



4.3.12 Construction Contract Adjustment

Superintendent’s Representatives Instructions

To lodge an Adjustment, you will need to complete the Construction Contract Adjustment Process; your Contract Manager will have created the process for you. If the process is not available, please contact your Contract Manager.

If you have multiple Adjustments to lodge at one time, at your Contract Manager’s discretion, you may use a single process to do this.

Once the first Adjustment Process has been initiated you will receive a task notification like the one displayed below (this notification will be sent to both your work email and your PACMan inbox). Within the email there will be a link to access the Adjustment Claim process via PACMan.

Message:

Contract Number: Contract No

Contract Name: Contractor / Project No / Project Name / Works Description / Contract No

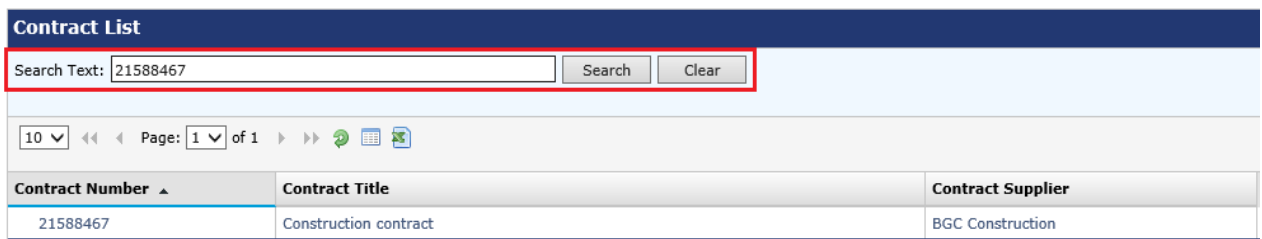
Task Name: [4.3.12 Agency Name > Adjustment Claim 1 > Link Process to Contract – search in ENTITY field @ Top of Screen](#)
has been completed by Project Manager.

The process can also be accessed via the Contracts Module; to do this:

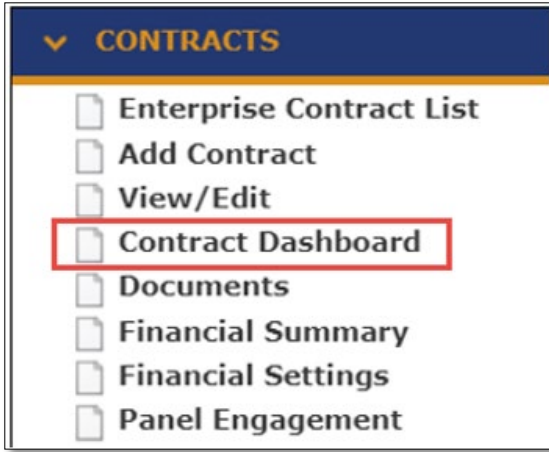
1. Expand the **Contracts Module** and go to the **Contracts List**



2. **Search** for your contract from the list or search by the contract Name or Number via the search text field. **Select** your contract by highlighting it.



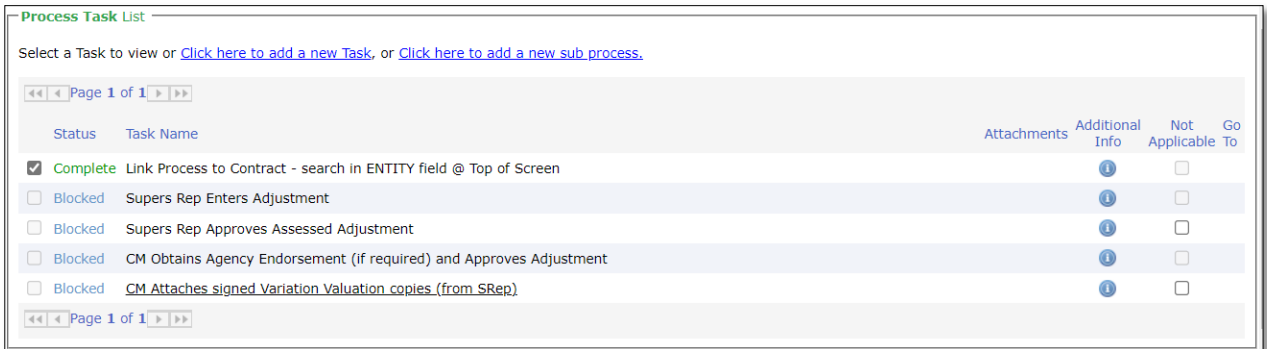
3. Use the navigation menu on the left, to access the **CONTRACTS > Contract Dashboard** screen.



