbox"/>

- If you wish to see the LLW distribution for the ATP, double-click any transaction line. Click the 'X' to close the LLW distribution box.



- Before an ATP can be accepted, a *Consultant Task ID* number is required. **The Consultant Task ID number must be a unique identifier for the assigned task and have a one to one relationship to the ATP issued to that given task. This should be the same unique identifier which will be/is used by the Consultant firm to track the specific project in their billing and timekeeping systems.**

If a *Consultant Task ID* number has not been entered and the user attempts to accept the ATP an error warning message will appear.



7. Enter the Consultant Task ID #, click Accept All.

8. Click *Save* to complete acceptance of ATP and any associated ATP Amendments. Close to return to the Acceptance Browser screen.

B. Accepting an ATP through the RFP Screen

1. Basic Services RFP

i) From the RFP Screen, select the ATP which is to be billed against.

Save	Save & Submit	Consult RFP	Go To WA	Sort	Fully Paid Y/N	Close
Authorized Date	WorkType	Authorized Amount	Approved Amount	Outstanding Submission	Balance Available	Requested Amount
1/31/2008	Phase 2 - Fee	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$15,000.00
5/27/2008	Phase 3 - Fee	\$26,594.49	\$22,162.10	\$0.00	\$4,432.39	\$0.00
9/5/2007	Phase 1 - Fee	\$16,171.73	\$16,171.73	\$0.00	\$0.00	\$0.00
9/5/2007	Phase 2 - Fee	\$48,515.18	\$48,515.18	\$0.00	\$0.00	\$0.00
7/7/2008	Phase 3 - Fee	\$16,171.73	\$13,476.40	\$0.00	\$2,695.33	\$0.00

ii) After an amount has been entered into the *Requested Amount* box, the user will receive the message:

iii) Click *Yes*. The Acceptance screen will appear.

Consultant Task ID #

TRANSACTIONS FOR AUTHORIZATION TO PROCEED No: 203453

Design #: D012522 **Design Desc:** Ext Masonry
School: TELECOM ARTS & TECHNOLOGY H.S. **Borough:** Brooklyn

Type	Transaction #	Amount	Date Accepted	Accepted
ATP	203453	\$10,650.00		<input type="checkbox"/>
AMENDMENT	0000185025	\$41,212.03		<input type="checkbox"/>

iv) Follow steps 5.A.5. to 5.A.8.


v) Click *Save* to complete acceptance of the ATP and any associated ATP Amendments. Click *Close* to return to the main RFP screen. Enter payment information as instructed in the Request for Payment (RFP) Submissions Guideline, Section 3.

2. Additional Services RFP

i) From the RFP Screen, select the ATP which is to be billed against.

Authorized Date	WorkType	Authorized Amount	Approved Amount	Outstanding Submission	Balance Available	Requested Amount
6/19/2007	Scope - Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$1,066.95	\$1,066.95	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$1,610.00	\$1,610.00	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$1,716.10	\$1,716.10	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$2,371.00	\$2,371.00	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$44,737.50	\$44,737.50	\$0.00	\$0.00	\$0.00
8/14/2008	Construction Serv	\$3,450.00	\$3,450.00	\$0.00	\$0.00	\$0.00
11/7/2007	Design - Reimburs	\$6,252.76	\$6,252.76	\$0.00	\$0.00	\$0.00
11/7/2007	Design - Reimburs	\$4,117.34	\$0.00	\$0.00	\$4,117.34	\$0.00
11/7/2007	Design - Reimburs	\$957.46	\$957.46	\$0.00	\$0.00	\$0.00

ii) After an amount has been entered into the *Requested Amount* box, the user will receive the message:

 You may not request payment against ATP # 166690 some of ATP's transactions are not accepted
 Would you like to accept related transactions ?

iii) Click *Yes*. The Acceptance screen will appear.

Consultant Task ID #

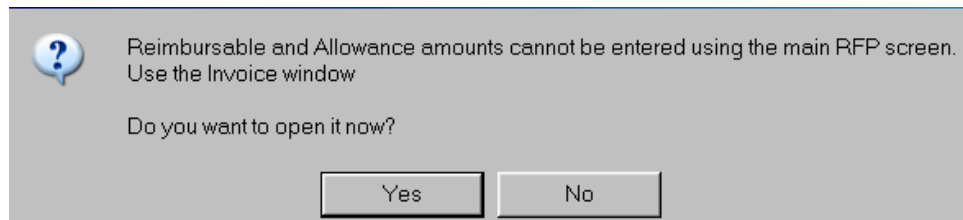
TRANSACTIONS FOR AUTHORIZATION TO PROCEED No: 203453

Design #: D012522 **Design Desc:** Ext Masonry
School: TELECOM ARTS & TECHNOLOGY H.S. **Borough:** Brooklyn

Type	Transaction #	Amount	Date Accepted	Accepted
ATP	203453	\$10,650.00		<input type="checkbox"/>
AMENDMENT	0000185025	\$41,212.03		<input type="checkbox"/>

iv) Follow steps 5.A.5. to 5.A.8.

- v) Click *Save* to complete acceptance of ATP and any associated ATP Amendments. Click *Close*. ORCMS will proceed to the ATP Invoice Entry prompt.



Enter payment information as instructed in section 6, *How Do I Enter My Payment Information* of this guide.

C. Correcting a Consultant Task ID # entry

Changing the Consultant Task ID # is possible up until a payment has been submitted against an ATP.

To change the Consultant Task ID# in ORCMS:

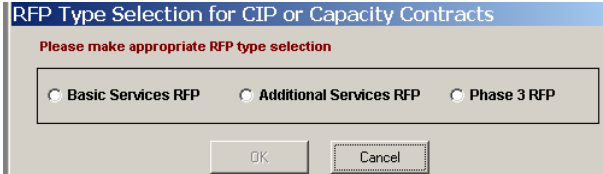
- Click the *Accept ATP* icon
- Uncheck the *Not Accepted* box
- Insert the ATP #
- Edit the *Consultant Task ID*
- Click *Save*

6. HOW DO I ENTER MY PAYMENT INFORMATION?

A. Entering Payment Request – Overview

To begin a **new RFP**, click  the *Create RFP* icon.

You will need to select the type of RFP you are creating, *Basic Services RFP*, *Additional Services RFP* or *Phase 3 RFP*.



RFP Type Selection for CIP or Capacity Contracts

Please make appropriate RFP type selection

Basic Services RFP
 Additional Services RFP
 Phase 3 RFP

OK Cancel

Once a RFP type has been selected, ORCMS will display the main payment screen where the user will be able to enter payment information against the ATPs which have been issued to your firm. **If an ATP has not been issued and accepted for the task to which you wish to bill, you will not be able to enter a payment against an ATP (see section 5 -HOW DO I ACCEPT AN ATP OR ATP AMENDMENT IN ORCMS).** It is much like trying to write a check without money in the bank.



Request for Payment

Request For Payment Number: 1

Authorized Amount: \$4,000,000.00 Cont Man Name: ABC Associates

Contract Id: C000004973 Address: 123 Main Street - Room 21

Chief Project Officer: New York, NY 10001

Cont Man Code: 13-7512949 Phone: 2125557134

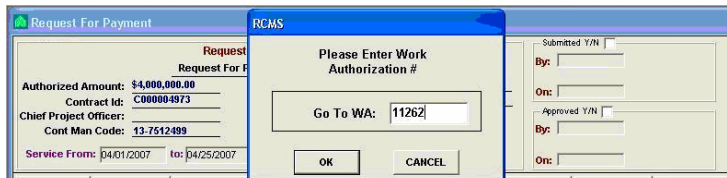
Service From: 04/01/2007 to: 04/25/2007 Fax: 2125557165

Submitted Y/N By: On: Approved Y/N By: On:

ATP No	Project Code	School	Description	Authorized Date	WorkType	Authorized Amount
11262	D001927	JS05 M		6/19/2006	Phase 3 - Fee	\$8,697.3
14325	D001946	PS0150		5/23/2005	Phase 1 - Fee	\$4,150.8
12985	D002190	HSTAX		5/23/2005	Phase 1 - Fee	\$1,250.0

Enter your service period for the payment. Ensure the service period encumbers the time frame of all the services contained in the RFP. **Once a service period has been entered and submitted it cannot be changed.**

To locate an ATP quickly without having to scroll down the screen, click the *Go to WA* button. As far as ORCMS is concerned, Work Authorization # and ATP # are the same. Insert the ATP number in the space provided (**DO NOT USE** the *ATP Amendment* number). Click *OK*.



Request for Payment

Request For Payment Number: 1

Authorized Amount: \$4,000,000.00 Cont Man Name: ABC Associates

Contract Id: C000004973 Address: 123 Main Street - Room 21

Chief Project Officer: New York, NY 10001

Cont Man Code: 13-7512949 Phone: 2125557134

Service From: 04/01/2007 to: 04/25/2007 Fax: 2125557165

Submitted Y/N By: On: Approved Y/N By: On:

Go To WA: 11262

OK CANCEL

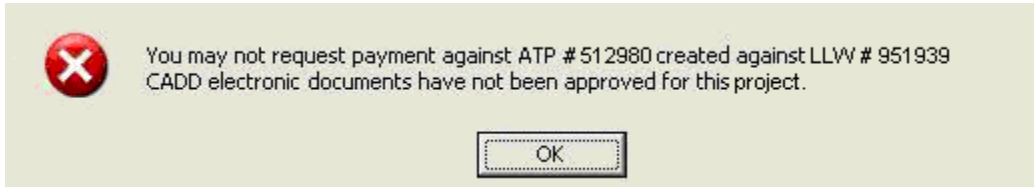
The highlighted line will be the ATP queried.

