



ATC Quarterly Teleconference

November 12, 2014

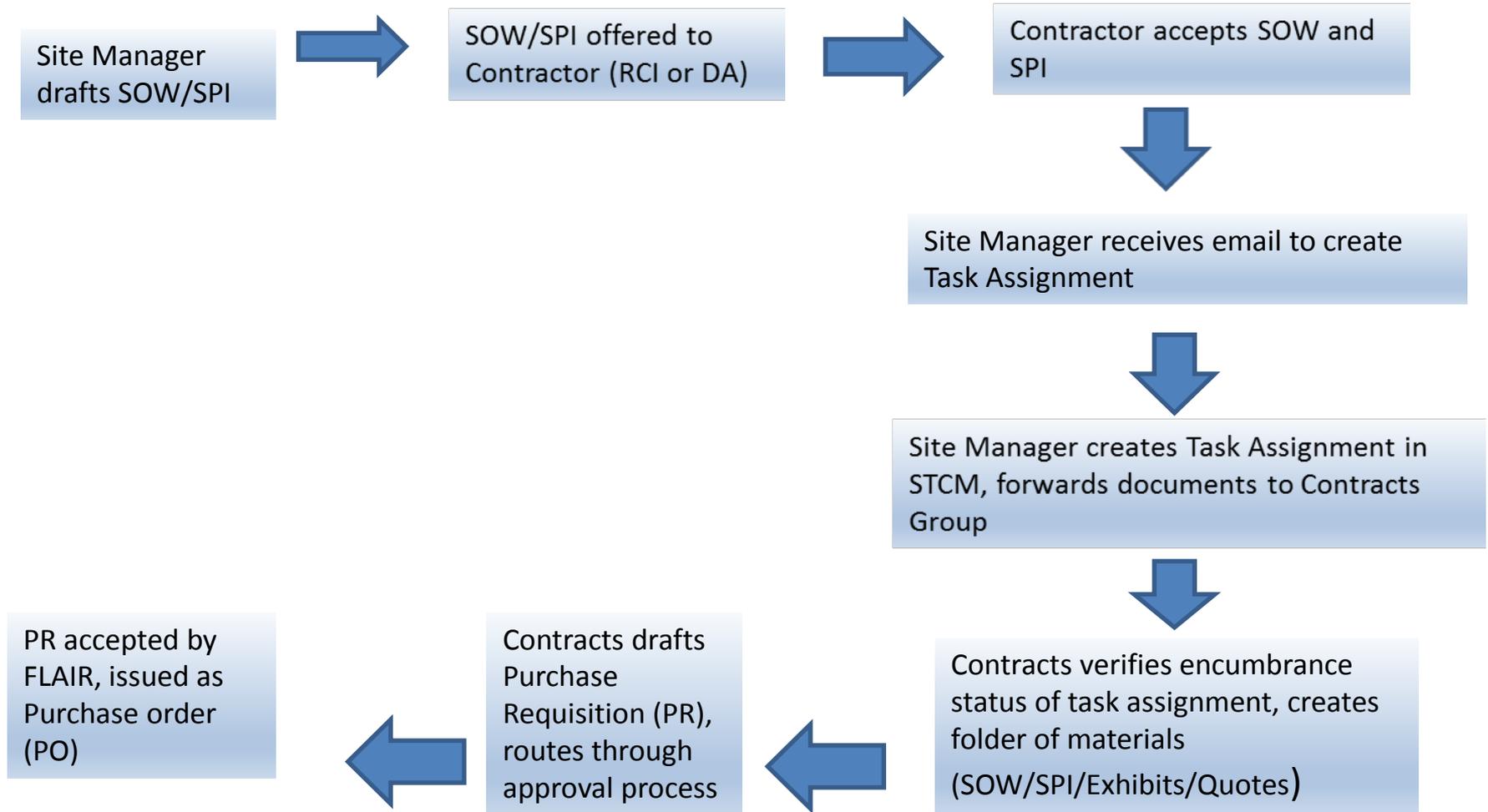


Agenda Items

- Update on Purchase Requisition Workflow
- Update on Change Order Workflow
- Upcoming Issues