- Go to the **Linked Processes** Widget.
Select your Adjustment Process from the list of Active Processes displayed.



Process Task List




Supers Rep Enters and Tentatively Approves Assessed Adjustment

Each Variation must be added individually, upon completion of this process the next processes will be triggered automatically.

However, at the CM's discretion, one process can cover many Variations IF they are entered & assessed at the same time.

1. Enter the Adjustment Details:

- Click the  to be directed to the **BUDGETS > Variations & Adjustments**.
- Click the link **Click here to add a New Adjustment**.

CONTRACT FINANCIALS > Variations & Adjustments

Current Contract: 21588284: Ralph Beattie Bosworth 14116 DPAW Bunbury Headquarters Cost Management

Adjustments List

Below is a list of Adjustments for the selected Contract. [Click here to add a new Adjustment](#), or you can select an Adjustment from the list

Adjustments List

Search Text:

c) Enter the following details for your Variation:

This is all 'header' information.

- **Adjustment Type** (usually variation)
- **Name of Initiating Person** (Defaults to your name)
- **Date Raised** (Defaults to today, but should be date raised by Contractor)
- **Brief Statement** (Description)
- **Adjustment Cause**
- **Additional Information** Cause and Additional Info if necessary.
- **Attachments** add documentation supporting the adjustment and **Upload**.

Adjustments Add/Edit Adjustment | Quotation | Extension of Time

Adjustment Number: V

Adjustment Type: -- Not Set --

Name of Initiating Person: Jane Citizen

N/A 901: -- Not Set --

Date Raised: 11/04/2016

Due Date: Create Reminder

Brief Statement:

Adjustment Cause: -- Not Set --

Adjustment Status: -- Not Set --

Additional Information:

N/A 57:

Approval Date:

