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CONSTRUCTION MEASUREMENT & PAYMENT (CM&P)

To get to CM&P, open the Start menu, click All Programs, then locate and click Citrix Receiver.

Once the user has selected the Citrix Receiver button, the following screen should open on your desktop.

If the HC60 CM&P - icon does not appear on the user's Citrix Receiver screen then the following steps will need to be followed to add the icon.
Press the + on the left side of the Citrix Receiver Screen and open the All Applications folder.

The user will need to select the HC60 CM&P icon. Once selected, a green check mark will appear as shown below.

The Citrix Receiver screen should appear as shown below with all your current Citrix applications, including HC-60 CMP.
From this screen select the icon.
Enter Username “Jane Doe” and Password “jdoe” and click the OK button.

You can change a password by selecting the blue/bulldozer icon in the upper left-hand side of the CM&P screen. Once selected, the drop-down menu will appear and the user can select change password.

The user can access the help guide by selecting the help tab. The help guide then can be selected by pressing the button.
Once CM&P is open, you will see this screen. You will need to select a contract. The tab on the left of the screen will need to be opened for you to view the screen below.

The Recent Projects tab allows users to see what has been viewed. If projects are no longer needed for viewing, those projects can be removed from the view above by clicking the button.
If the Recent Projects screen is empty or your project does not appear on the list, you will need to go to the Search Projects tab.

Fill in desired information for your search.

Multiple options can be searched. You can search by PCN, Contract, Project Number, Region, Area, Open Projects, Finalized Projects, Closed Projects, Highway, Contractor, Location or Description.
Notification Tabs

On the righthand side of the main screen, you will see three tabs as shown below.

1. Management Notification tab

![Management Notification tab]

You will be able to select from the list shown above to view the items within the Management Notification tab.

2. Finance Notification tab

![Finance Notification tab]

The Finance Notification tab is used to view Bonds Notifications. Listed on the Bond Notification tab are the PCN, Contract Number, Project Number, Bond Released, DOT-246C Date and Description of the job.

3. Finals Engineer Notification tab

![Finals Engineer Notification tab]

The Finals Engineer Notification tab gives an at-a-glance summary of final and supplement CCO’s to review. The items listed on the notification panel are the Contract, Main PCN, Change Order Number, DOT 246C, Final Review Requested Date, Expected Final Estimate Amount, Review Requested By, Work Description, and Status. You can select a project, once selected it will open the Contract Change Order tab.

Depending on the user’s authority there could possibly be more notification tabs located on the righthand side of the page.
Manage Contract

On Manage Contract window, multiple tabs will be available to access.

1. Identifying tab

The **Contract ID** field contains the number assigned to the contract and cannot be edited. The **Contract Description** field contains information that displays in the *Select a Contract Window* and helps locate contracts more quickly. Enter information from the DOT 123 or a useful description.

The **Main PCN & Project #** field contains the PCEMS (Pre-construction Engineering Management System) number and the project number for the main project within the contract. Enter the information from the DOT 123.

The **Project Engineer** field contains the name of the project engineer assigned to and responsible for the contract and is filled by the area office.

The **Responsible Area** field contains the area office that is responsible for the contract. For informal contracts, the field enters this information from the DOT 123.

The **First Party** field contains the name of the entity that receives support or assistance from the Department of Transportation. For informal contracts, the field enters this information from the DOT 123.

The **Federal Oversight?** checkbox is marked when the contract receives federal oversight. For informal contracts, either the field or central office enters this information from the DOT 123.

The **Enforce Project Quantities?** checkbox is marked when necessary.

The **Letting Date** field contains the date the contract was let. For informal contracts, the field enters this information from the DOT 123.

The **Award Date** field contains the date that the contract was awarded to the contractor. For informal contracts, the field enters this information from the Notice to Proceed Letter.

The **Contract Substantial Completion** field is filled in once the Department determines that all lanes are open to unimpeded traffic and the Contractor’s work will not impede traffic again. **Not on screen**
The Field Work Completion field will be completed when the Department, in the Engineer’s sole discretion, all contract work is completed including all clean-up work. Not on screen
The Original Amount field contains the dollar amount agreed upon in the contract. For informal contracts, the field enters this information from the DOT 123.
The Planned DBE (Disadvantaged Business Entities) Percentage field contains the original percentage of the contract that is designated for DBE’s. This information is entered by the central office.
The Actual DBE (Disadvantaged Business Entities) Percentage field contains the percentage of the contract that is comprised of DBE’s. This information is entered by the central office.
The Work Description field contains a description of the work location and the work that is to be performed as called for in the contract. For informal contracts, the Area enters this information from the DOT 123.
The button, which is located in the right-hand corner of the screen, will have to be selected if any changes have been made.

2. Checklist tab

![Manage Contract](image)

The Notice to Proceed field contains the date that work on the contract is scheduled to begin and is entered by the project engineer.
The DOT 209 – Authorization Signature field contains the date the project engineer received the DOT 209 (usually at the pre-con meeting) and is entered by the project engineer.
The Work Started field contains the date that the contractor begins work on the contract (which should match the date of the first WPR) and is filled by the project engineer.
The Actual Substantial Work Completed field contains the date that the substantial work has been completed and is filled in by the project engineer.
The Actual Field Work Completed field contains the date that the field work has been completed and is filled in by the project engineer.
The DOT 246A-Area Engineer Letter to Contractor field contains the date that the area engineer sent the DOT 246A Letter to the contractor and is filled by the project engineer.
The DOT 246B-Area Acceptance Letter field contains the date that the Area Acceptance Letter was sent to the Region and is filled by the project engineer.
The DOT 246C-Region Acceptance Letter field contains the date that the region engineer sent the Region Acceptance Letter to the contractor and is filled out by the region engineer.
The Contractor Requirements Met checkbox is checked by finance when the contractor meets the contract requirements.
The DOT-44R Materials Release Form field contains the date when the release form has been filled out by a representative of the DOT and signed by the contractor. Date will be entered once the work is completed.
The DOT-45&45A-Haul Road Release Form field contains the date when the haul road has been inspected by DOT personal and the release form is signed by the project engineer and the contractor and the local government.
The Interest Begins field contains a date calculated by the CM&P System to be 120 days after the Region Acceptance Letter Date (246C).
The Final Voucher Processed field contains the date the State submits the request to cut the check for final payment and is filled by Finance.
The Notice of Termination Required box is checked when the project requires a SWPPP. It is checked automatically and can be unchecked by the Engineer Supervisor if not required.
The Notice of Termination Signed date is the date that the NOT is signed by the Area Engineer. It is filled in by the Engineer Supervisor.
The DOT 289 Date Received field contains the date the project engineer received the DOT 289 for Actual DBE Participation and is filled by the DBE Program Coordinator.
The Final CCO Approved field contains the date the final contract change order was approved and is filled automatically when the Approved? checkbox is marked on the Contract Change Order Maintenance Window.
The DOT 19 – Region Material Certification Letter field contains the date of the Project Material Certification Letter and can be filled by the Region Materials Engineer.
The DOT 20 – Project Materials Summary Letter field contains the date of the Project Materials Summary Letter and can be filled by the Certification Engineer.
The DOT 21 – Materials Certification Received field contains the date of the Final Materials Certification Letter certifying both the materials (as incorporated in the project) and the construction operations (as controlled by sampling and testing.) This field is filled by the project engineer when the copy is received at the Area office.
The Corp 404 Required checkbox is marked when a Corp 404 Release Letter is required in the contract proposal and is filled by the Engineering Supervisor.
The Corp 404 Letter field must contain the date of the Corp 404 Release Letter when the Corp 404 Required checkbox is marked and is filled by the Engineering Supervisor.
The Final checkbox is marked by Finance when a contract is finaled.
The Closed checkbox is marked by Finance when the contract is closed.
The Contract Closed field contains the date that the contract was closed and is filled by Finance.
The Agreement Description field allows users to enter general notes or particulars of the contract agreement for reference.