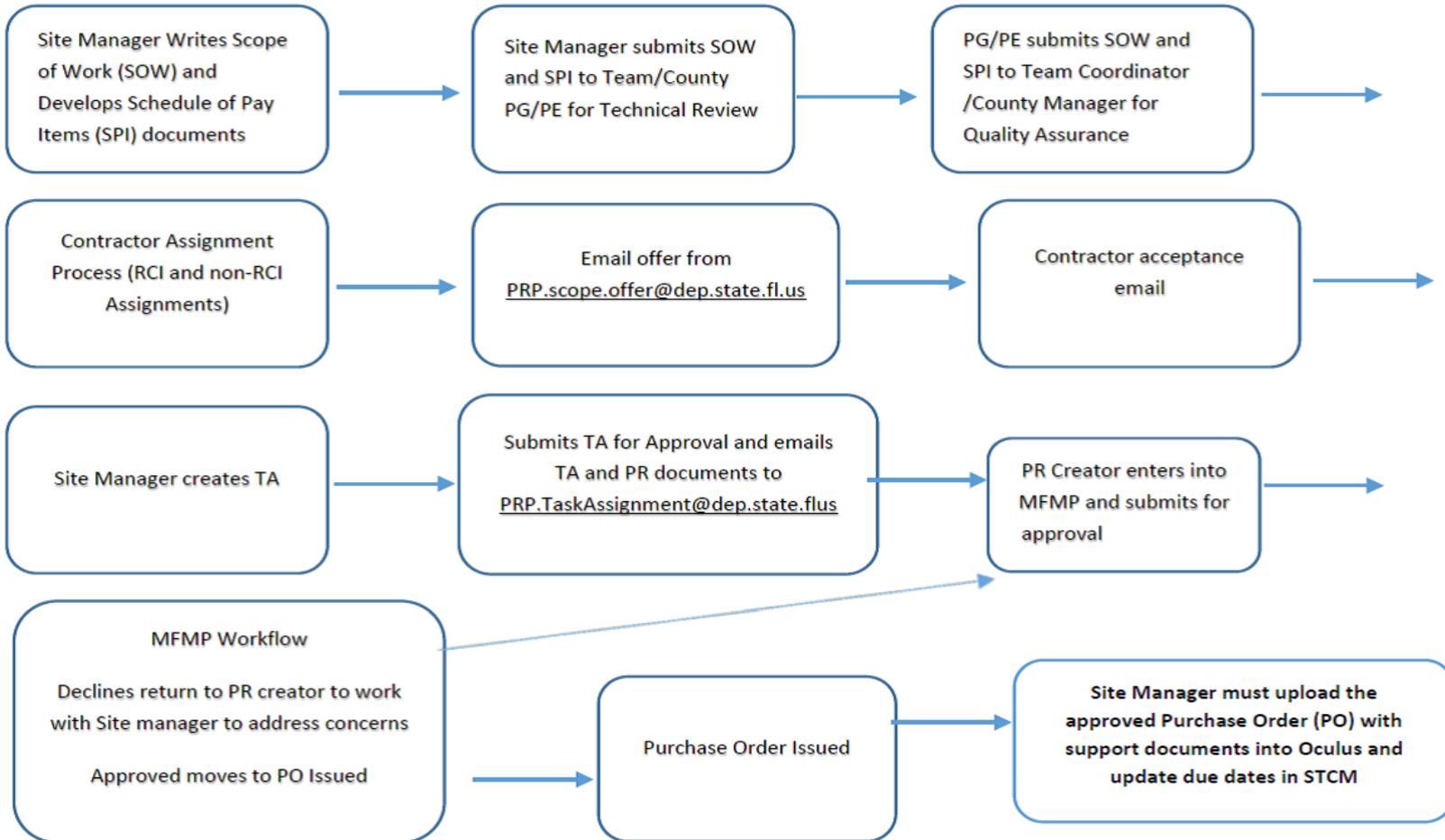


FROM SOW TO PO (prior to 11/4/14)





Purchase Requisition to Purchase Order Workflow



AA/PR Creator County Responsibility



What's New?

- When you accept a site offer, please remember to **reply to all** on the email, otherwise it will not constitute an official acceptance.
- Minor changes to the Scope of Work (SOW) and Schedule of Pay Items (SPI) should be discussed with the **site manager**. At this point, those documents can be updated and quotes for all costs which do not have an ATC established unit rate should be submitted.



Offer to Contractor

The Petroleum Restoration Program (PRP) is offering your company the attached scope of work to be conducted at the referenced facility under your PRP Contract. Please note that your reply to this email is time sensitive. After reviewing of the Scope of Work (SOW) and Schedule of Pay Items (SPI) Workbook, **reply to everyone on this email chain within three (3) business days in order to accept or decline this project.** Do not alter the subject line. This acceptance email must not include any negotiation or proposed changes to the SOW or SPI. It is only to accept or decline the offer.

