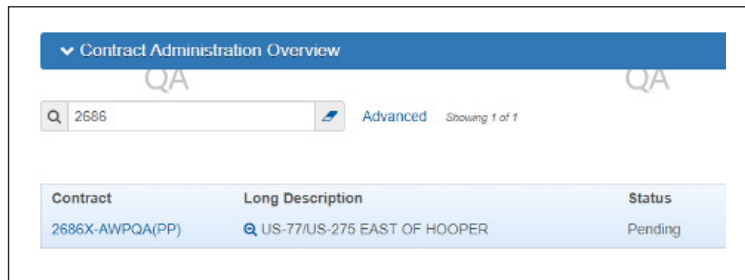
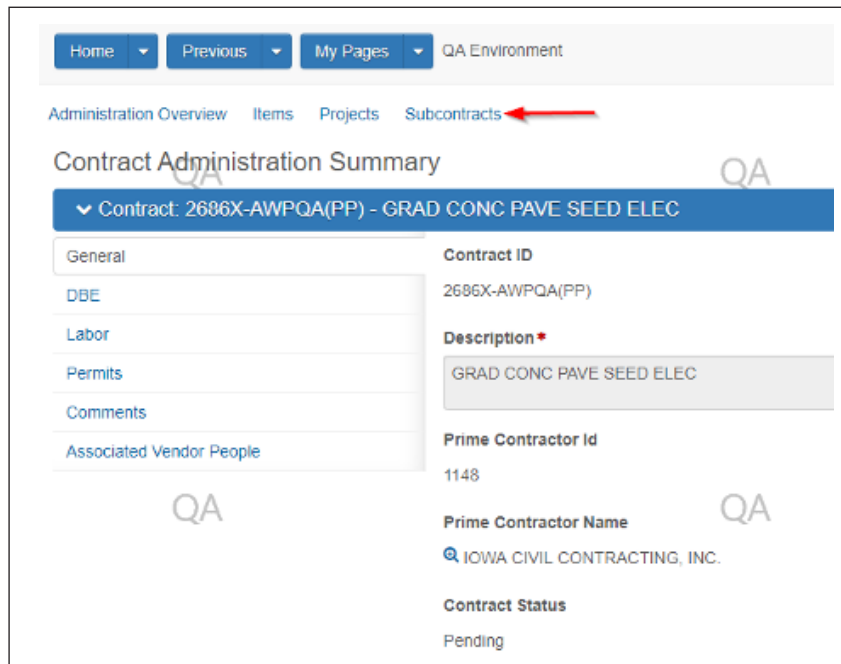


1. On the Dashboard, either search for the Contract in the Search Box first or select the Contract from the Contract Administration Overview by clicking on the Contract hyperlink.



2. From the Contract Administration Summary screen, click on the “Subcontracts” quick link located towards the upper left of the screen.



