

ePM Quick Reference Guide #021

CONTRACT APPROVAL



WHAT IS . . .

In ePM, create a contract to record the terms and amounts in preparation for Earned Value. Use contracts to track planned and actual obligations as well as manage the execution of work under those obligations. Actual contracts will be assembled, negotiated and issued using other GSA tools and applications. Before approving a contract in ePM, enter the schedule of values and attach a scanned copy of the executed contract and cost loaded schedule to the ePM record. Each line on the schedule of values must be assigned to a cost account. In addition, the line can be coded to a Building ID, CSI Code and Shell / TI space.

WHO USES . . .

- GSA Project Manager
- Construction Manager

NEEDED DOCUMENTS . . .

- Modifications and CLINS

HOW TO . . .

See screenshots within this document for additional information.

A. STEPS TO APPROVE A CONTRACT

1. Log into ePM as a user with the Contract Approver security role, and then navigate to the appropriate project.
2. On the Navigation Pane on the left side of the screen, click PM Tools > Contract Management > Contracts.

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PM Tools
Project Manager Quick Links
Project Management
Schedules
Financial Management
Contract Management
Contracts
Contract Modifications
PCO
Invoices
Earned Value Utility
Miscellaneous Expenses

- The Contract document register appears on the right side of the screen. Click the Document Number or Title to open it.

New Delete Sharing Print Export Refresh Help					
View Standard					
<input type="checkbox"/>	Contract Number	Title	▲ Current State	Date Entered	Revised Amount
<input type="checkbox"/>	001	BMR Test 1	Approved SOV	Tuesday, August 07, 2018	5,115,000
<input type="checkbox"/>	002	BMR Test 2	Approved SOV	Tuesday, August 07, 2018	5,115,000
<input type="checkbox"/>	47XXXXXXX001	D/B-Anniston Training-Harber	Approved SOV	Tuesday, April 09, 2019	25,000
<input type="checkbox"/>	r4001	D/B-Primary-Design Build-Car	Approved SOV	Tuesday, January 03, 2017	34,638,228.17
<input type="checkbox"/>	GSASGC-360001	Training Contract- LW	Approved SOV	Tuesday, August 07, 2018	6,001,461
<input type="checkbox"/>	12345678001	Val Test Contract - Do Not Wc	Approved SOV	Tuesday, August 08, 2017	5,614,874

- The Contract document opens showing the Main page. Click on the Schedule of Values page to see individual line items of the contract, along with their respective cost account allocations.
- If the schedule of values is complete select Approve with Pending SOV.



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REFERENCE

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal – <https://epm.pbs.gsa.gov/Portal>

- QRG 01 - Navigating ePM
- QRG 02 - Using the ePM Address Book
- QRG 20 – Contract Creation
- QRG 31 - Funding Document Creation
- QRG 32 - Funding Document Approval