WHAT IS…

ePM contracts are created 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 are assembled, negotiated, and issued using other GSA tools and applications. Before approving a contract in ePM, enter the schedule of values (SOV) and attach a scanned copy of the executed contract and cost loaded schedule to the ePM record. Each line on the SOV 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
- Contracting Officer
- Contract Specialist

NEEDED DOCUMENTS

- Modifications and CLINs

HOW TO…

See screenshots within this document for additional information.

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. Navigate to ‘PM Tools’ in the left-hand menu, expand the ‘Contract Management’ menu, and choose ‘Contracts.’
3. The contract document register appears on the right side of the screen. Click the Document Number or Title to open it.

4. 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.

5. If the schedule of values is complete, click ‘Approve with Pending SOV’.

REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal.

- QRG 01 - Navigating ePM
- QRG 20 - Contract Creation
- QRG 22 - Contract Modification Creation
- QRG 23 - Contract Modification Approval
- QRG 24 - Invoice Document Creation
- QRG 25 - Invoice Approval
- QRG 26 - Potential Change Order (PCO) Creation
- QRG 31 - Funding Document Creation
- QRG 32 - Funding Document Approval
- QRG 105 - Earned Value
- QRG 137 - Cost Accounts