

Prolog DGS PM Training Agenda

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- Who Uses Prolog

Access

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- Addresses
- Citrix
- Login

Navigation

- Portfolio Manager
- Navigation Menus
- General Use

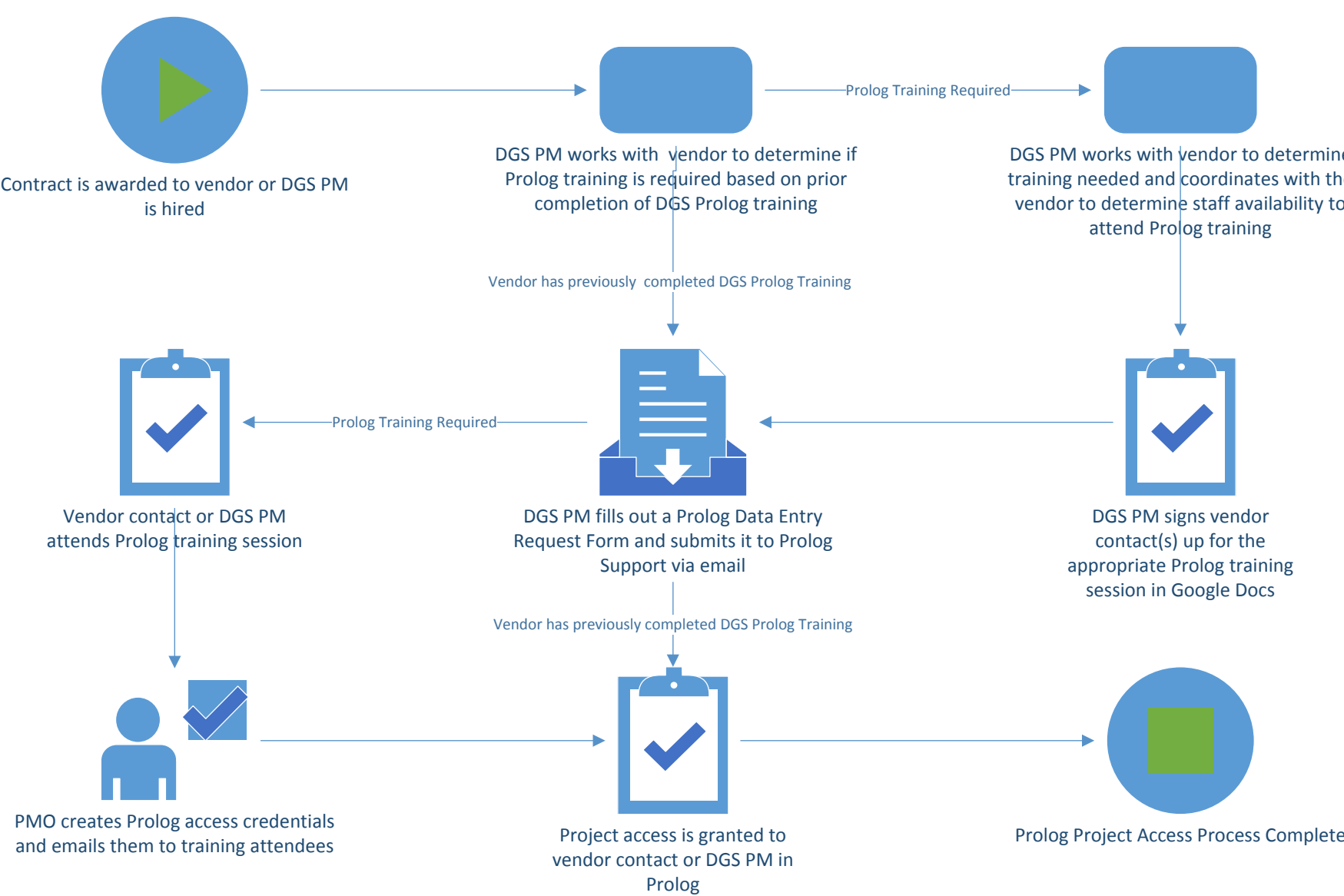
Project Use

- Creating a Project
- Updating Project Info
- Adding a Project Photo
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- Entering a Contract
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- Invoicing – Processes and Procedures

Prolog Training and Project Access Process



Prolog Data Entry Request Form

Date Submitted			
Date Completed (PMO use only)			
Project Manager Name			
Type of Request	☐ Project Creation ☐ Project Access ☐ Project Transfer		
PROJECT INFORMATION			
Prolog Project Name		City, State, Zip:	
Prolog Project Address		Project Status:	Select Project Status
Building Name		Ward:	
Project Description (brief)		Sq Feet:	
		Project Budget:	
Client Agency		Project Start Date:	
Cluster	☐ DPR ☐ Gov't Center ☐ Human Services ☐ Public Safety ☐ Schools ☐ Stabilization	Project End Date:	
COMPANY INFORMATION			
Company Name:		PM or Cluster Leader Signature	
Company Street Address:			
City			
State			
Zip code			
Telephone			
Type of Company	☐ AE ☐ CM ☐ GC ☐ Misc		
CONTACT INFORMATION			
Contact Name		Prolog Training Required?	
Type of Access	☐ AE ☐ CM ☐ GC ☐ Misc ☐ DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			
Contact Name		Prolog Training Required?	
Type of Access	☐ AE ☐ CM ☐ GC ☐ Misc ☐ DGS PM/APM	Scheduled Prolog Training Date	
Phone Number			
Email Address			

Prolog Data Entry Request Form Instructions

Please use the Prolog Data Entry Request Form for all Prolog data entry requests moving forward. The form reflects the information PMO needs to complete your requests and to include updated information for your projects.

Please note the following items when filling out the form:

1. **Include all of the information for the fields that are titled in ORANGE for all requests. Incomplete forms will be rejected.**
2. Select **Project Creation** in the Type of Request field if you are requesting that a new project be created in Prolog.
3. Select **Project Access** in the Type of Request field if you are requesting access to an existing project in Prolog for a vendor contact or DGS personnel (including DGS consultant PM's).
4. Select **Project Transfer** in the Type of Request field if you are requesting to have the project transferred to a new DGS PM in Prolog.
5. The **Prolog Project Name** is the name of the project **as it appears in Prolog**. For Stabilization or Miscellaneous contracts, enter the name of the Stabilization or Miscellaneous project that contains (or will contain) your contract **as it appears in Prolog**.
6. Enter the **Prolog Project Address as it appears, or will appear in Prolog**. If it is (or will be) a Stabilization or Miscellaneous project the address is usually "Various" or "Multiple" or similar.
7. Enter the **Building Name** for the project location. This is only place where you'll enter the name of the School, Rec Center or similar when it is a Stabilization or Miscellaneous project.
8. Select the **Project Status** from the drop-down list.
9. **Enter DGS as the vendor in the Company Information section if the request is for DGS PM staff (includes DGS consultant PM's).**
10. DGS consultant PMs/APMs should select **DGS PM/APM** as their access type for all requests. CM access is for 3rd party **construction managers hired for specific projects**.
11. **Project Creation and Project Transfer** requests require Cluster Leader signature. All other requests require DGS PM Signature.
12. If the person that you are requesting Prolog access for requires Prolog training select **YES** from the drop-down for the **Prolog Training Required?** Field. Otherwise, select **NO**.
13. If the person you are requesting Prolog access for requires Prolog training, check with your check Google Docs for available Prolog training sessions with open seats, coordinate Prolog training with your vendor and enter the date of the Prolog Training Session that your vendor will attend next to the **Scheduled Prolog Training Date** field.
14. It is the PM's responsibility to determine whether a vendor contact needs Prolog training and to coordinate and schedule Prolog training with their vendor contacts when Prolog training is required.
15. PMO will add the vendor contact name and info to the Prolog Training sign-up Sheet in Google Docs for the Prolog training session which you enter on the form.
16. Completed and signed forms should be sent as a pdf file to Prolog.Support2@dc.gov.

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 11, 2017 1:46 PM
To: Coffman, David (DGS); Stewart, Robbie (DGS); Campbell, Stephen (DGS)
Cc: Support, Prolog (DGS)
Subject: New Project Entered

New Project Entered

Project#: 925
A-S-T: DCN-000003
Project Name: Generator Instalation at The Youth Challenge Academy
Project Mgr:
Coordinator:
Cluster Leader:
Entered by: Uday Patel

Next Required Steps:

Complete project data including: project scope of work, GSF, beneficial occupancy date, project budget (Additional Information tab), and project contacts.
Prepare a P6 schedule.

Prolog Manager – DGS Staff Training Important Links

- Login Address for Citrix (Prolog Manager) -
<http://citrix.solutionguidance.com/Citrix/MetaFrame/auth/login.aspx>
- Login Address for Prolog Converge -
<https://dres.solutionguidance.com/prologconverge/webclient/>
- Where to find DGS Forms and Instructions –
<https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors>
- PMO Office and Prolog Support -
Prolog.Support2@dc.gov
- Invoice Processing –
U:\opmfile\ccsa_Invoice Processing

Step 1 - To login to DGS Project Management Control System (PMCS), go to the following URL:

<http://citrix.projectteam.net/Citrix/MetaFrame/auth/login.aspx>

Username and Password will be provided after training.

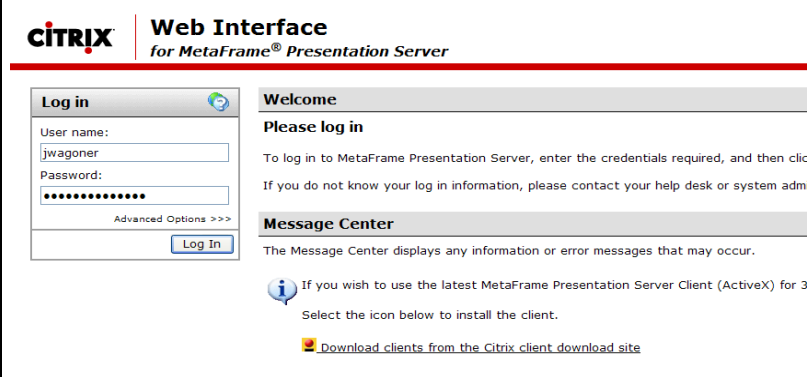


Figure 1

Step 2 - Click on the Prolog Manager Icon to Open the Program.



Figure 2

Step 3 - To Access the project click on File then Open Database...

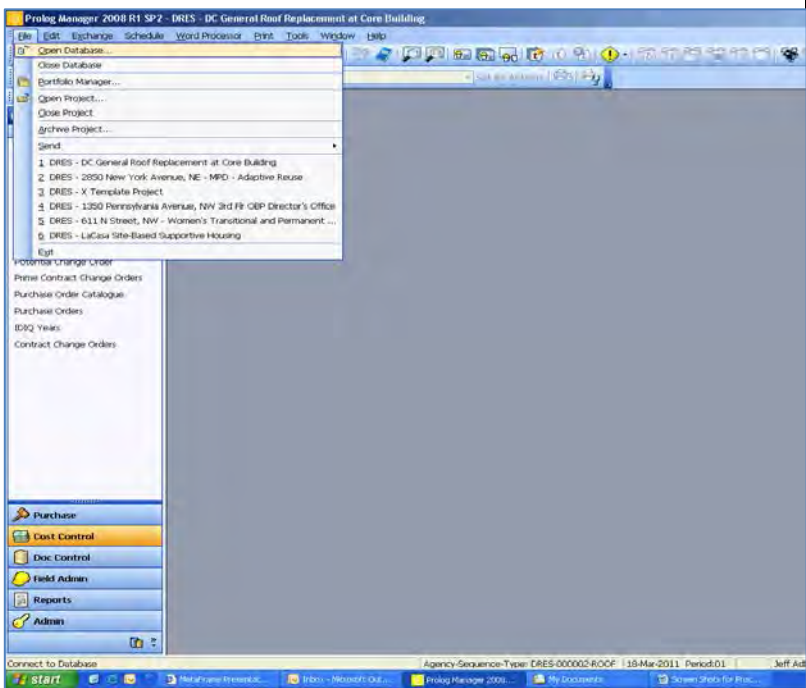


Figure 3

Step 4- The user name is selected by clicking the Refresh icon to the right of the User Name drop down list and then selecting the name from the drop down; the password is the Prolog Password provided to the user. Click **OK**.

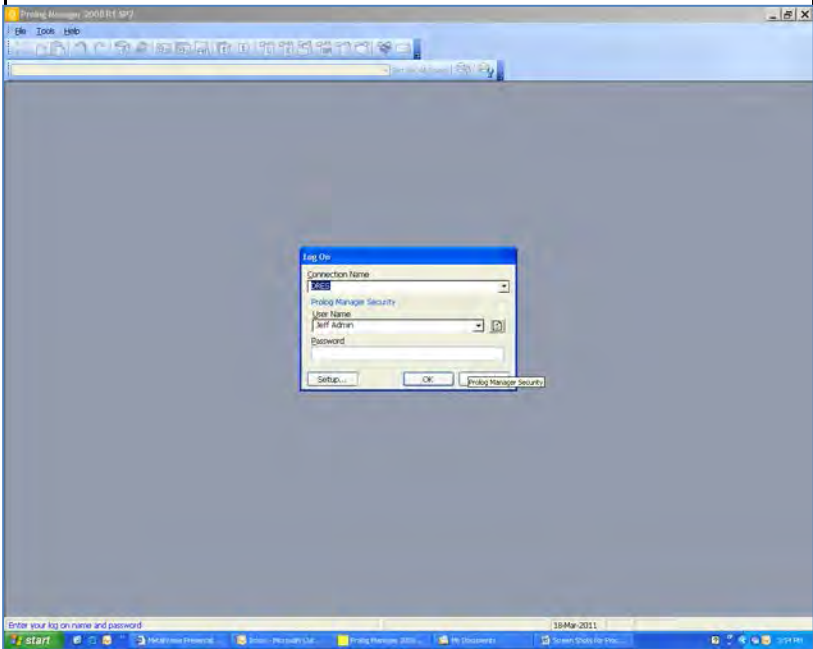


Figure 4

Step 5 - New projects are initially set up in Prolog Manager by the PMO Team at the onset of the project. To open a project, select the desired project and then choose "Open Project" or double click on the project name.

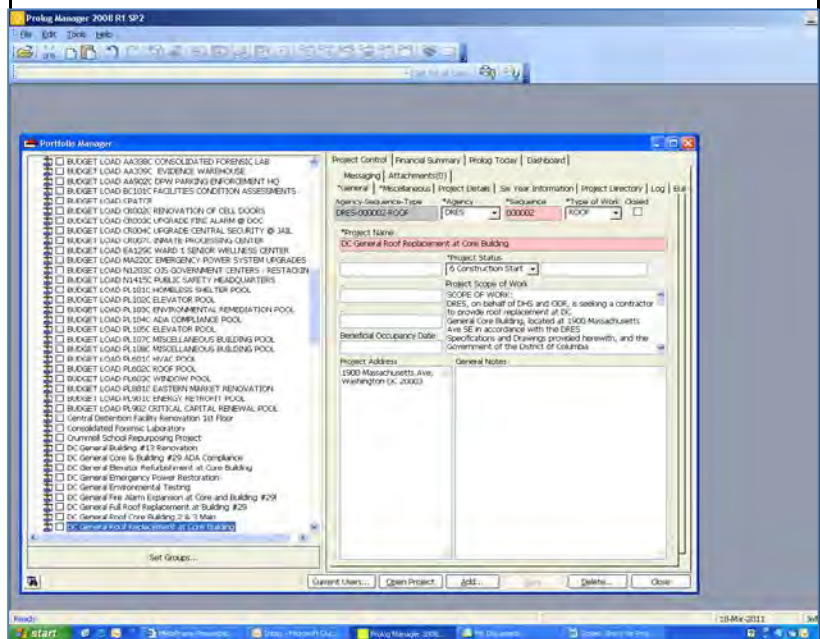


Figure 5

Step 6 - Once the Navigation Pane opens in Prolog Manager, the project is ready to work within.

NOTE: A project is open if the name is displayed on the top left header

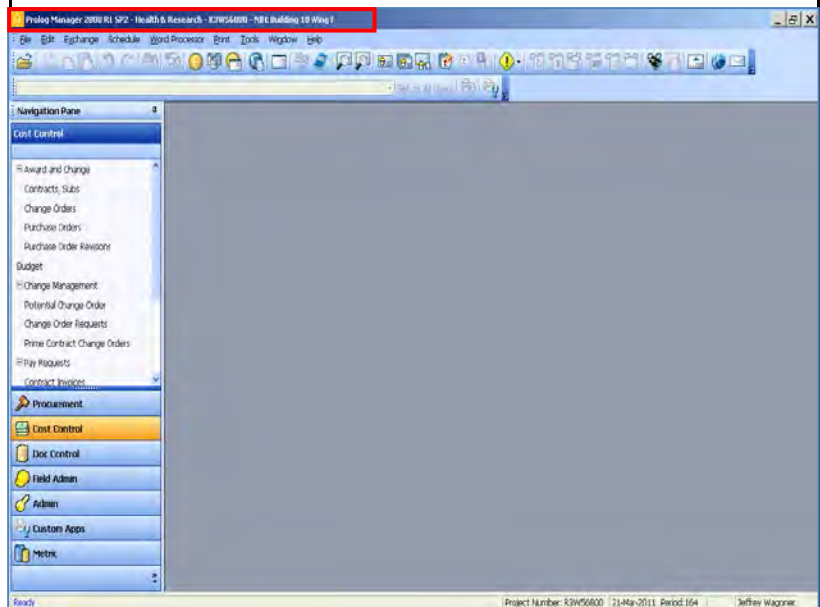


Figure 6

- 1) Before linking a photo to your project in Prolog you must place the photo as a .jpg file, titled with the project name, on the **DGS Project Photos drive** folder available through your Citrix log on.

