

# How to... Enter a Definitizing CM

- You have obligated funds under CM 0001.
- You have executed your definitizing CM.
- Your CM is a total of \$0.00.

SF30 (Created in PRISM)

WFLHD 10 - EEBACS

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0013		3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. WFL14CM109
6. ISSUED BY Federal Highway Administration Western Federal Lands Highway 610 East Fifth Street Vancouver WA 98661-3801		5. PROJECT NO. (if applicable) See Block 14	

**Accounting Information...  
this is a \$0.00 CM**

8. NAME AND ADDRESS OF CONTRACTOR (No, street, county, state and ZIP Code) <b>PRIME:</b> ABC Construction Company 111 Western Lane Vancouver, WA 98661 CODE 073093288 FACILITY CODE		(x) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 9C. MODIFICATION OF CONTRACT/ORDER NO. DTPH7014C000016 10B. DATED (SEE ITEM 13) 06/04/2014
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**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**  
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you wish to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation number, amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**  
\$0.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation, date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR Clause 5.243-4, Changes (June 2007)
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not \_\_\_\_\_ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
 OR BLM 2014(2)  
 Grizzly Mountain Road Resurfacing

In consideration of the modification agreed to herein as complete equitable adjustments for the changes detailed herein, the contractor hereby releases the government from any and all liability under this contract, including any liability for delay or disruption, attributable to the facts or circumstances giving rise to, arising from, or relating to, this modification.

Continued on Page 2.  
Continued ...

15A. NAME AND TITLE OF SIGNER (Type or print) 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	15A. as heretofore changed, remain unchanged and in full force and effect. 15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Charles Dissen, Contracting Officer 15B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	15C. DATE SIGNED
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<b>CONTINUATION SHEET</b>			CONTRACT MODIFICATION NUMBER 0013			PAGE OF PAGES 3 OF 4		
NAME OF OFFEROR OR CONTRACTOR ABC Construction Inc.								
ITEM NO.								
LINE	PAY	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
A7030	15201-0000	Construction Survey and Staking (CM 0013)	1	LPSM	\$1,000.00	\$1,000.00		
A7031	15401-0000	Contractor Testing (CM 0013)	1	LPSM	\$1,000.00	\$1,000.00		
A7032	207301-1300	Earthwork Geotextile, Type IV-B (Riprap Headwall) (CM 0013)	5	SQYD	\$5.50	\$27.50		
A7033	20701-1300	Earthwork Geotextile, Type IV-B (Riprap Apron) (CM 0013)	10	SQYD	\$5.00	\$50.00		
A7033	80202-0400	24-Inch Pipe Culvert	50	LNFT	\$100.00	\$5,000.00		
A7034	15801-0000	Water for Dust Control	200	Mgal	\$30.00	\$6,000.00		
			1	LPSM	-\$13,077.50	-\$13,077.50		
Deobligation from CM 0001, Dated 9/13/2013, is made available for this modification								
Note to contract: This contract modification definitizes the work called under CM 0001. It adds \$13,077.50 of work to the contract								
							TOTAL	\$0.00

The SF30 will always match the CM net total!

Net total of CM

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Search Filters:

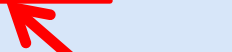
Keyword  FAR Authority   
 Contract Modification Type  CM Initiated by

