



Liquidated Damages QRG

1. From the Dashboard under 'Contract Administration', select the blue hyperlink 'Contract' of the applicable Contract.
2. From the left-side tabs, select "Contract Times". Scroll-down to the collapsible container titled "Site". Click on the blue hyperlink for the main Contract time shown.
3. The system navigates to the main Contract Time. Choose "Rates And Cap Amount" from the component tabs on the left.
 - a. Ensure the "Calculate Liquidated Damage" and "Calculate Incentive" checkboxes are checked.
 - b. Enter the applicable Liquidated Damages and Incentive Rate amounts.
 - c. Enter amounts into the "Liquidated Damages/Disincentive Cap Amounts" and "Incentive Cap Amount" field if required.
4. Click on the 'Save' button at the right-side of the blue component bar.