

Contract Process

10. Contract Request Form or CRF.

The most recent form was revised in March 2019. This form can be found on the DOD website. All contract actions start with the CRF. This is an internal form created by the Engineering Office that once completed will ensure that all parties are in agreement that this is the correct process for this project and to ensure the funding is in place. From the date it is received in the Engineering office until it is signed and approved usually takes 2-3 weeks.

- **Contract Type** - First line-check the box for which type of contract you need. Second line-check if you're using CIP\$, if this is a renewal put in what renewal # it is, if it's a supplement write in which supplement #.
- **Requestor Information** –
 - Project Manager/Organization, phone, fax & email. This is who I am going to call when I have questions. Do not list the Fund Manager. This should be a knowledgeable person who knows the project. Only information/forms received from the PM will be accepted unless coordinated with the PM/CA prior to receipt.
 - Project Name, create a title that is short but has enough information that it can't be confused with another project e.g. - if the CRF just says "Exterior painting Bldg 1", which bldg 1? There are a few bldg 1's. It should read "Exterior painting for Bldg 1, Waiawa. If this is a supplement put in the complete CORRECT project title from the original contract. This keeps it consistent and easy to follow.
- **Scope of Work** –
 - The SOW must be included. If this is for a Supplement, either attach the supplemental scope of work or write in what will be done under the "brief scope of work" section. For a Supplement if there is no change to the SOW write in "No change".
 - Contract/Supplement time should be in calendar days for construction or a time frame for services e.g. 1-year. For a supplement this box is for the days/time for the supplement only, not the entire project; if there is no change, it should say "no change". Check the box if technical specs are included.
 - Projected Start/Completion Date. Check if they are projected dates or the required dates. If it has to be started after a certain date or completed by a certain date, write it in with a note, e.g.-project must be completed by December 1, 2020, or project can not start until after July 1, 2019. If this section is left blank then I will "assume" that you don't care when it starts or ends as long as it runs for the contract time/number of days. If the project is a Professional Services contract we recommend to leave the end date open, however, you may be required to list deliverable due dates. If there is no time change, the line should read "No Change".
 - Special Instructions. Note if CIP funds are being used or if connected with a prior CA# e.g. A professional services contract for drawings/specs was CA-1222-D, put that in this section. If this CRF is for construction and will use those drawings, the CA # will be CA-1222-C. That way we'll know for certain which contracts are part of the bigger project. Also list any other special requirements in this section.

- Brief Scope of Work, please list any licenses that may be required for this project and a short explanation of what will be done e.g. - To replace lighting fixtures. The contractor would need an electrical license. If licenses are required and you don't list them, I won't know they are required which may delay the bid opening by weeks or we may even have to re-bid completely.
- A Liquidated Damages (LD) amount should be included. LD's must be associated with an actual "damage" incurred by the State as a result of the contractor not completing the work on-time, in accordance with the contract duration + any extensions of time granted via change order.

Examples of actual damages are as follows:

1. The State is currently in rented office space while their new office/building is being renovated or constructed. If the contractor does not complete the work on-time, the State would incur the cost of additional rent. Depending on the method of rental payment, this amount can be noted as a per calendar day or per month LD.
2. The Multi-Purpose room is booked months in advance. If a delay in the completion of work causes a cancellation of an event or it has to be moved somewhere that we would have to pay for, this amount can be assessed to the contractor as an LD.

However, in most cases, there is no actual "damage" to the State, other than the costs necessary to administer the construction contract. DAGS has determined their cost to be approximately \$189/calendar day or \$270/working day. Attached FYI (Attachment A) is a copy of DAGS memo showing how they derived this amount.

On our DOD projects, defining the LD amount should be discussed with the division representative to confirm if there are any actual damages that would be incurred. If there are no damages, I would recommend we utilize the same administrative costs used by DAGS as noted above.

For Professional Services contracts we suggest that you waive the LD amount depending on the project.

- **Financial data –**

- Fill in the fiscal years. This is the fiscal year that the contract is to be processed in.
- Type of Funds - check off which type you're using.
- CIP information - Act, Year, Item No., Appropriation amount. A copy of the Tables P, Q & R and the allotment advice shall be attached if CIP funds are to be used.
- CIP Project Title - list the correct CIP Title.
- Funding Codes - please write the complete fund code line (e.g. S-19-G-217-7160-ROMA-A078J1-19). If you have more than one code line include the amount for each

line. **It is the Project Manager's responsibility to verify all fund codes with the FM & the Fiscal Office prior to submitting the CRF.**

- If the supplement increase amount is more than 10% of the original contract price a justification must be listed or attached.
 - Amounts Table - Basic contract line, if this is an original contract this will be your ESTIMATED cost line. For a supplement the basic contract line will be the ACTUAL cost from the original contract, the supplement lines will be the actual cost for each supplement.
- **Approvals –**
 - Insert your Fund Manager office or title (CFMO, OVS).
 - Project No. Assigned - for a new contract this will be assigned by the CA. If this is a supplement, please type in the CA# with the supplement # - e.g. CA-1234-S1.

The instruction page is color coded for the different responsibilities.
Also attached is our flow chart with a timeline.

A. Unfunded Projects CRF

If you have a priority project and funds are not available at this time, you may submit a CRF with the scope of work, specifications, plans and drawings so that when funds become available the project can be executed on short notice.

Follow the above procedures for a CRF with the following changes.

- CRF is to be submitted with a “Unfunded Project CRF Request Memo” See attached draft on page 13.
- On the funding code line, the PM shall note “Funds not available at this time.”
- CA will insert “Subject to Available Funds” above the Project Number block.
- CEO will review and initial on signature line.
- CA creates bidding documents for future advertisement for bid.
- When funds become available PM will e-mail the CA the final CRF with funding codes and information.
- CA will route the CRF through the e-signature process for approval.
- When the CRF has completed the e-signature process the CA will post the “Notice to Bidders” and standard contracting procedures will follow.