Apply Search

Add New Contract Modification Items 1-11 of 11

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
	001	Change Order	Traffic Control cost more...	Joint FHWA/Contractor	\$0.00	0	0	CON01 \$0.00	-
	002	Administrative Change			\$150,000.00	0	1	CON01 \$150,000.00 CON02 \$0.00	Apr 17, 2014
	003	Supplemental Agreement			-\$20,000.00	0	1	CON01 \$0.00 CON02 \$0.00	-
	004	Supplemental Agreement		FHWA/Construction	\$24,200.00	0	1	CON01 \$24,200.00	Aug 28, 2012
	005	Supplemental Agreement	VEQ for seeding		-\$42.03	0	1	CON01 -\$42.03	-
	006	Administrative Change			\$0.00	0	0	CON01 \$150,000.00 CON02 \$0.00	Apr 17, 2014
	007	Supplemental Agreement			\$10,182.68	0	1	CON01 \$0.00 CON02 \$0.00	Apr 12, 2014
	008				\$0.00	0	0	CON01 \$0.00 CON02 \$0.00	-
	009				-\$150.00	0	1	CON01 -\$150.00 CON02 \$0.00	-
	011	Supplemental Agreement			\$1,599.00	0	1	CON01 \$1,599.00 CON02 \$0.00	Apr 23, 2014
	012				\$0.00	0	0	CON01 \$0.00 CON02 \$100,000.00	Jul 01, 2014
Totals					\$165,789.65	0	0	\$425,606.97	

Add New Contract Modification Items 1-11 of 11



Now that all accounts need are in the "Accounts" tab, go to the "Contract Modification" tab and click on "Add New Contract Modification"

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close **Save** Cancel Print Preview

Contract Modification  
Contract Modification Number: 0013

Enter in the CM number and press save.



Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close **Save** Delete Cancel Cancel & Close Print Preview

\* indicates a required field

Contract Modification  
Contract Modification Number: 0013  
Contract Modification Type: [dropdown]  
FAR Authority: [select]  
Contract Modification Description: [text area]  
CM Initiated by: [select]  
Contract Time Increase/Decrease: 0 day(s)  
Total Contract Modification Amount: \$0.00  
Aggregate Amount: \$0.00  
Schedule(s) Awarded This CM: None

**Contract Modification Info**  
Created: 08-14-2014 10:34:38  
By: Samantha Gould  
Modified: 08-14-2014 10:34:38  
By: Samantha Gould

**Issues**  
Add New Issue

Once you press save, this is what your screen will look like. You will have more tabs.

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Delete Cancel Cancel & Close Print Preview

\* indicates a required field

Contract Modification

Contract Modification Number: 0013

Contract Modification Type: [dropdown menu with options: Change Order, Supplemental Agreement, Administrative Change, EEBACS Reconciliation, Other]

FAR Authority: [input field]

Contract Modification Description: [text area with rich text editor toolbar]

CM Initiated by: [select]

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$0.00

Aggregate Amount: \$0.00

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Contract Modification Info

Created: 08-14-2014 10:34:38  
By: Samantha Gould  
Modified: 08-14-2014 10:34:38  
By: Samantha Gould

Issues

Add New Issue

Choose a Contract Type.

Change Order = Unilateral CM  
Supplemental Agreement = Bilateral CM  
Administrative Change = Pen & Ink changes, changing account information, etc.  
EEBACS Reconciliation = If you need to reconcile, contact the Final Review Engineer

**Project Number:** OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close **Save** Delete Cancel Cancel & Close Print Preview

\* indicates a required field

**Contract Modification**

Contract Modification Number: 0013

Contract Modification Type: Supplemental Agreement

FAR Authority:

[select] clear

FAR 52.243-4, Changes

Enter the FAR Clause used.

Contract Modification Description:

**B I U** ABC

Adding an additional pipe culvert at station 153+02 due to extreme amounts of runoff water.

Enter the Contract Modification Description

CM Initiated by:

[select] clear

FHWA/Construction

Enter who initiated the CM

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$0.00

Aggregate Amount: \$0.00

**Contract Modification Info**

Created: 08-14-2014 10:34:38  
By: Samantha Gould  
Modified: 08-14-2014 10:34:38  
By: Samantha Gould

**Issues**

Add New Issue

Once this information is entered, press Save.

**Project Number:** OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Contract Modification Number: 0013

**Search Filters:**

Keyword   
Designation  Beneficial  Detrimental  
Reason for Issue   
Area of Work Affected   
Contractual Effects of Change

No Records Found.

At this point, you will leave the "Core" tab and go to the "Issues" tab and create a new issue.

This is where you will enter your items.