ATP No	Project Code	School	Description	Authorized Date	WorkType	Authorized Amount
11262	D001927	JS05 M		6/19/2006	Phase 3 - Fee	\$8,697.3
14325	D001946	PS0150		5/23/2005	Phase 1 - Fee	\$4,150.8
12985	D002190	HSTAX		5/23/2005	Phase 1 - Fee	\$1,250.0

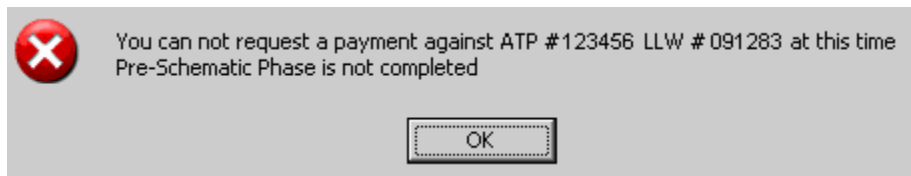
Scroll to the right; enter your payment request amount in the white box on the highlighted line (see sections 6.B, 6.C and 6.D for payment entry detail).

Final Design Documents	100% completion of contract requirements as outlined in Appendix A, Section 2.2.1.C + SCA CADD Unit verification of electronic document submission and approval.
Bid Period	100% completion of contract requirements as outlined in Appendix A, Section 2.3.1.B

When CADD document submission is required, this is an example of the error message that will appear if the electronic documents have not been **approved** by the CADD Unit. You will not be able to enter payments against this ATP until the documents have been approved.



When Phase completion is required, this is an example of an error message that will appear if the phase has not been completed and/or the completed phase has not been recorded electronically by your assigned design studio. You will not be able to enter payments against this ATP until the phase is completed and/or recorded.



From the main payment screen you will be able to enter your payment information against the ATPs

C. Entering a Payment Request - Additional Services RFPs

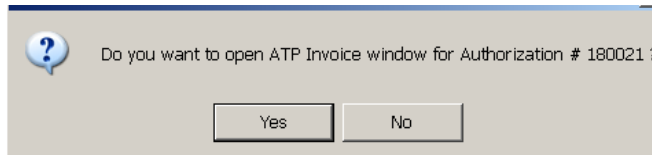
Additional Services RFPs will contain only the following ATP work types:

- | | |
|------------------------------------|---------------------------------|
| Scope - Additional Services | Construction Services Allowance |
| Design - Additional Services | Technical Field Rep Services |
| Construction – Additional Services | Feasibility Study |

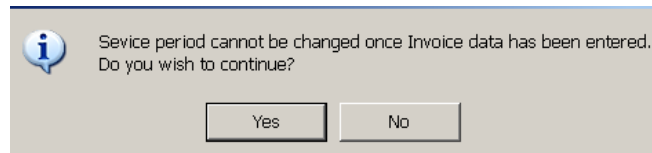
There are three types of payees on an Additional Services RFP; Prime, Subconsultant and Vendor. ORCMS can accommodate any combination of Prime, Sub-consultant and Vendor invoice information billed against an ATP.

To initiate payment entry on an Additional Services RFP, follow the steps outlined in section 6.A, *Entering Payment Request – Overview*.

When an attempt is made to enter an amount against an Additional Services ATP with the work type noted above, a window will appear. Click ‘Yes’ to open.



You will receive the following warning:



Before clicking “Yes,” please ensure the service period is correct!!! Currently there is no mechanism in place for a Design Consultant firm or CCFU to correct a service period start or end date. To do so requires intervention from SCA-IT. This will substantially slow your ability to submit payments in ORCMS.

PLEASE NOTE - Employee rates that fall outside of the service period will be disallowed by ORCMS. 3rd party invoices for services rendered outside of the service period will be disallowed by your Operations Manager when reviewing the RFP.

Click “Yes” to proceed to the main Invoice screen. This screen will allow the user to enter invoice information for their firm, any sub consultant work and any vendor receipts against the **selected ATP only**.

A screenshot of a software interface for entering invoice data. At the top, there is a "Service Description:" text box and a dropdown menu labeled "Is this the Final/Only billing against this ATP?". Below this is a table with the following columns: Field Rep, Payee Category, Lump Sum, Company/Vendor, Employee Name, Title /Expense Type, Invoice Number, Work Period (Start Date, End Date), Hrs/ Qty, Rate/ Cost, Multip., and Req Amt. The table is currently empty. At the bottom left, it says "Balance Available: \$5,900.00". At the bottom right, it says "Total: \$0.00". At the very bottom, there are four buttons: "Add", "Delete", "Apply", and "Close".

1. Service Description / Final Billing

The Service Description for the ATP should be entered first. This field is used to include a brief description of the rendered services (i.e. “bulletins”, “site inspections”) against the selected ATP.

In addition, the user must declare if the current billing represents the final and/or only billing against the selected ATP. If the user selects “Yes”, they are authorizing their Operations Manager to *deobligate* or remove the balance remaining on the ATP after the RFP has been approved. The deobligated balance is then returned to the available pool of money on the firm’s A&E contract for future use.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No									
Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Work Period		Rate/ Cost	Multip.	Req Amt
							Start Date	End Date			
							Hrs/ Qty				

Click *Add* to begin entering your itemized invoice information. Click the Payee Category drop down menu to select the type of payee information you wish to enter. Multiple lines can be added as needed to accommodate a combination of Prime, Sub-consultant and Vendor invoice information.

Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Work Period		Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Prime	<input type="checkbox"/>					00/00/0000	00/00/0000			
	Subconsultant								.00		
	Vendor										

2. Entering Payee Information - Prime

When Prime is selected, your firm's name will be automatically entered into the *Company/Vendor* field.

Click the box marked *Field Rep* only if billing is against a Technical Field Rep Services ATP. This will tell ORCMS that services billed for this line item will use the field multiplier associated with your A&E design services contract (see *Section 4.1.2 – Additional Services of your contract*).

Click the Lump Sum box only if you are billing against an additional services ATP that has been designated LUMP SUM. Your ATP will clearly state that it is a LUMP SUM ATP. Insert the dollar amount into the *Req Amt* field.

The *Employee Name* field contains a drop down menu which will include the names of all employees for which a rate has been entered into ORCMS. When the employee is selected, the employee's title will automatically fill in the *Title/Expense Type* field.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No									
Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Work Period		Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Prime	<input type="checkbox"/>	ABC Architects				00/00/0000	00/00/0000			
				Aizu, Ryu							
				Alterman, L., Michael							
				Andrade, O., Hector							
				Bank, Benjamin							
				Bayer, A., Anthony							

Insert the hours being billed in the *Hrs/Qty* field.

The Work Period section is where the start and end date for work performed against the selected ATP is inserted. The start date for the work performed cannot be *before* the start of service period of the RFP. The end date for the work performed cannot be *after* the end of the service period for the RFP.

Please summarize the hours being billed for each employee. If you are billing across multiple pay periods, it is not necessary to enter a line item for each pay period for the same employee. The exception to this would be if an employee's rate changed after one of the pay periods within the billing period.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No										
Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Hrs/ Qty	Work Period		Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Prime	<input type="checkbox"/>	ABC Architects	vWest, Wally	Architect		2.00	11/05/2009	11/12/2009			

After the work period has been entered, ORCMS will automatically insert the applicable employee rate, the firm's contract multiplier and then calculate the amount to be billed.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No										
Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Hrs/ Qty	Work Period		Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Prime	<input type="checkbox"/>	ABC Architects	vWest, Wally	Architect		2.00	11/05/2009	11/12/2009	\$42.04	2.5000	\$210.20

When additional lines are needed to list several employees, click *Add* and repeat steps previously noted in this section.

When you have completed all entries against the ATP, click *Apply*. You will be returned to the main Payment Screen.

3. Entering Payee Information - Subconsultant

When *Sub-consultant* is selected from the drop down menu, only the names of the **approved** sub-consultant firms in your contract will be displayed. Highlight your selection and click *Enter* to insert the name into the *Company/Vendor* field.

Click the Lump Sum box only if you are billing against an additional services ATP that has been designated LUMP SUM. Your ATP will clearly state that it is a LUMP SUM ATP. Insert the dollar amount into the *Req Amt* field.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No										
Field Rep	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Hrs/ Qty	Work Period		Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Subconsultant	<input type="checkbox"/>	Eastern Associates					00/00/0000	00/00/0000			
			Grassy Knoll Landscapers									

The *Employee Name* field contains a drop down menu which will include the names of all the sub-consultant employees for which a rate has been entered into ORCMS. When the employee is selected, the employee's title will automatically fill in the *Title/Expense Type* field.

