

Government of **Western Australia** Department of **Finance**





Quick Reference Guide This QRG aligns with the Project Management Framework

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 Num	per: Contract No
	me: Contractor / Project No / Project Name / Works Description / Contract No
Task Na	me: 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

×	CONTRACTS	
<u> </u>	Contracts	
[Contracts List	
	View/Edit	

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.

Contract List		
Search Text: 21588467	Search Clea	ır
10 V 44 4 Page: 1 V of	1 > >> 🤪 🥅 📓	
Contract Number 🔺	Contract Title	Contract Supplier
21588467	Construction contract	BGC Construction

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

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Enterprise Contract Li	ist
Add Contract	
View/Edit	
Contract Dashboard	
Documents	
Financial Summary	
Financial Settings	
Panel Engagement	

4. Go to the Linked Processes Widget.

Select your Adjustment Process from the list of Active Processes displayed.

Linked Processes			
Click <u>here</u> to add a new process.			
Name	Description	Date Commenced	
4.3.12 Construction Contract - Adjustment	Supers Rep loads Contractors Adjustment cl	22/09/2014	0%
4.3.13 Construction Contract - First Payme	Construction Contract - Claim for First Pa	22/09/2014	0%

Process Task List

Process Task List Select a Task to view or Click here to add a new Task, or Click here to add a new sub process. **∢ ∢** Page **1** of **1 ▶ ▶** Attachments Additional dditional Not Go Info Applicable To Status Task Name 0 Complete Link Process to Contract - search in ENTITY field @ Top of Screen Blocked Supers Rep Enters Adjustment Blocked Supers Rep Approves Assessed Adjustment Blocked CM Obtains Agency Endorsement (if required) and Approves Adjustment 0 Blocked CM Attaches signed Variation Valuation copies (from SRep) \blacksquare \blacksquare Page 1 of 1 \triangleright \triangleright

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:

a) Click the 🔿 to be directed to the **BUDGETS > Variations & Adjustments**.

b) Click the link Click here to add a New Adjustment.

CONTRACT FINANCIALS > Variations & Adjustments	
Current Contract: 21588284: Ralph Beattie Bosworth 14116 DPAW Bunbury Headquaters Cost Managaement	
Adjustments List	
Below is a list of Adjustments for the selected Contract. <u>Click here to add a new Adjustment</u> , or you can select an Adjustment from the list	
Adjustments List	
Search Text: Search Clear	
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 1 Adjustment Type: Not Set V	
Name of Initiating Person: Jane Citizen	
N/A 901: Not Set V	
Due Date: 0 4 Create Reminder	
Brief Statement:	
Adjustment Cause	
Adjustment Status: Not Set V	
Additional Information:	~
	~
N/A 57:	
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	~
Approval Date: 0	
Attachment: Attachments no attachment	
New Confidential	
Browse Upload	
CExisting	
Add	Close
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.	

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	OFFICIAL
2.	You can preview the Adjustment before you select Approve.
	Approve Adjustment
	Click nere 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
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)
	Approval Required
	An approval process has been created for this Adjustment. Adjustment Summary
	Contract Number: 21587176
	Contract Title: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW Sender: Jim Jamieson (SRep)
	Date sent for approval: 26/04/2016
	Brief Statement: Additional work required
	Total (ex. tax): \$10.00 Revised Contract Sum (ex. \$500.00
	tax): New Revised Contract Sum \$510.00
	(ex. tax):
	Days Extension Claimed: 0 days Click here to view the Adjustment details *
	Officers to Approve
	This Adjustment requires an approval from: Marthea Contract Manager (PM) (Master Authorit)
	Attachments
	no attachment
	New Confidential Browse Upload
	○ Existing
	Message
	The approval process includes a messaging system that allows you to send messages to the recipients of this approval. You can enter that message below:
	✓
	Send Cancel
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.
	- 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: Search Clear

10 • 44 4 Page: 1 • of 1 > >> () [] 🗃 🗃

Showing 1 to 1

Status

Report

0

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 ^{Items} icon to view the details of the adjustment.