Attachment: **Attachments**
--- no attachment ---

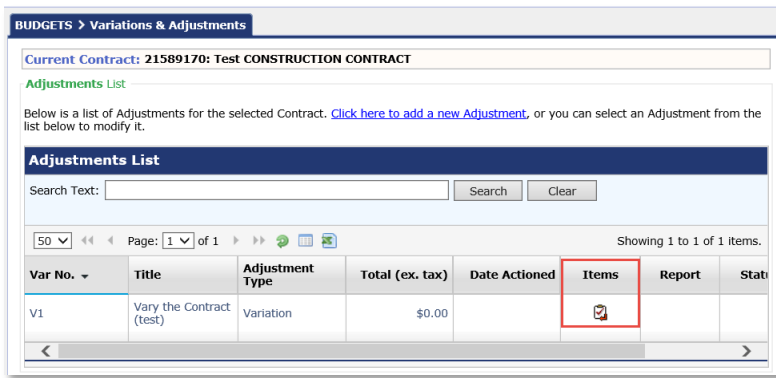
New Confidential

Existing

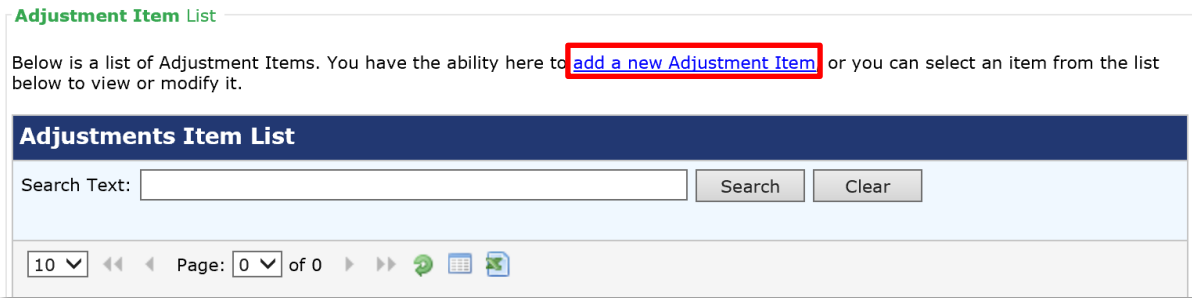
d) Click **Add**, your Adjustment should now be visible in the **Adjustment List**.

2. Enter the Adjustment Value:

a) Click the Item icon to so that you can enter the variation value.



b) Click the link here to **add a new Adjustment item.**



c) Enter the following details:

This is all 'Value' information.

- **Item Number** (this can be 1)
- **Item description** (brief description like the Brief Statement)
- **Quantity** (this should always be 1)
- **Claimed Amount** Contractors Original Claimed Total Value (for this item)
- **Rate** is Agreed Item Total Value (for this item)

Adjustment Item Add/Edit

Item Number:

Item Description:

Account Number:

Quantity = 1:

Claimed Amount:

Rate:

GST:

Total (ex. tax):

Total (inc GST):

d) Click **Add**

Note: You can repeat the process to add successive line items if they are all sub items for the same adjustment.

3. Approve Adjustment

a) Select the **Approve Arrow.**

Adjustments List

Below is a list of Adjustments for the selected Contract. [Click here to add a new Adjustment](#), or you can select an Adjustment from the list below to modify it.

Var No.	Title	Adjustment Type	EOT	Total (ex. tax)	Due Date	Items	Report	Status	Approve
V1	Variation	Variation	0	\$0.00					

[Return to the "Supers Rep Enters Adjustment" task](#)

b) You can preview the Adjustment before you select **Approve**.

Approve Adjustment

Click [here](#) to preview the certificate.
 You are attempting to Save this Adjustment. Once an Adjustment has been saved and approved, it can only be reset by a system administrator.

Approve Close

NOTE: If the Adjustment requires an extension of time (EOT) please see the Appendix for further instruction.

3. Complete the task:

a) Use the **Back Tab** to navigate back to the Process Task List

b) Mark this task as **complete**.

NOTE: You will be required to email signed copies of the valuation to the Contract Manager.

NOTE: Click on the Items icon if you need to amend the line-item description or values

Adjustments List

Below is a list of Adjustments for the selected Contract. [Click here to add a new Adjustment](#), or you can select an Adjustment from the list below to modify it.

Var No.	Title	Adjustment Type	EOT	Total (ex. tax)	Due Date	Items	Report	Status	Approve
V1	Variation	Variation	0	\$0.00					

[Return to the "Supers Rep Enters Adjustment" task](#)

Superintendent’s Representative Approves Assessed Adjustment

Each Variation must be individually, endorsed and approved by the Supers Rep prior to the Contract Manager Approving it.

1. Select the **Approve Arrow**

Adjustments List

Var No.	Title	Adjustment Type	EOT	Total (ex. tax)	Date Actioned	Due Date	Items	Report	Status	Approve
V1	Additional work required	Variation	0	\$10.00						

