



# ePM Quick Reference Guide #149

## Planned Obligations for Capital Projects

### WHAT IS...

Planned obligations are used to track major contract awards on capital projects, including site, design, and construction contracts. Planned obligations for contingency funds and minor contracts are not required.

- Planned obligations are tracked in the [ODC Capital Program Information Dashboard](#).
- Planned obligations should be entered at the time of Congressional Authorization and must be reviewed/updated monthly if estimated dates and/or amounts change
- For entering initial planned obligations, see the [Enter the Initial Planned Obligations in ePM](#) section.
- For reviewing/updating existing planned obligations, see the [Updating the Planned Obligations in ePM](#) section.

### WHO USES

- Project Manager
- Budget Analyst

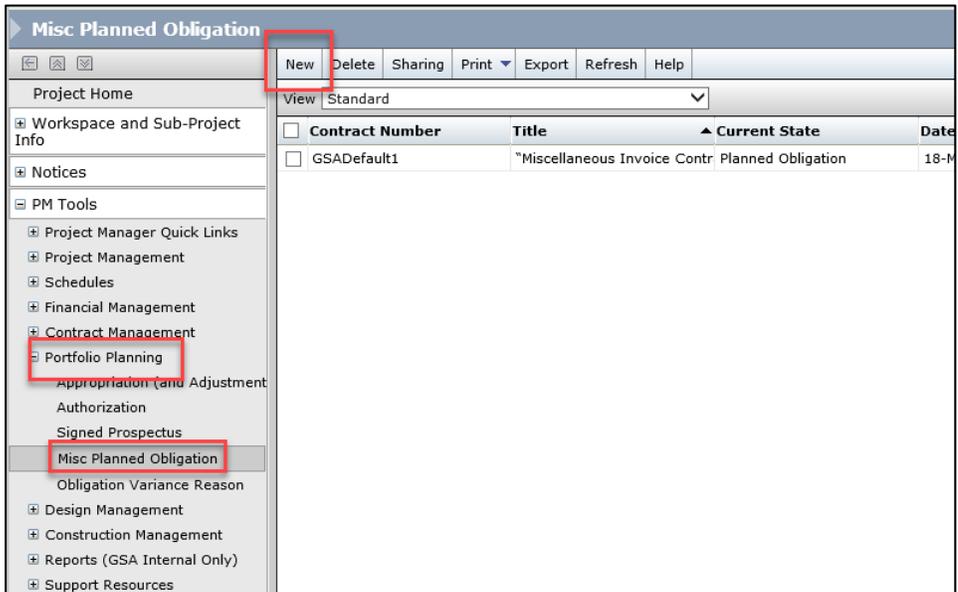
### HOW TO...

#### ENTER THE INITIAL PLANNED OBLIGATIONS IN EPM

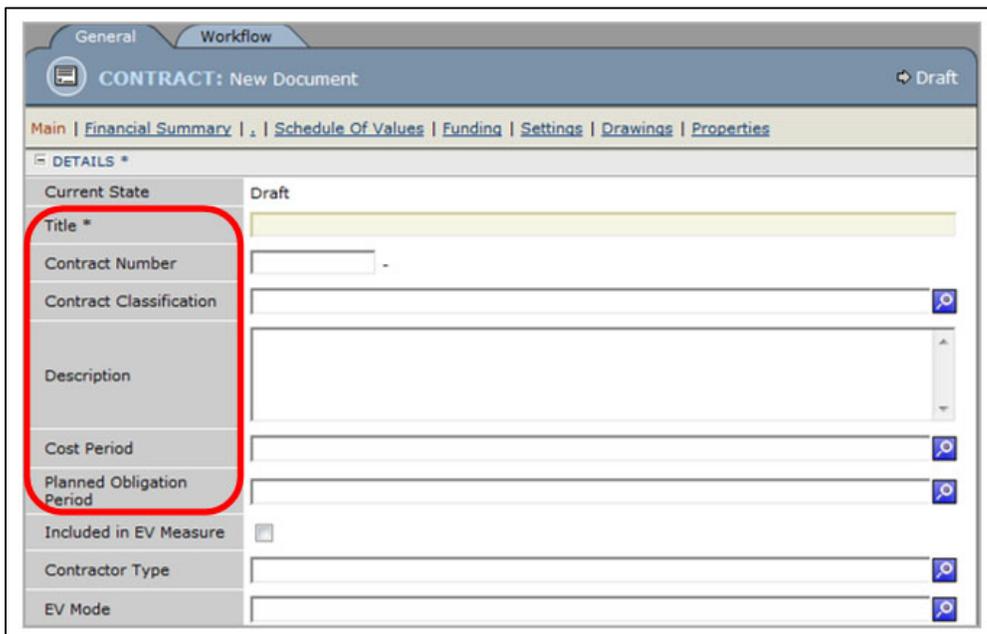
1. Navigate to the [ePM Portal](#), log into ePM and access a project within the Project Workspace.
2. Select "Portfolio Planning" from the left navigation bar and click on "Misc Planned Obligations"
3. Click New.