Insert the sub-consultant's invoice number into the *Invoice Number* field.

Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No									
Field	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Hrs/ Qty	Work Period	Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Subconsultant	<input type="checkbox"/>	Eastern Associates	Booth, Seely	Sr. Mechanical Estim	123456789		00/00/0000	00/00/0000		

Insert the hours being billed in the *Hrs/Qty* field.

The Work Period section is where the start and end date for work performed against the selected ATP is inserted. The start date for the work performed cannot be *before* the start of service period of the RFP. The end date for the work performed cannot be *after* the end of the service period for the RFP.

Please summarize the hours being billed for each employee. If you are billing across multiple pay periods, it is not necessary to enter a line item for each pay period for the same employee. The exception to this would be if an employee's rate changed after one of the pay periods within the billing period.

When additional lines are needed to list subconsultant firms, click *Add* and repeat steps previously noted in this section.

When you have completed all entries against the ATP, click *Apply*. You will be returned to the main Payment Screen.

4. Entering Payee Information - Vendor

When *Vendor* is selected from the drop down menu, manually enter vendor's name in the *Company/Vendor* field. Enter the expense type using the *Title/Expense Type* drop down menu.

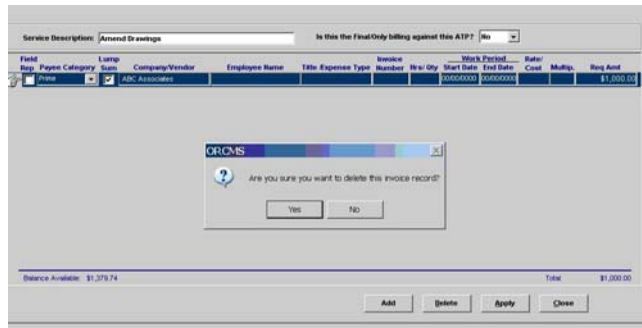
Service Description: Amend Drawings		Is this the Final/Only billing against this ATP? No									
Field	Payee Category	Lump Sum	Company/Vendor	Employee Name	Title /Expense Type	Invoice Number	Hrs/ Qty	Work Period	Rate/ Cost	Multip.	Req Amt
<input type="checkbox"/>	Vendor	<input type="checkbox"/>	National Reproductions		<ul style="list-style-type: none"> Printing/Reproduction Travel Meals Testing Services Filing Fees Delivery Costs 			00/00/0000	00/00/0000	1.0000	

Enter the applicable vendor information in the *Invoice Number*, *Hrs/Qty* and *Rate/Cost* fields in ORCMS. The requested amount will be calculated automatically in ORCMS.

When you have completed all entries against the ATP, click *Apply*. You will be returned to the main Payment Screen.

5. Deleting Payee Information

If you wish to remove an entry, highlight the line and then click *Delete*.



D. Entering Payment Request – Phase 3 RFPs

Phase 3 RFPs will contain only Construction Phase Basic Services ATPs:

- Phase 3A – Basic Services
- Construction Phase Basic Svcs Fee – Construction Administration
- Construction Phase Basic Svcs Fee – Amended Drawings
- Construction Phase Basic Svcs Fee – Substantial Completion
- Construction Phase Basic Svcs Fee – Close Out
- Retainage

PLEASE NOTE - All above work types may not be applicable to your particular Capacity design contract.

Enter your service period for the payment (see section 6.A.)

Click the *Go To WA* button to query the ATP you wish to bill (see section 6.A.)

1. Phase 3A – Basic Services

Scroll to the right. You will not be able to enter your payment request amount. Upon checking the box at the end of the selected line, ORCMS will automatically calculate the amount of payment based on your construction start date, previous payments and the service period of the RFP.

Request For Payment (Phase 3)

Request For Payment Number: _____

Authorized Amount: \$ 4,000,000.00	Cont Man Name: ABC Associates	
Contract Id: C000004973	Address: 123 Main Street- Room 21	
Chief Project Officer: _____	New York, NY 10001	
Cont Man Code: 13-7512949	Phone: 2125557134	
Service From: 08/01/2009 to: 09/10/2009	Fax: 2125557165	

Submitted Y/N

By: _____ On: _____

Approved Y/N

By: _____ On: _____

Finance Y/N

Final Received: _____

Date to Finance: _____

Check Issued On: _____

Save	Save & Submit	Mgr RFP	Draft RFP	Consult RFP	Go To WA	Sort	Fully-Paid WA	Close
------	---------------	---------	-----------	-------------	-----------------	------	---------------	-------

Work Auth	Project Code	School	De	Authorized Amount	Approved Amount	Balance Available	Construction-----			Requested Amount	
							Start Date	Duration	End Date		
143279	D010959	HSWALX		\$5,323.33	\$5,323.33	\$0.00	04/27/2007	180	10/24/2007	\$0.00	<input type="checkbox"/>
143286	D010965	HSROOX		\$4,553.17	\$4,553.17	\$0.00	12/21/2006	320	11/06/2007	\$0.00	<input type="checkbox"/>
145092	D010694	PS130M		\$74,573.82	\$74,573.82	\$0.00	07/03/2007	550	01/03/2009	\$0.00	<input type="checkbox"/>
148680	D011018	HSTAFX		\$69,148.38	\$3,143.11	\$66,005.27	05/26/2009	540	11/17/2010	\$8,381.63	<input checked="" type="checkbox"/>
155528	D011542	HSTAFX		\$57,053.39	\$57,053.39	\$0.00	07/03/2008	365	07/03/2009	\$0.00	<input type="checkbox"/>
155535	D011532	JS167M		\$60,486.75	\$52,925.88	\$7,560.87	04/22/2008	480	08/15/2009	\$0.00	<input type="checkbox"/>
155543	D011541	PS161M		\$16,126.44	\$16,126.44	\$0.00	03/24/2008	210	10/20/2008	\$0.00	<input type="checkbox"/>
155550	D011560	HSCOLX		\$43,215.60	\$43,215.60	\$0.00	06/26/2008	270	03/23/2009	\$0.00	<input type="checkbox"/>
155558	D011559	HSEVAX		\$66,983.95	\$52,098.62	\$14,885.33	06/16/2008	545	12/13/2009	\$0.00	<input type="checkbox"/>
156791	D011562	IS074Q		\$53,979.40	\$50,380.82	\$3,598.58	06/16/2008	450	09/09/2009	\$0.00	<input type="checkbox"/>

2. Construction Phase Basic Svcs Fee and Retainage

Scroll to the right; enter your payment request amount in the white box on the highlighted line (see sections 6.B, 6.C and 6.D for payment entry detail).

Request For Payment

Request For Payment Number: _____ Submitted Y/N:

Authorized Amount: **\$4,000,000.00** Cont Man Name: **ABC Associates** By: _____

Contract Id: **C000004973** Address: **123 Main Street - Room 21** On: _____

Chief Project Officer: _____ New York, NY 10004 Approved Y/N:

Cont Man Code: **13.7612848** Phone: **2125557124** By: _____

Service From: **04/01/2007** to: **04/25/2007** Fax: **2125557165** On: _____

Save Save & Submit Mgr RFP To All RFP Cancel RFP Go To WA Sort Fully Paid WA Close

Authorized Date	Work Type	Authorized Amount	Approved Amount	Outstanding Submission	Balance Available	Requested Amount
6/15/2006	Phase 3 - Fee	\$ 6,697.20	\$0.00	\$0.00	\$6,697.20	\$0.00
5/23/2005	Phase 1 - Fee	\$ 4,158.84	\$0.00	\$0.00	\$4,158.84	\$0.00
5/23/2005	Phase 1 - Fee	\$ 1,258.87	\$0.00	\$0.00	\$1,258.87	\$0.00

After all your desired entries are made for the RFP, your data must be saved. Click the *Save* button. ORCMS will assign the next sequential number to your RFP.

Once you've initially saved your RFP, revisions/additions/deletions to a line item can only be made via *Edit RFP* from the main menu.

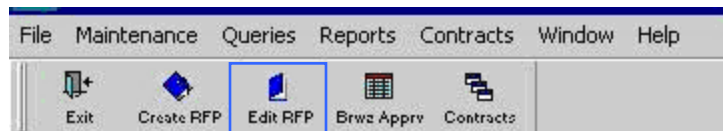


7. HOW DO I SUBMIT MY DRAFT RFP AND/OR FINAL RFP?

The final step is to submit your draft RFP data electronically. Please note the following about ORCMS and RFPs:

- ORCMS does not allow edits to be made to an RFP once it has been submitted.
- Multiple RFPs can be created and saved in ORCMS.
- ORCMS allows an RFP of each type (Basic, Additional, and Phase 3) to be submitted for approval at the same time.
- ORCMS does not allow the user to submit two RFPs of the same type. The next RFP (of the same type) cannot be submitted until the previously submitted RFP has been approved by the CCFU Operations Manager.
- RFP numbers cannot be deleted from ORCMS. If for whatever reason you choose not to submit your saved RFP as created, select *Edit RFP*, remove the data, and reuse the RFP.

Recall your draft RFP using *Edit RFP*. Click *Save & Submit* to transmit your RFP.