The ![Save](http://example.com/save.png) button which is located in the righthand corner of the screen will have to be selected if any changes have been made.
3. **Contractor tab**

The **Contractor tab** fields contain the mailing information (name, address, city, state, and zip code) of the contractor awarded the contract.

The **Vendor Number** field contains the contractor’s vendor number.

The **Sub-Contractor** field contains information regarding sub-contractors listed on the project including (name, address, city, state, and zip code).

4. **Fuel Adjustment tab**

The **Fuel Adjustment** field will be selected (Yes or No) once the contract is awarded.

The button which is located in the right-hand corner of the screen will have to be selected if any changes have been made.
5. Projects Tab

This Projects Tab displays information associated with the current contract. The PCN field contains the identifying number for the project. The Project Number field contains the identifying number for the project, comprised of multiple character combinations that indicate such information as prefix, highway number, route number, and agreement number. The Project Type field indicates what type of work is being done. The Improvement Type field states what type of construction is being performed. The Project Description field contains information about the location of the project and where the work is being performed.

You will also be able to assign or unassign counties that are associated with the project. The box on the left of the screen indicates what project the user is looking at. You can add new projects to this box or delete the projects.

The Save button which is in the righthand corner of the screen will have to be selected if any changes have been made.
6. **Budget FY/Service PO tab**

This tab is used for informal type contracts. The information on this tab will be preloaded once the contract is activated.

7. **Summary tab**

The summary tab displays information regarding the end of a project. The **Original Amount** field contains the original dollar amount of the contract and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.

The **CCO Total Increase** field contains the total dollar amount of contract price increases calculated by the CM&P System from the information entered in contract change orders and cannot be edited.
The **CCO Total Decrease** field contains the total dollar amount of decreases in contract price calculated by the CM&P Systems from the information entered in contract change orders and cannot be edited.
The **CCO Net Change** field contains the overall dollar amount of the contract calculated by the CM&P System from information entered in contract change orders and cannot be edited.
The **Total Contract Amount** field contains the total dollar amount of the contract calculated by the CM&P System from information entered and cannot be edited.
The **Total Deduction of Liquidated Damages** field contains the total dollar amount of deductions made for liquidated damages and cannot be edited.
The **Total Deductions for Royalty to Date** field contains the total dollar amount of royalty deductions made and cannot be edited.
The **Letting Date** field contains the date the contract was let and cannot be edited here. To change this information, refer to the Identifying Tab or the Manage Contract Window.
The **Award Date** field contains the date on which the contractor was awarded the contract and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.
The **Field Work Completed** field contains the date on which the contract work, including authorized modifications and final cleanup has been completed. Within 14 calendar days, the Area Engineer or designee will make a final inspection of the work. If the work is found to conform to the requirements of the contract, the Area Engineer or designee will issue written notification to the Contractor of Acceptance of Field Work (DOT 246A). Information regarding Acceptance of Field Work can be found on page 38 of the spec book or section 5.16.
The **Contract Closed** field contains the date that the contract was officially closed and cannot be edited here. To change this information, refer to the Checklist Tab of the Manage Contract Window.
The **Original Completion** field contains the date the work is contracted to be finished and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.
The **New Completion Date** field contains the revised completion date for the contract and cannot be edited. Changing this date requires Director of Operations approval.
The **Total Additional Field Work Days** and **Total Additional Field Calendar Days** are contract time added to the Field Work Completion by CCO.
The **Total Additional Substantial Work Days** and **Total Additional Substantial Calendar Days** are contract time added to the substantial completion requirements by CCO.
Manage Contract Time

1. Substantial/Field Completion tab

The Substantial/Field Completion tab contains information relative to the contract. The Original Fixed Calendar Date is when the specified work (specified as either a field work completion requirement or a combination of a substantial completion and a field work completion requirement) on the project shall be completed.

Depending on the type of requirement, all fields with "Required" needs to be addressed. Once the information has been entered then the user will need to save the document.

The Manage Contract Time tabs should be filled out before a Bi-Weekly Progress Report is started.
2. Phases/Other Requirements tab

Click located in the upper left corner. Fill in the necessary items that are required for completion of this form. Click .

This is an example of the completed form.
3. Work Exclusions tab

Click **Add Exclusion Period**.

Fill in the Exclusion Period Description, Exclusion Period Begin Date, Exclusion Period End Date and the Liquidated Damages if it applies.

Once the necessary items are filled in, press **Save**.

If an item needs to be deleted, press **Delete Exclusion Period**.

If an item is deleted, click **Save**.

4. A+B Contracts tab

Cost plus time bidding, more commonly referred to as A + B, factors time plus cost to determine the low bid. Under the A + B method, each submitted bid has two components.

- A – dollar amount for contract time
- B – days required to complete project

Bid days are multiplied by a road user cost, furnished by the owner, and added to the A component to obtain the total bid:

\[
A + (B \times \text{road user cost per day}) = \text{total bid}
\]
As shown above the user will need to input the information for this type of contract. The Day Count Begins and Day Count Ends can either be a written description or a date.
Day Count Scenarios

Scenario #1 – 50 Working Day Count Completion Requirements

Day 1 – Begin Work
- Day Count = 1.0
- Overrun Day = 0.0

Day 35
- Day Count = 35.0
- Overrun Day = 0.0
- CCO Approved Granting 5.5 Working Days for Extra Work

Day 51
- Day Count = 51.0
- Overrun Day = 1.0

Day 58 – Work Complete
- Day Count = 58.0
- Overrun Day = 8.0
- 2.5 Days Liquidated Damages Assessed on Pay Estimate (8.0 minus 5.5)

Scenario #2 – October 31st Field Work Completion Requirement

October 31st
- Day Count = 0.0
- Overrun Day = 0.0
- CCO Approved Granting 2.5 Calendar Days for Extra Work

November 1st
- Day Count = 1.0
- Overrun Day = 1.0

November 4th – Work Complete
- Day Count = 4.0
- Overrun Day = 4.0
- 1.5 Days Liquidated Damages Assessed on Pay Estimate (4.0 minus 2.5)
- Field Work Completion Date Remains October 31st
The Cost + Time contract is similar to an A+B contract. With this type of contract, the user will need to put in the length of closure in total number of lane mile/Block/Segment rental per day. Rental rates are set by the Department based on Road User Cost per length. This is typically used when completion has a significant impact on traffic and there is an advantage to keeping the work zone as short in length as possible.