NOTE: THE FILE SIZE OF EACH PHOTO MUST BE LESS THAN 250 KB

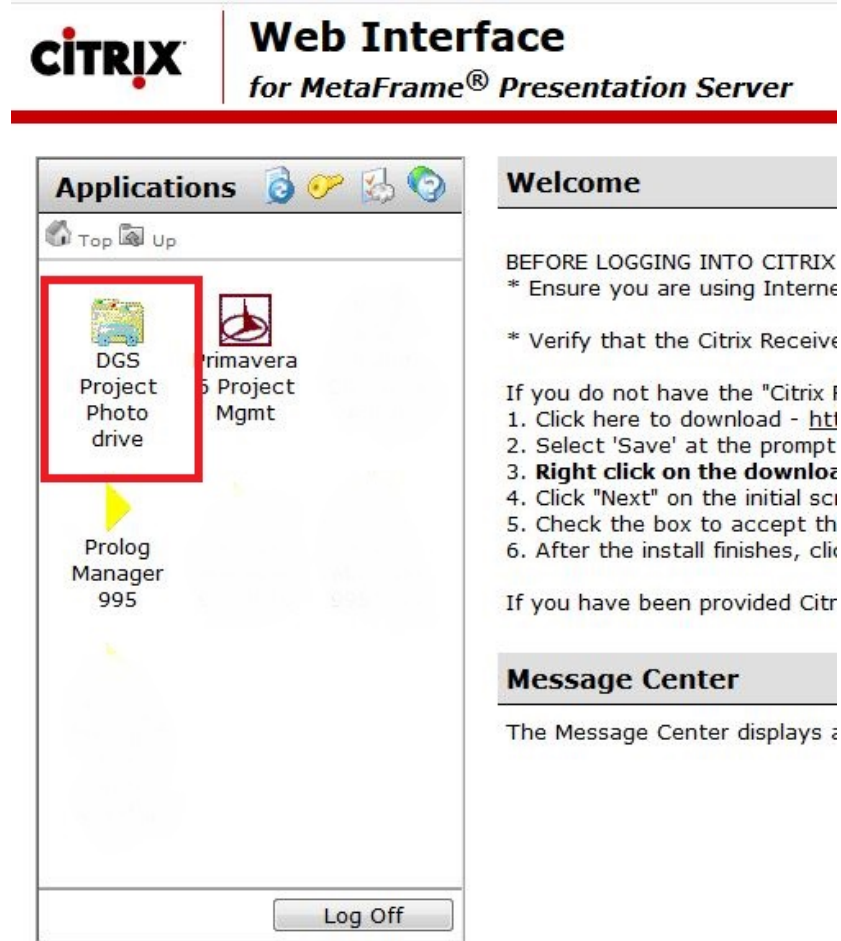


Figure 1

- 2) Navigate to the location of your project photo on your computer or the U: drive using the folder tree on the left-hand side of the pop-up window. Select the photo that you want to use for the project on the right-hand side of the window with a single right-click and select **Copy**

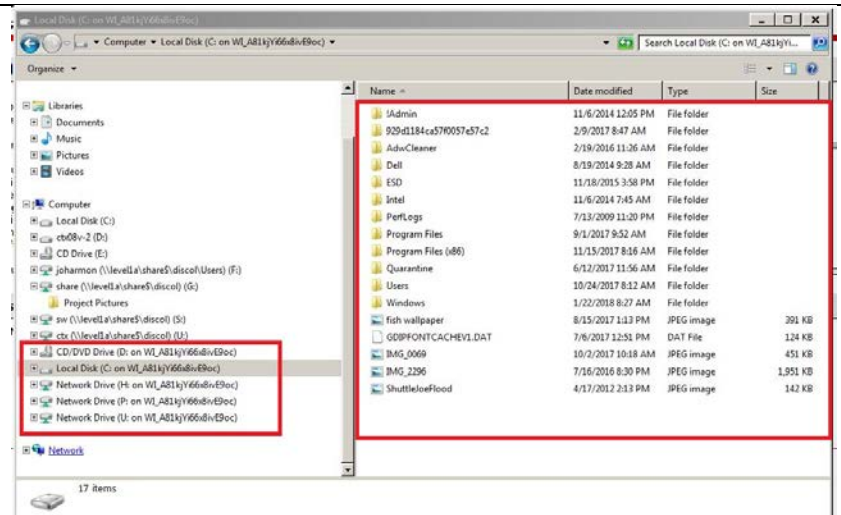


Figure 2

- 3) Select the Project Photos folder on the G: Drive from the folder tree on the left-hand side of the window. Right-click in the files list in the right-hand side of the window and click **Paste**. Verify that your Project Photo was pasted into the folder by looking for the photo file that you just pasted in the list of files. Your Project Photo is now ready to be linked to your project in Prolog.

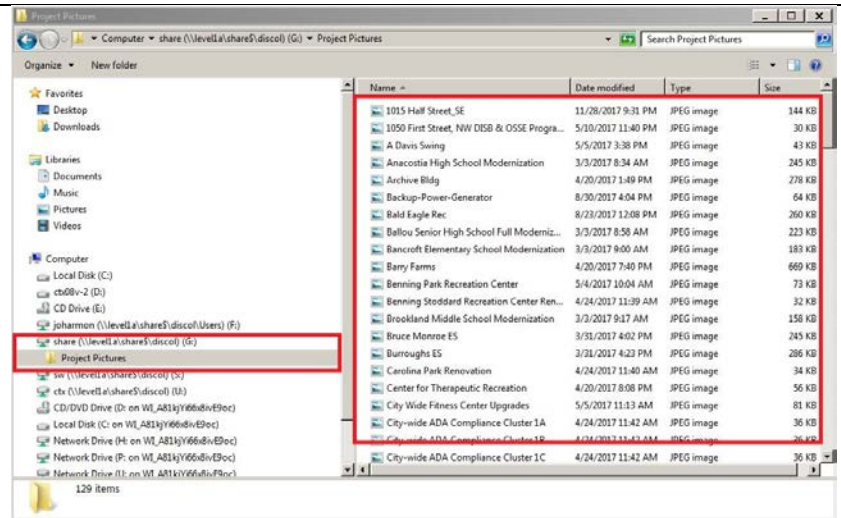


Figure 3

- 4) Open the project that you wish to add a photo to in Prolog. Select **"Field Admin"** from the Navigation Pane and then select **"Punch List"**, this will open a new window to create a new punch list item. On the **"Trade"** pull-down at the top, select **"Project Photo"**. Enter **Project Photo** into the **"Description"** field. Enter today's date into the **"Initiated"** field.

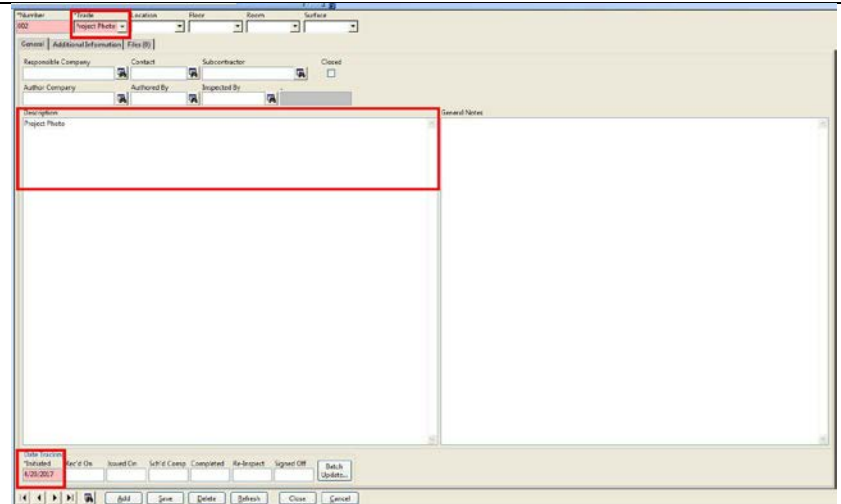


Figure 4

NOTE: DO NOT TYPE ANYTHING OTHER THAN "PROJECT PHOTO" INTO THE DESCRIPTION FIELD!

- 5) Select the **"Files"** tab. Click the **"Add Link"** button. This will open. Select **"Local File"** in the External Files Links Type pop-up and then click **"OK"**.

NOTE: DO NOT SELECT PROLOG CONVERGE FILE OR URL!

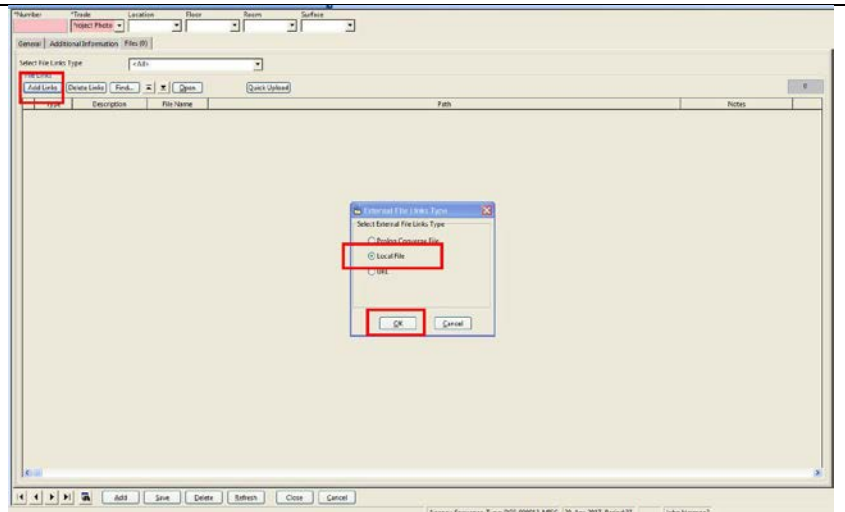


Figure 5

- 6) The **"Select File to Link"** window will open. Navigate to the project photo file which you pasted onto the G: Drive in Step 1 and wish to link to the Project, select the file with a single-click and select **"Open."**

Click the **"Save"** button to save the record.

The picture file has now been linked to the project and will show up in the project reports.

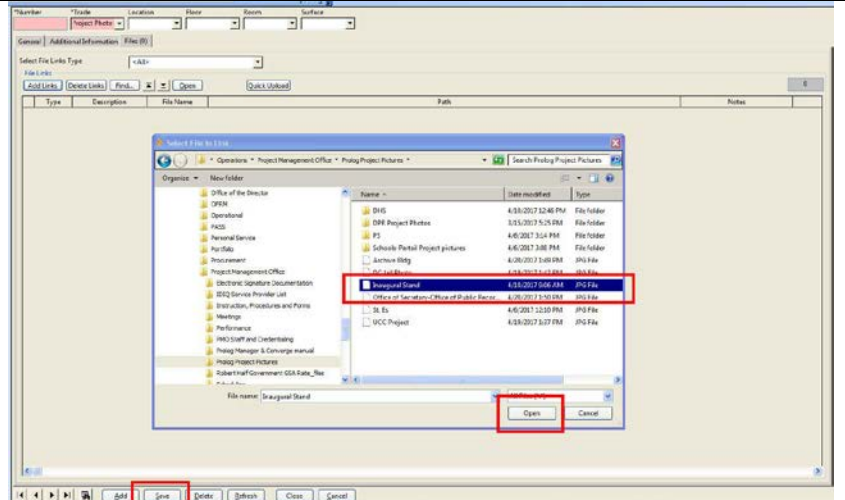


Figure 6

Prolog Updates - Fields Matrix								
Line #	Report Field	Report(s) This Field Is Used On	PM	Cluster Leader	Module	Tab	Description	Frequency Of Update
1	Budget Status	WCQPM		X	Portfolio Manager	General	Green = On Budget, Yellow = Potential Budget Issue, Red = Exceeds Budget	Weekly
2	Schedule Status	WCQPDM		X	Portfolio Manager	General	Green = On Schedule, Yellow = Potential Schedule Issue, Red = Not on Schedule	Weekly
3	Project Status	WCQPUDS	X		Portfolio Manager	General	Active-Design, Active-Construction, Active - Preconstruction, Active Close-out, On Hold, Cancelled or Completed (do not use any other status)	As Needed
4	Ending GSF (gross square footage)		X		Portfolio Manager	General	Enter the finished GSF for the project (buildings only)	As Needed
5	Project Description	UDS	X		Portfolio Manager	General	Short clear concise project description of the project and include the basic SOW. Update this field when major scope changes happen	As Needed
6	Budget Est.	WCPUS	X		Portfolio Manager	General	Enter the TOTAL PROJECT budget estimate. Update as needed	As Needed
7	Project Address	WCQPM	X		Portfolio Manager	General	Enter the Project Address	Once
8	Exec. Summary - External	WCU	X		Portfolio Manager	General	This should be a short and concise high-level Executive Summary for dissemination outside the Agency	Weekly
9	Project Completion Level - By Phase	WCQU	X		Portfolio Manager	Additional Information	Enter percent complete for each project phase (i.e. Planning - 100% Design - 50% Pre-Construction - 0% Construction - 0% Close Out - 0%)	Weekly
10	Groundbreaking Date	C	X		Portfolio Manager	Additional Information	Enter your project groundbreaking date - if applicable	As Needed
11	Ribbon Cutting Date	C	X		Portfolio Manager	Additional Information	Enter your project ribbon cutting date - if applicable	As Needed
12	Next Community/SIT Meeting Date	C	X		Portfolio Manager	Additional Information	Enter the date of your next SIT or community meeting - if applicable	As Needed
13	LEED Level		X		Portfolio Manager	Additional Information	Select the level of LEED Certification that the project will achieve. Select '01 - Non-Certified' if there will be no LEED Certification on the project	As Needed
14	Weekly Project Progress	US	X		Portfolio Manager	Additional Information	List the specific weekly progress on the project to include actual activities. Be clear and concise. This field is also used to populate the "Project Status" field in Salesforce.	Weekly
15	Hot Topics Issues/Incidents	C	X		Portfolio Manager	Additional Information	List any immediate Hot Items or incidents requiring explanation which stakeholders should be aware of	Weekly
16	Issues/Challenges - Internal	DM	X		Portfolio Manager	Additional Information	List any issues or challenges on the project that should be held internally (MDAR)	Weekly
17	Notes - Internal	D	X		Portfolio Manager	Additional Information	Enter any notes or Action Items for the Director's Report	Weekly
18	Progress This Quarter	Q	X		Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in this quarter of the fiscal year cycle -Updated quarterly	Quarterly
19	Community Concerns	CU	X		Portfolio Manager	Additional Information	List items or issues that the community has raised or identified as of concern to them	Weekly
20	Budget Comments	U	X		Portfolio Manager	Additional Information	Enter comments and/or concerns related to the project budget	Weekly
21	Schedule Comments	U	X		Portfolio Manager	Additional Information	Enter comments and/or concerns related to the project schedule	Weekly
22	Utility Comments	U	X		Portfolio Manager	Additional Information	Enter comments and/or concerns related to project utilities. Include permit, work order or tracking numbers if available	Weekly
23	Progress This Next Quarter	Q	X		Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in the next quarter of the fiscal year cycle -Updated quarterly	Quarterly
24	Project Uses ADA Funds (Checkbox)		X		Portfolio Manager	Additional Information	Check the box if the project will use ADA Pool funds	As Needed
25	ADA Funded Work		X		Portfolio Manager	Additional Information	Enter the scope of work that the ADA Pool funds will be used for	As Needed
26	Project Uses Sustainability Funds (Checkbox)		X		Portfolio Manager	Additional Information	Check the box if the project will use Energy and Sustainability Pool funds	As Needed
27	Sustainability Funded Work		X		Portfolio Manager	Additional Information	Enter the scope of work that the Energy and Sustainability Pool funds will be used for	As Needed
28	DC Web Project Reported (Checkbox)		X		Portfolio Manager	Additional Information	Check the box if the project will be posted on the DGS website	As Needed
29	DC Web Project Description	WCQ	X		Portfolio Manager	Additional Information	Short project description that should be suitable for posting on the DGS Website to describe the project.	As Needed
30	Historical Activity		X		Portfolio Manager	Additional Information	This field allows you to keep a record of anything that you want from the other fields when you update each week. Just copy relevant information that you want to save from other fields and paste it here. *Append the data in this field only with each update. Do not overwrite or delete the existing data.	As Needed
31	Progress This Fiscal Year	WQ	X		Portfolio Manager	Additional Information	Use this field to outline the progress that will happen in this fiscal year cycle-Updated yearly	Yearly
32	Executive Summary - Internal		X		Portfolio Manager	Additional Information	This should be a short and concise high-level Executive Summary of the current state of your project for dissemination within the Agency (there is no guarantee that this report will not make it outside of the Agency)	Weekly
33	Permit Comments	U	X		Portfolio Manager	Additional Information	Enter comments and/or concerns related to project permits. Include permit or tracking numbers if available.	Weekly
34	Technology Comments	U	X		Portfolio Manager	Additional Information	Enter comments and/or concerns related to project technology (OCTO/DC Net/Etc.)	Weekly

Line #	Report Field	Report(s) This Field Is Used On	PM	Cluster Leader	Module	Tab	Description	Frequency Of Update
35	Material Order Date	S	X		Portfolio Manager	Additional Information	Enter the date that materials are ordered for any material that needs to be tracked as the bulk part of a project (Used mainly for Stabilization projects but may apply to other projects as well)	Weekly
36	Material Delivery Date	S	X		Portfolio Manager	Additional Information	Enter the date that materials are scheduled to be delivered for material that needs to be tracked as the bulk part of a project (Used mainly for Stabilization projects but may apply to other projects as well)	Weekly
37	Client Agency Notice To Proceed Date	S	X		Portfolio Manager	Additional Information	Enter that date on which the Client Agency for the project issued the Notice to Proceed to DGS	As Needed
38	Activities Completed	M	X		Portfolio Manager	Additional Information	List activities completed since the last MDAR (MDAR is sent at the end of the month)	Monthly
39	Activities In Progress	M	X		Portfolio Manager	Additional Information	List activities to be completed by the next MDAR (MDAR is sent at the end of the month)	Monthly
40	Client Agency Contact	C	X		Portfolio Manager	Misc	Provide the name of the contact person from your Client Agency	As Needed
41	Project Directory (A/E, CM, GC)	WCQUDSM	X		Portfolio Manager	Project Directory	Add all of the appropriate stakeholder and vendor contacts and input their corresponding roles on the project (GC Main for the designated GC Contact, AE Main for the designated AE Contact, Etc.) Only ONE 'Main' Project Role should be assigned for each company regardless of the number of contacts in the Project Directory from that company (One AE Main, One GC Main, One CM Main). Select "To Be Determined" from the vendor list as the company and contact name for the AE Main, CM Main, and GC Main roles until the company filling the role has been selected/awarded.	As Needed

Used On' Column Abbreviations Key - W = Weekly Report C = Client Agency Report Q = Quarterly Report P = Project Activity Report (PAR) U = Project Update Report D = Director's Report S=Salesforce Report
M = MDAR Report

Step 1- Add contacts to your project in the **Project Directory** tab in **Portfolio Manager** assign them **Project Roles**. The Project Directory should be updated anytime a person is added or removed from a project.