WARNING

DO NOT CLOSE THE EDIT RFP SCREEN PRIOR TO PRINTING YOUR DRAFT CONSULTANT RFP COVER FORM REPORT AND (FOR ADDITIONAL SERVICES RFPs) THE BILLING SUMMARY FORM. Once the RFP is transmitted, you will not have an opportunity to print the Draft Consultant RFP Cover Form *after* you have closed the Edit RFP screen.

A. Draft Consultant RFP Cover Form

Click the *Consult RFP* button to print your Draft Consultant RFP Cover Form (see *APPENDIX B – Understanding the Draft Consultant RFP Cover Form Report*). This is your hard copy record of your RFP. The cover form is required for all payment submissions. **DO NOT notarize Draft Consultant RFP Cover Form.**

- Basic Services and Phase 3 RFPs - The Draft Consultant RFP Cover Form Report is attached to the Notification of Transmitted RFP (see section 5.E.) email. Adobe Acrobat (PDF) is an acceptable software platform for submitting the form.
- Additional Services RFPs - The Draft Consultant RFP Cover Form Report is included in your RFP package when submitting hard copies of documents required with your Additional Services RFP.

B. Billing Summary Form

When packaging and submitting hard copies of documents required with your Additional Services RFP, you will need to printed *Billing Summary Form*. The Billing Summary Form itemizes all costs billed for each task/project against the applicable ATP and includes the personnel, hours worked and types of services performed by your firm, your sub-consultant and/or vendors.

Click the *Billing Form* icon to print the Billing Summary form for all ATPs billed in the RFP.



ORCMS also will allow you to save your ATP Billing Summary information as a Microsoft® Excel Spreadsheet.

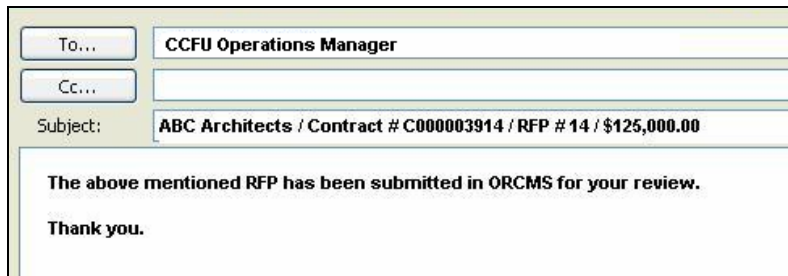
PLEASE NOTE – The Billing Summary Form will also be available to users *after* your RFP has been approved. This version will include your requested amount *and* the approved amount for the applicable ATP.

C. Notification of Transmitted RFP

ORCMS does not automatically notify your Operations Manager when an RFP is submitted by a consultant.

An email is required to notify CCFU of a transmitted RFP.

The email should be sent to your CCFU Operations Manager. The subject line **must include** the Name of Consultant Firm, SCA Contract number, RFP number and the RFP Total Requested Amount. Below is a sample of how each email should read.



(Be sure to attach a copy of the Draft Consultant RFP Cover Form for Basic Services and Phase 3 RFPs to the email !!!!!)

D. Final RFP

After approval and notification by the Operations Manager (see Appendix B- *How is an RFP Processed*) the Consultant will need to send a signed, notarized copy of the RFP. To obtain the printed version of your Final RFP required for signature, click *Brwz Apprv* from the main menu.



Highlight the RFP you wish to print.

View Approved RFP(s)

You have the following Approved Rfp(s). Please choose the one you wish to browse :

RFP No	Date Submitted	Amt Requested	Date Approved	Amt Approved	Contingent Staff RFP	Final Received	Date To Finance	Check Issued on
14	06/14/2007	\$70,497.40	06/21/2007	\$70,497.40			06/21/2007	06/26/2007
15	08/09/2007	\$43,892.33	08/20/2007	\$43,892.33			08/20/2007	08/28/2007
16	09/20/2007	\$63,243.63	09/26/2007	\$63,243.63			09/26/2007	10/09/2007
17	10/17/2007	\$85,389.69	11/09/2007	\$82,749.03			11/09/2007	12/04/2007
18	01/09/2008	\$39,357.94	02/04/2008	\$39,357.94			02/04/2008	02/29/2008
19	03/27/2008	\$32,933.22	04/15/2008	\$32,853.11			04/15/2008	05/02/2008
20	05/07/2008	\$15,508.55	05/21/2008	\$15,208.55			05/21/2008	06/16/2008
21	08/26/2008	\$28,698.55	09/04/2008	\$28,697.84			09/04/2008	09/17/2008
22	10/08/2008	\$19,706.12	10/10/2008	\$19,706.12			10/10/2008	10/29/2008
23	11/03/2008	\$4,781.13	11/12/2008	\$4,781.13			11/12/2008	11/19/2008
24	05/11/2009	\$6,718.13	05/27/2009	\$4,483.10			05/27/2009	06/17/2009
25	07/01/2009	\$18,763.22	07/01/2009	\$400.00			07/25/2009	07/01/2009

Select Print List Close

From the main RFP screen, click the *Finance RFP* button to print the approved RFP. Sign and notarize (notary seal must be included) as required and mail to your assigned CCFU Operations Manager for processing. Unless specified by the Operations Manager as a condition of approval, no additional documentation needs to be included with the Final RFP submission.



8. PACKAGING – REQUIRED DOCUMENTS FOR A DRAFT RFP

A. Basic Services & Phase 3 RFPs

ORCMS includes validations which negate the need for hard copies of some required documentation. Other than the email attachment of the Draft Consultant RFP Form, no supporting documents are required with the Draft RFP if you are submitting a Basic Services RFP or Phase 3.

B. Additional Services RFPs

Supporting documentation is required for Draft Additional Services RFPs. When supporting documents are sent with an RFP, a printed copy of the Draft Consultant RFP Cover Form Report must be included with the Draft RFP submission (see section 7.A and Appendix C – Understanding the Draft RFP Consultant RFP Cover Form).

The Additional Services RFP must be compiled as follows:

1. Copy of the Draft Consultant RFP Form for the entire RFP
2. For each ATP being billed:
 - A printed copy of the fully executed (accepted) **Authorization to Proceed (ATP)** under which the services are being billed (See Appendix F, Printing Your ATP).
 - An ORCMS generated **Billing Summary Form** (see Section 7.B).
 - **Timesheets** (if applicable), highlighting the line items being billed, in the prescribed SCA format (see Appendix A, Minimum Timesheet/Time Record Standard for A&E Design Consultants) for time and material services provided by Prime Design Consultant and any Sub Consultants. Timesheets submitted in support of Technical Field Service work must be signed by employee, his/her supervisor *and* the SCA Project Officer.
 - **Invoices and/or receipts** (if applicable) for reimbursable services provided by Prime Consultant, Sub Consultant and/or Vendor. All invoices must reference the school and/or project code for the task being billed against. Work orders, request for services, etc., cannot be used in lieu of invoices.
 - **Cover page of meeting minutes and/or copy of meeting Sign-In sheet** for additional meetings during construction (please reference Section 3.1.8 of your A&E Design Consultant contract for frequency of required meetings).

APPENDIX A – Minimum Timesheet / Time Record Standard for A&E Design Consultants

1. Purpose of the Standard

This standard is for all A&E Design Consultants and their subconsultants. This standard details the minimum information required for timesheets which are submitted in support of payment requests for services rendered by the Design Consultant.

2. Timesheet / Time Record Data

Actual timesheet / time record must contain the following:

- a) Firm name and/or logo
- b) Timesheet / Time Record reporting period
- c) Employee Name
- d) Employee signature and date or electronic stamp indicating date and time timesheet/time record was submitted into design consultant's timekeeping/billing system.
- e) Manager/Supervisor Name
- f) Manager/Supervisor signature and date or electronic stamp indicating date and time timesheet/time record was approved in design consultant's timekeeping/billing system.
- g) Timesheet / Time Record must contain total daily hours, for both SCA and non-SCA projects. (non-SCA projects can be redacted).
- h) Timesheet / Time Record must contain total hours for the reporting period.
- i) Project / Task # on timesheet / time record must match **EXACTLY** to the Consultant Task ID # included on the Authorization to Proceed (ATP) for the assigned task. Each task should have it's own Consultant Task ID # (see section 5.A.6 of this guide)

3. Timesheet / Time Record Format

- a) Handwritten timesheets are not acceptable.
- b) Timesheets / Time Records must be for the normal employee pay period. Time records which span several reporting periods are not acceptable.

4. Audit Trail Requirements

- a) Timesheets / Time Records with handwritten corrections are not acceptable.

- b) Amendments to timesheets must be done in accordance with company policy and meet the Authority's minimum audit standard. All backup documentation must be submitted with a copy of the original timesheet. Your system should have the functionality to provide a document trail to report all changes/updates/corrections for a given time period. (in some systems this is identified as a "posting log").
- c) A copy of the Design Consultant firm's policy and procedure pertaining to amending timesheets or reposting of time, must be on file with the Authority.
- d) Timesheets / Time Records created with a spreadsheet or any commercial software that does not provide an audit trail for all changes when postings are amended will not be acceptable, **effective October 1, 2012.**

APPENDIX B - How is an RFP Processed?