**Project Number:** OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close Save Cancel

Issue Number: 1

Added Pay Items:

Modify Pay Item in Project List:

Deleted Items: [select]

Issue Time Increase/Decrease (in days):

Designation:  Beneficial  Detrimental

Reason for Issue:

- Response to Error in Contract
- Response to Omission in Contract
- Response to Error in Information Furnished By C
- Response to Act of God

0 of 12 selected [ show selected ] [ show all ]

When ADDING new items, you will click on "Add Pay Item From Master List."

When DELETING, REDUCING or INCREASING an items, you will click on "Modify Pay Item From Project List."

DO NOT DELETE ANY ITEMS!!!!



Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Cancel

Issue Number: 1

Added Pay Items:

Pay Item:

152

- 15201-0000 N CONSTRUCTION SURVEY AND STAKING LPSM
- 15205-0000 N SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE LPSM
- 15206-0000 N SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE STA
- 15210-0000 N CENTERLINE, REESTABLISHMENT STA
- 15210-1000 N CENTERLINE, STAKING STA
- 15210-2000 N CENTERLINE, REFERENCING AND REESTABLISHMENT STA
- 15210-3000 N CENTERLINE, VERIFICATION AND STAKING STA
- 15210-4000 N CENTERLINE, ESTABLISHMENT STA
- 15214-0000 N SURVEY AND STAKING, MISCELLANEOUS LPSM
- 15214-1000 N SURVEY AND STAKING, BRIDGE LPSM
- 15214-2000 N SURVEY AND STAKING, RETAINING WALL LPSM

Pay Item Type\*:

Accounts: CON01 Main account:

CON02 G310:

CON03 15FE:

Unit Price: \$

Quantity:

Total Price: \$0.00

Add Pay Item From Master List

Modify Pay Item In Project List

Modify Pay Item in Project List:

Deleted Items: [select]

Once you have selected to "Add Pay Item From Master List" start typing in the **item number** and the items will start to populate from the master pay item list. Choose the item you need.

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Cancel

\* indicates

Contract Modification Number: 0013

Issue Number: 1

Added Pay Items:

Pay Item:

Pay Item #: 15201-0000	Pay Item Description: CONSTRUCTION SURVEY AND STAKING
Pay Item Type: N	Pay Unit (U.S. LPSM Units):
Pay Unit (Metric LPSM Units):	

Schedule\*:

Line Item Number\*:

Supplemental Description:

Pay Item Type\*:

Accounts:

CON01 Main account:	\$ 1000.00
CON02 G310:	\$ 0
CON03 15FE:	\$ 0

Unit Price:  
\$1,000.00

Quantity:  
100% LPSM

Total Price:  
\$1,000.00

Modify Pay Item in Project List:

Deleted Items:

Selected Pay Item

This information will populate once you select your Pay Item

Select your Schedule. This is the same thing as an Option.

Enter your Line Item Number. **Should be in the 7000s.**

Enter the Supplemental Description. **Always enter the CM number**

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Cancel

\* indicates

Contract Modification Number: 0013

Issue Number: 1

Added Pay Items:

Pay Item:  
15201-0000 N CONSTRUCTION SURVEY AND STAKING LPSM

Pay Item #: 15201-0000 Pay Item Description: CONSTRUCTION SURVEY AND STAKING  
Pay Item Type: N Pay Unit (U.S. LPSM Units):  
Pay Unit (Metric LPSM Units):

Schedule\*: A

Line Item Number\*: 7030

Supplemental Description: CM 0013

Pay Item Type\*: N: Normal pay item

Accounts:  
CON01 Main account: \$ 1000.00  
CON02 G310: \$ 0  
CON03 15FE: \$ 0

Unit Price: \$1,000.00

Quantity: 100% LPSM  
Total Price: \$1,000.00

Delete

Enter the pay item type. Usually always normal.

Enter the amount of units added. Make sure it is the correct account. For this CM, we are adding items but we are not adding items to specific accounts, just adding the funds under specific accounts. Therefore you can put it under the first account in your chain (CON01 shown in the "Accounts" tab).