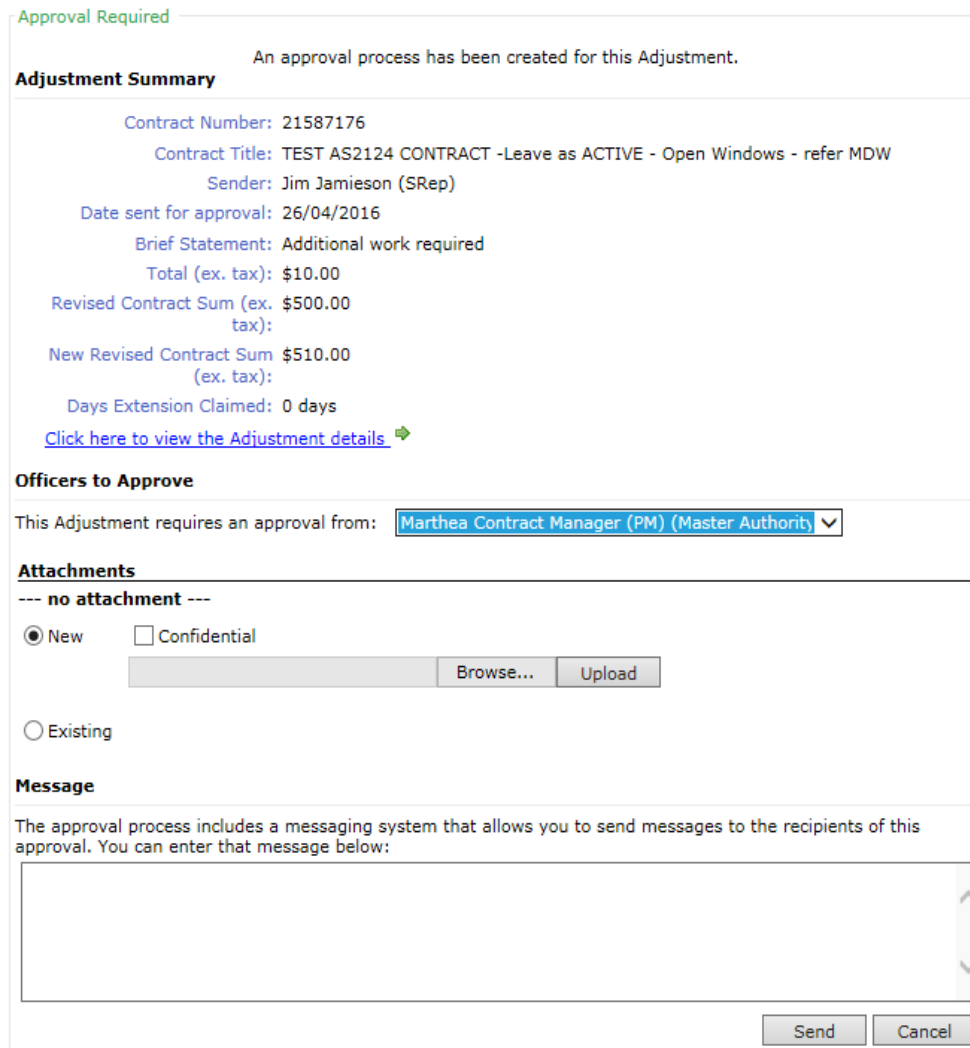
2. You can preview the Adjustment before you select **Approve**.



3. An **Approval is Required** from the CM;

Contract Details - Check the following details

- Officers to Approve (**select the current Contract Manager from the dropdown list**)
- Attachments (can be added if appropriate)
- Message (enter message for Contract Manager if required)



4. Forward to the CM - Click Send.



5. A blue folder will display under status as shown in the screenshot below, indicating the adjustment is awaiting approval by the Contract Manager.





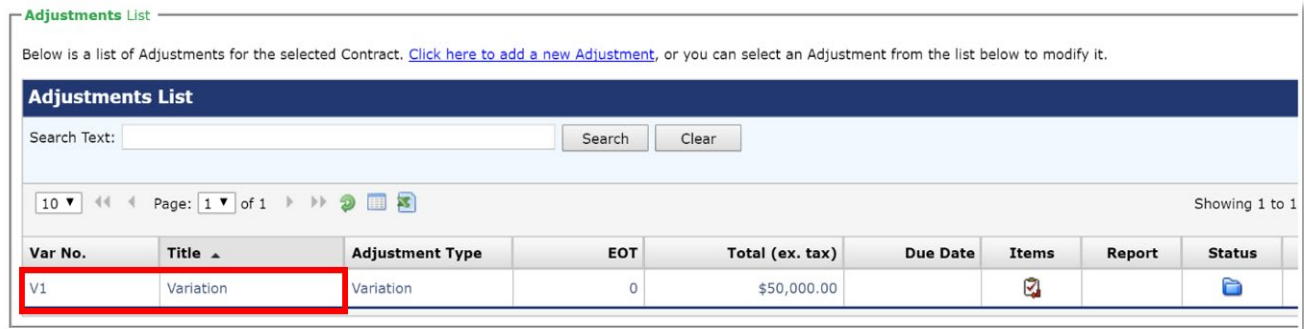
CM Obtains Agency Endorsement (if required) and Approves Adjustment