Please note your reply must include:

A statement in which you accept or decline this offer of work.

A response stating if your office nearest the facility is within 100 miles.

Rate(s) for those items in section 22 of the SPI that have a quantity but which do not have established contract rates.

One (1) quote for all reimbursable items that are ≤ \$2,500, except permit fees (section 1-4) and electric utility estimates (section 22).

One (1) quote for proprietary product, irrespective of cost, clearly providing information regarding the proprietary claim.

Three (3) standardized quotes for activities in Section 22 that are >\$2,500 pursuant to Attachment A, Paragraph 11 of the ATC contract.

Contact information for your Company's project manager

name

office address

phone number

email address

After you have emailed your acceptance, you may discuss any change(s) that you feel are necessary to the SOW/SPI with the PRP site manager. Please note they may or may not be accepted or incorporated into the SOW/SPI.

This work is not authorized until a Purchase Requisition is created in MyFloridaMarketPlace by the PRP and a Purchase Order is issued and emailed to your company from Ariba Administrator.

If the email response is not sent to all on this chain within three (3) business days, it will be considered a non-responsive decline and the site will be offered to another contractor.

Respectfully,

PRP Contracts Group

Florida Department of Environmental Protection

Petroleum Restoration Program - DWM



Recent Developments

- In the event of significant problems with the SOW/SPI/PR, the PR will be denied by the Gatekeeper or returned to the PR Creator to address concerns with the Site Manager.
- Site Managers should be uploading to Oculus:
 - Issued PO
 - Attachment A
 - Attachment B
 - Cost-share agreements (if applicable)
 - Quotes
- Site Managers should update the due dates in STCM



Reimbursable Items

It bears repeating:

- Quotes must be provided in sufficient detail to support item (i.e., providing fenced compound – details describing the request for quote and the details of components with costs)
- Items quoted at or under \$2,500.00 require a single quote and over \$2,500.00 require 3 quotes (Note: DEP reserves the right to request more than 1)
- Proprietary quotes – just need 1
- This also applies to cumulative totals of items which appear in multiple tasks
- “No bid” is NOT a responsive bid
- Remember, this also applies to lab cost items not included in the contract (e.g., NAM parameters (dissolved iron and methane)), or large numbers of a particular analysis



Prior To Creating The SOW, the Site Manager Should Note the Following

- 30-day Responsible Party Letter (verify that period has ended and if owner wants input on contractor selection)
- Identify the Funding Program
 - EDI/ATRP/PLRIP/PCPP/PAC
- PCPP AGREEMENT
 - ACTIVE SITE/LCAR PREPARED AND APPROVED
 - CEILING AMOUNT
 - COST SHARE (IF APPLICABLE)
 - PCPP AMENDMENT
- PAC AGREEMENT
 - ACTIVE SITES
 - CEILING AMOUNT
 - COST SHARE
 - PAC AMENDMENT
- Transition Agreements
 - Funding Caps
 - Remediation Equipment
 - Remaining Monitoring Wells
- Noticing Requirements
 - 62-780.220 F.A.C.



SPI Issues

- If this site has a cost-share agreement, the percentage of the cost-share in the SPI must match the amount in the agreement AND the PR total should be for **ONLY** the DEP portion, not the total amount of the SPI
- Transition agreements
- Precision, precision: SPI should be set to precision mode (even a penny's difference matters)
- Reimbursable permit fees (to minimize need for future Change Orders)



PERMIT FEES

- An estimated Not-to-Exceed cost has been included in **Attachment B – Schedule of Pay Items and Other Related Documents** to address permit fees. If the actual cost of permit fees will exceed the estimated cost provided, **Attachment C – Request for Change** shall be submitted showing the actual cost and a MFMP PO Change Order shall be issued. Only documented costs will be reimbursed. Contractor shall complete a review of the permitting requirements and shall notify the DEP of such requirements within sixty (60) calendar days of issuance of the MFMP PO to the Contractor. All permits shall be submitted to the DEP Site Manager as an attachment in the final submitted report.



