Middle Tennessee State University

Agreement

Campus Planning/Construction Administration

Contract Officer Budget Coordinator Prepares transmittal and distributes 1) Receives instructions to pursue award Creates Contract Package **AVP Campus Planning** State Architect • 4 of cover letter Receives copy of SBC-10 and Bid Tab 1) Receives original SBC-10 and • 2 of General Instructions copy of Bid Tab for approval • 2 of Insurance Requirements **CPCA Construction Administration** Approves and returns SBC-10 • 2 of W-9 and ACH Forms Forwards copy of Agreement to Construction • 5 of Agreement Form Representative in field • 5 of SBC-10 and Bid Tab \bowtie • 2 letter to F&A-B&F Awardee • 1 of routing forms **Budget Coordinator** 1) Receives Agreement package 3) Enters data in PITS 1) Receives/stamps Agreement package • 1 of cover letter 4) Files 1 counterpart of package Forwards package and SBC-10 to Contract • 1 of general instructions 5) Forwards Package to Support • 4 of Agreement form • 1 of each bond form $\mathbf{T} \mathbf{v} \mathbf{v} \mathbf{v}$ • 1 of insurance summary **Contract Officer** • 1 of W-9 and ACH forms 1) Enters data in PITS Completes & returns counterparts Checks Agreement, insurance, bonds **CPCA Project Manager** • 4 of Agreement form 3) Resolves Awardee's deficiencies Receives & processes SBC-7 • 4 of each bond 4) Completes routing check list • 4 of each insurance certificate 5) Initials Routing memo from file • 1 or more of W-9 & ACH 6) Enters data in PITS **AVP Campus Planning** (bid tracking and contractor set-up) Reviews for compliance w/statutes, Forwards Agreement package to policies, and contracting procedures Executive Director Obtains VP of Business and Finance Designer Prints SBC-7 from PITS and forwards signature Receives copy of cover letter to Project Manager Initials routing memo and forwards 9) Files SBC-10 **Contract Officer** Office of Business and Finance faxes copy of contract forms to TRM Reviews Agreement initials routing memo and forwards Verifies Funds 3) Obtains VP of Business and Finance signature Legal Office Reviews for form and legality THEC, Facilities Planning Issues Purchase Order Receives copy of SBC-10 & Bid Tab Initials routing memo & forwards Contract Officer 1) Inserts appropriate dates on Agreement and bonds Transmittal may occur in Enters data in PITS **Budget Coordinator Pre-Construction Conference** 3) Copies Agreement & attachments 1) Sends memo to F&A B&F as befits needs of project. and forwards with 2) Sends co'part w/ ACH & W-9 to OBF Designer and Contractor counterparts Designer receives 3) Files counterpart to CPCA Construction Administration 1) Copy of Award letter Forwards bidding file to CPCA counterpart of: support • Agreement · Initialed project tracking sheet Bonds • Public Notice • Insurance Certificates • Bid Forms CPCA Construction · Bid Tab Administration Contractor receives · Letter of recommendation 1) Creates award letter w/ Owner approval 1) Award letter Issues award letter w/counterparts to counterpart of: • SBC-10 form Contractor and Designer · Initialed routing form Forwards copy of • Agreement • Dated letter to F&A B&F Bonds Agreement & attachments to • Insurance Certificates