Once all the information is entered for this type of contract, click **Save**.
The items for this come from the Record Work tab.
Record Work

Select from **Recent Projects** or search for new project under **Search Project** tab.

Select a line item. After choosing a standard bid item, select **Add Install**.

After **Add Install** is selected, the amount for **Install Quantity** will need to be entered. **Authorized** box should be checked and a location description should be added, then click **Add Install**.

Once that is done, click the **Item Install** tab. The information needed will be the **Installed Quantity**, **Location Description**, **Comment**, **Recorded by** and **Source Document** (if there is one). The **Measured Date** and the **Accomplished Date** should be filled out by the user.
Once all fields are filled in, you will notice that the **Line Item’s Install** box on the left will show all information that has been entered. Next, click the save button. Once all these steps have been completed and the authorized box is selected, you should see a total at the bottom of the **Line Item’s Installs**.

If an install needs to be deleted, select Delete Install. If **Authorized** box has been selected, only the Project Engineer or someone with authority can uncheck the **Authorized** box.
Pay Estimates

1. Pay Estimate Maintenance tab

To do a New Price Adjustment and Add New Stockpile Item, all items with a red box and exclamation point box need to be entered.

- Enter a description for the price adjustment.
- Enter the amount for the price adjustment.
- Select the PCN.
• Choose **Reason for Price Adjustment**.
• Enter a detailed explanation for the price adjustment you have entered.

**Steps for completing a Price Adjustment for an existing item:**

Choose the **Pay Estimates** button.
The user will then need to select the pay estimate that corresponds to the item that needs to be price adjusted.
If the item to be adjusted has been **Actualized** then the price adjustment can’t be made. The user will need to create a new pay estimate for the new price adjustment. If the item is in the **Estimate** stage then the user can adjust the price.
The user can change the price adjustment in the **Amount** box which is located between the lump sum button and the percent button.
The user should also put in a detailed explanation of why the price is being adjusted.
Once the price adjustment has been completed the user will then need to save the price adjustment.
Steps for Adjusting a Stockpile Items:

Choose the **Pay Estimates** button.
The user will need to create a new pay estimate, as shown below.

Once a new pay estimate is started, then the user will need to press the **Add Pay Item** button.
When the Add Pay Item button has been pressed the user will see a list of items for which the stockpile item will need to be chosen.
Steps for adjusting Stockpiles Cont:

Once the user has selected a Pay Estimate Item then any item with a ! will need to be addressed.

The user will need to put in a Material Description, Unit Price, PCN(-Structure) and Balance Qty, after the required fields are filled in then the user will need to which can be done by selecting the + button this will either decrease or increase the amount of the stockpile that is put into the box in the cell to the right of the + .

After filling in the necessary items the user will need to press the Save Button.
Contract Change Orders

- Click **Add CCO**, then **Add Category**, and then **Add Pay Item**.

- Select **Bid Item** and click **OK**.
• If necessary put in a Change Quantity.

**Contract Change Orders cont.**

**Price Adjustments**

To final a contract, all **Actual** price adjustments (created in the Pay Estimate section of CM&P) must be assigned to a contract change order.

To assign a price adjustment to a contract change order, perform the following steps.

From the CM&P Frame Toolbar, click  **Assign**  
Select (highlight) the desired **contract change order** in the tree panel. 
Click on the **Assign Button**. 
Select (highlight) the desired price adjustment in the Unassigned Price Adjustments panel and click on the **Assign Button**. 
The price adjustment moves to the **Assigned Price Adjustment** panel.
To correct a mistakenly assigned price adjustment, highlight the price adjustment in the **Assigned Price Adjustments** panel and click on the **Unassign Button** or double click on the price adjustment. CM&P moves the price adjustment back to the **Unassigned Price Adjustments** panel.

The user will have the ability to add an attachment to a contract change order if it is necessary.

To mark a contract change order as having had the final review completed, perform the following steps.

From the CM&P Frame Toolbar, click **Contract Change Orders**. Click on the Final Review **Completed** checkbox.

On this Contract Change Order sheet, the user will need to check to see if the change order has been prepared, reviewed and approved before finalizing the change order.

Click on the save button **Save** when the contract change order has been finalized.
Click to create a new Extra Work Authorization.

The **Work Authorization Number** field contains the identifying number of the work authorization and is supplied automatically by the CM&P System.

The **Created Date** field contains the date (supplied by the CM&P System) that the CM&P System generated and numbered the work authorization.

The **Status** field offers users a dropdown choice of options to define the status of the work authorization, including Open, Accepted and Dropped.

The **Brief Description** field contains a description of the work authorization that will be displayed to identify the work authorization in the Work Authorization Window’s tree panel.

The **Authorized By (DOT)** field contains the name of the person who authorized the new work authorization selected from the field’s dropdown listing of DOT employees.

The **(Authorized) On** field contains the date on which the authorization occurred.

The **Accepted By (Contractor)** field contains the name of the person who accepted the new work authorization.

The **(Accepted) On** field contains the date on which contractor acceptance of the work authorization occurred.

The **Work Description** field contains a description of the authorized work that is to be performed.
The example above is a completed Extra Work Authorization filled out. If you need to delete the Extra Work Authorization, click the **Delete** button. Once all the information is entered the Extra Work Authorization form, you will need to press the **Save** button located in the upper right-hand corner of the page.

**Contract Issues & Specification Deviations**

In MS&T, enter a failing test. On the Test Results Panel, click the Prepared checkbox and MS&T will give a failing test message.

The user will be prompted to click either the **Yes Button** to create a specification deviation contract issue in CM&P.

Click on the **Finish Button** or the **Apply Button** to save the failed test as having a specification deviation contract issue.

From the CM&P Toolbar, click .

Contract Issues are listed in the tree panel on the left.

The user can create a Contract Issue by selecting the **Add** button in the upper left corner.

The user can also look for the Contract Issue or Spec Deviation that was created from MS&T.

The Specification Deviation already created from the MS&T prompt appears in the list temporarily tiled with **DOT-18**; and the MS&T sample’s field number.

In the tree panel, select (highlight) the contract issue created in MS&T.

Choose the desired **Issue Status** from the field’s dropdown listing.