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4. A new window titled “Contract” opens. In the “Main” tab of this page, enter a Title using the naming convention “Fiscal Year of Obligation - Planned - Contractor Type - Primary - Type of Services - Phase (if applicable) [For example, FY20 – Planned – AE – Design] “Primary” is intended to identify the main contractor.

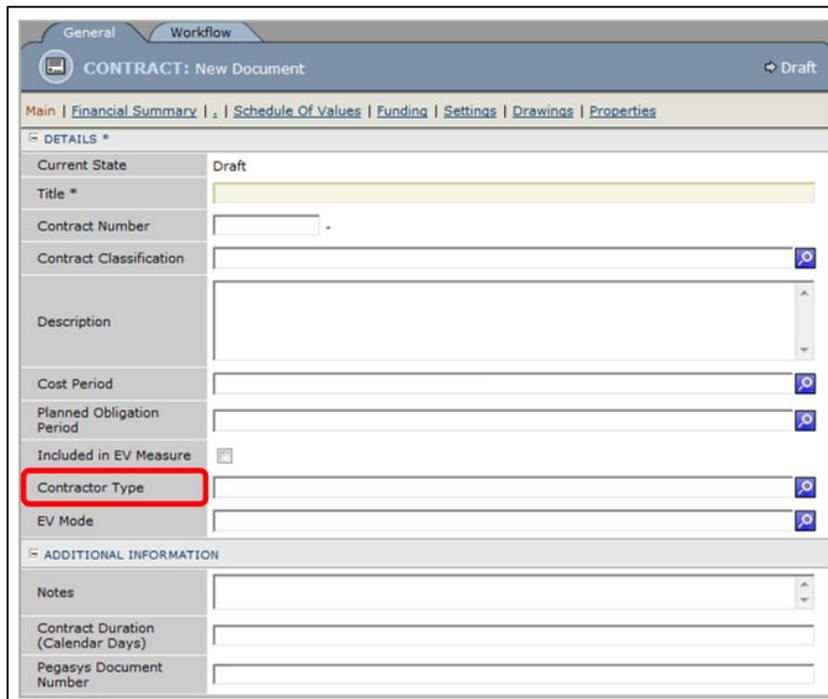


5. **Contract Number** field: Enter “Contractor Type - Placeholder” (e.g. **GC - Placeholder**). The Contract Number can be entered later when it is known if desired.
6. Type in a **Description**.

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7. Choose the **Contractor Type**:
  - a. A/E: Architect/Engineer
  - b. AiA: Art-in-Architecture
  - c. BIM: BIM Services
  - d. CMa: Construction Manager as Agent
  - e. CMc: Construction Manager as Constructor
  - f. CxA: Commissioning Agent
  - g. CC: Construction Contract
  - h. D/B: Design/Builder
  - i. FFE: Furniture Fixtures and Equipment
  - j. O: Other
  - k. PCCS: Post-Construction Contract Services
  - l. SITE: Site Acquisition
  - m. S: Studies



The screenshot shows the 'CONTRACT: New Document' form in the ePM system. The form is divided into two main sections: 'DETAILS' and 'ADDITIONAL INFORMATION'. The 'DETAILS' section includes fields for 'Current State' (Draft), 'Title', 'Contract Number', 'Contract Classification', 'Description', 'Cost Period', 'Planned Obligation Period', 'Included in EV Measure', 'Contractor Type', and 'EV Mode'. The 'Contractor Type' field is highlighted with a red box. The 'ADDITIONAL INFORMATION' section includes fields for 'Notes', 'Contract Duration (Calendar Days)', and 'Pegasys Document Number'.

8. Below the **Contract Dates** heading, enter the planned award date in the **Award Date** field.
9. Below the **Contract Parties** heading:
  - a. Enter the appropriate region in the **Procuring Office** field by clicking the looking glass icon to open the company picklist. Search is available if needed.
  - b. In the **Vendor** Company field, enter **PBS** by clicking the looking glass icon to open the picklist. Search is available if needed.

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10. Click **“Schedule of Values”** at the top of the window.

CLIN #	Description	Scheduled Amount	ACR Column in Approved State	Exempt From Retainage
	test	1,000.00		<input type="checkbox"/>

11. Click the **“Add”** button in the tab below the “Display Columns” heading. A blank row will appear where the appropriate information is entered.
12. Enter “Planned Obligation” for the **Description** on both lines.
13. In the **Scheduled Amount** column enter the planned obligation amount.
14. **Cost Account:** select **Misc Expense**.
15. Choose the **Building ID**.

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16. Click Save.
17. When the planned obligation data has been entered, **workflow** the document to “Pending”.

### UPDATING THE PLANNED OBLIGATIONS IN EPM

Planned obligations should be updated each time there is a change to the planned award date or award amount. To update a planned obligation:

1. Navigate to the [ePM Portal](#), log into ePM and access a project within the Project Workspace.
2. Select “Portfolio Planning” from the left navigation bar and click on “Misc Planned Obligations.”
3. Click on the planned obligation that needs to be changed, which opens the “Contract” window.