*****NOTE***** If there are contacts listed in the Project Directory for your project that are no longer valid or do not need to be listed you can delete them by selecting them with a single-click and then clicking the **Delete Link** button.

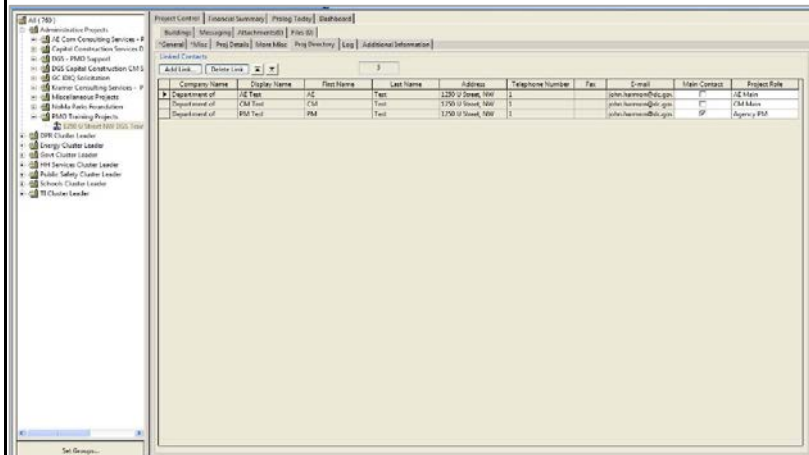


Figure 1

Step 2- Locate and single-click on the name the project you want to update in the **Portfolio Manager** project list (red box) to select it. Click on the **Project Directory** tab at the top of the Portfolio Manager (blue box), then click the **Add Link** button (orange box) above the main field. This option will open a window allowing you to select the contacts to add to the Project Directory. *****NOTE***** You can add contacts and roles to allow the automatic notifications from Prolog to go to additional people from your team even if they are not the Project Manager for the project.

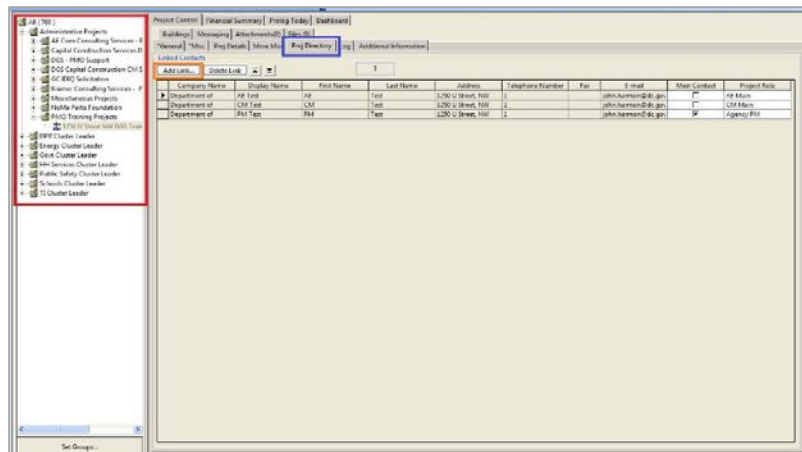


Figure 2

Step 3- In the **Projects** field (red box), click the arrow and select **"*"**. This will pull up a complete list of contacts in the Prolog System. Double-click on the contact that you wish to add (blue box) and their information will display in the open field in the window. Repeat this step to add multiple names at one time. Once you have selected all of the contacts that you wish to add, click on the **OK** button at the bottom of the window (orange box). *****NOTE*****

The Project Directory will only display contacts that have been entered into the Prolog system. If you do not see your desired contact once you have selected the **"*"** from the drop-down and scrolled through the list please contact Prolog.Support2@dc.gov.

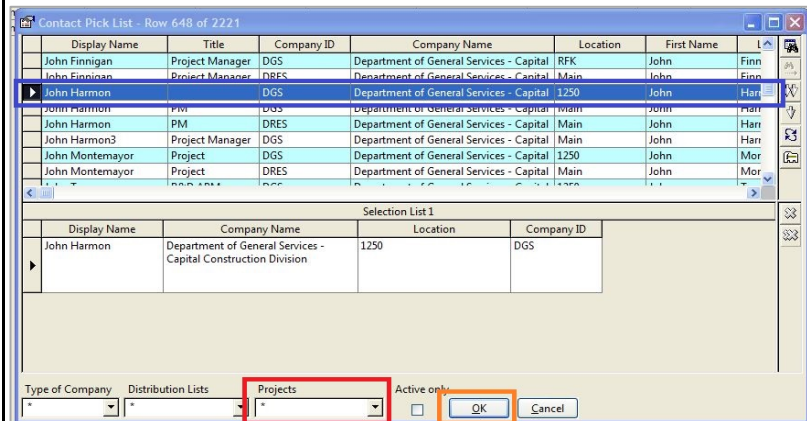
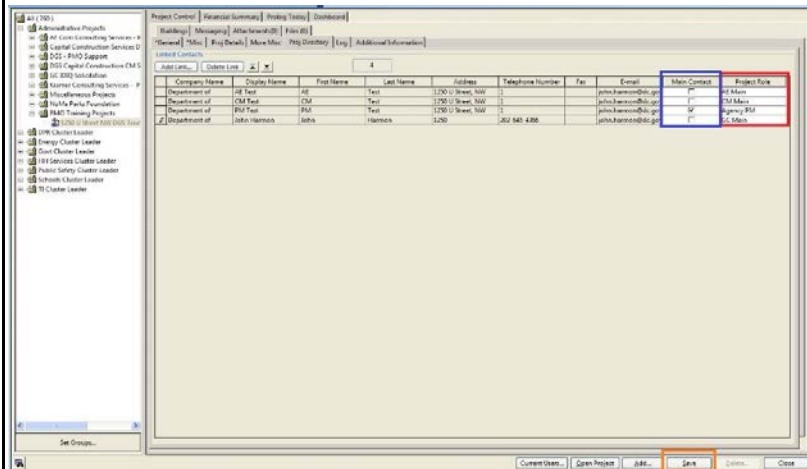


Figure 3

Step 4- Assign a Project Role to all contacts in the Project Directory by clicking on the white space in the **Project Role** column (red box) and selecting a role from the drop-down list. Check the box in the **Main Contact** column for the main project contact from each company (blue box). Click on the **Save** button (orange box) when complete. *****NOTE***** You must add the AE Main contact, the GC Main contact and the CM Main contact (if a CM is retained for the Project) in the Project Directory and keep this information updated. **ASSIGN ONLY ONE MAIN CONTACT PER COMPANY.**



Notifications Sent to Role?	Project Roles	Use/Notes
Yes - Invoicing	AE Main	Architect/Engineer Contact
No	Agency Director	DGS or Other Agency Director
Yes-Most	Agency PM	DGS PM or APM - Automatic
No	Assistant Project Manager	If contact is vendor APM
Yes - Invoicing	Billing Contact	To send invoicing notifications
Yes - Invoicing	CM Main	Const. Mgr. Contact - NOT GC
No	Field Superintendent	Field Superintendent Contact
Yes - Invoicing	GC Main	General Contractor Contact
No	Misc. Main	Other Misc. Contacts - NOT CM
No	PM	Non-DGS Project Manager
No	PMO 0-7	PMO USE ONLY
Yes - Most	Program Manager	Program Manager - DCPS/DPR
No	Sr. Project Manager	Non-DGS Sr. Project Manager

Step 1 - The first step in linking documents to specific project records in Prolog is to upload documents in Prolog File Management. To access Prolog File Management, go to Tools > Prolog File Management...

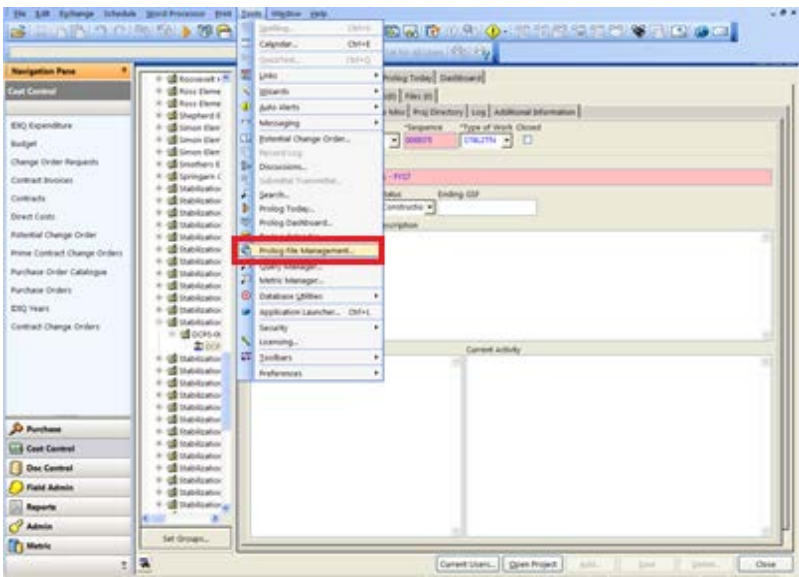


Figure 1

Step 2 - The left pane in Prolog File Management is the folder structure. Select the appropriate folder for where you want to upload the file. Once the correct destination folder is selected in the left pane, click the cloud with an up arrow icon titled - **Upload New** on the Prolog File Management toolbar.

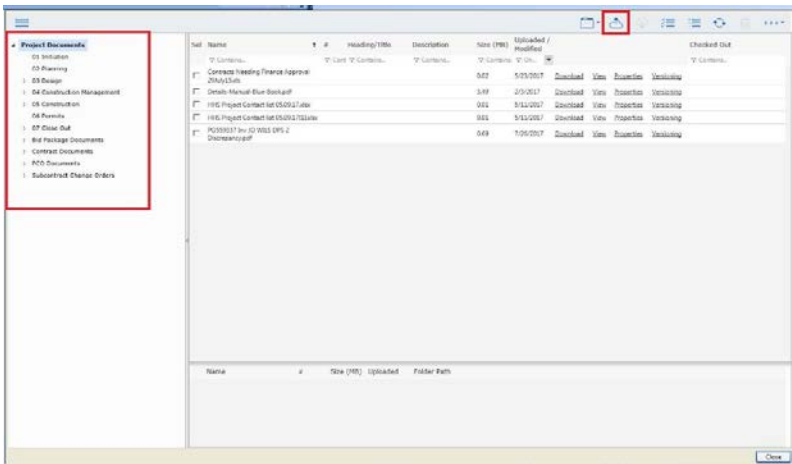


Figure 2

Step 3 - When the Upload Files screen opens then click the **+** symbol to Add Files to upload. Click on the **Browse** button on the pop-up to browse files to upload.

NOTE If the Citrix Client File Security dialog box appears, select Full Access, check the Always Perform This Action checkbox at the bottom of the pop-up window and then click OK.

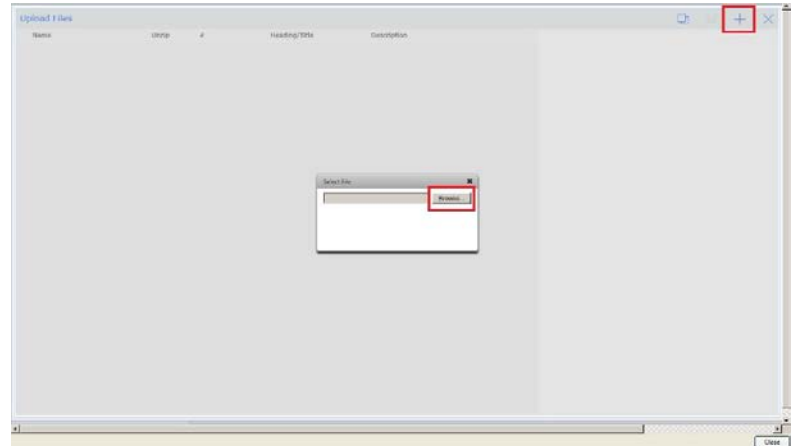


Figure 3

Step 4 - Navigate to where your files are stored in the pop-up file manager window and select the file that you wish to upload. Click on the **Open** button when complete (double-clicking on a file name will automatically add it to the list for uploading). Repeat Step 3 and Step 4 for each file that you wish to upload.

NOTE As you are logged into a virtual machine through Citrix the local drives listed in the file manager are NOT on your local machine. You will need to select the local drives that contain the modifier "on WI_XXXXXXXX" so your C: drive will be C: on WI_XXXXXXXX with the x's being random numbers and letters.

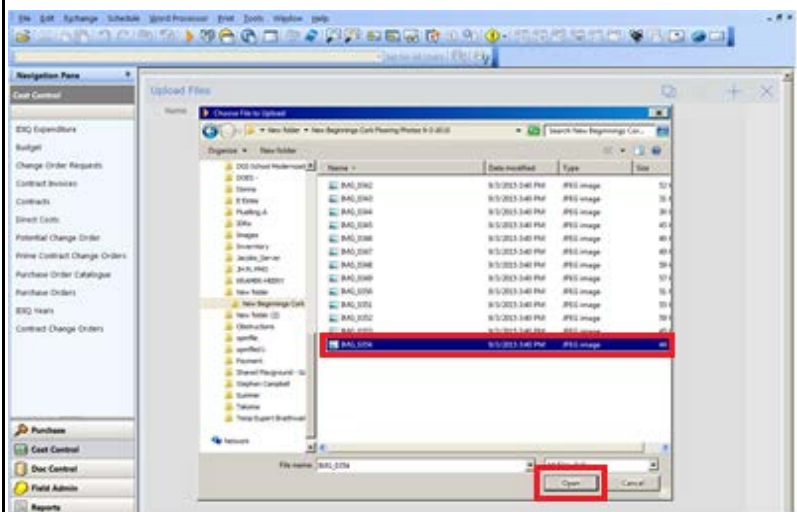


Figure 4

Step 5 - Verify that the files you are uploading are correct and enter a Heading/Title and Description for each file if desired. When complete click on the icon that looks like a **Checkmark** (Tooltip for this icon says "Upload Files and Close Window") in the top right to upload the files.

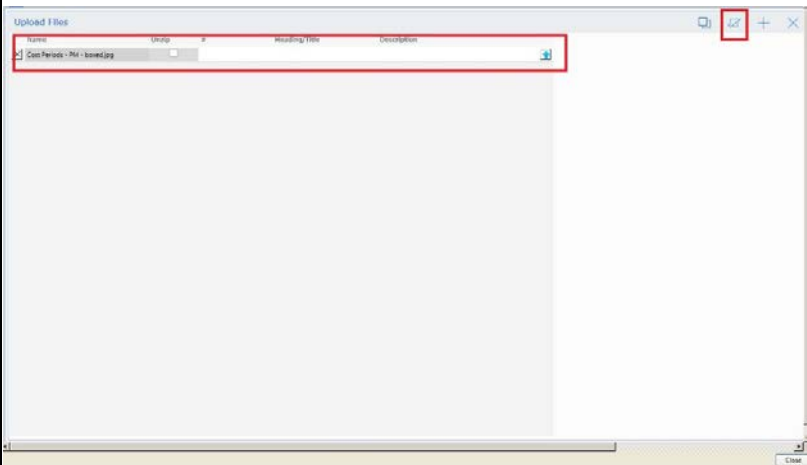


Figure 5

Step 6 - When the File Upload Verification pop-up appears click on the **OK** button.

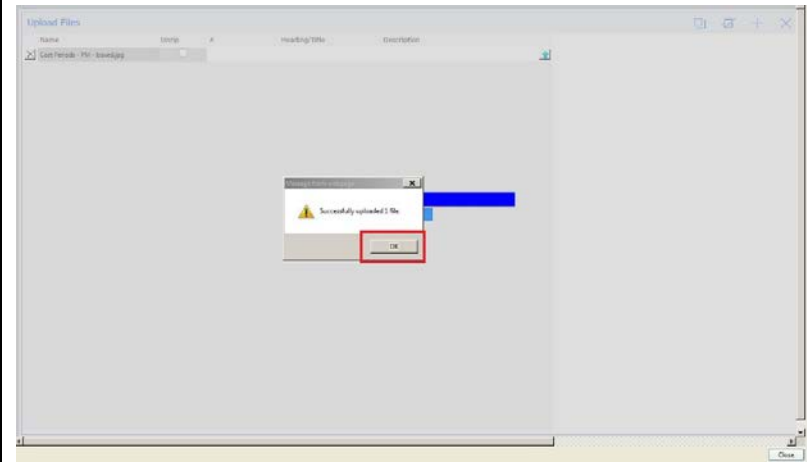


Figure 6

Step 7 - Your uploaded files are displayed at the bottom of the screen. Click the **Close** button when complete.

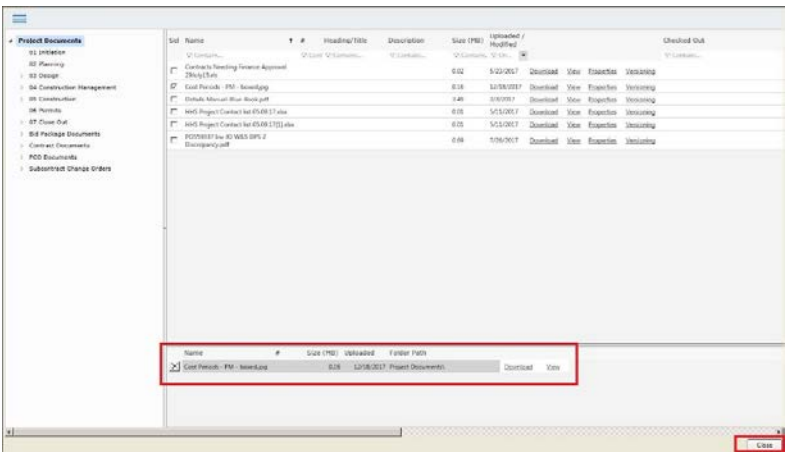


Figure 7

1. Select the project that you wish to enter a contract for from the list in Portfolio Manager and open the project. Select **Contracts** from the **Cost Control** module in the Navigation Pane. *****NOTE***** You will need to upload specific files for different contract types. Upload the **Fully Executed Contract, Purchase Order and Any Other Required Files** to Prolog before beginning the Contract Entry procedure below.