Change the information in the **Brief Description** field as desired to change the name of the contract issue in the tree panel.

If this is left with the MS&T Field number as supplied by CM&P, any future changes to the field number in MS&T will not be reflected here.

Enter the desired number in the **DOT-18 File #** field. This information will aid in filing a printed DOT-18 Report.

When a new Contract Issue is created the Logged Date will automatically populate the **Logged Date** field.
The user will need to enter in the information. If there is a Determination Letter that needs to be sent with the Contract Issue then the date will need to be entered in the field.

Enter the desired information in the Material Description field if applicable. Enter the desired information in the Work Involved field. This information will be included in the DOT-18 Report.

Review and/or edit the information supplied in the Issue Description field. This information will be included in the Contract Issue Report.

Click on the Deviation Test Results Tab.

**Deviation Test Results tab**

The user will need to enter in the information for the fields shown above.
The information will appear as shown above, the user will notice that the Minimum and Maximum columns will not appear but the Specifications will show instead.

![Table](image)

Enter the desired information in the Deviation Deficiency, Determination, Area/Field Action Taken and the Revised Determination if applicable.

Once the user has entered all the information the user will need to press the **Save** button.
Deviation Bid Items tab

Located under the Deviation Bid Items tab is a list of Bid Items the user can choose from that is in relation to the issue or deviation. Multiple items can be chosen.
If any claim information is to be recorded, click on the Resolution Tab.

Resolution tab

Enter the Resolution Date field and the appropriate date in the Claim Submit Date field.
The user can also put in a Resolution Description also.

Once the user has entered all the information the user will need to press the button.
Combine Individual DOT 18’s into a Group DOT 18
Click on the **Group DOT 18’s** button as shown below.
The Group 18 button is located in the upper right-hand corner of the page.

The Group multiple DOT-18’s into a single DOT-18 Window appears as shown above. In the left panel, select (highlight) the contract issue which will contain all of the combined DOT-18’s when the process is finished. This contract issue will provide the issue description for all of the included DOT-18’s, but each of their test results will appear separately in the listings on its Deviation Test Results tab. DOT-18’s available for combining with the selected DOT-18 appear in the right panel as shown below.

In the right panel, select (highlight) the desired issue(s) to include with the specified DOT-18. Click . The window closes. CM&P returns to the Contract Issues/Spec Deviation Window with the specified DOT-18 selected (highlighted).

If desired, click on the Deviation Test Results tab to verify that the correct DOT-18’s have been combined with the specified DOT-18.
If desired, follow the menu path: Reports, Report of Specification Deviation (DOT-18) to view and/or print the following DOT-18 report for the grouping just made.

To split individual DOT-18’s from a group DOT-18, perform the following steps.

Click on the **Split a DOT-18 Button** as shown below.

![Contract Issues & Specification Deviations](image)

The **Split 18** button is located in the upper left hand corner of the page.

![Contract Issue/Spec Dev](image)

The Split DOT-18’s into tests to break out window appears as shown above.

In the left panel, select (highlight) the contract issue that contains all of the DOT-18’s to be split out. This contract issue will provide the issue description for all of the included DOT-18’s as they are split out from the group, but their issue descriptions can be changed as desired.

DOT-18’s available for splitting off from the selected DOT-18 appear in the right panel as shown above.

In the right panel, select (highlight) the desired issue(s) to remove from the specified DOT-18.

The original DOT-18 should not be selected to be split off from itself. CM&P will not allow all DOT-18’s to be removed from the grouping.

Click **OK**.

Click.

The window closes. CM&P returns to the Contract Issue/Specification Deviation Window with specified DOT-18 selected (highlight) and the split-out DOT-18’s listed and numbered at the top of the column as now being the most recently created.

If desired, click on the Deviation Test Results tab to verify the removal of the other DOT-18’s from the specified DOT-18.

If desired, follow the menu path: **Reports, Report of Specification Deviation (DOT 18)** to view and/or print the DOT 18 report for the DOT 18 just reduced.

Users may choose at this point to renumber and/or rename the split-out DOT-18’s by making changes to their **Issue Number** and/or **Brief Description** fields.
Bi-Weekly Progress

The Bi-Weekly Progress Report window is reached through the Bi-Weekly Progress Report Button, located under the Contract Tab on the tool bar. **The user will need to complete any necessary tabs under the Manage Contract Time button before creating a Bi-Weekly Progress Report. This is critical when dealing with Lane Rental, if not done the dates may not fill in for the Bi-Weekly Progress Report.**

From this window, you can record assessed days and penalty days. You can also report on work in progress as well as record weather, contractor, and contract phase information.

1. **Details Tab**

   The **Details tab** contains an overview of the project.
   - **Original Amount** field contains the dollar amount agreed upon in the contract.
   - **Original Completion** field contains the date that work on completion date contract is to be finished.
   - **Original Work Days** field contains the number of days originally contracted to finish the work and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract tab.
   - **Type of Work** field contains a description of work called for in the contract.
   - **Prime Contractor** field contains the name of the contractor to whom the contract was awarded.
   - **Work Started Date** field contains the date that contract work began and cannot be edited here. To change this information, refer to the **Checklist Tab** of the Manage Contracts Tab.
   - **Report Number** field contains the number of the Progress Report currently displayed for the contract selected.
   - The **Final** checkbox must be marked if the progress report currently displayed records the last work that will be completed.
   - **Percent Complete** field contains the CM&P System’s calculation of the amount of contracted work that has already been done. This is computed as the amount of work paid for, up to and including the period ending date of the WPR, divided by the original contract amount.
The **Period Beginning Date** field contains the beginning date of the report period, which must be a Sunday. The **Period Ending Date** field contains the ending date of the report period (which must be the second Saturday following the Period Beginning Date).

The **Work Suspended Date** field contains the date that the state specified that the contracted work should begin again.

The **Work Resumed Date** field contains the date that the state specified the contract work should begin again.

The **PCEMS (Pre-Construction Engineering Management) Number** field contains the identifying PCEMS number for the contract. If multiple PCEMS are associated with the same contract, the user can change the PCEM on this tab to complete the Bi-Weekly Progress Report.

The **Main Project Number** field contains the identifying number for the contract’s main project.

The **County** field contains the name of the county where the contract is to be done.

The **Field Work Completed Date** field contains the date that the last work was recorded for the contract.

The **Working Days This Period** field contains the number of days on which work was done during the report period.

The **Working Days to Date** field contains the number of days that work toward the completion of the contract has been recorded as happening.

The **Prepared** Checkbox is marked to indicate completed preparation. Then, the CM&P System automatically supplies information in the **Prepared By** and **On** fields.

The **Prepared By** field contains the name of the person who marked the **Prepared?** Checkbox according to the logon identification the CM&P System received.

The **(Prepared) On** field contains the date that the **Prepared?** Checkbox was marked.