Enter the unit price.

This information will populate.

Modify Pay Item in Project List:

Deleted Items: [select]

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Cancel

\* indicates

Contract Modification Number: 0013

Issue Number: 1

Added Pay Items:

Pay Item:  
15201-0000 N CONSTRUCTION SURVEY AND STAKING LPSM

Pay Item #: 15201-0000	Pay Item Description: CONSTRUCTION SURVEY AND STAKING
Pay Item Type: N	Pay Unit (U.S. LPSM Units):
Pay Unit (Metric LPSM Units):	

Schedule\*: A

Line Item Number\*: 7030

Supplemental Description: CM 0013

Pay Item Type\*: N: Normal pay item

Accounts:  
CON01 Main account: \$ 1000.00  
CON02 G310: \$ 0  
CON03 15FE: \$ 0

Unit Price: \$1,000.00  
Quantity: 100% LPSM  
Total Price: \$1,000.00

Delete

Make sure you are saving your work.

Note: When you select your item from the project list or the master list and it populates the information, you will need to scroll down because it takes you to the top of the page.

Add Pay Item From Master List  
Modify Pay Item In Project List

Now you can add the rest of your new items or move on to modifying your items.

Modify Pay Item in Project List:

Deleted Items: [select]

Make sure you are saving your work.

Unit Price:  
\$ 30.00

Quantity:  
200

Total Price:  
\$6,000.00

Pay Item:  
20701-1300 N EARTHWORK GEOTEXTILE, TYPE IV-B SQYD

Pay Item #: 20701-1300      Pay Item Description: EARTHWORK GEOTEXTILE, TYPE IV-B

Pay Item Type: N      Pay Unit (U.S. Units): SQYD

Pay Unit (Metric Units): m2

Schedule\*:  
A

Line Item Number\*:  
7032

Supplemental Description:  
(Riprap Headwall) CM 0013

Pay Item Type\*:  
N: Normal pay item

Accounts:  
CON01 Main account: 5 SQYD  
CON02 G310: 0 SQYD  
CON03 15FE: 0 SQYD

Unit Price:  
\$ 5.50

Quantity:  
5

Total Price:  
\$27.50

You can also modify items. However, for this CM, we are only adding new items.

Modify Pay Item in Project List:

Deleted Items: [select]

Issue Time Increase/Decrease (in days): 0

Designation:  Beneficial  Detrimental

CON03 15FE: 0 SQYD

Unit Price:  
\$ 5.50

Quantity:  
5 SQYD

Total Price:  
\$27.50

Delete

Once you are completed with adding and modifying items, continue with the bottom of the issue.

Add Pay Item From Master List

Modify Pay Item In Project List

Modify Pay Item in Project List:

Deleted Items: [select]

Issue Time Increase/Decrease (in days): 0

Enter how many days have been added/deleted from the contract

Designation:  Beneficial  Detrimental

Typically a CM is always Beneficial

Reason for Issue:

- Response to Error in Contract
- Response to Omission in Contract
- Response to Error in Information Furnished By
- Response to Act of God

0 of 12 selected [ show selected ] [ show all ]

Area of Work Affected:

- Aggregate - Base / Subbase
- Aggregate - Minor
- Aggregate - Surface Course
- Asphalt - Pavement
- Asphalt - Surface Treatment

0 of 47 selected [ show selected ] [ show all ]

Contractual Effects of Change:

- Added Work (Negotiated)
- Added Work (Overtime)
- Overruns/ Underruns
- Deleted Work
- Technical Improvement to Contract

0 of 14 selected [ show selected ] [ show all ]

This is the same thing on the Database Form

Issue Contract Increase/Decrease: \$13,077.50

This is the net amount of the CM. This should match the bottom of the WFLHD-10 form if obligation funds are not used.