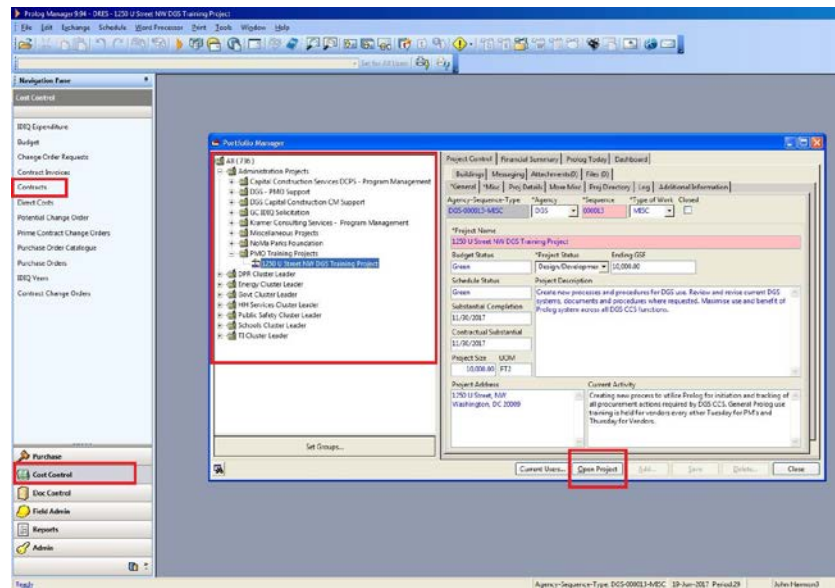


Figure 1

2. On the **General Information** tab, enter the contract **PO Number**, select the name of the **Vendor** from the list and provide a **Short Description** of what the contract is for. Enter a brief and succinct **Scope of Work** and select the **Type of Contract** from the list. Enter the **Contract Number** (or re-enter PO if no Contract Number) and enter any notes in the **Remarks** field.

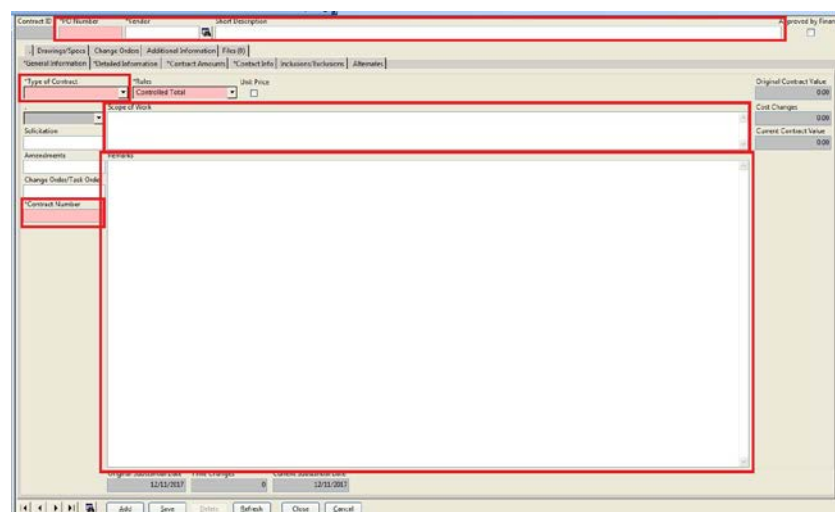


Figure 2

3. On the **Files** tab, navigate to the applicable files that you uploaded earlier for the contract and link them to the record using the **Add Link** button.

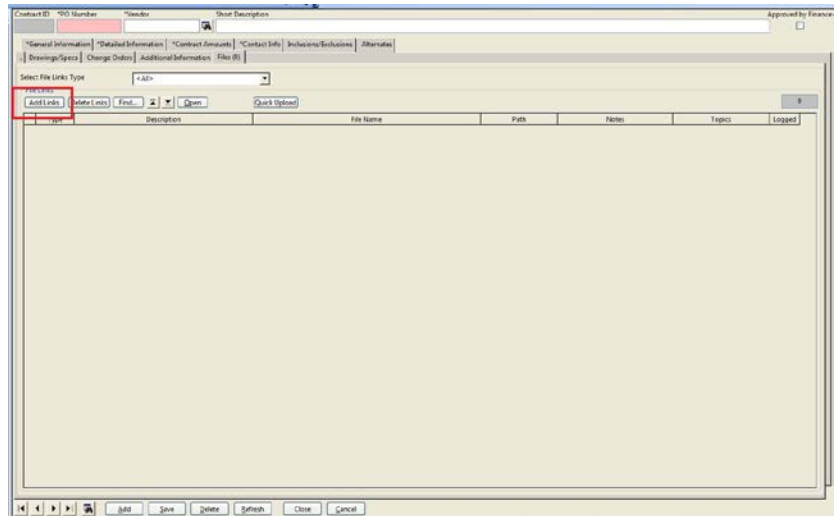


Figure 3

4. On the **Additional Information** tab, check the box titled **Contract Ready for Review (All required documentation has been uploaded and linked)**. Click the **Save** button when done.

A notification email will be sent to PMO alerting them that a new contract requires entry and approval. This notification will include the linked files. PMO will complete the remaining contract information entry and approve the contract. You will receive a notification email when the contract has been approved in Prolog.

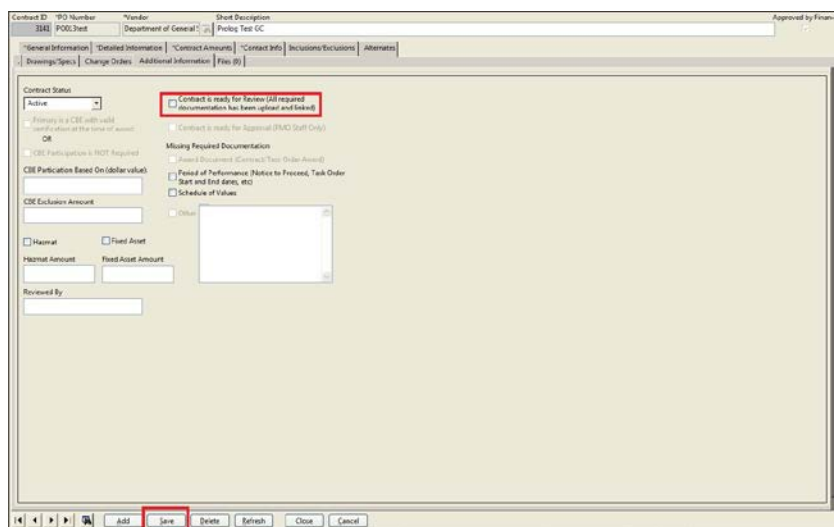


Figure 4

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 18, 2017 11:01 AM
To: White, Cassandra (DGS)
Cc: Support, Prolog (DGS)
Subject: Contract Has Been Entered and Ready for PMO Review

Contract Ready for Review by PMO

Project Name: DGS PMO Support

Project Alias: DGS - PMO Support

PO#: PO575422

Contractor: Solution Guidance Corporation

Contract Type: Consultant Agreement

Approved By: Marilyn Persico

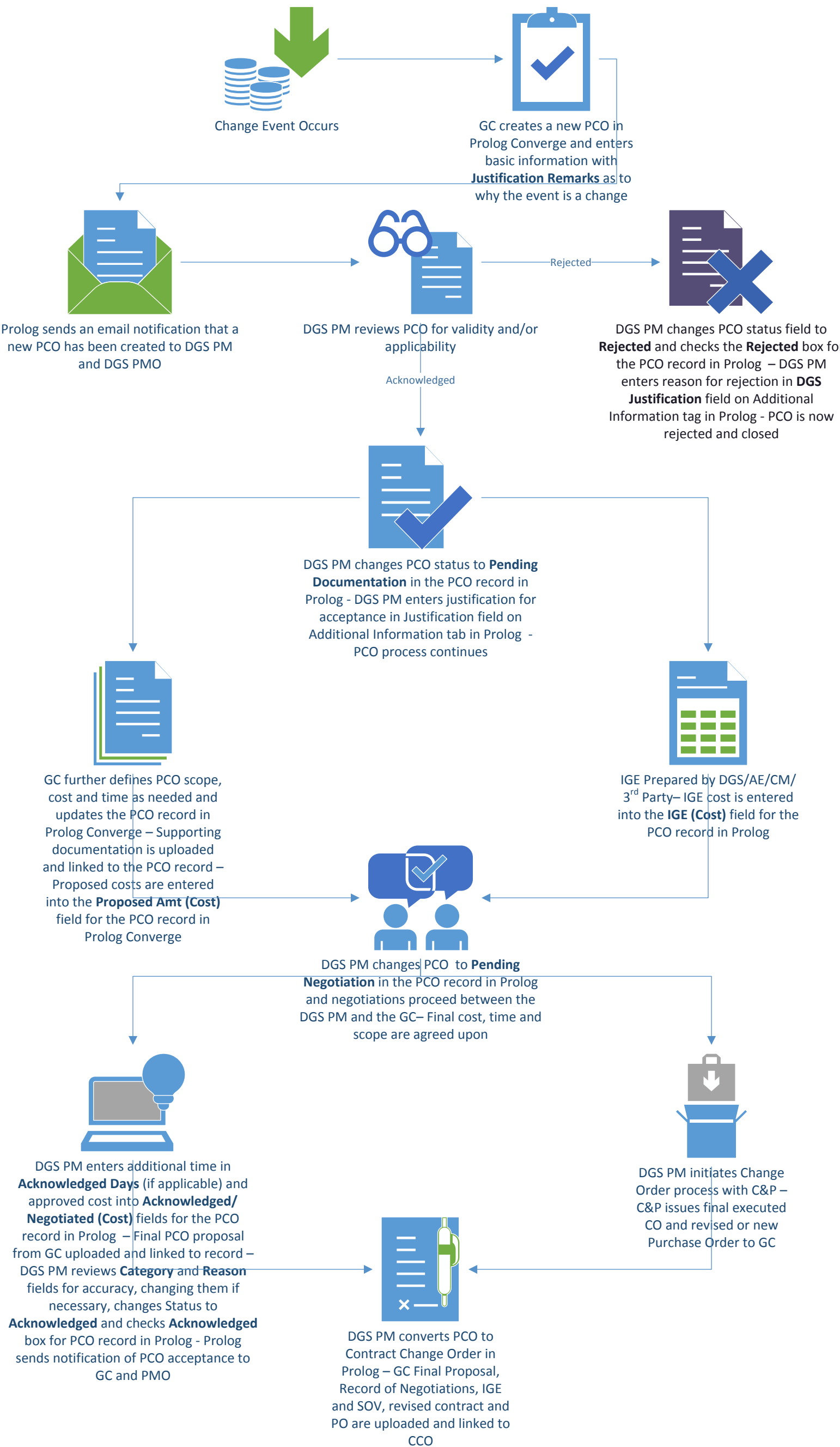
Support, Prolog (DGS)

From: converge@noreply.com
Sent: Tuesday, December 12, 2017 1:43 PM
To: Sonya Woodall
Cc: Support, Prolog (DGS); Mamoon, Adnan (DGS)
Subject: Contract Has Been Approved

Contract Approved

Project Name: 4400 Iowa Avenue , NW MacFarland Middle School Modernization
PO#: PO576667
Vendor Name: MTI Engineering and Testing, Inc.
Contract Type: Professional Services
Amount: \$25,346.00
Approved By: Marilyn Persico

Potential Change Order (PCO) Tracking Process Using Prolog Systems



Step 1- When a Potential Change Order (PCO) is submitted by a Vendor through Prolog Converge, the user will receive an e-mail notification. Click on the PCO Number link in the e-mail to access the PCO record in Prolog Converge. All of the steps for these instructions are in Prolog Manager, but can be performed in Prolog Converge as well.



Figure 1

Step 2- Locate the PCO to be reviewed in Prolog Manager. Select *Potential Change Order* from the left menu, then click *Locate record in list view* icon at the bottom of the screen. This option will open a window allowing for the selection the Potential Change Order to review.

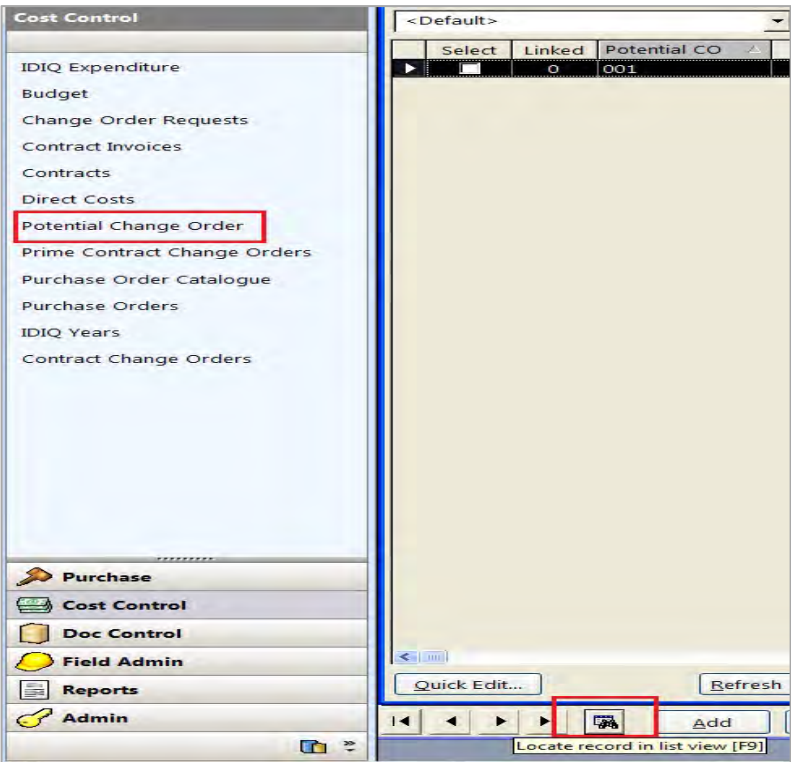


Figure 2

Step 3-To reject the PCO, change the *Status* field to **Rejected**, check the *Rejected* box, and enter the reason for the rejection in the *DGS Justification* field on the Additional Information Tab. Click Save. Rejecting the PCO closes the PCO Record. If the PCO is NOT rejected proceed to Step 4, continuing the PCO process.

The screenshot shows the 'Additional Information' tab for a PCO with Number 001, Description 'PCO Test #1 LW', and Status 'Created'. A dropdown menu is open for the Status field, showing options: Acknowledged, Created, Legacy, Pending Documentation, Pending Negotiation, and Rejected. The 'Rejected' option is selected. The 'Rejected' checkbox is checked. The 'DGS Justification' field contains the text: 'RFI #1 outlined differing condition and outlined solution'.

Figure 3

Step 4- Change the PCO record *Status* to Pending Documentation and enter a justification for acceptance in the *DGS Justification* field on the Additional Information Tab. If a Basic Change Directive (BCD) is issued for the PCO, check the *BCD Issued* box and enter the *BCD Issued Date*. Upload and/or link a copy of the BCD on the Files Tab. Click Save.

The screenshot shows the 'Additional Information' tab for a PCO with Number 002, Description 'Revised Door Hardware Specification - L', and Status 'Created'. The 'Status' dropdown menu is open, showing options: Acknowledged, Created, Legacy, Pending Documentation, Pending Negotiation, and Rejected. The 'Pending Documentation' option is selected. The 'DGS Justification' field contains the text: 'New requirements established for pharmacy cabinet security'. The 'BCD Issued' checkbox is checked, and the 'BCD Issued Date' field is empty.

Figure 4

Step 5- The IGE amount is entered into the *IGE (cost)* field on the Detailed Information Tab of the PCO record and saved. To ensure the Vendors do not see the Estimate and any other internal supporting documents, upload and link the IGE to the PCO record using the Prolog File Management Utility to the appropriate **PCO> Internal Response Folder** . When the Vendor has uploaded all supporting documentation and updated the Proposed Amount in Prolog Converge, change the PCO Status to ***Pending Negotiation*** . Click Save.

[illegible]

Figure 5

Step 6- After negotiations are complete, update the PCO record as appropriate with the *Acknowledged Days* on the General Information Tab. Use Appendix A, PCO Categories and Reasons - How to Use, as reference to ensure the *Category* and *Reason* selections are entered correctly. Click Save.

Number	Description	Status	Acknowledged	Rejected
002	Wanted Door Hardware Specification -	Waiting Page	☐	☐

General Information

General Information

Additional Information

File(s)

General Information

Date

03/03/2017

03/03/2017

03/03/2017

Location

West Agency Request

West Agency Incident Charge

Schedule Adjustment

Requested Date

03/03/2017

03/03/2017

Acknowledged Date

03/03/2017

03/03/2017

Notification

Required

Required Date

03/03/2017

03/03/2017

Reference Document

03/03/2017

03/03/2017

Figure 6

Step 7 - Update the *Acknowledged Negotiated (Cost)* on the Detailed Information Tab. The final PCO proposal from the Vendor is uploaded and/or linked to the PCO record. Change the *Status* to **Acknowledged** and check the *Acknowledged Box* sending a notification of PCO acceptance to the Vendor and the PMO. Click Save.

The screenshot displays the 'Detailed Information' tab for a Potential Change Order (PCO). The 'Status' dropdown is set to 'Acknowledged', and the 'Acknowledged' checkbox is checked. The 'Financial Summary' table shows the following values:

	Estimate	Proposed	Acknowledged	Applied
Budget	0.00	0.00	0.00	0.00
Cost	1,500.00	4,000.00	3,500.00	3,500.00

The 'Services Breakdown' table shows the following values:

Item No.	Item Description	Unit	Orig. Estimate	Proposed Amt (Est)	Approved Amt (Est)	Applied Amt (Est)	Budget Code	Bldg. Allocation	COE (Cost)	Proposed Cost (Cost)	Acknowledged/Negotiated Amt (Cost)	Applied Amt (Cost)	Vendor
0001	20-Specifies	Door Hardware	Primary	0.00	0.00	0.00	0.00	No 50%	3,500.00	4,000.00	3,500.00	3,500.00	Department of

Figure 7

Step 8- Convert the PCO to a Contract Change Order in Prolog Manager per current Prolog Requirements.