The **Approved** checkbox must be marked to indicate approval. Then, the CM&P System automatically supplies information in the **Approved By** and **On** fields.

The **(Approved) On** field contains the date that the **Approved** checkbox was marked.

2. **Comments tab**

The Comments tab allows an individual to put in general comments regarding the project.

3. **Work in Progress tab**

This page allows you to enter information on a weekly basis. On the right side of this report is a list of contractors you can choose to insert into the report.
4. Weather tab

The Weather Tab- allows you to input the weather daily. You can select from multiple options regarding the weather on the right side of the report. The options are low and elevated temperature, wind speed and precipitation. You will also be able to insert comments regarding if the contractor was unable to work due to weather. Additional items can be used as shown below.

5. Substantial Completion Day Count

On projects with a substantial completion requirement, enter daily information under the Substantial Completion Day Count tab until a date is entered in the Actual Substantial Completion Date box to the right. After entering a date in the Actual Completion Date box, begin entering daily information under the Field Completion Day Count tab until the field work is complete.
Contractors are listed in the box located at the bottom of this screen. The prime contractor is listed first for each contract. The subcontractors are listed alphabetically, after the prime contractor for each day worked. The Worked column allows users to indicate (by choosing Y or N) if the (sub)contractor performed work on the date selected in the upper panel. If uncertain whether work was done on the date, choose ? (question mark).

The CUF or Commercial Use Function box:
Definition of a CUF - A bidder may count toward its DBE participation only that percentage of expenditures to DBE’s that perform a commercially useful function (CUF) in the performance of a contract. A DBE performs a CUF when the DBE is responsible for execution of the work of a contract and is carrying out the DBE’s responsibilities by performing, managing and supervising the work involved. To perform a CUF, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating prices, determining quality and quantity, ordering and installing (where applicable) the materials, and paying for the material itself. To determine whether a DBE is performing a CUF, the Department will evaluate the amount of work subcontracted, the industry practice, and whether the amount the DBE is to be paid is commensurate with the work it is performing. DBE credit claimed for performance of the work, and other relevant factors.

A DBE is not performing a CUF if the DBE performs less than 30% of the total cost of its contract with its own work force, or if its role is limited to that of an extra participant in a transaction, project, or contract through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is simply an extra participant, the Department will examine similar transactions, particularly those in which DBE’s do no participate.

6. Field Completion Day Count tab

The Field Completion Day Count tab is similar to the Substantial Completion Day Count tab.
7. **Phases / Other Interim Requirements**

To add an additional phase to a contract, perform the following steps.

From the CM&P Frame Toolbar, click .

Once the window opens the user will need to open the Phases/Other Requirements tab as shown below.

The user will need to select the **Add Phase** found on the left side of the page.

Enter the desired **Phase Number** and or a **Brief Name** in the appropriate field.

Enter the desired information in the **Detailed Description** field.

The **Maximum Number of Days to Complete** field is also required to be filled in.

Enter in any other information if needed then press the **Add** button.

Repeat the steps for any additional phase/other requirements.

The **Delete Phase** will need to be selected to remove a phase that is not needed.

8. **Work Exclusion Periods**

To add a Work Exclusion Period to the contract, perform the following steps.

From the CM&P Frame Toolbar, click .

Once the window opens the user will need to open the Phases/Other Requirements tab as shown below.
The user will need to select the button found on the left-hand side of the page. Enter the desired **Exclusion Period Begin Date** field. Enter the desired **Exclusion Period End Date** field. Enter in any other information if needed then press the button. Repeat the steps for any additional work exclusions desired. The will need to be selected if a work exclusion needs to be removed.

9. **A+B Incentive/Disincentive tab**

The A+B Incentive/Disincentive tab allows the user to keep track of days on the job.

10. **Lane Rental Tab**

The Lane Rental tab allows the user to put in the lane rental miles, start time, end time and any other information needed.

11. **Block Rental Tab**

The Block Rental tab allows the user to put in information regarding a block rental which is a special provision within the contract.
Visual Inspections

The Visual Inspection tab allows the user to input information regarding any visual inspections being performed on the job. Once the inspection has been done, the individual will need to input the information regarding the visual inspection. When all the information is entered the individual will need to select the button.

Final Project Breakout

The Final Project Breakout tab displays the PCN, Project No., County, the dollar amount of participating to FHWA and Non-Participating dollar amounts for the project and the total dollar amount of funds towards the project.
Contract Log

New Informal Contract

Informally let contracts with standard bid items and a PCN number may be created in the CM&P System by engineering supervisors.
To create an informal contract, perform the following steps.

From the CM&P Frame Toolbar, click .
The New Informal Contract Window appears as shown below.
On the **Contract Tab**, enter descriptive information in the **Contract Description** and **Work Description** field. Select the desired information from the dropdown listings for the **Responsible Area**, **Letting Date**, **Award Date**, **Original Field Work Completion Date** and **Original Amount** fields. Mark the **Federal Oversight**.

Enter the appropriate information in the **Main Project** field. Select the desired information from the dropdown listings for **Existing C2C Project**, **Project Type** and **Improvement**. Enter the necessary **Description** for the main project. Enter the appropriate information in the **Contractor** field. Select whether the contractor is **New** or **Existing**. Select the desired information from the dropdown listings for the **Contractor Name**. The necessary information will populate the fields below the contractor’s name. If the contractor is new then the necessary information will need to be entered for that contractor.

Once the information is put into CM&P, click **Save**.

Once the contract is created, **Standard Bid Items** can be added to the contract. The **Standard Bid Item Maintenance** is located under the **Administration tab**. The user will need to select the icon to open the **Standard Bid Item Maintenance** and to access the bid items. Once the items are attached to the contract click **Save**.
1. Amount Left to Pay

On the **Amount Left to Pay** report, you can do a search per region to check which projects have money left to pay. The user can select parameters to produce the report shown above. The sort/parameter button may be used to sort by **Area**, **Statewide Operations**, or **All**. Once the parameters are selected, press . The report will show any contracts with amounts left to pay with an approved final WPR.
2. Area and Region Status

This report lists contracts by DOT personnel assignments, as well as by contractor, in addition to identifying numbers as it displays the contract status information specified. The report opens with the Area and Region Status Report parameters, allowing users to specify the region or area and beginning and ending date of contracts to display, as well as which contract information to include (i.e. CCO’s, Pay Estimates, and /or WPR’s.) The user will need to press the Parameters button for the parameters to be selected. Once the parameters have been chosen, select Run Report.

3. Closed Contracts

This report displays project number, PCN, letting date, closed date and 3-yr close date. The user will need to select the Begin Date and End Date and then select Parameters so the two fields appear as shown above on the report. Once the fields are set, select Run Report.
4. Construction Contracts

The Construction Contracts report lists contracts per region. The report shows what projects have amounts left to pay.