This is a brief overview of how a Draft RFP is processed once it is received by Consultant Contract Funding Unit (CCFU).

In accordance with Article VII, Payments, Paragraph 7.1.1 you are required to submit a draft Request for Payment within ninety (90) days of the services rendered. RFP submissions for services rendered beyond the specified period are subject to a 90 - 120 day review period.

The SCA reserves the right to deny payment for failure to submit such requests within the time specified.

A Draft RFP should not be considered your invoice for service rendered. For accounting purposes you may want to consider posting Draft RFPs in a category one level below an actual receivable. You don't have an "invoice" until the signed, notarized Final RFP is sent. The Final RFP total truly reflects monies due to the Consultant firm.

1. Receipt of Draft RFP by CCFU

The initial payment request submission by a consultant, for a given period, is called a Draft RFP. When received by the CCFU Operations Manager, the RFP is first checked for any blatant submission procedure violations. RFPs which are not complete for review will not be held by CCFU and will be electronically returned (in ORCMS, this is called "Released.") When an RFP is Released, the consultant will receive a *Release RFP Notification* from their Operations Manager.

RELEASED RFP NOTIFICATION

New York City School Construction Authority
Architecture & Engineering
Operations / CCFU

Contract #: C000009999
RFP #: 25
Release Date: 11/04/2010 11:46 AM
RFP Request Amount: \$427.02
Released By: Operations Manager

Comments:

As of 11/04/10, I have not received the supporting documents for this RFP.

You may resubmit at your earliest convenience.
Thanks.

The above RFP has been released in ORCMS.
You can access this RFP via EDIT RFP in ORCMS.

2. Receipt and Review of Draft by CCFU Operations Manager

A complete financial review of every Draft RFP is performed by the Operations Manager to ensure the following:

- the Draft RFP is submitted according to SCA standard,

- there is sufficient funding available for each line item,
- supporting documentation is accurate and complete, and
- calculations are accurate.

The Operations Manager ensures Scope, Design and/or Construction Phase fees submitted for payment have satisfied their contractual payment requirements.

Line items unsupported in an RFP by the required documentation in accordance with your A&E contract and these Submission Guidelines will be immediately removed from the RFP. If removed, these items can be billed on a future payment request.

3. Review of Draft by Design Project Manager (DPM)

The DPM confirms Scope, Design and/or Construction Phase fees submitted for payment have satisfied their contractual *completion* requirements. The DPM will also confirm all deliverables for additional services (Scope, Design, Construction Additional Services, Construction Services Allowance, Feasibility Study and/or Technical field Rep Services) have been completed and have been submitted to the satisfaction of the Authority. This review happens concurrently with Operations Manager review.

4. Approval Notification by CCFU Operations Manager.

When the DPM and Operations Manager have completed their reviews, the Operations Manager will reconcile the Draft RFP to include all adjustments resulting from their review and the DPM review.

An email notification is sent by ORCMS when an RFP is approved by the Operations Manager.

Sample Notification

APPROVED RFP NOTIFICATION

New York City School Construction Authority
Architecture & Engineering
Operations / CCFU

Contract #: C000009999
RFP #: 32
Approval Date: 06/10/2009 11:36 AM
Approved Amount: \$7,500.25
Approved By: Operations Manager

Comments: Rate of John Smith reduced from 45.76 to 40.90 as per rate card dated 3/20/09.

The above RFP has been approved in ORCMS for payment.
Please send the signed, notarized Final at your earliest convenience.

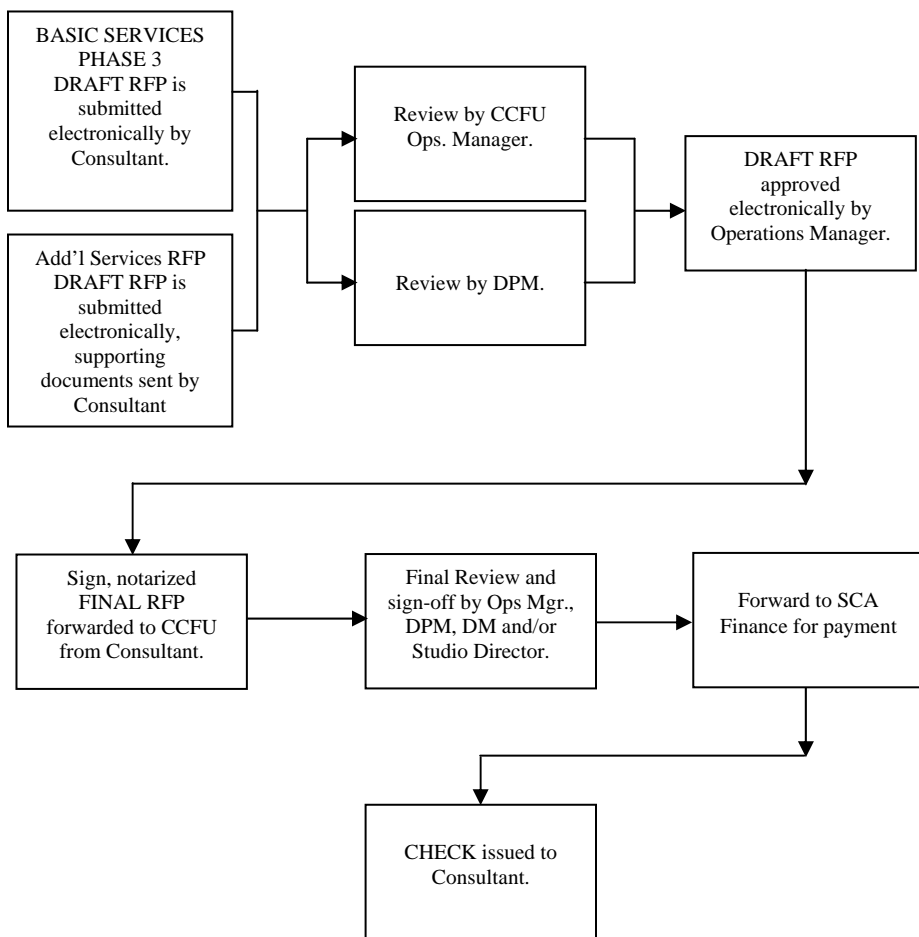
5. Receipt of Final RFP by CCFU.

All Final RFPs are sent to the attention of the CCFU Operations Manager assigned to the Consultant contract. All Final RFP's will be processed in accordance with section Article VII, Payments, Paragraph 7.1.2 of the Design Consultant contract. Please do not contact your Operations Manager regarding the status of a RFP until 30 days from the signed and notarized Final.

The Operations Manager confirms that the notary and consultant signature date match and obtains final sign-off by the DPM, Design Manager and/or Studio Director as required. The RFP is then forwarded to the Finance Department for processing.

6. RFP Flow Chart

The diagram below summarizes how an RFP typically flows through our review process.



APPENDIX C – Understanding the Draft Consultant RFP Cover Form Report

The Draft Consultant RFP Cover Form Report is comprised of three main parts; the document header, invoice summary, total/notarization section.

1. Document Header

The *document header* is your primary document identifier.

Document Header

DRAFT		Page 1 of 1 05/08/2007
CONSULTANT RFP COVER FORM REPORT		
DRAFT RFP NO:	2	CM/CONTRACTOR/CONSULTANT (Name and mailing address) ABC Architects & Engineers 234 Main Street, Suite 421 New York, NY 10001
PERIOD COVERED:	12/12/2006 - 03/31/2007	
CONTRACT NO:	C000001435	
CURRENT CONTRACT AMOUNT	\$13,000,000.00	

2. Invoice Summary

The *invoice summary* itemizes the jobs/projects which are included in the RFP.

Project Code	School Code	Total Value of Work (Dollars Only)	Percent Complete	Total Value of Complete Work	VALUE OF WORK COMPLETED	
					Last Request	This Request
WORK TYPE: (2101) Construction Services Allowance						
10978	HSSCA	\$400,000.00	19.00%	\$75,455.23	\$75,455.23	\$9,808.85
Total for WorkType:		\$400,000.00		\$75,455.23	\$75,455.23	\$9,808.85
WORK TYPE: (2108) Design - Reimbursable						
11692	PS442Q	\$5,320.00	0.00%	\$0.00	\$0.00	\$5,319.98
Total for WorkType:		\$5,320.00		\$0.00	\$0.00	\$5,319.98
WORK TYPE: (2109) Phase 3 - Fee						
10978	HSSCA	\$459,464.00	70.00%	\$321,624.80	\$321,624.80	\$36,757.12
Total for WorkType:		\$459,464.00		\$321,624.80	\$321,624.80	\$36,757.12
WORK TYPE: (2206) Scope - Reimbursable						
11692	PS442Q	\$14,500.00	0.00%	\$0.00	\$0.00	\$675.00
Total for WorkType:		\$14,500.00		\$0.00	\$0.00	\$675.00
WORK TYPE: (2211) Phase 3 - Fee						
11692	PS442Q	\$88,520.00	0.00%	\$0.00	\$0.00	\$8,569.36
Total for WorkType:		\$88,520.00		\$0.00	\$0.00	\$8,569.36
Total for RFP No. 2		\$967,804.00		\$397,080.03	\$397,080.03	\$61,130.31
TOTAL FOR CONTRACT TO DATE:		\$9,997,841.14		\$7,725,283.53		

The terms included in this section are defined as follows:

Desc. Of Work (Description of Work) – This is a brief description of job/project for which payment is being requested. When submitting for a Phase 1, 2 or 3 Fee, use the description noted on the ATP being billed against. When submitting for a Scope/Design Reimbursable or Construction Allowance, describe the services rendered. (i.e., testing, amend drawings, site visit, etc.)