If applicable, the Contract Manager will need to gain Agency Endorsement. This occurs outside of the PACMan system.

Contract Manager reviews Adjustment and supporting documentation and obtains any necessary business or Agency Approvals and ensures any additional funding the variation will cause has been acknowledged and accepted by Owner Agency.

To view the Adjustment:

1. Click the  to enter the task. Identify which adjustment is relevant to this process.
2. Click on either the **Adjustment Title** or the  icon to view the details of the adjustment.



To approve the Adjustment:

1. Click on the **Adjustment title** (as per the view Adjustment instructions)
2. Click the **Preview Certificate** option.




3. Subsequently, you will be prompted with a message to preview the Adjustment Certificate, once you have done this click the **Approve** (Once you have approved the Adjustment you will not be able to make any changes as the certificate will be locked).
4. Use the **Back Tab** to navigate back to the Process Task List. Mark this task as **Complete**.

Note: Adjustments can be Approved, with the amounts amended and Approved or Rejected. If Rejected the process must still be completed to auto-trigger the next variation process

CM Attaches signed Variation Valuation copies (from SRep)

Attach Signed copies of the Value Variations received from the Supers Rep. Supers Rep sends Contract Manager Signed copies of EACH Value Variation.

To attach a document, use the following instructions:

1. Click the  to enter the task.

2. Click the link **Click here to add a new Storage Item**.

CONTRACTS > Documents

Current Contract: 21588467: Construction contract

Filter
Document Type: -- Show All --

Storage Items for the Contract

[Click here to add a new Storage Item](#) or select a Storage Item from the list below to modify it.

Contract Storage Items

Search Text: Search Clear

10 Page: 0 of 0

Document Name	Title	File	Amendments	Notes	Go To	Verified
No record found.						

3. Enter the following details: Title, Document Type and Date.

Storage Add/Edit

Title: Enter a **Title** for the document

Document Type: Select Document Type e.g. RCTI Agreement

File Location: Use **Browse** to locate the document

New Confidential

Click **Upload** to attach the document in PACMan

Existing Remove Attachment

Date: This will be recorded by PACMan

Version:

Officer:

Time:

Click **Add** save the document

4. Use the **Browse** button to locate your document in the BMW folder.
5. Click **Upload** to attach this in **PACMan**.
6. Click **Add** to record the storage item.
7. Use the **Back Tab** to navigate back to the Process Task List.
8. Mark this task as **Complete**.

Note: If a Cost Planner is named on the Contract, they will receive an email notification.

Process Auto Creation

Completion of this process (4.3.12) will trigger the creation of the next adjustment process, that is once this process is complete the next variation process in the sequence will be ready for use.

APPENDIX – Extension of Time

Entering an Extension of Time

This should be completed as part of the task 'Supers Rep Enters Adjustment'.

Before attempting to enter an Extension of Time, check that your contract has valid dates. To do this, go to the CONTRACTS > Key Dates > Dates screen. Check the contract has a Commencement Date, Term and Completion Dates.

Note: Once an Extension of Time has been approved it will be visible in the **Variation Days** field.