1. Contract Detail

The Contract Detail report shown above allows the user to see an overview of the project. It will need to be pressed so that the report can be refreshed. The report shows when the project was awarded, notice to proceed, work started, the contractor, type of work, responsible area, original completion time, number of working days used, original contract amount, final estimate amount, net change, liquidated damages, and royalty deduction.
2. **Contract Finaling report**

   This report provides information about the specified contract(s). The user will need to set a parameter for this screen to show information. Listed below is the sequence to produce the report shown above.

   1. Click **Parameters**.
   2. Select a letting date.
   3. Click **Run Report**.

   Once the report is created it can be viewed or printed.

3. **Manage Contract-Contract Letting**

   This report provides information about the specified contract(s). The user will need to set a parameter for this screen to show information. Listed below is the sequence to produce the report shown above.

   1. Click **Parameters**.
   2. Select a letting date.
   3. Click **Run Report**.

   Once the report is created it can be viewed or printed.
4. Contract Log

The Contract Log report lists pertinent contract information which could not be recorded elsewhere in CM&P. This sheet can be used to document changes that might have taken place within a project. Example might be if a programmer had to change information within the project, then either he or she could document what changes were made.

5. Contract Pay Items

The Contract Pay report above shows what contract pay items are associated with the project.

6. Contract Summary

The user will need to set a parameter for this screen to show information. Listed below is the sequence to produce the report shown above.

1. Click Parameters.
2. Select the parameters the user would like to do a sort of. The sort can be done by Contracts in Progress, Contracts Waiting for a Final Voucher, Contractor, and Region.
3. Once the parameters are selected then .
4. Once the report is created, it can be viewed or printed.

7. Final Voucher Needed

This report lists identifying numbers and dates from the Manage Contract Window tabs for all contracts requiring Final Vouchers. The report opens directly from the currently selected contract.

8. Informal Contract Expenditures

This report lists expenditures for informal contracts by region, giving expenditures and balances. The report opens with the Fiscal Year Expenditures Parameters Window, allowing the users to specify the fiscal year of the contracts to display.
9. Maintenance Concrete Asphalt Expenditures

The Maintenance Concrete Asphalt Expenditures report lists concrete maintenance asphalt expenditures by region and installed tons, giving expenditures and balances. The report opens with the Fiscal Year Expenditures Parameters Window, allowing users to specify the fiscal year of contracts to display. Once generated, the report displays as shown above.

10. Maintenance Contracts for Budget Fiscal Year

The user will need to press the parameter button to drop down the Fiscal Year box if it is not shown. The fiscal year will need to be filled in. Press to generate the report.

11. Needs for Closing Contract

The user has a few different options when it comes to producing this report. The parameters are listed as follows:

1. Sort by current contract
2. Sort by open contracts within an area
3. The sort can also list items that are missing or unresolved.

Once the parameters have been chosen, click [Run Report].

12. Needs for Final Voucher

This report lists identifying numbers and important dates for all contracts requiring Final Vouchers, specifying which items required for the Final Voucher are still missing. The report will need to be generated by pressing the Run Report button and it generates it by Region.

13. Print Contractor and Subcontractors

The Contractor/Subcontractor report contains a listing of all work being sublet by the contractor. This report contains the Prime Contractor, address of the prime, vendor number of the prime and if the prime is a DBE. Other information contained on this report is a list of all Subcontractors along with their address, percentage of the sublet and if the subcontractor is a DBE.
14. Project Breakout Amounts

The report shown above gives the user the original amount of the contract, the change order amount, new contract amount, and paid amount. To produce this report, the parameters will need to be set, multiple PCN’s can be entered (example ). Once the parameters are chosen, click Run Report.

15. Required for Final Pay (DOT 224)

This report, which is addressed to the Division of Finance (upper left corner), contains summary information about the selected contract (e.g. key dates, PCN No., Project Number, County, Participating to FHWA, Non-Participating and Total). The user might have to press the Run Report button if the report does not open directly.

16. Third Party Billing Report
This report displays contract IDs and prime contractors for contracts according to PCN and project numbers. The report should generate once the tab is open, if it does not generate automatically then click Run Report.

17. Work Completed but Review Not Requested

This report is for informational purposes only. It informs the user what projects have been completed more than six months ago and have not been submitted for final review. The report lists the following information: Region, Area, Project, PCN, and Work Completed Date.

18. Work in Progress

The report shown above is listing all work in progress. The parameters may be set as follows:

The user can filter by area or by percent complete. Once the parameters are set, click Run Report. When sorting by percent complete then the 0.5 automatically is inserted. The user can manually enter the percent complete they wish to sort by.
Pay Items

1. **Contract Pay Items tab**

The pay item window displays current contract, installed, authorized and paid quantities for each pay item as shown above. This allows the users to view the status of item installations for the contract overall. To produce the report, click **Run Report**.
1. Item Installation Detail

The Item Installation Detail is an itemized listing of each item install for a project. To produce the report shown above, the user will need to set the parameters for the search. Once the parameters are selected, a drop-down menu will appear which will look like the one shown below.
2. Item Installation Detail-All Items

The Item Installation Detail-All Items are a breakout of the items installed.

3. Item Install Summary

The item install summary is a report or summary of the item installs. The report shows the units, description, unit price, contract quantity, installed quantity, and authorized quantity. The report should open automatically; if it does not open then the user will need to press "Run Report".

4. Summary of Bitumen Applied (DOT-74)

The steps listed below will need to be followed for the user to generate this report.
1. Press the once this is done the screen shown below will be generated. Once the Record Work screen has been open then an item install will need to be selected. For the example Asphalt for Tack is selected.

![Record Work Screen]

2. Once the bid item has been selected, then the user will need to select the Reports tab.

![Reports Tab]

After selecting the Reports Tab, then press the Record Work button.

3. Within the Record Work tab, the Summary of Bitumen Applied (DOT-74) will need to be selected. After selecting the DOT-74 summary sheet the report will be blank once the user selects the summary sheet, the sheet will appear as shown below.

![Summary of Bitumen Applied]

Once the report appears on the screen, select . The report should appear as shown below.
Examples of the type of reports that need to be run are bitumen applied as shown above, asphalt for tack, asphalt for flush seal and asphalt for prime.
1. **Construction Payment Status**

Parameters will need to be set for the form to report as above. The options shown below are different types of parameters that can be chosen. Once the parameters are set then press .

![Pay Estimates page](image)
2. Data Collection Percentage

The Data Collection Percentage is a summary of percent complete for each job. The report lists Project Number, PCN, Work Type, Contract Amount, Payment to Date, Percent Complete, Letting Date, Project Engineer and Area.