Designation:  Beneficial  Detrimental

Reason for Issue:

search here

- Response to Error in Contract
- Response to Omission in Contract
- Response to Error in Information Furnished By C
- Response to Act of God

1 of 12 selected [ show selected ] [ show all ]

Area of Work Affected:

search here

- Curb / Gutter
- Drainage - Culvert
- Drainage - Ditches / Channels
- Drainage - Other
- Drilling

1 of 47 selected [ show selected ] [ show all ]

Contractual Effects of Change:

search here

- Deleted Work
- Technical Improvement to Contract
- Value Engineering
- Other Value Improvement to Contract
- Increase in Contract time

1 of 14 selected [ show selected ] [ show all ]

Issue Contract Increase/Decrease:

\$13,077.50

Issue Description:

**B I U** [bullets] [numbered] [link] [table] [ABC] ▼

[Empty text area]

Supporting Documents:

Once you are completed, click on "Save & Close."

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Contract Modification Number: 0013

Search Filters:

Keyword

Area of Work Affected



Designation  Beneficial  Detrimental

Contractual Effects of Change

Reason for Issue

Apply Search

Add New Issue Items 1-1 of 1

Actions	Issue Number	Reason for Issue	Amount Change	Time Change (in days)	Account Number(s)	Issue Description
 	1		\$13,077.50	0	CON01	\$13,077.50

Add New Issue Items 1-1 of 1

Make sure the "Amount Change" and "Time Change (in days)" are correct. At this point the "Account Number(s)" are not correct.

Once you have verified, go back to the "Core" tab.



Project Info Design **Construction** Account Team Event LogCore Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications****Core** Issues CM Items**Project Number:** OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR**Edit** Close Print Preview**Contract Modification**

Contract Modification Number: 0013

Contract Modification Type: Supplemental Agreement

FAR Authority: FAR 52.243-4, Changes

Contract Modification Description: Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by: FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

**Net Authorization Change**

CON01 Main account: \$13,077.50 Obligate

CON02 G310: \$0.00 Obligate

CON03 15FE: \$0.00 Obligate

**Edit** Close Print Preview**Contract**Created By  
Modified By**Issues**

At this point you have entered the CM but you have not "Executed" it. Because the CM is not "Executed," the items that have been added/modified are not reflected in the "Grand Summary." Therefore you need to click on the "Edit" button.

FAR Authority:

FAR 52.243-4, Changes

Contract Modification Description:

**B** *I* U

Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by:

FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Schedules?:

Date RFP Sent to Contractor:

Date Negotiations Completed:

Date PR Signed:

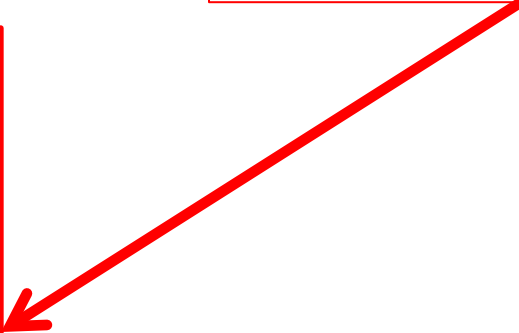
Date SF30 Sent to Contractor for Signature:

Date SF30 Signed By Contractor:

Date SF30 Signed By CO:

Date CM Work Started:

You will now enter all of these dates. Make sure all of the dates are in the same format as if you were to select the date.



**Net Authorization Change**

CON01 Main account: \$ 13,077.50

CON02 G310: \$ 0.00

CON03 15FE: \$ 0.00

Supporting Documents:

FAR Authority: FAR 52.243-4, Changes

Contract Modification Description:

Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by: FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Date RFP Sent to Contractor: 08-04-2014

Date Negotiations Completed: 08-08-2014

Date PR Signed: 08-06-2014

Date SF30 Sent to Contractor for Signature: 08-08-2014

Date SF30 Signed By Contractor: 08-08-2014

Date SF30 Signed By CO: 08-11-2014

Period To Start: 5

Date CM Work Started: 08-11-2014

**Net Authorization Change**

CON01 Main account: \$ 13,077.50

CON02 G310: \$ 0.00

CON03 15FE: \$ 0.00

Supporting Documents:

The most important items here are the “Date SF30 Signed by CO:” and “Period to Start:”

- The “Date SF30 Signed by CO:” will “Execute” the CM and lock it. This also make your items from the “Issues” tab show up in the “Grand Summary.”
- The “Period to Start:,” will only allow you to make changes to the CM while that period is in progress.