The screenshot displays the 'Contract Change Orders' section in Prolog Manager. The 'Navigation Pane' on the left shows the 'Contracts' tab selected. The 'Contract ID' is 3140, and the 'PO Number' is 20012test. The 'Vendor' is Department of General Services. The 'Short Description' is Prolog Test /E. The 'Change Orders' tab is selected, showing the following values:

	Original Contract Value	Changes To Date	Revised Contract Value
Cost	124,000.00	0.00	124,000.00
Time	11/30/2017	0	11/30/2017

The 'New CO' button is highlighted. The 'Edit CO' button is also visible. The 'CO' table shows the following values:

CO	Description	CO Date	Approved	Approved
----	-------------	---------	----------	----------

Figure 8

PCO Categories and Reasons - How to Use

Categories	Description of PCO Categories
Add Alternate	Select Add Alternate if the reason for the PCO is to award an Add Alternate for the project
Contingency	Select Contingency if the PCO is a change that will be covered out of an existing design or construction contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if this PCO is due to the award of a definitive contract and GMP for an existing letter contract
Unforeseen Conditions	Select Unforeseen Conditions if the PCO is due to unforeseen conditions at the project site
Client Agency Request	Select Client Agency Request if the PCO is a result of a request for additional scope from the client or using agency
Errors & Omissions	Select Errors & Omissions if the PCO is due to errors or omissions in the design
Other	Select Other if none of the other categories apply to the PCO
Legacy	DO NOT USE

Reasons	Description of PCO Reasons
Add Alternate	Select Add Alternate if the PCO Category is Add Alternate and the reason for the PCO is to award an Add Alternate for the project
Administrative Change	Select if the PCO Category is Other and the PCO is a correction of an internal error or a no cost time extension for billing purposes
Client Agency Initiated Change	Select if the PCO Category is Client Agency Request and the PCO is a result of a request for additional scope from the client or using agency
DGS Initiated Change	Select if the PCO Category is Other and the PCO is the result of a DGS request for additional scope
Errors and Omissions	Select if the PCO Category is Errors & Omissions and the PCO is due to errors or omissions in the design
Unforeseen Conditions	Select if the PCO Category is Unforeseen Conditions and the PCO is due to unforeseen conditions at the project site
Value Engineering	Select if the PCO Category is Other and the PCO is a result of a Value Engineering effort or suggestion
Weather Conditions	Select if the PCO Category is Other and the PCO is a result of excessive weather delay days above and beyond those normal for the District
City Leadership	Select if the PCO Category is Other and the PCO is a result of direction from the Mayor, City Council or other City Leader
Contingency	Select if PCO Category is Contingency and the cost will be covered from the Contingency
Guaranteed Maximum Price	Select Guaranteed Maximum Price if the Category is Guaranteed Maximum Price and this PCO is due to the award of a definitive contract and/or GMP for an existing letter contract
Other	Select if the PCO Category is Other if none of the other reasons apply to the PCO
Legacy	DO NOT USE

Step 1 - Once the contract has been approved and all potential change order data is entered, the next step is to enter the executed change order data. To do this, select "Cost Control" and then "Contract Change Orders" from the Navigation Pane.



Figure 1

Step 2 - Enter change order information on the General Information and Other Information tabs.

Required Fields: **PO Number, CO Number, Sequence, Description, Executed Date*, Status**

Useful Fields: **Notice To Proceed, Approved Date**

*This is the date the change order is signed by the contracting officer.

PO Number	Item Number	Division	Description	CBL Item	Budget Code	Cost Allocation	Cost Applied	Cost Applied
013	001	01-General Requirements	bores PCD #2	Primary vendor		Use UnComm	1.00	32,999.00
014	001	09-Finishes	bores Test #5	Primary vendor		Use UnComm	1.00	299,999.00
001	001	00-General Requirements	Test	Primary vendor		Use UnComm	1.00	40,000.00

Figure 2

Step 3 - In the Other Information tab:

Required Fields are **To Contact** and **Justification**

The screenshot shows the 'Contract Change Orders' application window with the 'Other Information' tab selected. The 'To Contact' dropdown menu is highlighted with a red box, displaying 'CM Test'. Below it, the 'Justification' text area is also highlighted with a red box. The form includes fields for Vendor, From Company, Original Contract Value, Original Completion Date, and various contract value and completion date change fields.

Figure 3

Step 4 - To enter a new change order, use the PO Number dropdown menu to select the appropriate purchase order. **CO Number**, **Sequence**, and **To Contact** should auto populate. Click the "Add Link..." button to display the available potential change orders.

The screenshot shows the 'Contract Change Orders' application window with the 'Other Information' tab selected. The 'PO Number' dropdown menu is highlighted with a red box, displaying 'PO014test'. Below the form fields, the 'Add Link...' button is highlighted with a red box. The form includes fields for Vendor, Executed Date, Approved Amount, Approved Days, and Approved by Finance.

Figure 4

Step 1- Open the project that you wish to create a Weekly Project Update Report for in Prolog and select **Reports** in the Navigation Pane.

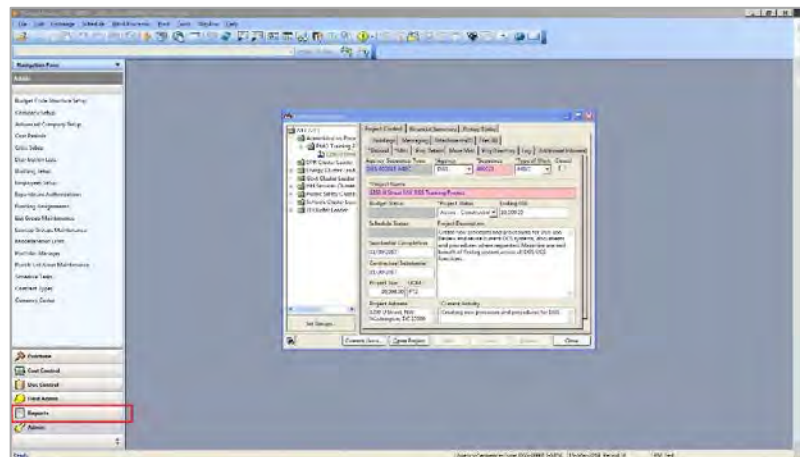


Figure 1

Step 2- Navigate to the **Project Managers** folder under **Public** in the Reports section in the Navigation Pane and double-click on the report titled '**Weekly Project Update [Detailed]**'

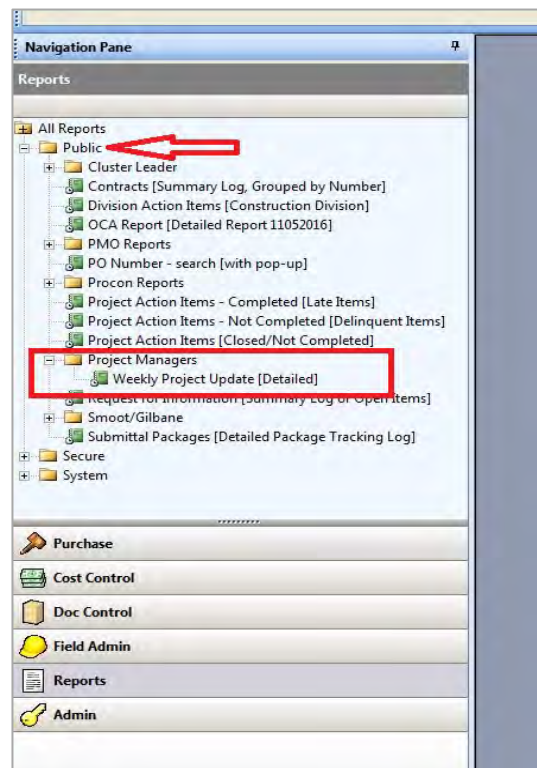


Figure 2

Step 3- When the Report Manager window opens single-click on the report titled '**Weekly Project Update [Detailed]**' in the **Project Managers** folder under the **Public** folder to highlight it and click on the **Run** button at the bottom right side of the window.

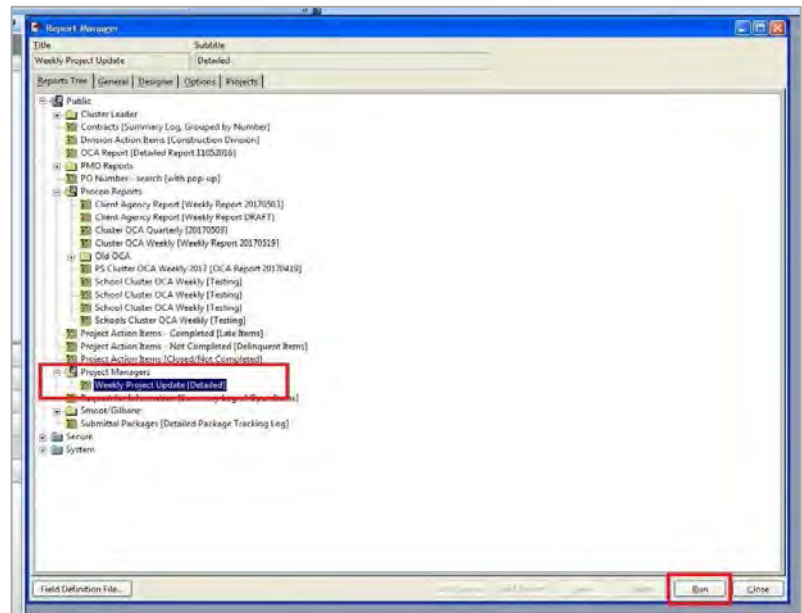


Figure 3

Step 4- Your Weekly Project Update report will be generated and will be displayed in a new window when it is ready. Click on the **Export Report** icon at the top left corner of the report window to export your report for dissemination or printing.



Figure 4

Step 5 - Open the drive titled 'Local Disk (C: on WI_XXXXXXXXXXXX)' and navigate to the location on your computer where you wish to export the report to. Title the file appropriately in the **File Name:** field and select **PDF (*.pdf)** from the drop down menu in the **Save as Type:** field. Click on the **Save** button when complete

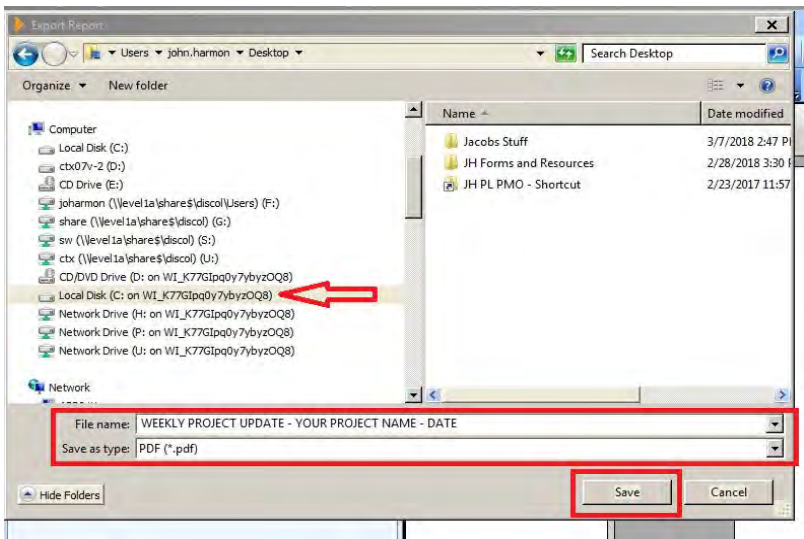


Figure 5

Step 6 - When the file has been exported a pop-up will appear stating 'Export Completed'. Click on the **OK** button. Your Weekly Update Report is now available on your computer at the location that you exported it to and can be disseminated, stored and/or printed as necessary.

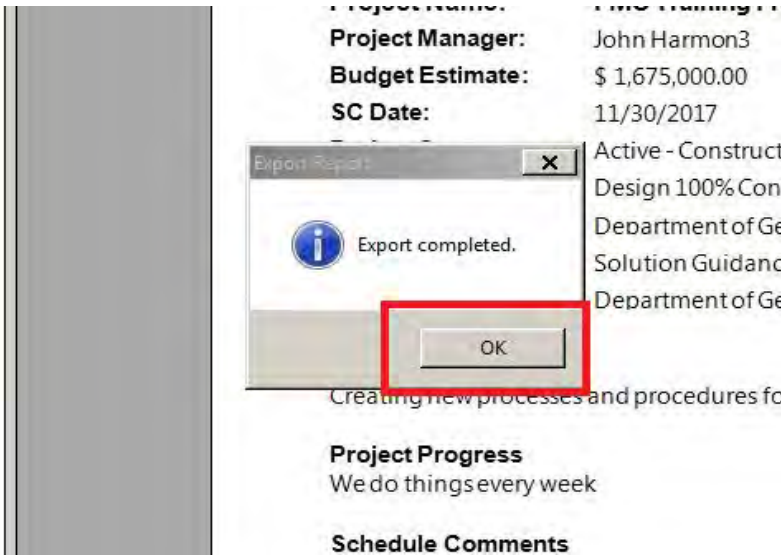


Figure 6

Step 1- Log in and open any project in Prolog. Select the **Query Manager** icon from the top toolbar (left-hand magnifying glass icon next to the blue book icon)

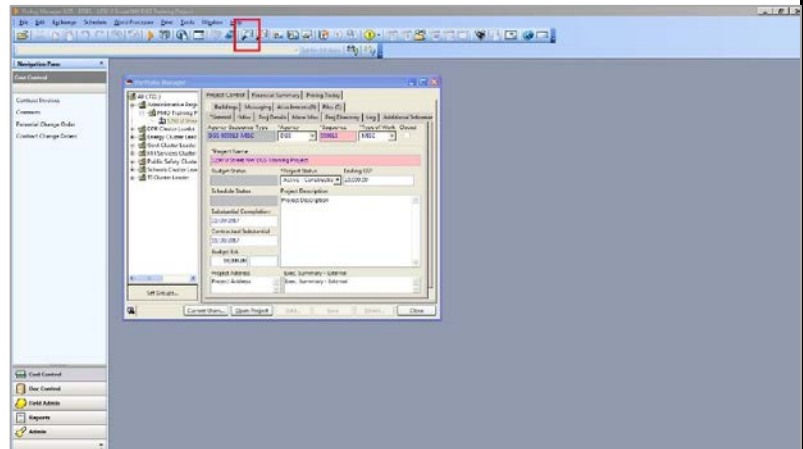


Figure 1

Step 2- On the **Queries Tree** tab in the Query Manager window select the query that you wish to run with a single-click.
NOTE if you double-click on the query name it will automatically run against whatever project you have open in Prolog.

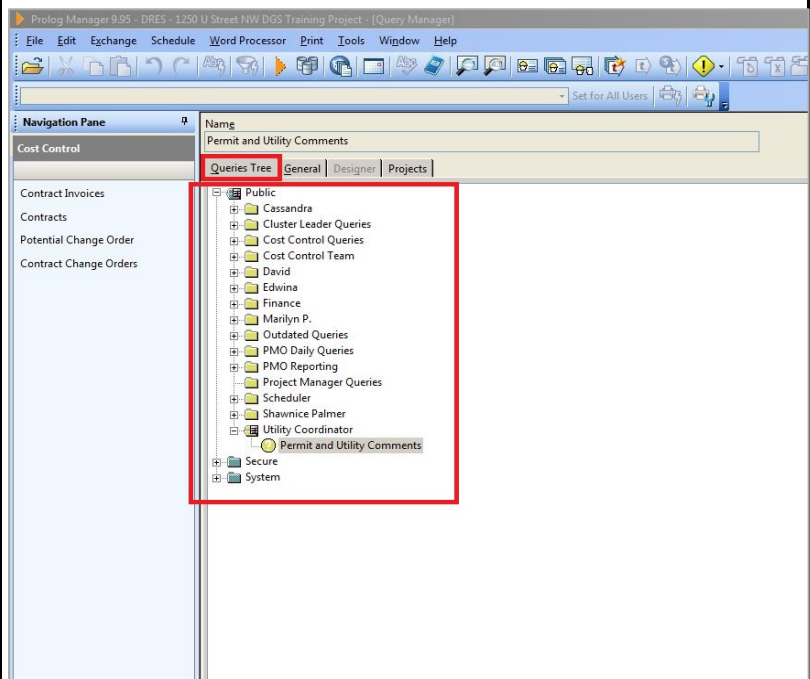


Figure 2

Step 3- On the **Projects** tab in Query Manager select the project or projects that you wish to run the query against. Click on the **Run** button when complete.

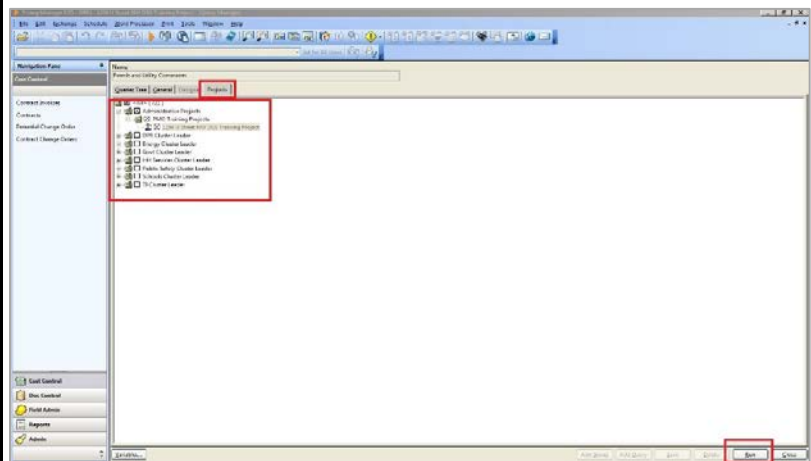


Figure 3

Step 4- The results of your query will be displayed in a new window within Prolog. To export the query from Prolog, click on the **Export** button in the bottom-right of the window and click the **Browse** button when the 'Save Query Results in' pop-up appears.

