

ELECTRONIC CONTRACTOR PAYMENTS (ECP)

Project Manual Development

The ECP system

The electronic contractor payment system was developed to streamline the process of construction contractor payments, to reduce errors and to reduce the level of effort required by EIC's and Contract Administration staff to process contractor payments. At this time the ECP system is limited to standard lump-sum 40,000 series and Q contracts. The framework for electronic contractor payments is the ECP Project Manual, which is created by the OGS Design Project Manager. The final ECP Project Manual is used to create the schedule of values (detailed estimate) which forms the backbone of contractor payment applications; OGS Cost Control reviews, modifies and approves the schedule of values after the contract is awarded.

In addition to the above listed efficiencies the act of creating an ECP Project Manual will give OGS Project Managers an additional opportunity to review the work of consultants and in-house designers.

OGS Project Manager Responsibilities

OGS Project Manager (PM):

Create and submit an ECP Project Manual for each contract in a given project. For any given project the ECP Project Manual is essentially an electronic list of the specification table of contents for each contract.

1. **Create ECP Project Manual(s):**
To be completed at the Final Submission Phase
 - a. Enter the ECP Project Manual page through the DCNet General Project Information page.
 - b. Choose the Trade and click 'Create Project Manual', you will then enter the Project Manual Development page. An ECP Project Manual must be created for each contract in a given project.
 - c. Select a division from the Division pull-down box. Once a division is selected the Sections list automatically populates with all sections included in that division in the D&C Master Specifications.
 - d. To select a specification section click the circle to the left of the section number and a small black dot will mark the selection, click 'Add to Selection', and the section will be moved to the ECP Project Manual 'Selections' list and a green check will appear in the 'Sections' list. Once you click 'Create Project Manual' your work will be saved, and after the manual is created any changes can be saved by clicking 'Update Project Manual'.
 - e. To delete a section click the corresponding small X in the far right column of the 'Selections' list titled 'Remove Entry' and then click 'Update Project Manual'.
 - f. The specification sections that populate each division are based on the D&C Master Specifications. If you have created sections specific to your project that are not in the D&C Master Specifications contact Frank Slingerland and

he will add the sections to the ECP Project Manual Development system. If a consultant has used a specification section number that does not match the D&C Master Specifications the consultant must change the specification section to match D&C Master Specifications.

- g.** When all of the specifications sections in a given trade project manual have been added to the 'Selections' list click the 'Update Project Manual' button and then the 'Done' button and the manual will be created and the page will automatically return to the initial Project Manual Development page.
- h.** Repeat the above steps **b-g** for each contract in a given project.

**2. Forward ECP Project Manual(s) to Cost Control:
To be completed at the Final Submission Phase**

- a.** When the ECP Project Manual for each contract in a given project is completed return to the Project Manual Development page and select each trade from the pull-down box, enter the date in the box adjacent to 'Forwarded to Cost Control For Final Estimate' and click 'Send'. Repeat for each trade. OGS Cost Control will then receive notification that the ECP Project Manual(s) have been created. OGS Cost Control will add to the appropriate ECP Project Manual any specification sections added to a project via addendum.