Contract Number	Title	Current State
GC - Placeholder	FY20 - Planned - Mills - Construction	Cancelled
test	test planned obligation	Pending
Construction - Placeholder 2	Test Planned Obligation with Cost Period	Cancelled
Construction - Placeholder 1	Test Planned Obligation with no Cost Period	Cancelled

4. Click the Edit button at the top of the window.
5. Expand the Additional Information section, and edit the Notes field. This field should be used to record why a planned award date has passed without an award being made or if a planned contract amount differs from the awarded amount.

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General | References | Workflow | Activity Log | Attachments (2)

**CONTRACT: FY20 - Planned - Mills - Construction (GC - Placeholder)** Cancelled

Main | Financial Summary | Schedule Of Values | Funding | Settings | Drawings | Properties

Description: Contract for GC

Cost Period: dec 19

Planned Obligation Period: ALL

Contractor Type: CC : Construction Contract

ADDITIONAL INFORMATION

**Notes**

Contract Duration (Calendar Days)

Pegasys Document Number

6. Expand the **Contract Dates** heading and enter the new planned award date in the **Award Date** field.

General | References | Workflow | Activity Log | Attachments (2)

**CONTRACT: FY20 - Planned - Mills - Construction (GC - Placeholder)** Cancelled

Main | Financial Summary | Schedule Of Values | Funding | Settings | Drawings | Properties

Description

Cost Period: dec 19

Planned Obligation Period: ALL

Contractor Type: CC : Construction Contract

ADDITIONAL INFORMATION

CONTRACT DATES

Date Entered: Wednesday, April 15, 2020

**Award Date: 8/21/21**

NTP/Start Date

Contract Expiration Date

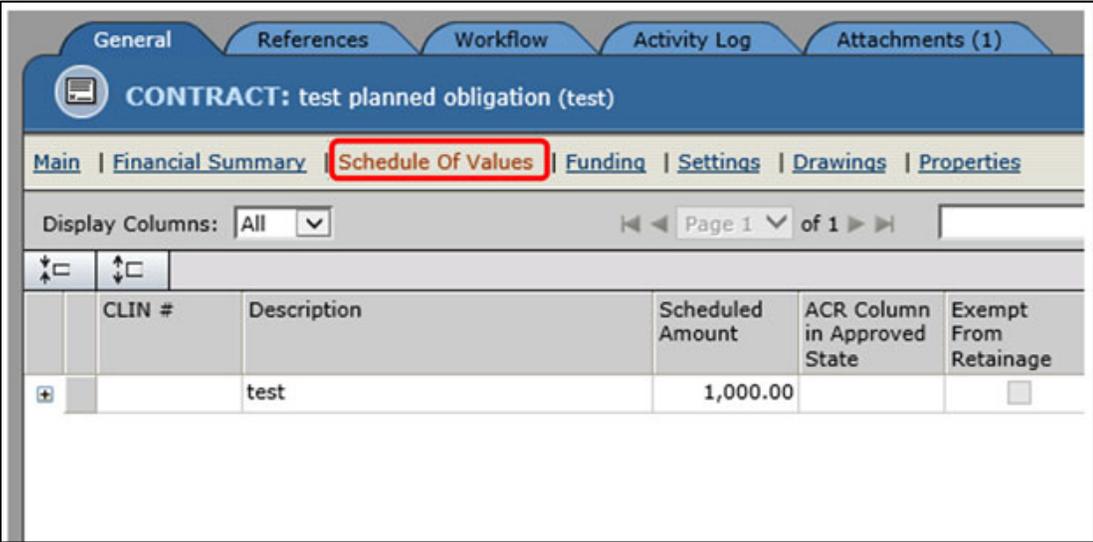
Occupancy Date

COMPLETION DATES

7. Click “Schedule of Values” at the top of the window.

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8. Click the plus sign to open the details of the planned obligation.
9. In the Scheduled Amount column enter the new planned obligation amount.
10. In the Cost Account Allocations row(s), enter the updated planned obligation amounts. The total of the Cost Account Allocations lines must equal the amount that was entered on the parent Planned Obligation line.



11. Click Save.

### REFERENCES

- Reference [ePM Quick Reference Guides 20](#), [22](#), and [149](#) for additional information on managing contracts in ePM.
- When entering planned obligations, create one for each planned discipline, such as GC, CM, CxA, AE, etc. even if there is a future possibility that one vendor might do multiple services. For

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example, if a team is planning to award CMa and CxA services to a single vendor in one contract, two planned obligations should be created, one for CMa and one for CxA, that represent each functional part of that potential future award. At the time of actual contract award, both planned obligations will be linked to the actual Contract award.

- If Planned Obligations are added after actual contract award, enter one planned obligation for each discipline even if one contractor is awarded multiple disciplines, such as CM and CxA, and link the multiple planned obligations to the single contract award.
- Additionally, if services from the same or different categories are being awarded to the same vendor, but some will be post-award options, such as construction options for a Construction Contract, then multiple planned obligations should be created with the appropriate amounts and different planned dates. When the option is awarded as a modification, then the planned obligation should be linked to the appropriate modification.
- Once the contract/option is actually awarded the planned obligation document will be canceled in ePM and the actual contract award created with the full Schedule of Values (SOV).
- Contact [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov) for additional support.