3. Final Voucher Processed

The Final Voucher Processed for Federal Aid Projects is a summary of the projects that are federal aid project and state projects. The Final Voucher Processed date is when the final payment goes to the contractor for completion of the project. Other items listed on this report are the Project Number, PCN, DOT-246C date, FHWA 47 received; Final CCO approved date, DOT-21 Material Certification date, Letting Date, Final Voucher Processed date, and Project Type.

The user will need to set the parameter in the date field and select if it is a federal aid project. Once the parameters are set, click Run Report.
4. Encumbrance Report

This report lists projects that still have amounts owed to the contractor. The report lists Accounting Project Number, PCN, Project Type, Work Type, Awarded Date, Final Pay Estimate Date, Completion Date, Contract Amount, Payments to Date, and Amount Left to Pay. The date parameter will need to be selected, then click Run Report.

5. Incentive/Disincentive Adjustments

This report lists projects that have an Incentive or a Disincentive Adjustment. Listed on the report are the PCN, Project Number, Contractor, Contract Line Item for which the incentive/disincentive is associated with, Contract Quantity, Unit of Measure, Pay Estimate Number, Approved Date, Adjustment Amount, Percent, Adjusted Quantity, and Type. The date parameter will need to be selected. Click Run Report for the report to generate.
6. **Non-Cash Voucher Summary Report**

This report is for projects that are payed for by DOT and other state agencies. The disposal of road deer kill would be an example of a Non-Cash Voucher. For this report the user will need to set the date parameters which will include the begin date and an end date. Once the date parameters are set, click on Run Report.

7. **Pay Estimate**

When first opened, the Pay Estimate Window will be blank. Click on Parameters and select which pay estimate for viewing. Once the pay estimate is selected, the user will press on Run Report. The report will display multiple items for example, Item Description, Unit Price, Original Quantity, Quantity to Be Constructed, Quantity Paid to Date, Amount Paid to Date, Change in Quantity This Estimate and Dollar Amount for This Estimate.
8. **Pay Estimate Breakout by Project**

The report shown above gives a breakout by project for the contract selected per pay estimate. The report will generate once it is opened. If the report does not automatically open, click .

9. **Progress Summary**

The user will need to set parameters for the report shown above.

Parameters can be set for Contracts in Progress, Contracts Waiting for a Final Voucher, Contractor and Region multiple selections can be made to produce the report shown above. Once the parameters have been set, click . The report will show the Contract Number, Original Amount, Percent Complete, Contract Time, Let Date, Start Date, Completion Date, Region Acceptance, Final Estimate, Final Voucher, and Final CCO. If a contractor is chosen there could be information regarding multiple projects.
1. Approved CCO Changes

This report provides information about Approved Contract Change Orders by region and area, and includes the original contract amount, current contract amount, percentage change, amount of increases, amount of decreases and the total amount of change for every contract. The report also displays the region totals at the end of each section and the grand totals on the last page.

The parameters window allows the user to specify the Contract Awarded in Year Date, Calendar Year, State Fiscal Year, Federal Fiscal Year, Federal Aid Projects and Amount Over.

Once the parameters are set, click Run Report.
2. **CCO Needs Report**

This report displays all the recorded information for the pay items specified. The report gives an Item Description, Contract Quantity, Installed Quantity, Authorized Quantity and Change Needed. This report does not have any parameters that the user will need to set.

3. **CCO Report (DOT-220)**

This report displays all the information currently recorded for the specified CCO by Line Item, Change Quantity, and Change Amount. The report will need for the user to select the change order in the parameter window. Once the parameters have been chosen, click **Run Report**.
4. **CCO Summary Report**

The CCO Summary Report provides the user with information about change orders that have been approved between selected date range. Information produced by this report is shown per Region, also on the report is the Project Number, PCN, Original Amount, CCO number and CCO amount. The report also shows the user the Positive Contract Change Orders and the Negative Contract Change Orders.

For the user to produce the report a date range will need to be chosen. The date range can be selected on the left side of the report.

Once the date parameter has been chosen, click **Run Report**.

5. **Change Item Detail Report**

The Change Item Detail Report gives information on what bid items have either received an increase or decrease in the original quantity. The items listed on the report are as follow, the Item, Original Quantity, Change Quantity and Change Quantity to Date.
The user will need to choose which change order will be viewed using the parameters setting. Once the parameters are set, click .
6. Final CCO Report

7. Region CCO Items Over 120%

Not sure if it is needed?
Issues & Spec Deviations

1. Contract Issues

This report displays all the recorded information for each contract issue that is currently associated with the contract specified. The report will open once a parameter is selected. Once a parameter is selected, click

2. Contract Issue Summary

This report provides information about each issue associated with the contract, including the issue status and recorder, its resolution, and claim amount, as well as dates for: its recording, closing, and claim filing. The report will open once a parameter is chosen. Once parameters have been chosen, click.

This report provides information about a specification deviation for the contract, including the failing sample’s field number, test date, test results, and specification, as well as any corrective action tests and/or action(s) taken. The report opens once the parameters have been chosen. Click **Run Report**.

4. **Specification Deviation Determination Letter**

This report is a letter that is sent to the contractor from the Region Engineer detailing what item is out of specification and what determination was taken to address the issue. To view the issue, report parameters will need to be chosen. Once that is done, click **Run report** to view the letter.
5. Specification Deviation Summary by Contract

This report is a summary of all the deviations associated with a contract. Multiple issues will be listed on this report. Click Run Report.

6. Specification Deviation Summary by Region

This report is a summary of all the deviations per region. The user can sort by Region, Begin Date, End Date, All Standard Tests, and Resolved Issues or by selecting Specification Deviation Status. Once the parameters are selected, click Run Report.
1. Work Authorization report

This report provides a description of extra work ordered for a contract. The headings within it include the Project Number, PCN numbers, County, Type of Work, and the name of the contractor. The body of the report contains work authorization information. The user will need to select a parameter and click
Bi-Weekly Progress Reports

1. Approved Bi-Weekly Progress

This report displays all the recorded information for the Biweekly Progress Report specified within a date range. Items displayed on the report are PCN, Project Number, Work Progress Number, Week the Progress Report ending, Work Progress ending period, Work Begin, Work Completed, Percent Complete and Contractor. The user will need to select the date parameters and click Run Report.

2. Bi-Weekly Day Count

This report displays all the recorded information for the Bi-Weekly Day Count. Items displayed on this report are Project Number, PCN, County, Bi-Weekly Progress Report Number, Contractor, Two Week Period
Ending, and Type of Work. The user will need to select the Progress Report Number from the parameters, click Run Report.
3. Bi-Weekly Progress

This report displays Federal Aid Projects in which Prime/Subcontractor worked between a chosen set of dates. The report lists Company Name, Company Address, PCN, Project Number, Days Worked, and if the contractor is the prime on the project. Set the report date parameters and click Run Report.