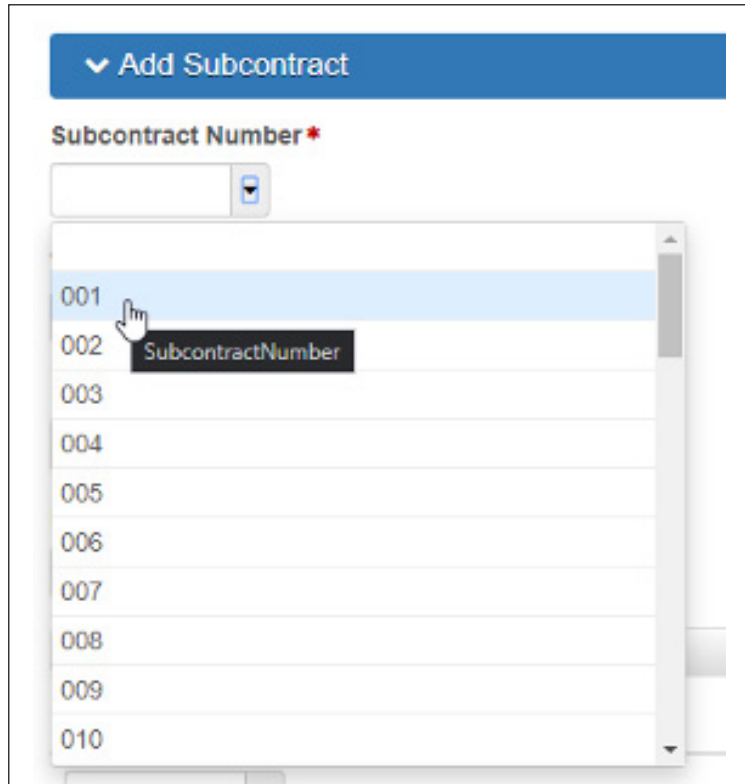


# Subcontracts (Prime Contractor) QRG

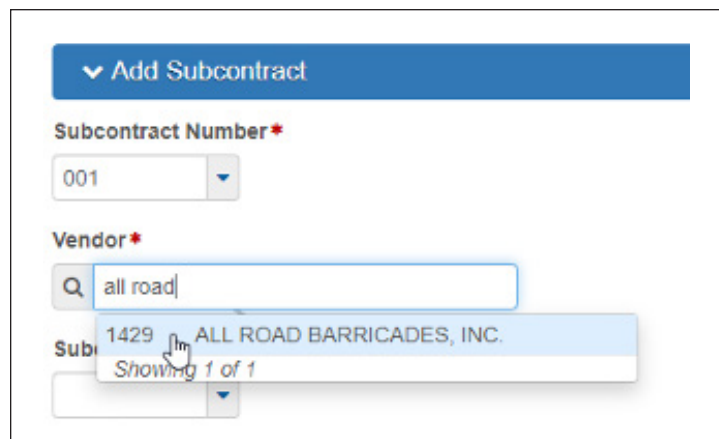
3. The Subcontract Overview screen will display Subcontract summary information for the selected Contract in the top portion. The lower portion will display previously added Subcontracts and a button "Add Subcontract" to add additional Subcontracts.
  - a. To view information about a previously added Subcontract, select the appropriate 'Subcontract Number' hyperlink.

Sub Num	Prmt Sub Num	Vendor	Short Name
001		2302	IRON WORKS, INC.
002		3146	CONTRACTOR SERVICES, INC.
003		1587	NEBRASKA HYDRO-SEEDING CO.

4. After selecting the 'Add Subcontract' button, a new page will load providing the ability to enter a new Subcontract.
  - a. Chose the next sequential Subcontract Number from the drop-down list.



- b. Use the autocomplete field to choose the correct subcontractor. Enter either the Vendor Number or a portion of the Vendor Name to filter the search. You can also simply press enter with the box blank to return all Vendors.



- c. Next, pick the appropriate Subcontract Type from the drop-down list.