CONTRACTS > KEY DATES > Dates

Current Contract: 21587176: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW - BMW RFT #

Initiation | **Contract** | Completion

Contract

Commencement Date: 1/01/2014 Create Reminder

Term of Contract: 4 years 6 months 0 weeks 0 days

Options Exercised: years months weeks days

Variation Days: 0 days

Original Practical Completion Date: 30/06/2018 Create Reminder *Saturday, 30 June 2018*

Revised Practical Completion Date: 30/06/2018 Create Reminder *Saturday, 30 June 2018*

Recalculate

Anticipated PC Date: 4/07/2015 Create Reminder

Deed of Novation Date: 18/03/2016

Calculate Period

From Children

Apply Close

Once you have checked the dates, navigate back to the Process to add an Extension of Time as part of the *Supers Rep Enters Adjustment* task. Use the following instructions:

1. Click the to enter the task.
2. Select the Adjustment from the list (Note: These instructions assume you have entered the Adjustment Details (and Adjustment Value, if applicable). If you have not done this, please see step 1 and 2 of the task 'Supers Rep Enters Adjustment' (pg. 2)

Adjustments List

Below is a list of Adjustments for the selected Contract. [Click here to add a new Adjustment](#), or you can select an Adjustment from the list below to modify it.

Adjustments List			
Search Text: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			
10	Page: 1 of 1	Showing 1 to 1 of 1 items.	
Var No.	Title	Adjustment Type	EOT
V1	Removal of asbestos from site.	Variation	0

3. Select the **Extension of Time** tab.

BUDGETS > Variations & Adjustments

Current Contract: 21587176: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW - BMW RFT #

Status: This Adjustment is yet to be approved.

Adjustments Add/Edit

Adjustment | Quotation | **Extension of Time**

Adjustment Number: V [] [] 1

Adjustment Type: Variation

Name of Initiating Person: Melisa Perkins (OWAdmin)

N/A 901: -- Not Set --

Date Raised: 26/04/2018

Due Date: [] [] Create Reminder

Brief Statement: Removal of asbestos from site.

Adjustment Cause: Latent Condition

Adjustment Status: -- Not Set --

4. Enter the following details.

- **Reason for EOT** (Extension of Time): Select an option from the available drop downs.
- **Details:** Enter a short description of the extension of time.

Adjustments Add/Edit

Adjustment | Quotation | **Extension of Time**

Extensions of Time are calculated as calendar days. Please enter the number of days, the time period or the new contract completion date below. The Revised Completion Date for the Contract will be altered by the number of days specified for this Extension of Time only when the Adjustment has been approved.

Adjustment Number: V [] [] 1

Reason for EOT: -- Not Set --

Details: []

Days Extension Claimed: [] 0

Days Calculator

Contract Finish Date: []

From: [] To: []

Calculate

Update Close Delete

5. Select the radio button **Contract Finish Date** in the **Days Calculator** panel.

Adjustment Number:

Reason for EOT:

Details:

Days Calculator

Contract Finish Date:

From: To:

Days Extension Claimed:

- Change the date to reflect the new 'Revised Completion Date' for the contract. (Click in the date field to access the calendar).

Adjustments Add/Edit

Adjustment | Quotation | **Extension of Time**

Extensions of Time are calculated as calendar days. Please enter the number of days, the time period. The Revised Completion Date for the Contract will be altered by the number of days specified for this has been approved.

Adjustment Number:

Reason for EOT:

Details:

Days Extension Claimed:

Days Calculator

Contract Finish Date:

From: To:

Jun 2018

Wk	Mo	Tu	We	Th	Fr	Sa	Su
22	28	29	30	31	1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	1

Today is Thu, 26 Apr 2018

- Click the **Calculate** button to calculate the **Days Extension Claimed**. Click **Update** to save. Once the variation is approved, the 'Revised Completion Date' for the contract will automatically reflect the new **Contract Finish Date**.

Days Extension Claimed:

Days Calculator

Contract Finish Date:

From: To:

Step 1

Step 2

- Use the **Back Tab** to navigate back to the Process Task List.
- Mark this task as **Complete**.

Additional Information

All Finance staff are to follow their team's best practice guidelines for project and contract management.

This document is a part of the PACMan Policy and Procedures framework ([PACMan Policy and Procedures](#)).

Please ensure you understand and comply with any obligations arising from Finance's Delegation and Authorisation Framework and the Western Australian Procurement Rules.