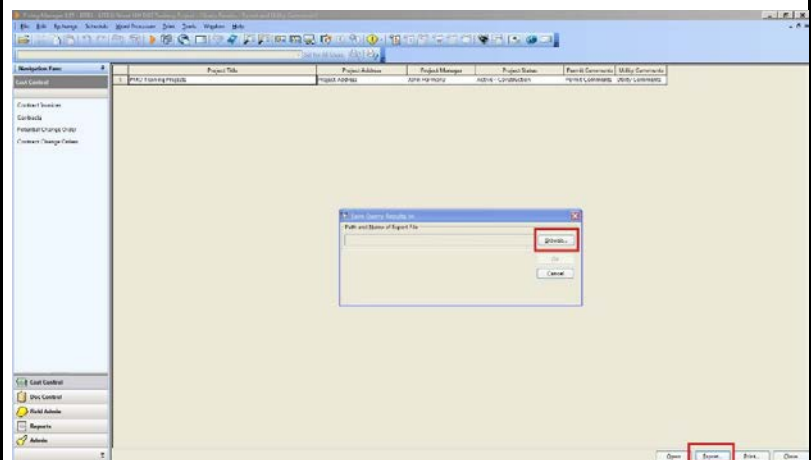


Figure 4

Step 5 - Navigate to the location that you wish to export the query results to in the left pane of the 'File to Export As' window. Name the file that you wish to export in the **File Name** field and select **Excel** from the **File Type** pick-list. Click on the **Open** button when complete.

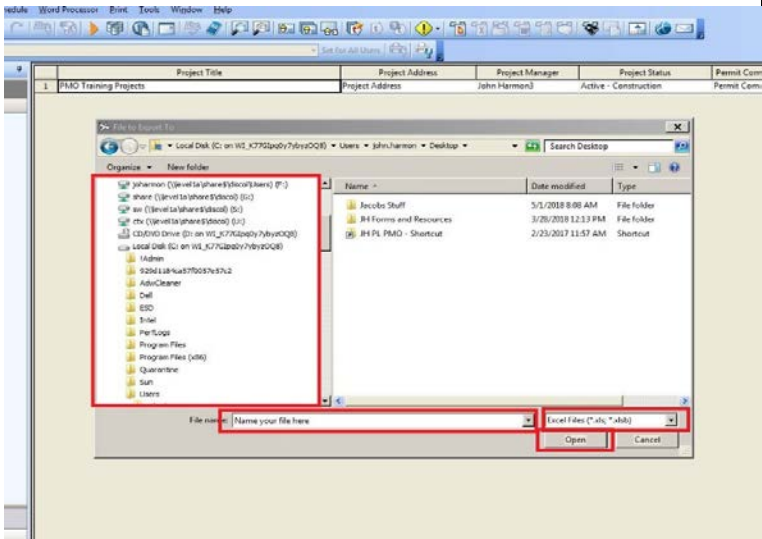


Figure 5

Step 6 - Select **MS Excel XP** from the **File Format Type** pick-list and provide a sheet name in the **Sheet Name** field (this will appear as the tab name and header in the exported Excel workbook). Click the **OK** button when complete.

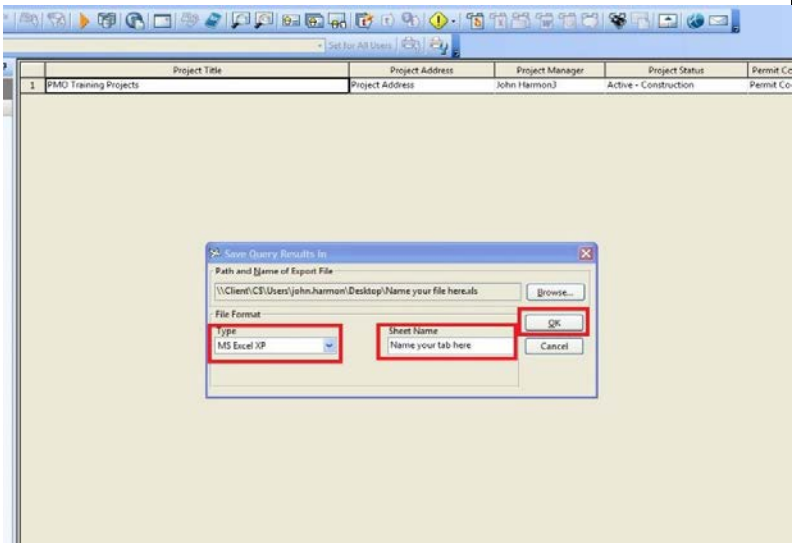


Figure 6

Step 7 - A pop-up will appear once your query has been successfully exported. Click on the **OK** button to complete the query export process.

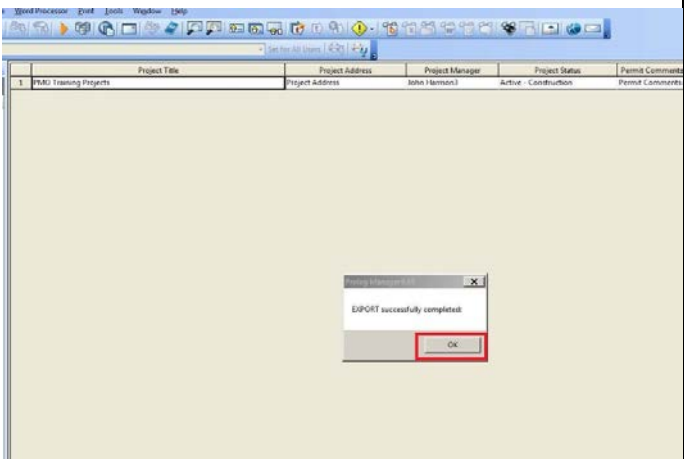


Figure 7

Step 8 - Your query is exported from Prolog as an un-formatted Excel workbook. You will need to format the worksheet for the query in Excel in order to make it presentable. Figure 8 shows the raw exported query in Excel (top) and the manually formatted version in Excel (bottom). Once you have formatted the worksheet to be presentable in Excel you can save the query as a PDF for dissemination or leave it as an Excel document for sorting or filtering.

NOTE Edits to the query results should not be made in Excel as these edits do not reflect the record data in Prolog. If the results of the query need to be edited, this should be done in Prolog and a new query should be run so that data integrity is maintained.

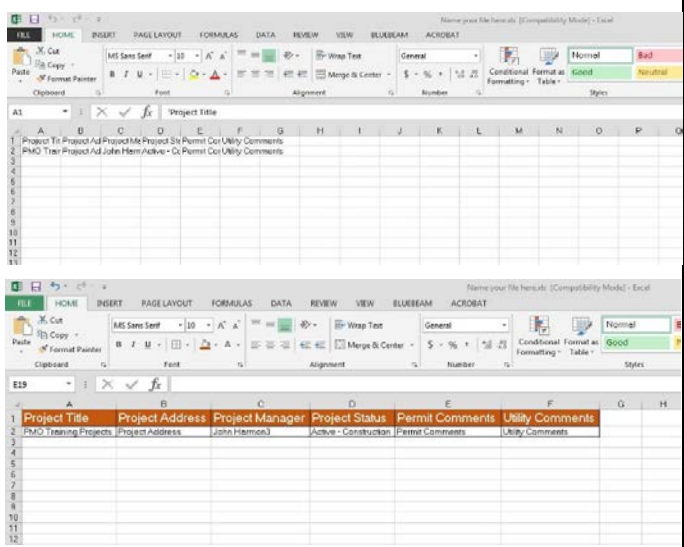


Figure 8

Step 1- In Prolog Manager, open the project that you wish to document a risk for and select **Risk Log** from the **Doc Control** module in the **Navigation Pane**.

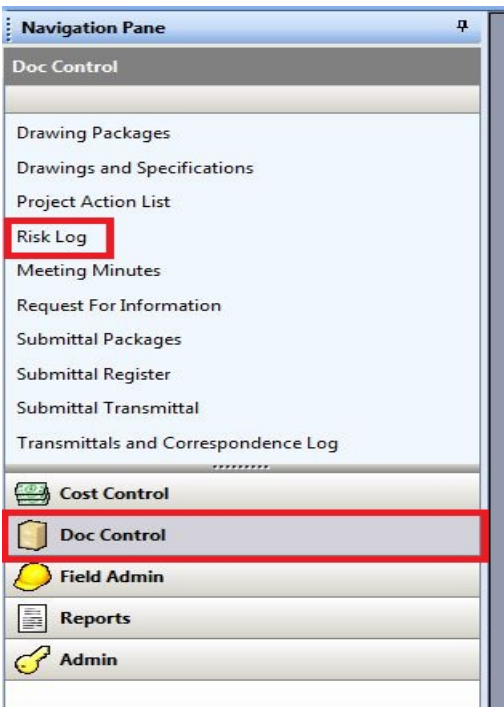


Figure 1

Step 2- Enter relevant information in all of the fields on the **General** tab. Assign a risk type in the **Type** field. If the mitigation strategy is known, select the mitigation strategy type in the **Strategy** field and describe the way that you will execute the strategy in the **Potential Mitigation Strategy** field.

NOTE The mitigation strategy can be added later if it has not been determined yet by selecting To Be Determined in the Strategy field. Do not wait until you have a mitigation strategy to document risks.

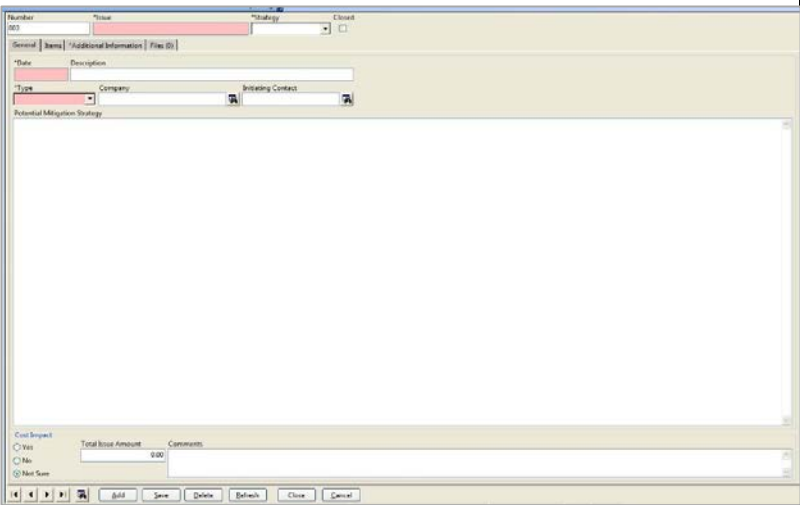


Figure 2

Step 3- Items should further define the risk and it's parts. There may be one or more items for each risk. On the Items tab, use the Add Row button to add items related to the risk. Enter the date that you add an item in the **Date** column. Reference documents can be listed in the **Reference** column for each item. Describe the item in the **Item Detail** column. Enter Yes, No or Not Sure in the **Cost** column and the related cost for that item in the **Item Amount** column for each item.

NOTE You can build a new risk log or append an existing risk log by using the **Build Risk Log** button and selecting the items that you wish to include in the log.

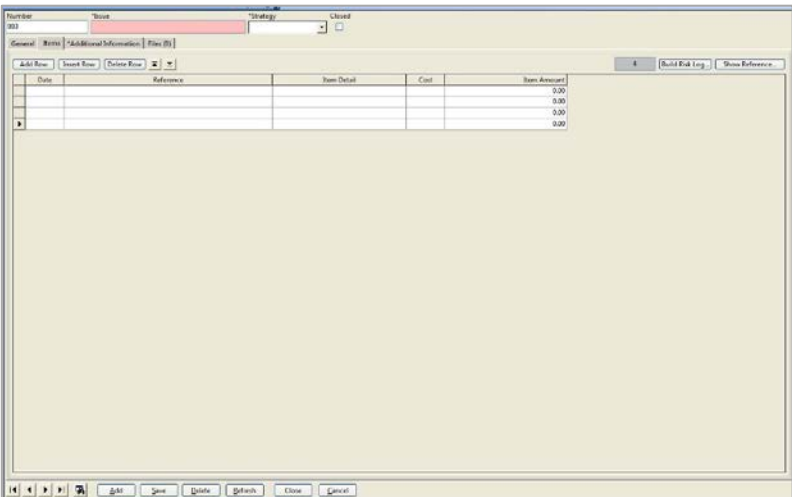


Figure 3

Step 4- On the Additional Information tab, determine and enter the **Probability** and **Severity** for the risk.

NOTE Check the **Lessons Learned** box and enter a description of the lesson learned on each risk if applicable. These can be added later if the lesson is learned after the risk has been created.

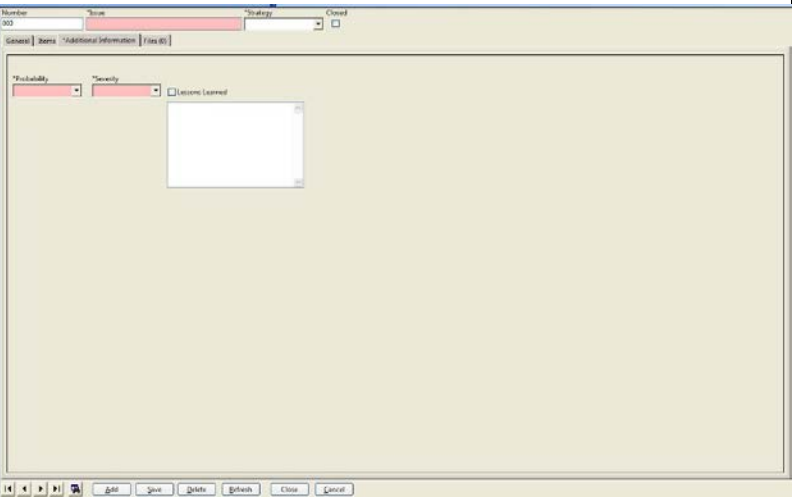


Figure 4

Step 5 - Upload and link any applicable references to the record on the **Files** tab. Click on the **Save** button when complete.

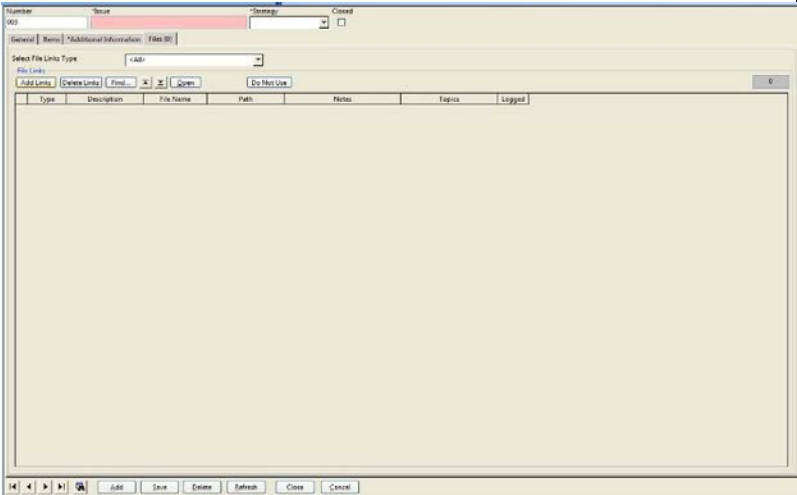


Figure 5

Step 1 - Open the Prolog project record that you wish to send in Prolog and select **Send> Current Record** from the **File** menu at the top-left of the window.

*****NOTE***** Sending a project record or Quick Report will send whichever default report is selected in the system for that record type. Some records will send a specific record document while others will send a report or log. It is recommended that you familiarize yourself with what will be sent for each record type by sending a copy of each record to yourself prior to sending anything to an outside contact. All linked files from the Files tab will also be attached to the email automatically.

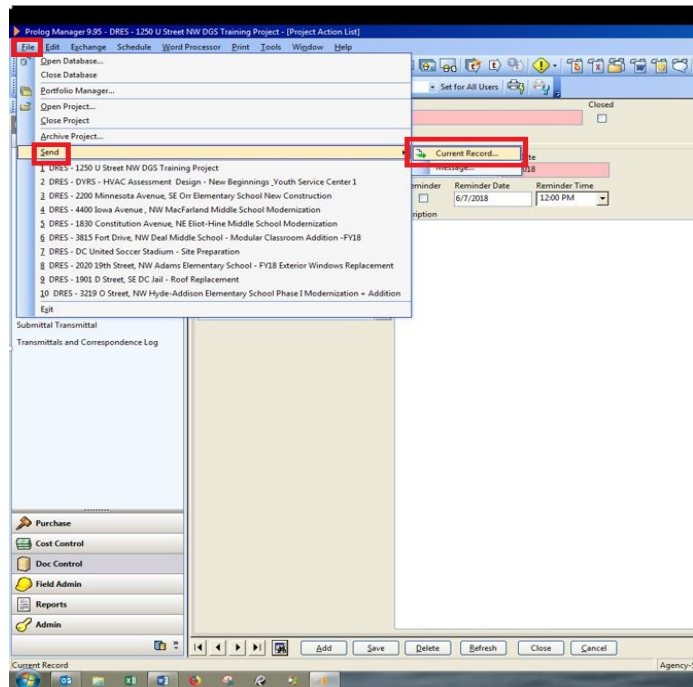


Figure 1

Step 2 - Click on the 'OK' button when the pop-up appears. You do not need to make any changes here.

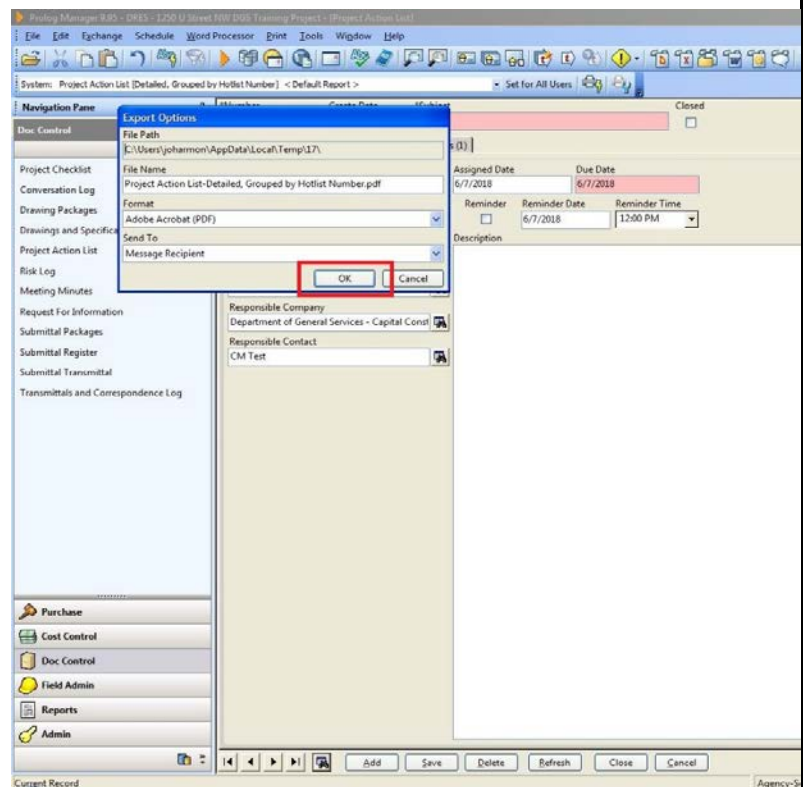


Figure 2

Step 3 - Enter the recipient(s) email address(es) in the **To** and **CC** boxes as needed when the email pop-up window appears.