# Subcontracts (Prime Contractor) QRG

▼ Add Subcontract

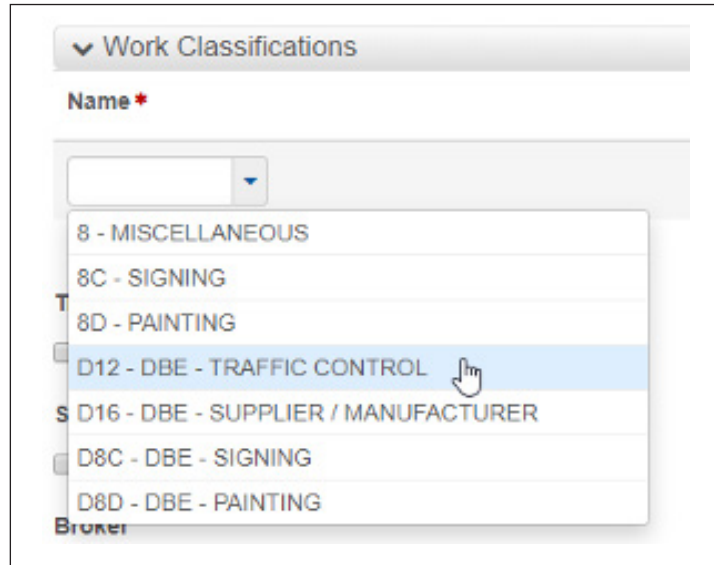
**Subcontract Number \***  
001

**Vendor \***  
1429  
ALL ROAD BARRICADES, INC.

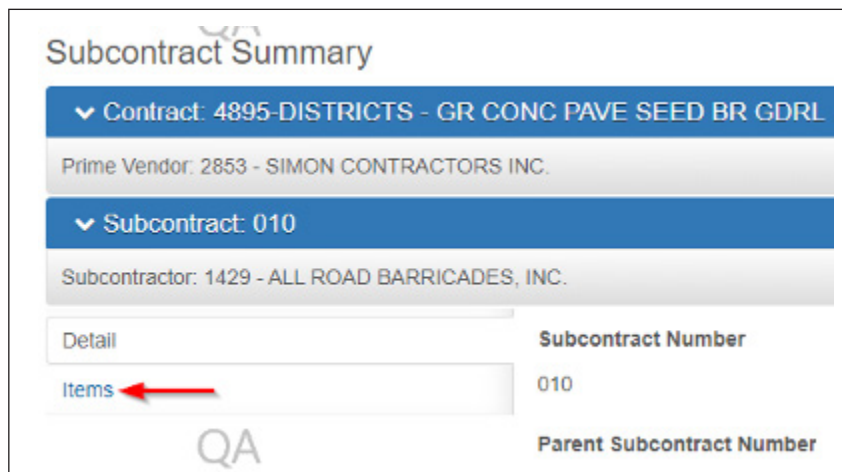
**Subcontract Type \***

- CNOR - NORMAL
- COMM - DBE COMMITMENT
- CS - Construction Surveying
- RHAL - HAULER
- SPEC - SPECIALTY WORK ITEMS

- d. If this Subcontract is tiered subcontract work, choose the appropriate Parent Subcontract Number from the drop-down list.
- e. Under the Work Classifications banner, indicate the appropriate classification(s) of the Subcontractor by selecting from the drop-down list.



- f. If the Subcontractor is a Trucker/Broker, indicate by checking the appropriate boxes for each field.
  - g. When completed, click on the 'Save' button in the blue 'Add Subcontract' banner along the right side.
5. After adding a new Subcontract, or selecting an existing Subcontract, modifications can be made if necessary from the Subcontract Summary page.
  6. To add items, or modify existing Items, click on the "Items" tab along the left side.



- To add new, or additional, Items click on the 'Select Items...' button.

Total Sub Extended Amount  
67,800.00

Item Description	Amount Paid	Amount Applied
0328: 1,000 x 50,000.00000 = 50,000.00 0030.90 - MOBILIZATION	1,000 x 50,000.00000 = 50,000.00	1,000 x 50,000.00000 = 50,000.00
0334: 2,000.000 x 1.50000 = 3,000.00 7515.27 - 6" WHITE WET REFLECTIVE POLYUREA PAVEMENT MAR	2,000.000 x 1.40000 = 2,800.00	2,000.000 x 1.50000 = 3,000.00

Note: "Amount Paid" is the amount paid to the subcontractor. "Amount Applied" is the amount applied to the total amount contracted to subcontractors for the contract.

- A modal window will appear with a list of the Contract Items. The search box can be used to filter the list down. Multiple Items can be selected by selecting the appropriate row for the Item(s) to be added to the Subcontract. When the Items have been selected, chose the 'Add to Subcontract' in the lower right of the modal window.
- After the items have been added from the modal window, expand each item by clicking on the sign on the left side of each row. Adjust the "Quantity" and "Unit Price" if necessary. Enter the "Subcontract Unit Price." After all items are complete, click "Save" in the blue "Subcontract: ###" banner.

