

ePM Quick Reference Guide #023

Contract Modification Approval



WHAT IS . . .

ePM enables contract modifications issued against contracts whenever necessary due to a change in the contract's requirements, a scheduling conflict, a problem of materials availability, or some other factor. An ePM modification contains several date and currency information boxes that enable you to specify and gauge the impact of the modification on the contract in time and monetary terms. These information boxes are 'smart' in that they always reflect the impact of other modifications against the contract. The recording of a modification in ePM is the final step of an overall change management process which may involve other documents in ePM such as a Potential Change Order. Use contract modifications for logging in-progress and actual modifications. Prior to approving a modification in ePM the detailed schedule of values will be incorporated. A scanned copy of the executed contract modification will be attached to the ePM record.

WHO USES . . .

- GSA Project Manager
- Construction Manager

NEEDED DOCUMENTS . . .

- None

HOW TO . . .

See screenshots within this document for additional information.

A. STEPS TO APPROVE A CONTRACT MODIFICATION

1. Log into ePM as a user with the Modification Approver security role, then navigate to the appropriate project.
2. In the Navigation Pane on the left side of the screen, click PM Tools > Contract Management > Contracts Modifications. The Contract Modification document register appears on the right side of the screen. Click the Document Number or Title to open it.
3. The Modification 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.
4. If the data is correct and the document is ready for approval, click the 'Approve' button at the top of the page.
5. The Execute Workflow dialog box appears. Click the 'Execute' button to complete the workflow and approve the Modification document. A confirmation dialog appears after successful execution of workflow.



ePM Quick Reference Guide #023

Contract Modification Approval

B. STEPS FOR CONTRACT MODIFICATION ADJUDICATION PROCESS

1. If a Modification needs to be requested for Adjudication, the PM will enter the details into the following line item “**Cost Account Allocation Grid**” fields before moving the document from **Approved SOV** to **Pending Adjudication** workflow state:

| Request Adjudication | Is Adjudicated | Adjudication Notes | Adjudication Changed Days | Adjudication Number |
|---|---|-----------------------------|---------------------------|---------------------|
| <input checked="" type="checkbox"/> Y : Yes | <input checked="" type="checkbox"/> Y : Yes | Add Adjudication notes here | | 120 ADJ123456 |

NOTE: The Adjudication Changed Days contains the number of days that extends the Contract Finish Date. Not every work item cost account allocation line will necessarily have a specified Adjudication Changed Days. Additionally, not every cost account allocation line will be adjudicated. Therefore, the total “This Changed Days” documented on the Main page of the Modification document may vary than of the value for the total cost allocations of **Adjudication Changed Days**.

2. The document will be editable in the **Pending Adjudication** by both the PM and PBA Central Office – “Measures Manager”. However, the user having the Measures Manager role will make the final decision for each work item within each **Cost Account Allocation Grid** should be Adjudicated. The Measures Manager will update and enter the final decision for which work line item Is **Adjudicated** (Yes/No) before transitioning the document from **Pending Adjudication** to **Adjudicated** workflow state.



ePM Quick Reference Guide #023

Contract Modification Approval

REFERENCE

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

- QRG 01 - Navigating ePM
- QRG 02 - Using the ePM Address Book
- QRG 31 - Funding Document Creation
- QRG 32 - Funding Document Approval
- QRG 20 - Contract Creation
- QRG 21 –Contract Approval
- QRG 22 – Contract Modification Creation