5. Multi Bi-Weekly Progress
6. **Prime/Subcontractor Worked**

This report displays days worked by the Prime/Subcontractor for the contract specified. The report opens with the Contract Id, PCN, Project Number, Prime Contractor, Type of Work, Contract Amount, Work Started, Work Completed, Original Completion Date and County. Listed within the body of the report is the Subcontractor, Address of the Subcontractor, Days Worked, Percentage for the Subcontractor and the Dates the Subcontractor worked. The report will generate automatically.

7. **Weather**

This report provides overview information about the weather recorded for the specified contract between the specified dates. The report opens with the Contract Weather Report Parameters Window, allowing the user to specify the beginning and end dates for the Contract Weather Report to display. Once generated, the report displays as shown above.
This report provides the standard cover letter for the specified biweekly progress report. The report opens with the Working Day Letter Report Parameters Window, allowing users to specify which progress report to display. Once generated, the report displays as shown above.
Subcontractor Reports

1. Subcontractor Letter

This report provides information regarding permission given to the contractor for portion of the work to be sublet. The report allows the user to input information in the parameters window needed to complete the report. Once the information is added, click Run Report.

2. Subcontractor Mailing List

This report provides a label printout containing contractors and their addresses. The report opens with the Subcontractor Mailing Labels Parameters Window, allowing users to specify the states to include in the report. Once generated, the report displays as shown above.
3. Subcontractor Sublets

The Subcontractor Sublets Report contains a listing of all work being sublet by the subcontractor specified in the Subcontractor Sublet Report Parameters Window’s subcontractor field. This report contains each contractor’s Contract Number, Sublet Percent, Main Project Number, Main PCN Number, Original Contract Amount, Area Office and Contract Status. The report opens with the Subcontractor Sublet Report Parameters Window, allowing users to specify the subcontractor to display. Once generated, the report displays as shown above.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Sublet Pct</th>
<th>Main Proj Nbr</th>
<th>Main PCN</th>
<th>Orig Contract Amt</th>
<th>Area Office</th>
<th>Contract Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>0.8%</td>
<td>N1030556112</td>
<td>4780</td>
<td>$1,386,958.01</td>
<td>Belle Fourche Area</td>
<td><em>Finished</em></td>
</tr>
<tr>
<td>40</td>
<td>1.2%</td>
<td>P00409235</td>
<td>4438</td>
<td>$1,623,606.30</td>
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</tr>
<tr>
<td>84</td>
<td>1.4%</td>
<td>P0030077233</td>
<td>4478</td>
<td>$1,004,912.90</td>
<td>Mobridge Area</td>
<td><em>Finished</em></td>
</tr>
<tr>
<td>99</td>
<td>1.0%</td>
<td>P0005079893</td>
<td>4481</td>
<td>$1,114,424.87</td>
<td>Mobridge Area</td>
<td><em>Finished</em></td>
</tr>
<tr>
<td>139</td>
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<td>N1030556172</td>
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</tr>
<tr>
<td>147</td>
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<td>$703,171.35</td>
<td>Belle Fourche Area</td>
<td><em>Finished</em></td>
</tr>
<tr>
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<td>P0007126212</td>
<td>5124</td>
<td>$1,447,309.60</td>
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<td><em>Finished</em></td>
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<tr>
<td>154</td>
<td>1.8%</td>
<td>P0014130442</td>
<td>0443</td>
<td>$1,943,341.19</td>
<td>Rapid City Area</td>
<td><em>Finished</em></td>
</tr>
</tbody>
</table>
Standard Bid Item (SBI) Reports

1. Percent of Contract Amount by Payment Category

![Percent of Total Contract Amount by Payment Category](image)

This report lists the Project, PCN’s, and Control Reference numbers for all contracts currently in CM&P, then the ten categories’ percentage amounts of each contract’s totals, as well as estimated and calculated totals. Once generated, the report displays as shown above.

2. SBI Contract Payments

![SBI Contract Payments](image)

This report lists the PCN, Project, SBI Number, Description, Paid Amount, and Total for Contract Payments for the Standard Bid Items for each contract’s total. The report is generated from the Standard Bid Item Contract Payments Parameters Window. Once generated, the report displays as shown above.
3. **SBI Exception**

This report lists the Standard Bid Item numbers not fitting into any payment categories that have been used on contracts, along with their project and PCN numbers. The report will open directly as shown above.

4. **SBI Payment Categories**

This report lists the Standard Bid Item Payment Categories and contains breakdowns of the SBI numbers within each category. The report opens directly as shown above.
1. Record of Visual Inspection (DOT25)

This report lists the Project, County, PCN, Inspector, Area Engineer, and Material in the header. Then it displays the visual inspection’s date and recorded information. The report opens with the Visual Inspection Parameters Window, allowing user to specify the material to include in the report. Once generated, the report displays as shown above.

2. Visual Inspection Requirements

This report lists the Contract Number, Type of Work, Contractor, Engineer, Location, Letting Date, Length and Area in the header. Then it displays each material requiring a visual inspection, their quantities and requirement status. Click .
3. Visual Inspection Summary

This report lists the Contract Number, Type of Work, Contractor, Engineer, Location, Letting Date, Length and Area in the header. Then it displays each material requiring a visual inspection, their quantities and requirement status. The report will open once the user selects.
Federal Highway

1. Federal Aid Projects

This report lists information regarding Federal Aid Projects. Listed on the report are the Project Number, PCN, DOT-246C, Original Completion, Work Completed, Letting Date, Region, Original Amount and Percent Complete. The report will automatically generate once the user has selected the Federal Aid Projects report. The report will appear as shown above.

2. Federal Oversight Projects

This report lists information regarding Federal Oversight Projects. Listed on the report are the Project Number, PCN, DOT-246C, Final Pay Estimate Approved, Final CCO Approved, DOT-21 Material Certification, Letting Date, Project Engineer, Region and Percent Complete. The report will automatically generate once the user has selected the Federal Oversight Projects report. The report will appear as shown above.
End of Year

1. Work Completed

This report lists information regarding Work Completed within a selected date range. Listed on the report are the PCN, Project Number, Work Started, Work Completed, Final Status, Final Voucher Processed and Work Description. The report will open once the user sets the date parameters, once the parameters are select the user will need to press the Run Report button and the report will be shown as above.

2. Work Completed After

This report lists information regarding Work Completed After a selected date. Listed on the report are the PCN, Project Number, Work Started, Work Completed, Final Status, Final Voucher Processed, Total Contract Amount and Work Description. The report will open once the user sets the End Date from the parameters window. Once the parameters have been selected, click Run Report.
3. Work Started but not Completed

This report lists information regarding Work Started but not Completed. Listed on the report are the PCN, Project Number, Work Started, Work Complete, Final Status, Final Voucher Processed, Total Contract Amount and Work Description. The report will automatically generate once the user has selected the Work Started but not Completed report. The report will appear as shown above.
The Contract Log is where you can input information that you would like to keep with your electronic contract. This is not a replacement for the field diary.