Note: The "Unit Price" and "Quantity" are used to calculate the value applied to the subcontracted amount for the contract. They will be adjusted depending on the type of item (see examples).

If there is a markup for the Subcontract Unit Price, enter the actual amount paid to subcontractor.



# Subcontracts (Prime Contractor) QRG

## Examples:

### (A) Quantity Based Item - Where part or all of the amount is *paid to a single subcontractor*.

Current contract information:

Line Item: 0005 – EXCAVATION  
Quantity: 100,000 CY  
Unit Price: \$5.00  
Contract Extended Amount: \$500,000

In this example, 25% of the amount is being subcontracted out.

There is a 10% markup on the subcontractor's work

Quantity: 25,000  
Unit Price: \$5.00  
Extended Amount: \$125,000 = (25,000 x \$5.00) *(This is the amount applied to percentage subcontracted out.)*

Subcontract Unit Price: \$4.50 = (\$5.00 – (10% \* \$5.00)) *(adjusted for markup)*

### (B) Lump Sum Items - Where part or all of the amount is *paid to a single subcontractor*.

Current contract information:

Line Item: 0001 – MOBILIZATION  
Quantity: 1 LS  
Unit Price: \$100,000  
Contract Extended Amount: \$100,000

In this example, 25% of the amount is being subcontracted out.

Quantity: 1  
Unit Price: \$25,000  
*(The amount that represents 25% of the item and will count towards the total amount subcontracted.)*

Subcontract Unit Price: \$25,000 *(adjust for markup if needed)*

### (C) Lump Sum Items - Where the amount is *paid to multiple subcontractors*.

Current contract information:

Line Item: 0001 – MOBILIZATION  
Quantity: 1 LS  
Unit Price: \$100,000  
Contract Extended Amount: \$100,000

Subcontractor A: 20% of the item is subcontracted

Subcontractor B: 30% of the item is subcontracted

Subcontractor A:

Quantity: 1  
Unit Price: \$20,000 *(The amount that represents 20% of the item and will count towards the total amount subcontracted.)*

Subcontract Unit Price: \$20,000 *(adjust for markup if needed)*

Subcontractor B:

Quantity: 1  
Unit Price: \$30,000 *(The amount that represents 30% of the item and will count towards the total amount subcontracted.)*

Subcontract Unit Price: \$30,000 *(adjust for markup if needed)*



# Subcontracts (Prime Contractor) QRG

## (D) Items split between *multiple subcontractors* over the entire “Quantity”

Current contract information:

Line Item: 0030 – PERMANENT PAVEMENT MARKING, PAINT  
Quantity: 40,000 LF  
Unit Price: \$0.50  
Contract Extended Amount: \$100,000

Subcontractor A: Subcontracted to do paint removal across the entire quantity.  
They are being paid \$15,000.

Subcontractor B: Subcontracted to do the painting. They are being paid \$25,000.

Subcontractor A:

Quantity: 40,000  
Unit Price: \$0.375 (15,000 / 40,000)  
Subcontract Unit Price: \$0.375 (*adjust for markup if needed*)

Subcontractor B:

Quantity: 40,000  
Unit Price: \$0.625 (25,000 / 40,000)  
Subcontract Unit Price: \$0.625 (*adjust for markup if needed*)

10. These fields above can be modified later if needed after the item is initially added.
11. Once all subcontract information and items are entered, select the ‘Details’ tab along the left-side, and enter the current date in the ‘Ready for Review’ field. This indicates the Subcontract is complete and ready for the Subcontracts Office to review it for approval.

Ready For Review Date  
04/18/2020  
Consent Date

12. For changes to subcontractor information:
  - Delete the Ready for Review Date (RFRD).
  - Click Save
  - Make the changes.
  - Re-enter the RFRD
  - Click Save

Note: If there is a Consent Date, it will need removed before changes can be made. To do this, email the subcontracts section at [ndot.Subcontracts@nebraska.gov](mailto:ndot.Subcontracts@nebraska.gov).