SOWs Most Likely To Have Permit Fees

- LSAs
- RAPs
- RAP/SSAs
- SSAs
- RACs

Anytime you will be installing or abandoning wells



Every SOW Is Special

- Nearly all of them need editing before they are ready to be attached to the PR - this has been very time-consuming—should decrease with new templates
- Site Managers should use the generic templates (RCI or DA) available on the PRP website and tailor them to their specific site:

<http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

- Note: “Version 9/12/2014” in lower right corner of page
- Do Not edit the procurement language in the template, otherwise, we have to reinsert it



Reviewing A SOW

- The tasks on pages 1-2 should match the deliverables and the timeframe listed. They should also be consistent with the quantity and specific items in the SPI.
 - Example: Task 1 should be Site Access Agreement, Health and Safety Plan, Cost-Share Site Contractor selection form (as applicable), due on X days from start of Purchase Order. If these items are missing, they must be added to SOW.

TRANSLATION

If you have 7 tasks for your SOW, there should be:

- 7 task descriptions at the beginning of your SOW
- 7 task deliverables listed at the end of the SOW
- 7 tasks in your SPI (even if there is no cost associated with them – DA HASP, etc.)





An Example (RAC/O&M)

The Scope of Work is composed of the following tasks:

- Task 1: Pre-Excavation Activities
- Task 2: Monitoring Well Abandonment.
- Task 3: Source Removal Activities.
- Task 4: Replacement Well Installation and First Quarter Post Active Remediation Monitoring.
- Task 5: Second Quarter Post Active Remediation Monitoring.
- Task 6: Third Quarter Post Active Remediation Monitoring.
- Task 7: Fourth Quarter Post Active Remediation Monitoring.



Deliverables

9.0 Deliverables, Invoicing and Payments

9.1 Project Schedule

The following items reflect the scope and invoicing points. The Schedule of Pay Items and Other Related Documents is included in **Attachment B** to the MFMP PO. Proposed due dates indicated below begin from MFMP PO Issuance Date.

- Task 1: Pre-Excavation Activities. Submit Site Access Agreement and Health and Safety Plan. Due day 60. **An invoice for this task may not be submitted until all elements are completed.**
- Task 2: Monitoring Well Abandonment. Submit– Monitoring Well Abandonment Report. Due day 180.
- Task 3: Source Removal Activities. Submit– Source Removal Report. Due day 270.
- Task 4: Replacement Well Installation and First Quarter Post Active Remediation. Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 390.
- Task 5: Second Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 480.
- Task 6: Third Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Quarterly Report. Due day 570.
- Task 7: Fourth Quarter Post Active Remediation Monitoring. Submit Post Active Remediation Monitoring Annual Report. Due day 660.
- End of Purchase Order: **Day 720.**