Total Value of Work – ATP Awarded Amount (this includes any ATP amendments) for that design bundle or LLWs

Percent Complete – Percent of job completed based on the balance remaining on the ATP Authorized Amount. It is derived by dividing Total Value of Completed Work by Total Value of Work.

Total Value of Completed Work – Dollar value of work completed to date. It is the sum of *Last Request* column and *This Request* column.

Last Request – This is the sum of all previous RFP payments for a design bundle or LLW, against the issued ATP.

This Request – The amount being requested against an issued ATP for a particular design bundle or LLW included in the current RFP.

Work Types - There are several Work Type categories for Capacity consultant contracts. They are highlighted in the chart below:

Pre Schematic Phase (1A)	Phase 3A – Basic Services
Schematic Phase (1B)	Construction Phase Basic Svcs Fee – Construction Administration
Preliminary Phase (1C)	Construction Phase Basic Svcs Fee – Amended Drawings
Bid Doc. Prep – 60% (2A)	Construction Phase Basic Svcs Fee – Substantial Completion
Bid Doc. Prep – 100% (2B)	Construction Phase Basic Svcs Fee – Close Out
Bid Doc. Prep – Compliance	Retainage
Final Design Documents	Alteration Work Fee
Bid Period	Demolition Package Fee
Scope - Additional Services	Green Design Fee
Design - Additional Services	Construction Services Allowance
Construction – Additional Services	Technical Field Rep Services
	Feasibility Study

The phase during which an additional service occurs will dictate which work type to use. For example, if a consultant is requested to arrange for additional testing during the design phase, the ATP would be issued as a *Design – Additional Services*).

The following is a succinct way to differentiate between basic and additional services:


Scope Additional Services - Any ATP for services that are not covered under Pre Schematic, Schematic or Preliminary (Design Documents) Phase basic services.

APPENDIX D - Tax Exempt Status

SCA's tax exempt status, for all intents and purposes, covers all type of services rendered, or all types of products sold to SCA by individuals or organizations.

The exempt purposes set forth in part of section 501(c)(3) of the IRS code amongst other provisions, exempts SCA from taxes as a NYC governmental entity engaged in erecting or maintaining public buildings for the advancement of education and/or science.

Please ensure that all sales taxes are excluded from RFP submissions. A SCA Tax Exempt letter (see sample below) will be provided upon request.

	New York State Department of TAXATION and FINANCE OTPA Sales Tax Exempt Organizations Unit Building 9 Room 154 W.A. Harriman Campus Albany, NY 12227	Tax Id: 13-3535408
---	--	--------------------

July 9, 2009

New York City School Construction Authority
Charles A Doherty Manager-Finance
30-30 Thomson Avenue
Long Island City, NY 11101-3045

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, New York City School Construction Authority, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the New York City School Construction Authority may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the New York City School Construction Authority is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

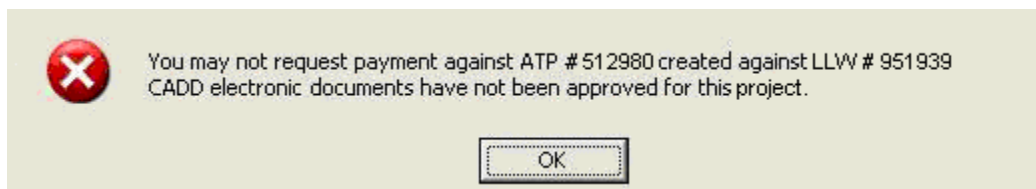
New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax - Exempt Organizations Unit
Building 9, Room 154
W.A. Harriman Campus
Albany, NY 12227
(518) 457-2782

APPENDIX E - Error Messages – Capacity Contracts

1. CADD Documents – Hard Stop

YOU MAY NOT REQUEST PAYMENT AGAINST ATP# nnnnnn CREATED AGAINST LLW # nnnnnn. CADD ELECTRONIC SCOPE DOCUMENTS HAVE NOT BEEN APPROVED FOR THIS LLW/PROJECT.

This error message will appear if the electronic version of your Design Development Documents (Preliminary Phase) or Final Contract Documents have not been **approved** by the CADD Unit. You will not be able to enter payments against this ATP until the documents have been approved.



REMEDY

Submit your electronic drawings to the SCA CADD Unit ASAP.

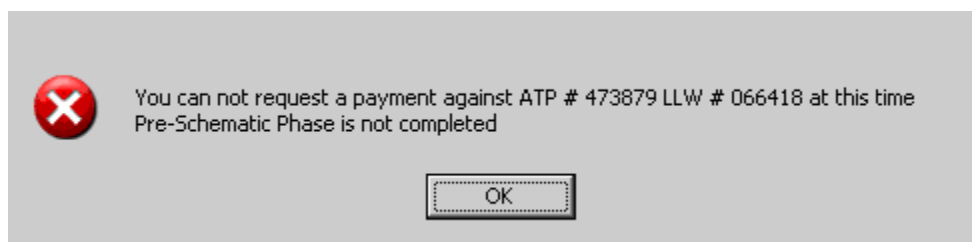
If you have previously submitted your documents, follow up with the SCA CADD Unit to obtain the status of your submission.

You'll know when your documents have been approved if the system allows the payment entry to go through. Be sure to obtain a copy of the signed Submission/Deliverable Certification Letter for your records.

2. Incompleted Phase – Hard Stop

YOU MAY NOT REQUEST PAYMENT AGAINST ATP# nnnnnn LLW # nnnnnn at this time. [PHASE] IS NOT COMPLETED.

This error message will appear if the selected phase has not been completed and/or recorded in the SCA project tracking systems. You will not be able to enter payments against this ATP until the phase is completed and recorded.





You can not request a payment against ATP # 473879 LLW # 066418 at this time
Schematic Phase is not completed

OK



You can not request a payment against ATP # 473885 LLW # 066418 at this time
60% Design is not completed

OK



You can not request a payment against ATP # 473886 LLW # 066418 at this time
100% Design is not completed

OK



You can not request a payment against ATP # 492424 LLW # 61681 at this time
Bid Period is not completed

OK

REMEDY

Submit the required documents.

If you have previously submitted your documents, follow up with your assigned Design Project Manager to obtain the status of your submission.

You'll know when your documents have been approved if the system allows the payment entry to go through.

3. Exceeding Available Balance – Hard Stop

YOU ARE REQUESTING MORE THAN WHAT IS AVAILABLE

The user has entered a dollar amount which exceeds the available balance. This will occur even if the request is one cent greater than the available balance.



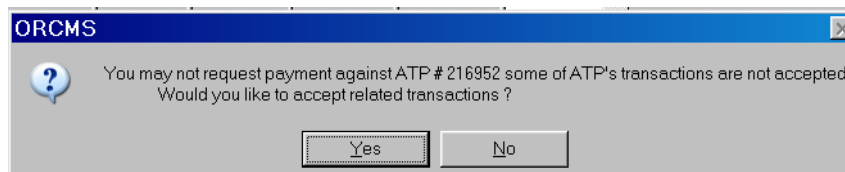
REMEDY

Re-enter the requested amount, ensuring it is less than or equal to the available balance.

4. Unaccepted ATP Transactions – Soft Stop/Warning

YOU MAY NOT REQUEST PAYMENT AGAINST ATP # nnnnnn. SOME OF THE ATP'S TRANSACTIONS ARE NOT ACCEPTED.

There are ATPs and/or ATP Amendments which have not been electronically accepted by firm.



REMEDY

Click *YES* to accept ATP and/or Amendment (follow steps outlined in Section 5 – How Do I Accept and ATP or ATP amendment in ORCMS) or *NO* to bypass the ATP Acceptance process. This will zero out the requested amount against this ATP and allow the user to continue with other entries on the RFP.

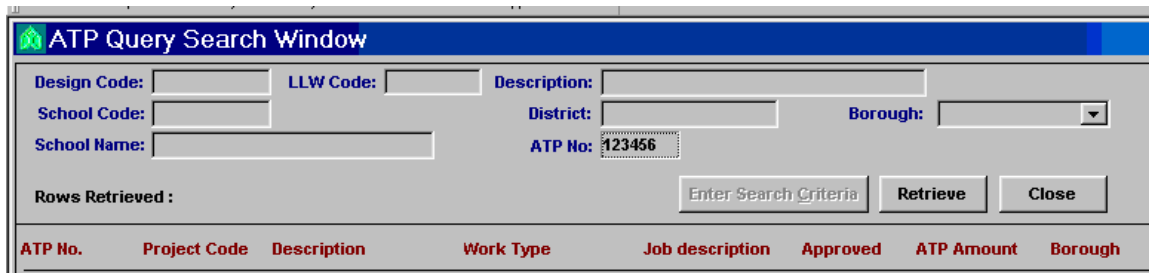
APPENDIX F – Printing an ATP or ATP Amendment in ORCMS

Printing an ATP or ATP Amendment ORCMS can be accomplished by first selecting the applicable Query option from the main ORCMS menu.