NOTE It is recommended that you CC yourself on any record or Quick Report that is sent from Prolog.

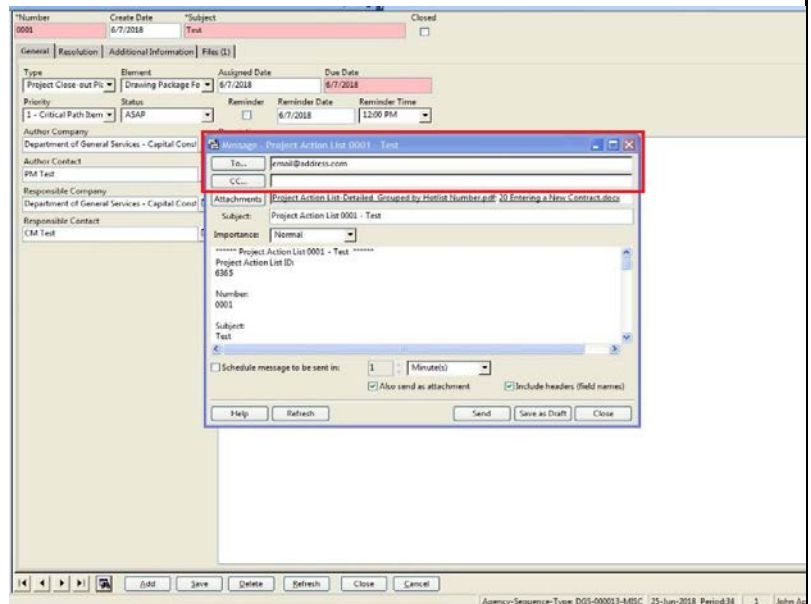


Figure 3

Step 4 - Title the email appropriately in the **Subject** field. Change the email **Importance** level if needed, add any desired text into the email body and click the '**Send**' button when complete.

NOTE All linked files from the record in Prolog are automatically added as attachments to the email.

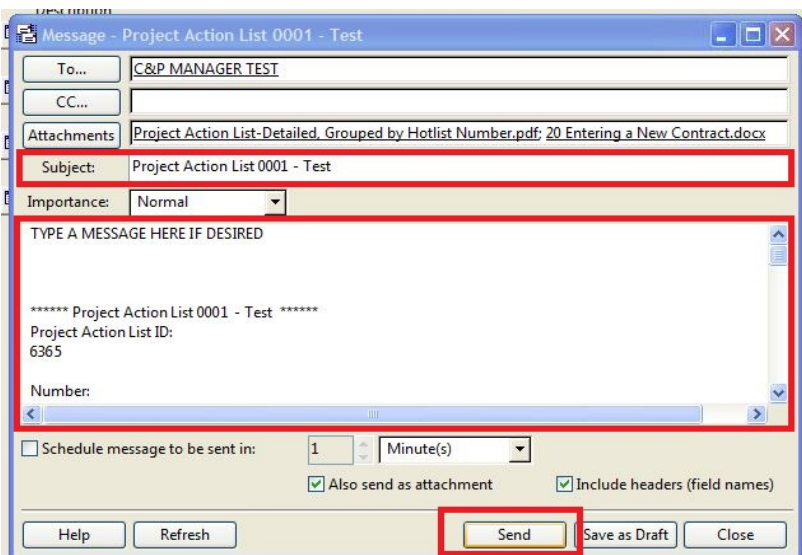


Figure 4

Step 5 - A pop-up will appear noting that the record has been sent. Click the 'OK' button to continue working in Prolog.

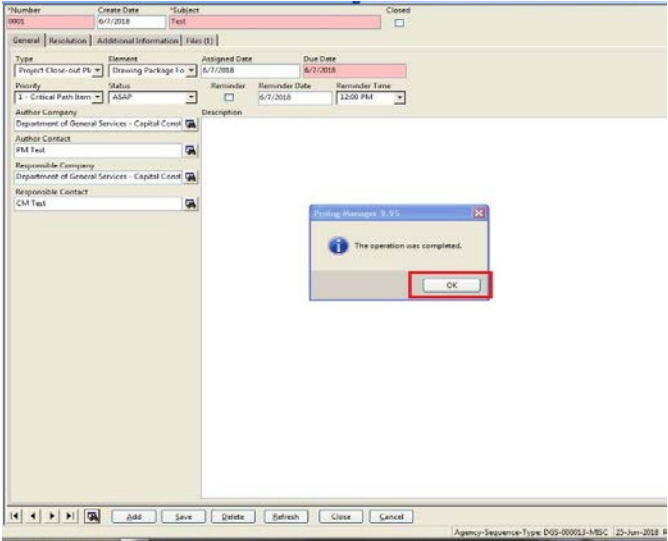
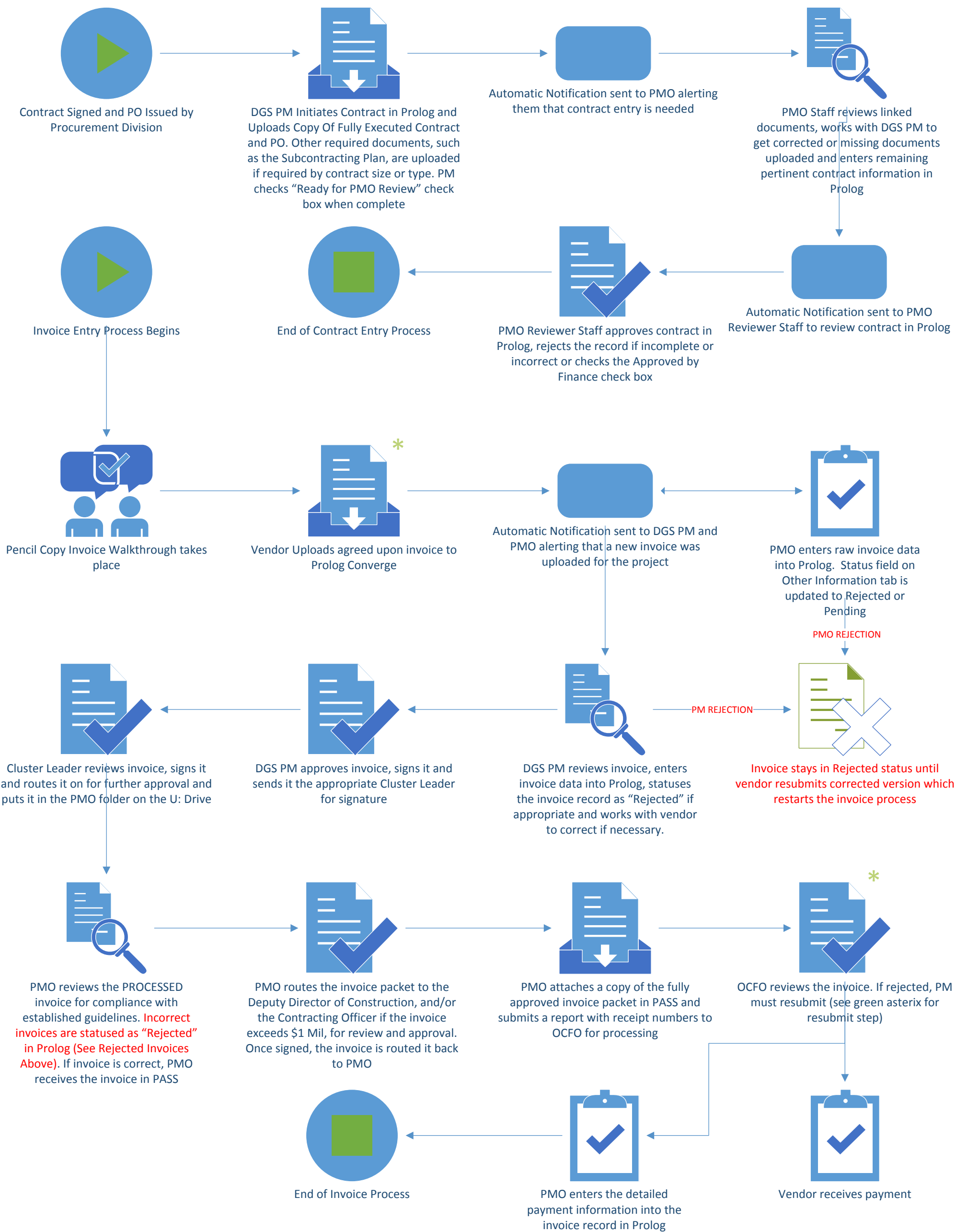


Figure 5

Prolog Project Contract and Invoice Workflow



Department of General Services
Capital Construction
Invoice Processing Checklist

Step	Description	PMO	PM
1.	Prolog Invoice Entry - PMO (will do) & PM (will review and edit if necessary) E-mail notification from Prolog will be sent to the PM and Cluster Leader that invoice has been "shelled"		
2.	Vendor's Invoice Accuracy Review - PM & PMO		
	a. All appropriate documents are attached to include:		
	- CIP form (Is per item price list attached for FFE)		
	- DGS Pay Request Form (Page 1)		
	- DGS Pay Request Form Schedule of Values (Page 2)		
	- Release of Lien for GC (Not required if invoice is for equipment and/or support services)		
	- Retainage reduction letter signed by the Cluster Leader is required when reducing retainage		
	- CBE form		
	b. Make sure all documents reflect the exact same amount due for payment. (Vendor invoice on letterhead - DGS Pay Request form and AIA document if included)		
	c. Make sure the billing period is within the contract period.		
	d. Make sure the original contract value is reflected on line 1 of the payment request form.		
	e. Project Manager signature and date signed must be included		
3.	Prolog Invoice Entry - PMO (will do) & PM (will review and edit if necessary)		
	a. Invoice date on Pay Request form should match the actual vendor's invoice or AIA invoice dates		
	b. Does the "Period" in the Prolog invoice match the ending date of the vendor's billing period?		
	c. Does the "Itemized Breakdown" tab in Prolog reflect the vendor's invoice amount in the "Net Current Due"?		
	d. Does the "Financial Summary" tab in Prolog reflect the vendor's invoice amount in the "Current Payment Due".		
	e. Enter the invoice approval date on the "Other Information" tab. This date will match the Deputy Director's Approval date.		
	f. Enter/Review the Vendor's Invoice Number from the vendor's invoice on the "Other information" tab? (AIA documents - PO Number & Pay App Number)		
	g. Change the invoice status to Pending?		
	h. Enter/Review the billing period start and end date been entered onto the "Additional Information" tab?		
	i. Make sure the Prolog billing period number corresponds to the correct billing period on the invoice		
	j. Check to make sure that Certified Payroll has uploaded into the "Files" tab. (Naming Nomenclature as follows: Vendor Name_PO888888_Inv Number_Invoice Amt \$1,000,000_Cert Pay)		
4.	After the Prolog invoice data has been reviewed and if necessary edited the PM will sign and place the entire signed invoice packet into the appropriate Cluster Leaders folder on the U drive. (Naming Nomenclature as follows: Vendor Name_PO888888_Vendor Invoice Number_Invoice Amount \$1,000).		
5.	Cluster leader will review the invoice, sign, date and save it in the "PMO Review Folder" on the U:\ drive (\\DGSSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review)		
	a. After review and signing the Cluster leader will put the signed invoice packet in the "PMO Review Folder" on the U:\\ drive (\\DGSSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review		
	b. PMO staff will print and review the entire invoice packet and if erroneous or incomplete the status in Prolog will be changed to "Rejected" and the Additional Information tab will be updated to include the reason(s) for the rejection		
	c. If the packet is correct and complete it will route for signature from Deputy Director / Chief Project Delivery Officer / Contracting Officer (invoices > \$1M)		
6.	Invoice review and approval: Deputy Director / Chief Project Delivery Officer / Contracts & Procurement (invoices > \$1M)		
	a. Once the invoice is fully approved PMO staff will scan to a flash drive then save them to the U:\\ drive (\\DGSSSHARE01\Capital-Construction\opmfile\ccsa_Invoice Processing_PMO Review\PRINT_SIGN for the appropriate day)		
	b. PMO will do receiving in PASS and attach fully approved copies of the invoices to the appropriate receipt in PASS.		
	c. Report sent to DGS Finance/OCFO of all invoices that have been received in PASS and are ready for payment processing.		

DGS

Capital Project reporting summary
Data Entry Fields in Yellow

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
DUCTION FINANCE updated: June 2015		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		
COO Provided? Yes/No/N/A		

If multiple locations, use fields below; if no Schedule of Values is available, use your best estimate

ESTIMATED OVERALL
 Project Percent Complete

Total Payment Requested and Approved: (agrees to invoice amount)

<u>Retainage</u>			
Pay Application Number	Current Pay App-LTD	Previous Pay App-LTD	Current Retainage
	2	1	
Retainage Amount	\$0.00	\$0.00	\$0.00

<u>Capitalized Building</u>				
Location Name	Location Address	Building Type	Amount	% of Completion
Total of all buildings:			\$	

<u>Capitalized Furniture, Fixtures and Equipment (UNIT COST OF \$5K OR GREATER)</u>				
Location Name	Location Address	FF&E Type	Amount	% of Completion
Total of all furniture, fixtures and equipment:			\$0.00	

Capitalized Other

** - Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)
 Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name	Location Address	Other Type	Amount	% of Completion
Total of all other:			\$0.00	

Hazmat Abatement/FFE (unit cost of less than \$5K)

** - Place an A or a B in the box for each location based on the type of expense (see line right below)
 Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than \$5000

Location Name	Location Address	Expense Type	Amount	% of Completion
Total amount to be expensed:			\$0.00	

Net amount to be capitalized

Location Name	Location Address	**	Amount	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Total net amount to be capitalized:			\$0.00	\$0.00

DGS

Capital Project reporting summary

Data Entry Fields in Yellow

To be used for PO's with multiple funding sources or multi-invoice payments.

Owner Agency Code (AM0, GM0, GA0, HA0, etc.)

Owner Agency Name (MPD, FEMS, DPW, etc.)

PO#:

Vendor:

Project #: (GM101C, SG106C, etc.)

Project Substantial Completion DATE:

Project Name:

Funding Type:

PM(Name&Signature)

Invoice #/Pay App #

Invoice Date

Billing Start to Billing End Date

Project Substantially Complete and In Use? Yes/No

COO Provided? Yes/No/N/A

ESTIMATED
OVERALL
Project Percent
Complete

Total Payment Requested and Approved

\$0.00

(Amount agrees to invoice amount)

Retainage

Pay Application Number	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Retainage Amount			\$0.00

Capitalized Building

Location Name / Location Address	Building Type	Amount	Amount	Amount	% of Completion
	335-Recreation Centers				
Total of all buildings:		\$0.00	\$0.00	\$0.00	
				\$0.00	

Capitalized Furniture, Fixtures and Equipment

Location Name / Location Address	FF&E Type	Amount	Amount	Amount	% of Completion
Total of all furniture, fixtures and equipment:		\$0.00	\$0.00	\$0.00	
				\$0.00	

Capitalized Other

**- Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)

Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name / Location Address	Other Type	Amount	Amount	Amount	% of Completion
Total of all other:		\$0.00	\$0.00	\$0.00	
				\$0.00	

Any amounts to be expensed

**- Place an A or a B in the box for each location based on the type of expense (see line right below)

Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than \$5000

Location Name / Location Address	Expense Type	Amount	Amount	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	\$0.00	\$0.00	
				\$0.00	

Net amount to be capitalized

Location Name / Location Address	**	Amount	Amount	Amount
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Total net amount to be capitalized:		\$0.00	\$0.00	\$0.00
			GRAND TOTAL:	\$0.00

Department of General Services

Reverse Paygo Capital to Operating, FFE Only

Data Entry Fields in Blue

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		ESTIMATED OVERALL Project Percent Complete
COO Provided? Yes/No/N/A		
Total Payment Requested and Approved:		(agrees to invoice amount)

Retainage			
	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Pay Application Number	2	1	
Retainage Amount	\$0.00	\$0.00	\$0.00

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF \$5K OR GREATER)			
Location Name	Location Address	Amount	Percentage of Completion
Total of all furniture, fixtures and equipment:		\$0.00	

FFE (unit cost of less than \$5K)

Location Name	Location Address	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	

Other Expenditures Not FFE* (provide description and explanation of other costs)**

Location Name	Location Address	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	

Net amount to be capitalized

Location Name	Location Address	Amount
		\$ -
		\$ -
		\$ -
		\$ -
Total net amount to be capitalized:		\$0.00

VARIANCE

*****Description and Explanation of other Costs**

--

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES



Date Submitted: _____

Contract #: _____

Purchase Order #: _____

Project Name: _____

Contract Start Date: _____

Contractor: _____

Contract Completion Date: _____

Vendor Invoice #: _____

Billing Start: _____

Billing End: _____

1. Original Contract Amount	\$0.00	
2. Net Amount of Change Orders Approved	\$0.00	
3. Total Contract Amount To Date (1+2)		\$0.00
4. Total Amount Completed %	0.00%	\$0.00
5. Retainage:	0.00%	\$0.00
6. Less Previous Payments		\$0.00
TOTAL AMOUNT DUE THIS PAYMENT		\$0.00

Balance to Finish	0.00%	-
-------------------	-------	---

CONTRACTOR'S (GC) CERTIFICATE: I Certify that all items, quantities and prices of work and material shown in the application for payment are correct to the best of my knowledge and belief and have been completed in accordance with the Contract Documents.