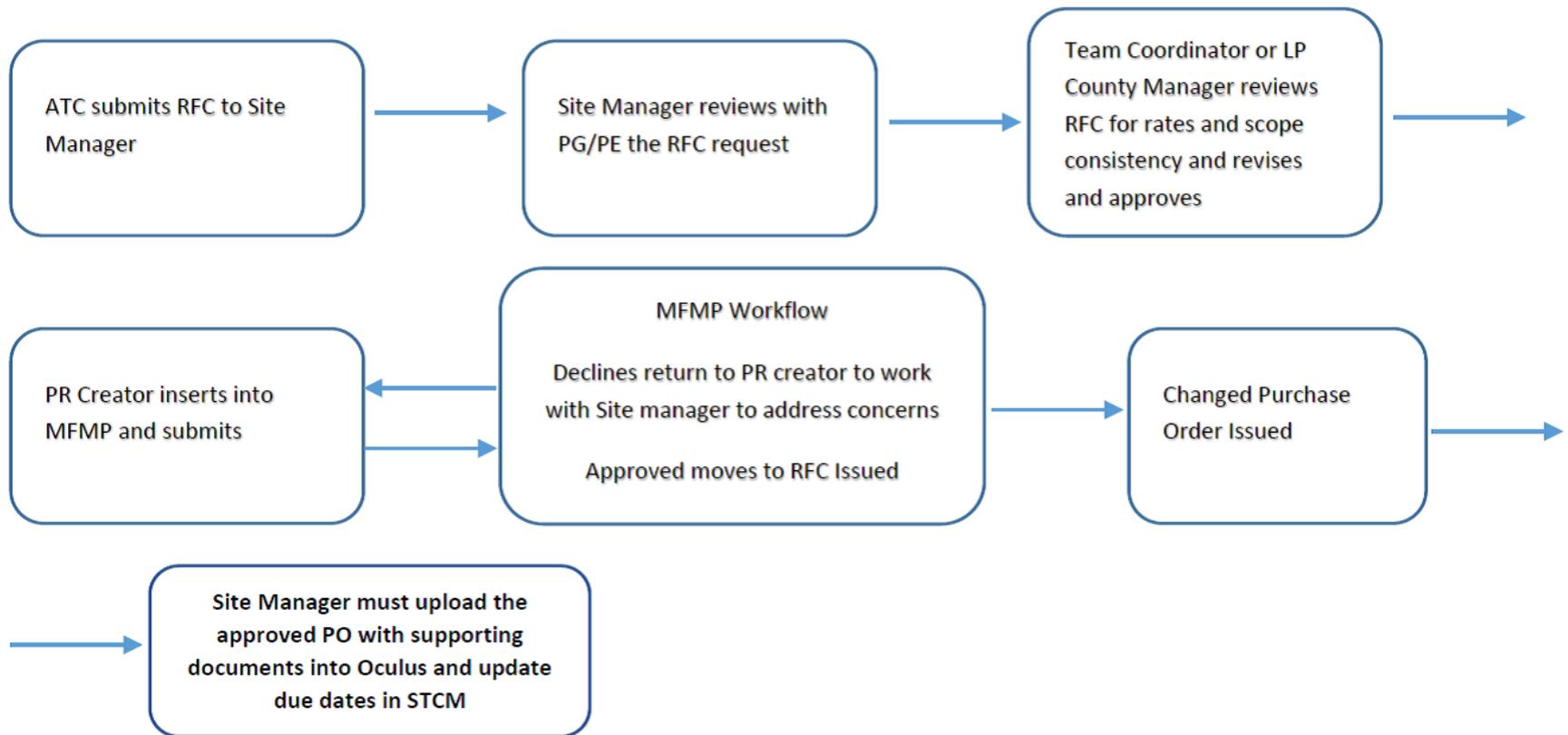
Change Order Process Update

As of November 4, 2014, PRP has a new process for handling Requests for Change Order. In order to expedite handling of change order requests, PRP has:

- a) created a new process flowchart
- b) designated specific staff for handling change order types, by team/county
- c) added staff for PR Creation, and
- d) developed a new mechanism for prioritizing field requests
- e) added an additional Gatekeeper position



Request For Change Order Workflow





Change Order Types

- Cost Change: processed by one of six PR Creators, based upon assigned Teams and Local Program counties
- No-Cost Change: processed by one of two designated PR Creators (Gatekeeper approval not required)
- Expedited Field Requests (**NEW**)
- Emergency Change Orders (rare)



Expedited Field Request for Change Orders

- Field Requests for Change (FRFC)
- Limited to a cumulative amount of **\$35,000** per PO
- If Site Manager and Technical Professional agree with request, the Team Leader/Authorizing Signer (TL/AS) signs paper copy after conferring with a Gatekeeper
- Site Manager emails the Contractor the signed form (**at this point the contractor is authorized to proceed with updated scope—field work begins but routine CO process continues at PRP**)
- TL/AS will write **FRFC** in the top right corner and provide a copy to PRP Accounting for tracking in STCM (Accounting prioritizes entry of FRFC into STCM to be completed prior to COB each day)
- FRFC package emailed to PR Creator for expedited MFMP entry



When Do I Use the FRFC?

- Contractor must demonstrate that this request would save the Department money in terms of fewer mobilizations, field staff time, etc., by utilizing staff and materials already onsite (justifiable).
- An example would include step-out borings or monitor well installation to fully assess the extent of contamination.



Example Situations Requiring Change Orders

- Scope of Work changes
- Additional quantity/cost items not included in the PO
- Due date extensions
- Administrative needs
- Change in site manager
- Field requests



Where Do I Find The New RFC Form?

- <http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>
- Located On the Templates Webpage, under the heading “Agency Term Contract Forms”



Your New & Improved RFC Form

Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program

Request for Change - Authorization for Change in Scope of Work

Facility ID #: _____ Contract #: _____ PO #: _____ Ref #: _____
 FDEP Site Manager: _____ FDEP Cost Share: 100.00% CO #: _____
 Facility Name: _____ Score: _____
 Contractor Name: _____ Contractor Phone #: _____

This is an authorization for the costs associated with the change in quantities of services being provided and/or deliverable due dates. In order for these costs to be paid, these changes must be processed through a change order to the purchase requisition and a revised Purchase Order issued by MFMP prior to initiating work.

Description of Change and Justification: Include complete description of who, what, where, when, how and why.