1. ATP Query

a) From your main menu, select *ATP Query*

b) The *ATP Query Search Window* will provide several options to locate an ATP. In this example the ATP No. is used. After the ATP No. has been entered, click *Retrieve*.



The screenshot shows the 'ATP Query Search Window' with the following search criteria:

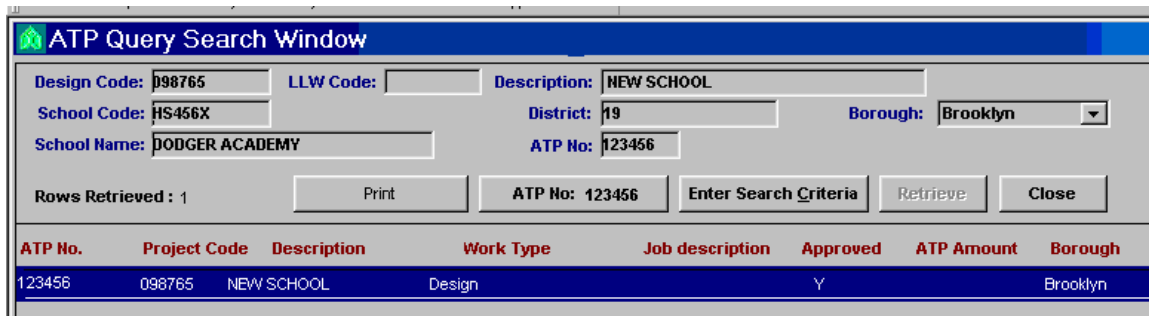
- Design Code: [] LLW Code: [] Description: []
- School Code: [] District: [] Borough: []
- School Name: [] ATP No: 123456

Buttons: Enter Search Criteria, Retrieve, Close

Rows Retrieved: []

ATP No.	Project Code	Description	Work Type	Job description	Approved	ATP Amount	Borough
---------	--------------	-------------	-----------	-----------------	----------	------------	---------

c) Highlight the line for the ATP you wish to print, click *ATP No. #####* or double click the highlighted line.



The screenshot shows the 'ATP Query Search Window' with the following search criteria:

- Design Code: 098765 LLW Code: [] Description: NEW SCHOOL
- School Code: HS456X District: 19 Borough: Brooklyn
- School Name: DODGER ACADEMY ATP No: 123456

Buttons: Print, ATP No: 123456, Enter Search Criteria, Retrieve, Close

Rows Retrieved: 1

ATP No.	Project Code	Description	Work Type	Job description	Approved	ATP Amount	Borough
123456	098765	NEW SCHOOL	Design		Y		Brooklyn

d) The *Print* option is located at the bottom of the of the ATP screen.



The screenshot shows the bottom toolbar of the ATP screen with the following buttons: Add Job, Delete job, Memo, Save, Approve, Delete auth, Print, Email, Fee Calc, CIP Dist, Close. The 'Memo' button is highlighted with a red box.

2. Amendment Query

a) From your main menu, select *Amend Query*

b) The *Select Amendment Window* will provide several options to locate an ATP Amendment. In this example the ATP No. is used. After the ATP No. has been entered, click *Retrieve*.

The screenshot shows the 'Select Amendment' window with the following search criteria:

- Amend. No:
- Project No:
- ATP No:
- School Code:

Buttons: Enter Search Criteria, Retrieve, Close

Rows Retrieved: 0

Amendment			ATP No.	Project	School Code	Amendment	
Number	Status	Date Entered				Proposed Amt	Approved Amt

c) Highlight the line for the ATP Amendment you wish to print, then double click.

The screenshot shows the 'Select Amendment' window with the following search criteria:

- Amend. No:
- Project No:
- ATP No:
- School Code:

Buttons: Enter Search Criteria, Retrieve, Close

Rows Retrieved: 1

Amendment			ATP No.	Project	School Code	Amendment	
Number	Status	Date Entered				Proposed Amt	Approved Amt
0000246810	Confirmed	06/19/2007	123456	D098765	HS456X	(\$26,231.17)	(\$26,231.17)

d) The *Print* option is located at the bottom of the of the *View Amendment* screen.

The screenshot shows the bottom of the 'View Amendment' screen with the following buttons:

- Show Direction Notice
- Show Justification
- Amend Calc
- LLW
- MEMO** (highlighted with a red box)
- Print
- Email
- Close

APPENDIX G – Capacity Contract Compensation and Payment Basic Services

CAPACITY CONTRACTS executed in 2010 Contract # C000011801 and forward

Section 4.1.1 - Payment for Services

A. The Consultant shall be compensated for Services rendered as per the negotiated and agreed upon Fee Agreement/ Amended Scope of Services for a Project.

1. Total compensation for each specific Phase or Sub-phase, of a Project, will be contingent upon completion of the required Service as well as the acceptance and receipt by the SCA of all required documents and materials.

a. Progress payments for a specific Sub-phase of a Project may be released by the SCA when a Studio Director determines that the Consultant has progressed the required Services and deliverables in a satisfactory fashion and in accordance with the project schedule. However, the total value of Progress payments for any specific Sub-phase shall not exceed fifty percent (50%) of the specific Sub-phase's total value.

Your firm will be paid upon 100% completion of the assigned task unless otherwise approved by the A&E Studio Director. This is applicable to the following work types/services:

Phase 1A	Pre-Schematic Design Report
Phase 1B	Schematic Design Report
Phase 1C	Design Development Documents (Preliminary Phase)
Phase 2A	Bid Document Prep – 60%
Phase 2B	Bid Document Prep – 100%
	Bid Document Prep – Compliance
	Final Design Documents
Phase 2C	Bid Period
	Demolition Package Fee
	Alteration Fee
	Green Design Fee

PHASE 3A

For Construction Administration services, “Partial payment of this amount shall be in accordance with the percentage of completion of all required Services during construction, as determined by the Authority.”

To determine the “percentage of completion,” it has been our practice to take the total amount of the Construction Administration fee and divide it by the number of months of construction. The resultant amount is billable monthly by the Design Consultant. This is the same methodology used with our CIP contracts.

Billing against Retainage ATPs is contingent upon completion of all Basic Services.

CAPACITY CONTRACTS executed and/or amended by Supplemental Agreement between 2004 and 2007
Contract # C000009257 to C000010755

Section 4.1.1 - Payment for Services

A. The Consultant shall be compensated for Services rendered as per the negotiated and agreed upon Fee for a Project. Payment for each specific Phase or Sub-phase, of a Project, will be contingent upon completion of the required Services as well as the acceptance and receipt by the Authority of all required documents and materials.

Your firm will be paid upon 100% completion of the assigned task. This is applicable to the following work types/services:

Phase 1A	Pre-Schematic Design Report
Phase 1B	Schematic Design Report
Phase 1C	Design Development Documents (Preliminary Phase)
Phase 2A	Bid Document Prep – 60%
Phase 2B	Bid Document Prep – 100%
	Bid Document Prep – Compliance
Phase 2C	Bid Period
	Demolition Package Fee
	Alteration Fee
	Green Design Fee
Phase 3A	Amended Drawings
Phase 3A	Substantial Completion
Phase 3A	Close Out

For Construction Administration services, “Partial payment of this amount shall be in accordance with the percentage of completion of all required Services during construction, as determined by the Authority.”

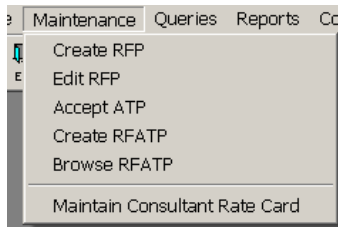
To determine the “percentage of completion,” it has been our practice to take the total amount of the Construction Administration fee and divide it by the number of months of construction. The resultant amount is billable monthly by the Design Consultant. This is the same methodology used with our CIP contracts.

CAPACITY CONTRACTS executed prior to 2004
Contract # C000007775 to C000008534

Capacity contracts prior to the 2004 were either unclear or totally silent on this issue. However a firm has been compensated on pre 2004 capacity contracts for basic services will continue. Most firms with these capacity contracts have already been paid for their Phase I and Phase II services.

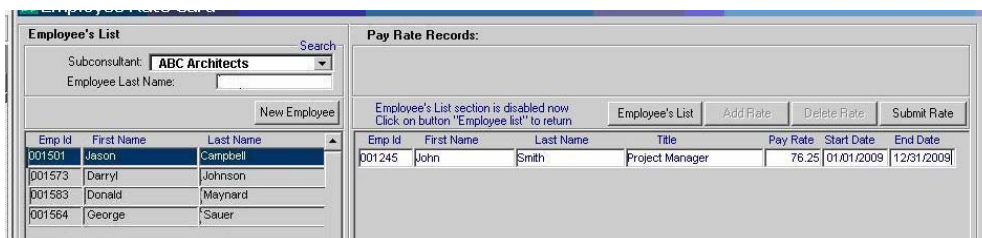
APPENDIX H – Rate Card Maintenance

From the main ORCMS screen, click **Maintenance > Maintain Consultant Rate Card**.