If you want to make any changes to the CM, you must clear the date. However, if you have already created pay notes for any CM items or you are in the next pay period from when you created it, you cannot change the CM.

Once these dates are entered, DO NOT press save, make sure your account is correct first.

FAR Authority: FAR 52.243-4, Changes

Contract Modification Description:

**B I U** [Icons] [AEC] v  
Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by: FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Date RFP Sent to Contractor: 08-04-2014 [select] [clear]

Date Negotiations Completed: 08-08-2014 [select] [clear]

Date PR Signed: 08-06-2014 [select] [clear]

Date SF30 Sent to Contractor for Signature: 08-08-2014 [select] [clear]

Date SF30 Signed By Contractor: 08-08-2014 [select] [clear]

Date SF30 Signed By CO: 08-11-2014 [select] [clear]

Period To Start: 5 [v]

Date CM Work Started: 08-11-2014 [select] [clear]

Now the fun part! The accounting part.  
**The Net Authorization Change area should match your SF30.**

**Net Authorization Change**

CON01 Main account: \$ 13,077.50

CON02 G310: \$ 0.00 [Obligate]

CON03 15FE: \$ 0.00 [Obligate]

- Obligate
- Obligate**
- Do Not Obligate
- Deobligate
- Do Not Deobligate
- Obligate Portion
- Deobligate Portion

Supporting Documents: [Add Document]

Notice how the total CM amount self populates to the first account. That is because we added the quantities to the first account. You will choose from the drop down to changes these amounts.

Contract Modification Description:

**B I U** Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by: FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Date RFP Sent to Contractor: 08-04-2014

Date Negotiations Completed: 08-08-2014

Date PR Signed: 08-06-2014

Date SF30 Sent to Contractor for Signature: 08-08-2014

Date SF30 Signed By Contractor: 08-08-2014

Date SF30 Signed By CO: 08-11-2014

Date CM Work Started: 08-11-2014

**Net Authorization Change**

CON01 Main account: \$ 0.00

CON02 G310: \$ 0.00

CON03 15FE: \$ 0.00

Supporting Documents:

We are not obligating any money because funds were obligated under CM 0001. Therefore you will select "Do Not Obligate."

Contract Modification Description:

**B I U** [Icons] [ABC] v  
Adding an additional pipe culvert at station 153+02 due to extremem amounts of runoff water.

CM Initiated by: FHWA/Construction

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$13,077.50

Aggregate Amount: \$13,077.50

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?: None

Date RFP Sent to Contractor: 08-04-2014 [select] [clear]

Date Negotiations Completed: 08-08-2014 [select] [clear]

Date PR Signed: 08-06-2014 [select] [clear]

Date SF30 Sent to Contractor for Signature: 08-08-2014 [select] [clear]

Date SF30 Signed By Contractor: 08-08-2014 [select] [clear]

Date SF30 Signed By CO: 08-11-2014 [select] [clear]

Date CM Work Started: 08-11-2014 [select] [clear]

**Net Authorization Change**

CON01 Main account: \$ 0.00 Do Not Obligate v

CON02 G310: \$ 0.00 Obligate v

CON03 15FE: \$ 0.00 Obligate v

Supporting Documents: Add Document

You have now entered all of the information for the CM. Press "Save & Close."