TASK	PAY ITEM	DESCRIPTION	PAY ITEM PRICE	QUANTITY	UNIT OF MEASURE	EXTENDED PRICE
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -
			\$0.00			\$ -



Example 2nd Half of RFC Form

Florida Department of Environmental Protection-Division of Waste Management-Petroleum Restoration Program
Request for Change - Authorization for Change in Scope of Work

Task	Deliverable Name	Previous Due Date	New Due Date	Change Order Subtotals
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
Period of Service:				\$ -
		Previous End Date	New End Date	Total Authorized Cost

Contractor Representative: _____
 (Print Name) (Signature) (Date)

FDEP Site Manager: _____
 (Print Name) (Signature) (Date)

Team Leader/Co. Manager: _____
 (Print Name) (Signature) (Date)

Reviewer (optional): _____ Technical Approval: _____ PA Approval: _____



New Version of RFC Form!

- Additional column added for Task number
- Drop-down menus for Task and Unit of Measure columns
- Additional rows added to facilitate larger change orders with multiple items
- Requested task due date and subtotal changes added to show total changes per task
- You can also alter due dates and end of period of service dates, as needed-*cannot alter beginning of service date*
- A “Hide Rows” macro will hide any unused rows or tasks



RFC vs Change Order

- The Site Manager/Contractor submits a RFC form and all appropriate documentation (e.g., revised SOW, SPI) **to the designated PR Creator**
- ~~Approved RFCs are sent by the Team AA to PRP.ChangeOrder@dep.state.fl.us~~
- RFC is entered in MyFloridaMarketPlace (MFMP) as a version of the original Purchase Requisition (PR)
- Goes through the regular PR approval process
- Becomes an approved Change Order (CO) when the Revised Purchase Order is issued





You're ready to submit a RFC form for your Purchase Order. Here's a list of what you'll need:

- RFC Form, initiated by the Contractor or Site Manager
- All required quote documentation
- Contractor rates for all types of line items (refer to the original SPI-Rates unit tab or FACTS)
- Revised documents (SOW and/or SPI)
- Future proposed change - Original Purchase Requisition Number (PR) to be included, because all change orders are associated with this number: PRXXXXXXXX-V2, etc.



RFC Numbering and Attachment Revisions

- V represents version number
- PRXXXXXX-V2 is the first RFC
- PRXXXXXX-V3 is the second RFC, and so on
 - Note: DEP may initiate a change where a formal RFC is not processed that will cause the V# to change without an attached RFC (for example, change in Site Manager in MFMP – a comment with phone/email should be included on the PR for the Contractor to see)
- If the SOW is updated in any way, you must attach a revised version of it (e.g., Attachment A - Revision 1)
- If the rate sheet/SPI is updated, you must attach a revised version of it (e.g., Attachment B – Revision 1)
- PRP Contracts will make visible only the most recent versions of these attachments to the PR



Where Do I Find The PR Number?

- Open up your original Purchase Order
- You will find the PR Number immediately above it, listed as ReqID
- Example: ReqID: PR8114945
- It will appear as a hotlink, meaning you can open it up to access/view the original PR



Example Purchase Order



AAB558 - DEP-PETRO-FY14/15-548515749-813-007A-Former Handy Way Food Store #2399-SR (RB)

Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Back

Print

ReqID: [PR8072652](#)
Order ID: [AAB558](#)
Version: 1
Title: DEP-PETRO-FY14/15-548515749-813-007A-Former Handy Way Food Store #2399-SR (RB)
Supplier: Golder Associates
Contract ID: [C4091-GC813-V2](#)
Contact: 006_Jacksonville Florida
PO Balance: \$218,141.00000 USD
Payment Details: [More...](#)
My Labels: [Apply Label...](#)





An Example PR

Browser address bar: https://buyer.myfloridamarketplace.com/Buyer/Main/aw?awh=r&awssk=dUn9&dard=1

Navigation: Home | Help | Logout

Welcome Elizabeth Rogers (Contracts)

PR8336780 - DEP-PETRO-FY14/15-388510590-794-014A-JIFFY FOOD STORE #1556-SD/WA-RD Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also view your request and take the desired action(s).

Buttons: Back, Copy, Edit, Print

Tabs: Summary | Approval Flow | Orders | Receipts | History

Summary

Title: DEP-PETRO-FY14/15-388510590-794-014A-JIFFY FOOD STORE #1556-SD/WA-RD

On Behalf Of: Kristy Trueblood (Contracts) Site Manager

PO Start Date: Mon, 10 Nov, 2014

PO End Date: Mon, 11 May, 2015

Fiscal Year: 2015

PUI#: 3701

Encumber Funds:

Requester OLO: 370000

Requester Site Code: 12

P Card Order:

Do Not Send Purchase Order To Vendor?