1. New Employee

a) If you wish to add a new employee rate card, click **New Employee**. Enter new employee rate information. Click **Submit Rate**.



Click **Employee's List** if you wish to create another new employee record. The TITLE field is a data entered field except for the title of *Principal* which is available on the drop down menu. When the *Principal* title is selected, ORCMS prevents the user from entering a pay rate or pay rate period. When billing for service provided by the Principal of a firm, ORCMS refers to the Principal rate included in the firm's design consultant contract.

Repeat step a) as needed or click **Close** to end session.



2. Update Current Employee

a) Double click on the employee name

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell				
001573	Darryl	Johnson				
001583	Donald	Maynard				
001564	George	Sauer				

b) This will display all entered rates for an employee. Click **Add Rate** to enter new rate for employee.

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.08	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000

You will see the following message:

There is a pay rate record in the system with an open End Date
 You have to populate End Date and submit the changes if want to add new current pay rate
 Would you like to adjust a prior record End Date?

Yes No

c) If you want to add a *new current* rate, click YES.

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.08	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000

ORCMS will force you to place an End Date onto the existing current rate before entering an employee's updated rate. Click Submit Rate.

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.08	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	12/31/2009

Click *Add Rate*. On the provided line, enter the updated pay rate information. The TITLE field is a data entered field except for the title of *Principal* which is available on the drop down menu.

Employee's List

Subconsultant: **ABC Architects**
Employee Last Name: **Camp**

New Employee

Emp Id	First Name	Last Name
001501	Jason	Campbell
001573	Darryl	Johnson
001583	Donald	Maynard
001564	George	Sauer

Pay Rate Records:

Employee's List section is disabled now
Click on button "Employee list" to return

Employee's List Add Rate Delete Rate Submit Rate

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	12/31/2009
001501	Jason	Campbell		.00	00/00/0000	00/00/0000

d) If you want to add an older rate, click **NO**. ORCMS will provide a new line for data entry.

Employee's List

Subconsultant: **ABC Architects**
Employee Last Name: **Camp**

New Employee

Emp Id	First Name	Last Name
001501	Jason	Campbell
001573	Darryl	Johnson
001583	Donald	Maynard
001564	George	Sauer

Pay Rate Records:

Employee's List section is disabled now
Click on button "Employee list" to return

Employee's List Add Rate Delete Rate Submit Rate

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001501	Jason	Campbell		.00	00/00/0000	00/00/0000

e) Enter rate information. Click **Submit Rate**.

Employee's List

Subconsultant: **ABC Architects**
Employee Last Name: **Camp**

New Employee

Emp Id	First Name	Last Name
001501	Jason	Campbell
001573	Darryl	Johnson
001583	Donald	Maynard
001564	George	Sauer

Pay Rate Records:

Employee's List section is disabled now
Click on button "Employee list" to return

Employee's List Add Rate Delete Rate Submit Rate

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001501	Jason	Campbell	CADD Operator	19.75	01/01/2006	12/22/2006

f) Click **Employee's List** if you wish to select another employee record or click **Close** to end session.

Employee's List

Subconsultant: **ABC Architects**
Employee Last Name: **Camp**

New Employee

Emp Id	First Name	Last Name
001501	Jason	Campbell
001573	Darryl	Johnson
001583	Donald	Maynard
001564	George	Sauer

Pay Rate Records:

Employee's List section is disabled now
Click on button "Employee list" to return

Employee's List Add Rate Delete Rate Submit Rate

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001501	Jason	Campbell	CADD Operator	19.75	01/01/2006	12/22/2006

3. Delete/Correct/Update An Employee Pay Rate

a) Delete an Employee Rate

1. Double click on the employee name

- This will display all entered rates for an employee. Highlight the rate you wish to delete.

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001501	Jason	Campbell	CADD Operator	19.75	01/01/2006	12/22/2006

- Click **Delete Rate**.

PLEASE NOTE – It is not possible to delete a pay rate if it has been billed against on a saved, submitted and/or approved RFP in ORCMS.

b) Correct an Employee Rate

- Double click on the employee name

- This will display all entered rates for an employee. Highlight the rate you wish to correct.

Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001501	Jason	Campbell	CADD Operator	19.75	01/01/2006	12/22/2006

- Corrections can be made to an Employee's Title, Pay Rate, Start Date and or End Date. Click **Submit Rate**.

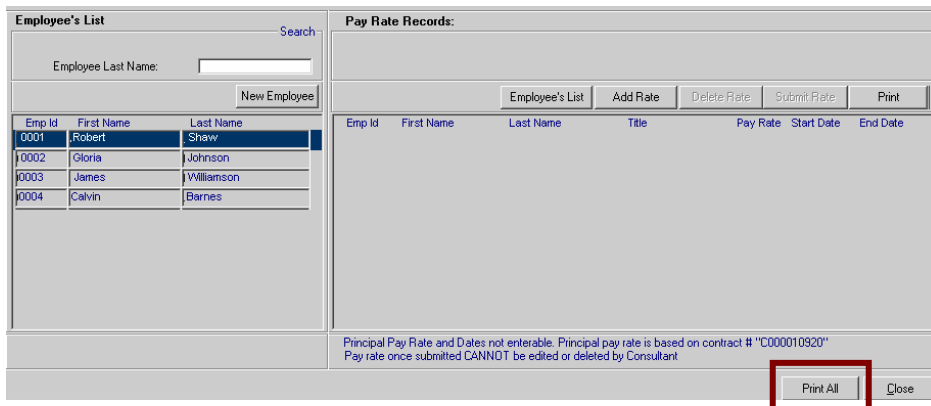
PLEASE NOTE

- It is not possible to correct a pay rate if it has been billed against on a saved, submitted and/or approved RFP in ORCMS.
- It is not possible to correct the start or end date of a selected rate period if it overlaps a previously submitted rate period.
- It is not possible to correct the start or end date of a selected rate period if it has been billed against *within the selected rate period* on a saved, submitted and/or approved RFP in ORCMS.
- When it is the only correction being made, it is possible to correct the employee title at any time.

4. Printing Rate Card

a) Printing all Employee Rates

From the Employee Rate Card screen, click *Print All* on the bottom of the Employee Rate Card screen.



b) Printing an Individual Employee Rate

From the Employee Rate Card screen, double click on the employee name



This will display all entered rates for the selected employee. Click Print for a hard copy of the employee's rate card.

Employee's List			Pay Rate Records:						
Search Subconsultant: ABC Architects Employee Last Name: <input type="text" value="Camp"/>									
New Employee			<input type="button" value="Employee's List"/> <input type="button" value="Add Rate"/> <input type="button" value="Delete Rate"/> <input type="button" value="Submit Rate"/> <input type="button" value="Print"/>						
Emp Id	First Name	Last Name	Emp Id	First Name	Last Name	Title	Pay Rate	Start Date	End Date
001501	Jason	Campbell	001501	Jason	Campbell	CADD Operator	21.74	12/23/2006	01/04/2008
001573	Darryl	Johnson	001501	Jason	Campbell	CADD Operator	26.09	01/05/2008	08/21/2009
001583	Donald	Maynard	001501	Jason	Campbell	CADD Operator	24.79	08/22/2009	00/00/0000
001564	George	Sauer							

APPENDIX I – Identity, Address and/or Tax ID changes

Below is a list of documentation required by the NYC Comptroller’s Office to make the most common modifications to a Design Consultant’s vendor records.

It is very important that these documents are submitted timely and as soon as the changed information becomes available. Failure to do so can and will result in a delay in payment from the SCA. In the worst case scenario, no ATPs can be authorized and no payments can be approved until identity, address and/or tax ID issues are resolved.

Your Operations Manager will provide the contact person to whom the documents should be sent.

ADDRESS Change

- A letter on the firm’s letterhead requesting a change of address. The letter should state the old address, the new address and any address the firm may want to deactivate.
- Substitute W-9 (available from your CCFU Operations Manager)

NAME CHANGE (same tax ID)

- Substitute W-9 (available from your CCFU Operations Manager)
- Certificate of Amendment or a Certificate of Incorporation
- IRS Letter 147C (Contact the IRS for assistance)

ADDING a DBA

- Substitute W-9 (available from your CCFU Operations Manager)
- Certificate of Assumed Name

TAX ID CHANGE

- A letter on the firm’s letterhead.
 - The letter should state the firm is no longer/will no longer operate under the old tax ID.
 - If applicable, it should state any addresses which should be deactivated.
 - The letter should formally request that all contracts and projects under the old tax ID number be assigned to the new tax ID number.
- Substitute W-9 (available from your CCFU Operations Manager)
- Certificate of Authority
- IRS Letter 147C (Contact the IRS for assistance)