Save & Close Save Delete Cancel Cancel & Close Print Preview

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Search Filters:

Keyword  FAR Authority

Contract Modification Type  CM Initiated by

Apply Search

Add New Contract Modification Items 1-12 of 12

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	Signature Date
	0001	Change Order	Obligation...	Joint FHWA/Contractor	\$0.00	0	0	CON01 \$50,000.00 CON02 \$0.00 CON03 \$0.00	Sep 13, 2013
	0013	Supplemental Agreement	Adding an additional pipe...	FHWA/Construction	\$13,077.50	0	1	CON01 \$0.00 CON02 \$0.00 CON03 \$0.00	Aug 11, 2014
	002	Administrative Change			\$150,000.00	0	1	CON01 \$50,000.00 CON02 \$0.00	Apr 17, 2014
	003	Supplemental Agreement			-\$20,000.00	0	1	CON01 \$0.00 CON02 \$0.00	-
	004	Supplemental Agreement		FHWA/Construction	\$24,200.00	0	1	CON01 \$24,200.00	Aug 28, 2012
	005	Supplemental Agreement	VEQ for seeding		-\$42.03	0	1	CON01 -\$42.03	-
	006	Administrative Change							
	007	Supplemental Agreement							
	008								
	009								
	011	Supplemental Agreement							
	012								
Totals					\$178,867.15	0		\$475,606.97	

The CM is in the "Contract Modification" tab. You can see how the "Modification Amount" is \$13,077.50 but the "Obligation" amount is \$0.00 because the obligation amount is shown under CM 0001..

From here, you can add another CM or go to the "Grand Summary" and see your items.

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Pay Period Number: 5  
Start Date: August 18, 2014

Payment Type: Initial  
End Date: September 17, 2014

Search Filters:

Keyword  
Contract Mods:   
Apply Search Clear

Filtered to only show CM 0013 items

All of the CM 0013 items are now in the Grand Summary.

Contract Amount: \$680,295.80 Revised Contract Amount: \$879,354.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,088,594.98 Percent Work Completed: 14.922 %

Close Government Receiving Report Progress Payment Report Progress Payment Report (Contractor Version) Items 1-6 of 6

Contract Quantities					Revised Quantities		Current Quantities				Probable Quantities			
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
<b>Pay Item #</b> : 15201-0000 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : CONSTRUCTION SURVEY AND STAKING CM 0013														
A7030	0%	\$1,000.00	LPSM	\$0.00	100%	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$1,000.00	0.0
<b>Pay Item #</b> : 15401-0000 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : CONTRACTOR TESTING CM 0013														
A7031	0%	\$1,000.00	LPSM	\$0.00	100%	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$1,000.00	0.0
<b>Pay Item #</b> : 20701-1300 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : EARTHWORK GEOTEXTILE, TYPE IV-B (Riprap Headwall)...														
A7032	0	\$5.50	SQYD	\$0.00	5	\$27.50	0	0	0	\$0.00	0.00	5	\$27.50	0.0
<b>Pay Item #</b> : 20701-1300 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : EARTHWORK GEOTEXTILE, TYPE IV-B (Riprap Apron) CM...														
A7033	0	\$5.00	SQYD	\$0.00	10	\$50.00	0	0	0	\$0.00	0.00	10	\$50.00	0.0
<b>Pay Item #</b> : 60202-0400 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : 24-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL...														
A7034	0.0	\$100.00	LNFT	\$0.00	50.0	\$5,000.00	0.0	0.0	0.0	\$0.00	0.00	50.0	\$5,000.00	0.0
<b>Pay Item #</b> : 15801-0000 <b>CM #</b> : 0013 <b>Pay Item Type</b> : N <b>Description</b> : WATERING FOR DUST CONTROL CM 0013														
A7035	0.00	\$30.00	MGAL	\$0.00	200.00	\$6,000.00	0.00	0.00	0.00	\$0.00	0.00	200.00	\$6,000.00	0.0

Close Government Receiving Report Progress Payment Report Progress Payment Report (Contractor Version) Items 1-6 of 6

Contract Amount: \$680,295.80 Revised Contract Amount: \$879,354.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,088,594.98 Percent Work Completed: 14.922 %