My Labels: [Apply Label...](#)

Line Items (1)

No.	Type	Description	Qty	Unit	Line Type	Price	Amount
1		Contractor has been selected to perform a ...	35,022.46	Dollar		\$1.00000 USD	\$35,022.46000 USD

Contractor Info

Supplier: Cardno ATC(F460399408)

Vendor Location: Cardno ATC(005_Cardno ATC - Tampa)

Commodity Code: 77111600: Environmental rehabilitation

State Contract ID: 2014004C

Solicitation #: 2014004C

Method of Procurement: J - Agency ITN [s 287.057(1) (c), F.S.]

Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC

MyGreenFlorida Content: No

Recycled Content? No

Contractor has been selected to perform a Site Decommissioning and Well Abandonment (SD/WA) at the Jiffy Food Store #1556, 112 N. Main St., Chiefland, Levy County, Florida, FAC ID 388510590. Attachment A, Scope of Work, attached to the purchase order (PO) describes the work to be completed by the Contractor. All work shall be performed in accordance with the terms of the Agency Term Contract (ATC). The PRP reference number for this project is 794-014A.

Attached hereto and made a part of this PO is Attachment B - Schedule of Pay Items and Other Related Documents. Pay Items are at or below the negotiated maximum rates included in the ATC. Contractor must submit the appropriate completed documents from Attachment B to the Site Manager with each deliverable, as instructed. Upon completion and approval of all work under this PO, Contractor shall submit a signed Release of Claims document, along with the final invoice. Contractor must also submit a Utilization Report form, included as a tab on Attachment B, with each invoice.

PR Amount

Total Cost: \$35,022.46000 USD



More PR Info

No.	Type	Description	Qty	Unit	Line Type	Price	Amount
<p>Solicitation #: 2014004C</p> <p>Method of Procurement: J - Agency ITN [s 287.057(1) (c), F.S.]</p> <p>Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC</p> <p>MyGreenFlorida Content: No</p> <p>Recycled Content? No</p> <p>Vendor Designation: A - Non Minority</p> <p>Accounting:</p> <p>Bill To: DEP309B (DEP-PETROLEUM RESTORATION PROGRAM SECTION 2)</p> <p>P Card Order? <input type="checkbox"/></p> <p>Advanced Payment Indicator: <input type="checkbox"/></p>							
<p>Attached hereto and made a part of this PO is Attachment B - Schedule of Pay Items and Other Related Documents. Pay items are at or below the negotiated maximum rates included in the ATC. Contractor must submit the appropriate completed documents from Attachment B to the Site Manager with each deliverable, as instructed. Upon completion and approval of all work under this PO, Contractor shall submit a signed Release of Claims document, along with the final invoice. Contractor must include Subcontractor Utilization Report form, included as a tab on Attachment B, with each invoice.</p> <p>The Department will retain 10% of the total amount of each payment made. Contractor may submit a request for release of retainage upon completion, and DEP approval of, all work performed under this PO.</p> <p>The Department will evaluate the Contractor as specified in the Agency Term Contract.</p> <p>The Contractor agrees to perform the services described in the PO in accordance with the terms of its ATC (as those terms may have been amended) which are in effect on date of issuance of the PO. The applicable ATC terms are available at the following URL: https://facts.fidfs.com/Search/ContractDetail.aspx?AgencyId=370000&ContractId=GC794</p>							

Total Cost: \$35,022.46000 USD

FACS URL

SHIPPING - ENTIRE REQUISITION

Ship To: DEP309S (DEP-PETROLEUM RESTORATION PROGRAM SECTION 2)

Deliver To: Kristy Trueblood (Contracts)

Need-by Date:

Shipping Method: Best Way

FOB Code: INC-Dest

COMMENTS - ENTIRE REQUISITION

PR Comments go here

Comments	Visible to Supplier
<p>Rose Driber (Con...</p> <p>The following attachments are attached hereto and made a part of this Purchase Order.</p> <p>Attachment A - Scope of Work</p> <p>Attachment B - Schedule of Pay Items and Other Related Documents</p> <p>Attachment C - Request for Change</p> <p>[Thursday, November 6, 2014 at 10:41 AM]</p> <p>Reply</p>	Yes



Reminders

Are the following correct:

- Contractor's rates? (see 2nd tab of SPI or FACTS for a complete list of rates)
- Unit rate/quantity/unit measure/extended price?
- Increases/Reductions to SPI appropriately addressed?
- PRP Reference Number?
- FAC ID and name? (should match PO info)
- PO #?
- Task #?
- RFC #? (some sites have multiple RFCs)
- Rate sheet line #?
- Description complete and accurate?
- Unit rate/quantity/unit measure/extended price?