Adjustmer	nts List							
Search Text:			Search	Clear				
	Page: 1 V of 1	· >> 🧿 🛄 🛐						Showing 1
10 • 44	indge.							
Var No.	Title .	Adjustment Type	EOT	Total (ex. tax)	Due Date	Items	Report	Status

To approve the Adjustment:

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

BUDGETS > Variations	s & Adjustments	
Status: An appro	roval process has been initiated and is waiting for a response from Jane Citizen.	
Preview Certificate	Cancel Approval View Approval Request	
Adjustments Add/Edi	dit	
	Adjustment Quotation Extension of Time	
Adjustment Nu	lumber: V 1	
Adjustment	nt Type: Variation	
Name of Initiating P	Person: Jane Citizen	
N//	I/A 901: Not Set	
Date R	Raised: 11/04/2016	
Due	e Date: 🛆	

- 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.

CICK LIE IIIK CI	ck here to add a	a new Storage Item	•			
NTRACTS > Documents						
urrent Contract: 21588	8467: Construction co	ntract				
Filter						
Document Type: Show A	All ▼					
Storage Items for the Co	ntract					
lick here to add a new Sto	o <mark>rage Item</mark> , or select a S	storage Item from the list belo	w to modify i			
Contract Storage I	tems					
Contract Storage I	tems		Search	Clear		
	tems		Search	Clear		
			Search	Clear		

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

Storage Add/Edit			Enter a Title for the document
Title:	RCTI Agreement	t	
Document Type:	RCTI Agreemen	t	•
File Location:	New	Confidential	no attachme Use Browse to locate the document
Select Document Type e.g. RCTI Agreement	© Existing © Remove Atta	documenti	Browse Upload I to attach the in PACMan
Date:	20/05/2015		
Version: Officer: Time:	¢ c	lick Add save the document	Add Close
	recorded by CMan		

- 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.

Contract			Initiation Con	tract Complet	ion	_		
	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						
Revised P		30/06/2018 A Recalculat 4/07/2015		urday, 30 June	2018			
	Deed of Novadon Date.	Calculate Per From Childr						
							Apply	Clos

Enters Adjustment task. Use the following instructions:

- 1. Click the 🔿 to enter the task.
- 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)

Adjustmen	its List		
Search Text:		Search Clear	
10 🗸 📢	🛛 Page: 1 🗸 of 1 🔸 🎶 🧔 🥅 🛐	Sha	owing 1 to 1 of 1 item
Var No.	Title 🔺	Adjustment Type	EOT
/1	Removal of asbestos from site.	Variation	0

3

rrent Contract: 21587	176: TEST AS2124 CONTRACT -Leave as ACTIVE	- Open Windows - refer MDW - BMW RFT
Status: This Adju	stment is yet to be approved.	
justments Add/Edit		
	Adjustr	ment Quotation Extension of Time
Adjustment Number:	V 1	
Adjustment Type:	Variation	\checkmark
Name of Initiating Person:	Melisa Perkins (OWAdmin)	\searrow
N/A 901:	Not Set	\checkmark
Date Raised:	26/04/2018	
Due Date:	🛅 🛆 Create Reminder	
Brief Statement:	Removal of asbestos from site.	\bigcirc
Adjustment Cause:	Latent Condition	×
Adjustment Status:	Not Set	~
	ls. Extension of Time): Select an option from hort description of the extension of time.	•
Adjustments Add/Edit	Adjustment Quotation Extension of Tim	16
	ed as calendar days. Please enter the number of days, the time p or the Contract will be altered by the number of days specified fo	

Days Calculator

Calculate

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O Contract Finish Date:

From:

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🗂 To:

Update Close Delete

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

0

Days Extension Claimed:

	OF	FICIAL	
Adjustment Number:	V 1		
Reason for EOT:	Not Set	\checkmark	
Details:			< >
Days Extension Claimed:	0	Days Calculator Contract Finish Date: 30/06/2018 From: To: Calculate	0
		Update Close	e Delete

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

	Jun		~	201	8		~ (
riod W this	k Mo	Tu	We	Th	Fr	Sa	Su
22	2 28	29	30	31	1	2	3
23	3 4	5	6	7	8	9	10
24	4 11	12	13	14	15	16	17
2!	5 18	19	20	21	22	23	2
20	6 25	26	27	28	29	30	-1
		Today	y is Th	u, 26	Apr 20	018	
Date:	30/06	/2018	×				
From:			Ö	то:			Ċ

 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.

	Contract Finish Date: 19/07/2018
Days Extension Claimed: 19	O From: 0 To: 0
	Calculate Step 1
	Step 2 Update Close Delete
e the Back Tab to navigate back to tl	he Process Task List.

9. Mark this task as Complete.

8.

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.