Common RFC Errors

- Incomplete and/or unclear forms and descriptions
 - Incorrect PRP Reference Number (either task assignment XXX-XXXXA or work order last five digits (XXXXA))
 - Incorrect Contractor Number for that region
 - Costs not adding up correctly (*automated in new form*)
 - Missing documentation for reimbursable items
 - Illegible handwriting and/or blurred printing
 - Use of highlighter
-
- **Our Goal: Clear, Accurate and Justifiable Request**

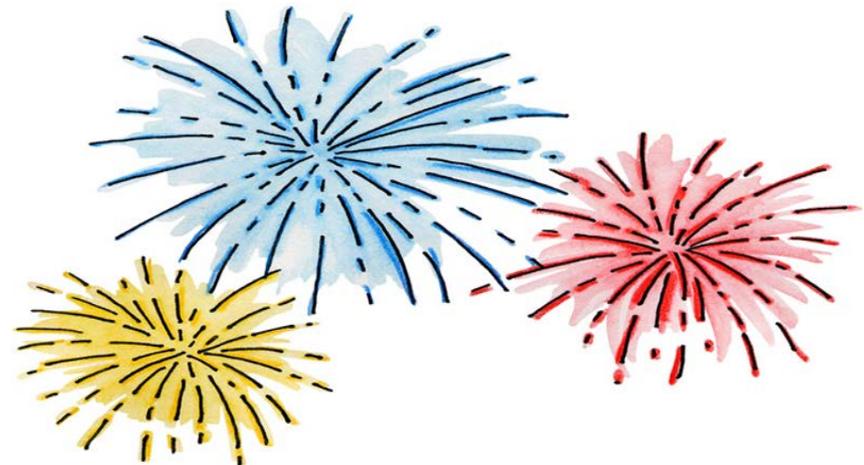


Communication Is Essential

- If the RFC has been altered in any way (e.g., costs, due dates) since originally signed by the Contractor, the Contractor must:
 - a) initial and date all changes, OR
 - b) attach an email with the RFC in which the Contractor clearly acknowledges and agrees with the specific changes made.

SUCCESS!

- When the change order is issued, the Site Manager will receive a notification from MFMP that “PRXXXXXXXX-VX has been ordered”. The Contractor should also receive an email notification, if the Contractor has selected the email option in their registration, from Ariba (MFMP) at that time. The email notification will provide a hyperlink for the Contractor to sign into the system to view the revised PO and attachments.





Example Change Order Language In the PR-V2, etc.

Found in the comments section of the PR:

“Change Order #2 is attached hereto and made a part of this Purchase Order to add groundwater lab analysis. The total increase to this Purchase order for this change order is \$230.00 (new Purchase Order total is \$8,866.96)

Attachment B (Revision 2) is attached hereto and made a part of this Purchase Order to replace Attachment B (Revision 1).

All other terms and conditions of the PO remain unchanged.”



Useful Links

- MFMP Buyer (for reviewing PRs and POs)
<https://buyer.myfloridamarketplace.com/Buyer/Main/>
- MFMP Sourcing (for reviewing E-Quotes)
<https://sourcing.myfloridamarketplace.com/Sourcing/Main/>
- FLORIDA Accountability Contract Tracking System (FACTS)
<http://www.myfloridacfo.com/division/AA/FACTSReporting/>



Recent Issues

- Transition Agreements for sites which are approaching their spending ceiling amounts—working on legal language for these, specialized SPI for these cases
- Multiple task assignments becoming more common as the work onsite progresses
(A  B)
- Handling more complex site work (RACs)



On The Horizon...

- Amending ATC general contract language to address issues such as:
 - Missing lab methodology (Dissolved Iron, Methane, EDC, BTEX/MTBE + Naphthalene, TRPH Fractionation)
 - Clarifying Assessment Report cost items
 - Mobilization including use of Light-Duty Vehicle, Heavy Duty/Stakebed Truck and Work Trailers
 - Clarifying Drilling and Boring description, split-spoon sampling



Questions?