ARCHITECT'S (A/E) / CONSTRUCTION MANAGER (CM) CERTIFICATE: In accordance with the Contract Documents, based on site observation and data comprising this application, the A/E / CM certifies to the owner to the best of the A/E / CM's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the contractor is entitled to payment of the AMOUNT CERTIFIED.

CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from proceeds of prior payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

Project Manager

Vendor Signature

By: _____

Printed name

Program Manager

Title

Date

DC CERTIFICATE: I certify that to the best of my knowledge and belief, this requisition is a true and correct statement of work performed and materials supplied by the contractor and that the work and materials comply with the requirements of the contract. I also certify that all of the required certified payroll affidavits have been received.

Cluster Leader

Deputy Director

Chief Project Delivery Officer

★ ★ ★

Contract #: _____
Project Name: _____
Contractor: _____

Contract #: _____
Project Name: _____
Contractor: _____

[illegible]

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES DIVISION



(Date)

Jeff Bonvechio
Deputy Director of Capital Construction Services Division
Department of General Services
1250 U Street, NW – 4th Floor
Washington, DC 20009

Reference: **(Project Name)**

Subject: Retention reduction for various subcontractors.

Dear Mr. Bonvechio:

In a letter dated **(date)**, **(vendor name)** has requested to reduce the retainage for payment held for various subcontractors to **(numeric)** % starting with the **(month/year)** pay period. **(Vendor name)** based their request to reduce the retainage held on the monthly payment for this particular subcontractor because the work of this subcontractor is substantially completed with **(work description)** and has executed all applicable releases of claim rights to date.

This request is in accordance with Article **(numeric)**, Section **(numeric)** of the Agreement between **(Vendor name)** and the Department of General Services. We confirm that these subcontractors' work for **(work description)** is substantially complete as of **(date)**. We therefore recommend the retainage be reduced to **(numeric)** % starting with the **(month/year)** billing period.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at **(phone number)**.

Sincerely,

(Full Name)
Program Manager

Recommendation Accepted by Jeff Bonvechio

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



RELEASE OF LIENS AND CLAIMS

Project Name: Contract No.:

Task Order No.:

Contract Date:

Contract Amount:

Date:

Final Release of Liens and Claims:

The undersigned (Company Name), in consideration of payments received and upon receipt of the amount of payment of \$ _____ hereby indemnifies, waives, releases, and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, terminations, and stop notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Liens and Claims on behalf of (Company Name); that (Company Name) has properly performed all work and furnished all materials of the specified quality in accordance with all contract documents in an acceptable workmanlike manner to the Department of General Services/Construction Division, District of Columbia and that (Company Name) has paid for all labor, including fringe benefits and workers compensation, all materials, equipment, services, taxes, insurance premiums, and bonds (if required) and that any materials supplied to or incorporated in this project have been paid.

(Company Name) is executing this Release of Liens and Claims for the express purpose of inducing the District to make disbursement and payment to (Company Name) of \$ _____.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: (Company Name)

By: _____

Print Name: _____

Title: _____

Date: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



I, a Notary Public in and for the District of Columbia, hereby certify that, on this (Day) day of (Month), (year), (company representatives name) personally appeared before me, known to me (or satisfactorily proven) to be the person who executed the foregoing Release of Liens and Claims, as of (Company Name) who acknowledged having done so for the purposes therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]

FILE NAMING NOMENCLATURE

Invoice Packet: Vendor Name_PO Number_INV #XXXXXX_\$Amount of Invoice

Example: GC Co_PO123456_INV #IPAY002_\$100000 00.pdf

Certified Payroll: Vendor Name_PO Number_INV #XXXXXX_\$Amount of Invoice_CertPay

Example: GC Co_PO123456_INV #IPAY002_\$100000 00_CertPay.pdf

CBE Report: CBE_PO Number_Vendor Name_INV #XXXXXX_Year Month(numerical)

Example: CBE_PO123456_GC Co_INV #IPAY002_2017 12.pdf

Step 1 - With the project that you wish to process an invoice for open in Prolog Manager, select **Contract Invoices** (blue box) under **Cost Control** (red box) in the **Navigation Pane** .



Figure 1

Step 2 - Use the **PO Number** (red box) dropdown menu to select the applicable Contract purchase order number. Number, Sequence, the contract schedule of values and any previously invoiced change orders will auto populate. Select the appropriate **Period** (blue box) from the drop-down list. Select the correct **Division** for each line and enter the **Work This Invoice Value** and **Stored Material Value** amounts in their respective fields (orange boxes).

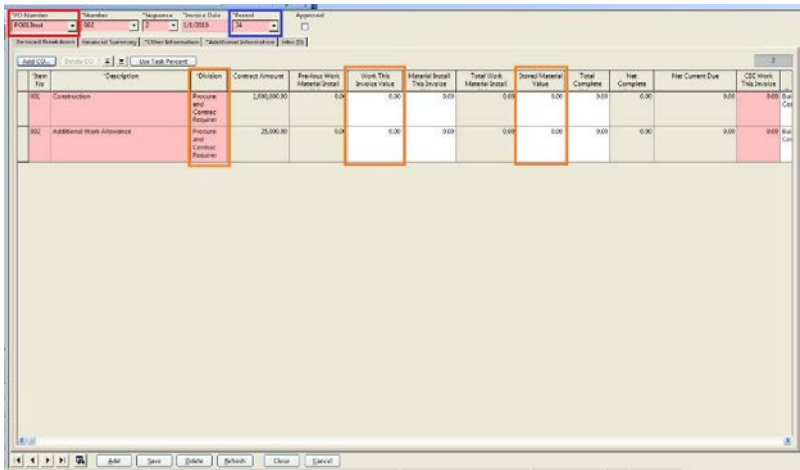


Figure 2

Step 3 - Review the **Retainage Percentage** (orange box) for each line. Make sure that it matches the current retainage percentage per contract or current stage of release of retainage.

Item	Description	Quantity	Unit	Amount	Retainage Percentage	Retainage Amount	Retainage Percentage	Retainage Amount	Retainage Percentage	Retainage Amount
001	Construction	1.000	0.000	1,000,000.00	25.0000	250,000.00	0.00	0.00	0.00	0.00
002	Additional Work Allowance	1.000	0.000	250,000.00	25.0000	62,500.00	0.00	0.00	0.00	0.00

Figure 3

Step 4- Use the **Add CO** button (red box) to add any executed change orders that need to be included in the invoice. Select the appropriate **CO(s)** (blue box) from the pop-up window and click **OK** (orange box) when finished. Complete all of the 'orange box' items from Steps 2 and 3 for each CO line.

Item	Description	Quantity	Unit	Amount	CO(s)	CO(s)	CO(s)	CO(s)	CO(s)	CO(s)
001	Construction	1.000	0.000	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00
002	Additional Work Allowance	1.000	0.000	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 4

Step 5 - Enter the **Received Date** (red box), **Vendor Invoice Number** (blue box) (must be unique to vendor company) and select the invoice **Status** (orange box) from the drop-down list. Enter any notes such as reason for a rejection in the **Remarks** field (green box). Start all notes with the date of entry. *****NOTE*** the Received Date is the date that the vendor uploaded their invoice to Prolog. ALL INVOICES MUST BE UPLOADED TO PROLOG BY THE VENDOR - NO EXCEPTIONS**

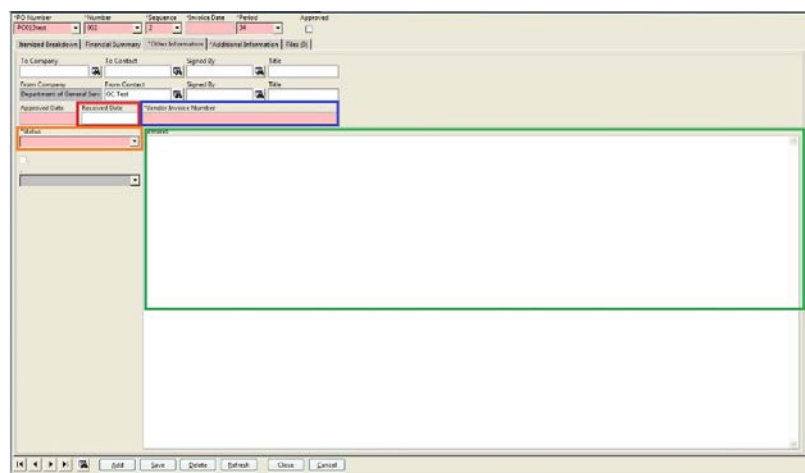


Figure 5

Step 6 - Enter the **Billing Period Start** and **Billing Period End** dates (red box) on the **Additional Information** tab. Enter all change order PO numbers associated with the invoice vertically in the **PASS PO Number (If Different From Original)** column (blue box) starting in the first white box and going downward. The top PO number field in this column (pink field) should be left blank.

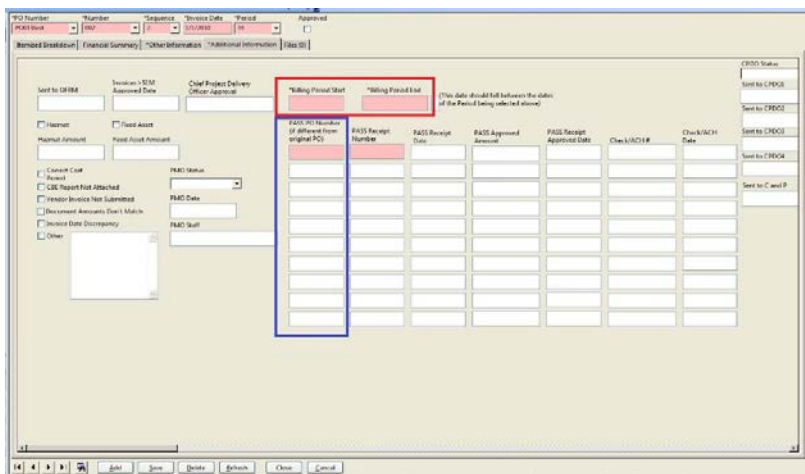


Figure 6

Step 7 - Review the information on the ***Financial Summary*** tab (red box) to see that is is the same as what is on the invoice. Discrepancies mean something is incorrect in the invoice or the data entered into prolog for the contract, change orders or invoice record(s). Correct errors if able or see PMO for additional help if required. Click the ***Save*** button (blue box) when complete.

NOTE (DGS EMPLOYEE PMs ONLY)

The PM is responsible for approving the receipt for each of their invoices in PASS. If the receipt is not approved OCFO can NOT process the invoice for payment.

BS Module	Module	Sequence	Service Date	Period	Approved
PURCHASE	100	14		10	

Report Information	Financial Summary	Financial Information	Financial Information	File (F)																										
<table border="1"> <thead> <tr> <th>Account Name</th> <th>Accounting Method</th> </tr> </thead> <tbody> <tr> <td>Original Contract Value</td> <td>Total Computed and Stored</td> </tr> <tr> <td>1,820,000.00</td> <td>0.00</td> </tr> <tr> <td>Approved Change Orders</td> <td>Total Savings</td> </tr> <tr> <td>16,987,500.00</td> <td>0.00</td> </tr> <tr> <td>Contract Value This Period</td> <td>Total Signed Less Retainage</td> </tr> <tr> <td>21,000,000.00</td> <td>0.00</td> </tr> <tr> <td>Current Contract Value</td> <td>Less Provisional Matters</td> </tr> <tr> <td>22,880,500.00</td> <td>0.00</td> </tr> <tr> <td></td> <td>Current Payment Due</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>Retainage To be paid (per Retainage)</td> </tr> <tr> <td></td> <td>15,000,000.00</td> </tr> </tbody> </table>					Account Name	Accounting Method	Original Contract Value	Total Computed and Stored	1,820,000.00	0.00	Approved Change Orders	Total Savings	16,987,500.00	0.00	Contract Value This Period	Total Signed Less Retainage	21,000,000.00	0.00	Current Contract Value	Less Provisional Matters	22,880,500.00	0.00		Current Payment Due		0.00		Retainage To be paid (per Retainage)		15,000,000.00
Account Name	Accounting Method																													
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	Current Payment Due																													
	0.00																													
	Retainage To be paid (per Retainage)																													
	15,000,000.00																													

Figure 7

Review - Once the invoice has been signed by the PM and Cluster Leader, PMO will review the invoice and use the **checkboxes and fields** (red box) on the **Additional Information** tab shown at the left to track any issues with the invoice. An automatic notification will be sent from Prolog if the invoice is rejected. The notification will include the reasons for rejection and corrective work required. This information can also be reviewed at any time in Prolog by logging in and coming back to the invoice record. **PASS information** and **Check/ACH date and Payment Number** (blue box) are entered by PMO and can be used to track payment status for an invoice. Information regarding invoice processing and tracking such as **CPDO and C&P approval dates** and the date **Sent to OFRM** for payment is also available in the other fields on this tab.

The screenshot shows the 'PMS Review' application window. The window has a menu bar (File, Window, Edit, View, Help) and a toolbar. Below the menu bar are tabs: 'PMS Review', 'PMS', 'PMS History', 'PMS Settings', 'PMS Reports', 'PMS Tools', 'PMS Help'. The main content area is divided into several sections. On the left, there's a 'Send to CRM' section with checkboxes for 'Original' and 'Printed', and a 'Printed Amount' field. Below this is a 'PMS Review' section with a 'PMS Review' button, a 'PMS Review' dropdown, and checkboxes for 'PMS Review Not Submitted', 'PMS Review Amount Not Match', 'PMS Review Emergency', and 'Other'. The right side features a 'PMS Review' table with columns: 'PMS Review Number', 'PMS Review Date', 'PMS Review Amount', 'PMS Review Approval Date', 'PMS Review Approval Date', 'PMS Review Approval Date', 'PMS Review Approval Date', 'PMS Review Approval Date'. The table has 10 rows. The bottom of the window has a status bar with buttons: 'Add', 'Save', 'Print', 'Cancel', 'Close', 'Cancel'.

Step 1 - Cost Periods are also know as invoice or billing periods and are used to assign a specific period of time to an invoice.

To establish Cost Periods within a project, select **Cost Periods** from the **Admin** module in the **Navigation Pane** .

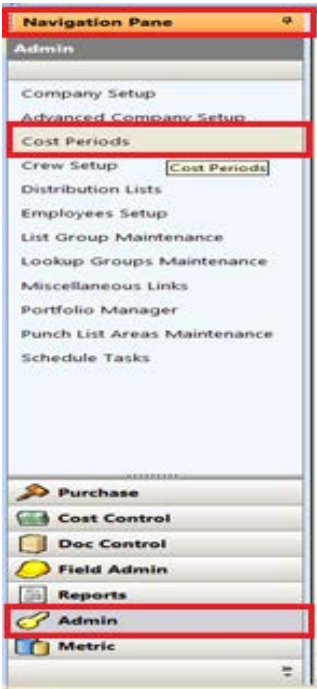


Figure 1

Step 2 - Click the Add Row button to establish a Cost Period. A new Cost Period is Established every time you click the button. You can establish as many Cost Periods as desired when you set up the project or add them as you go. If necessary you can manually change the Cost Period dates in a row but it is recommended that you keep the default "by month" period.

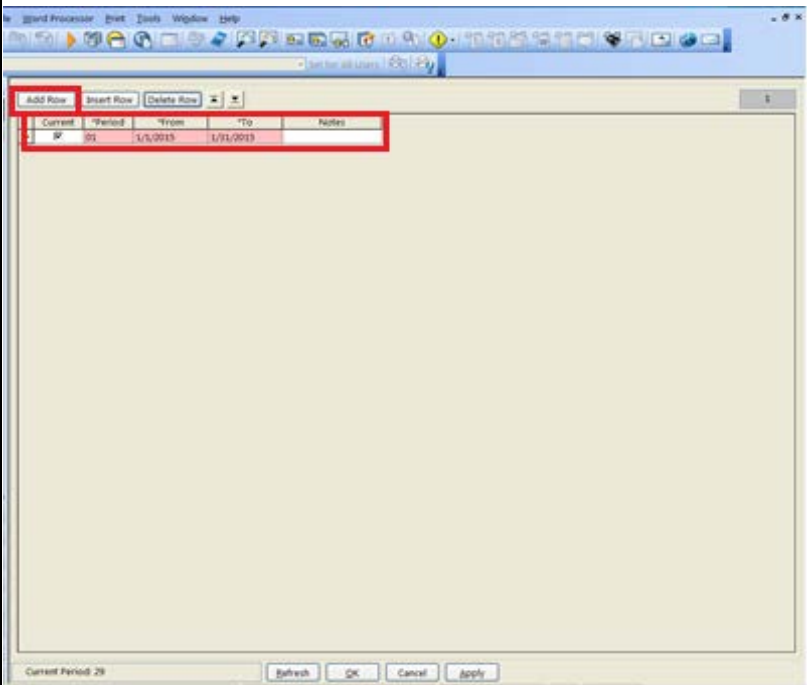
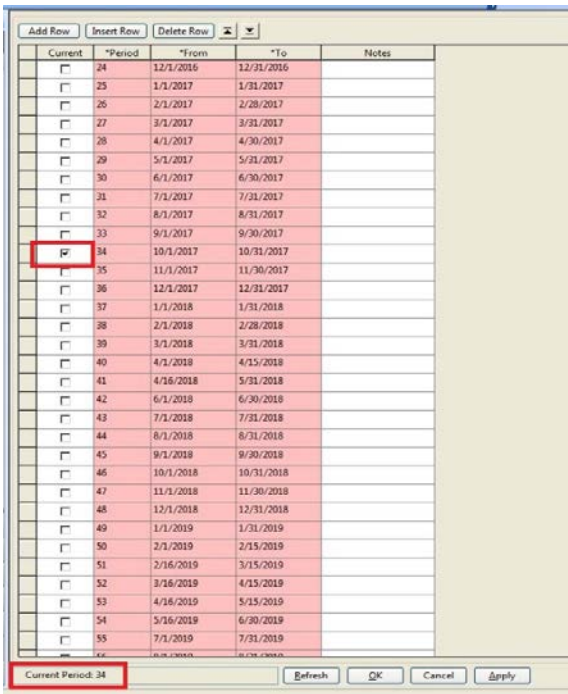


Figure 2

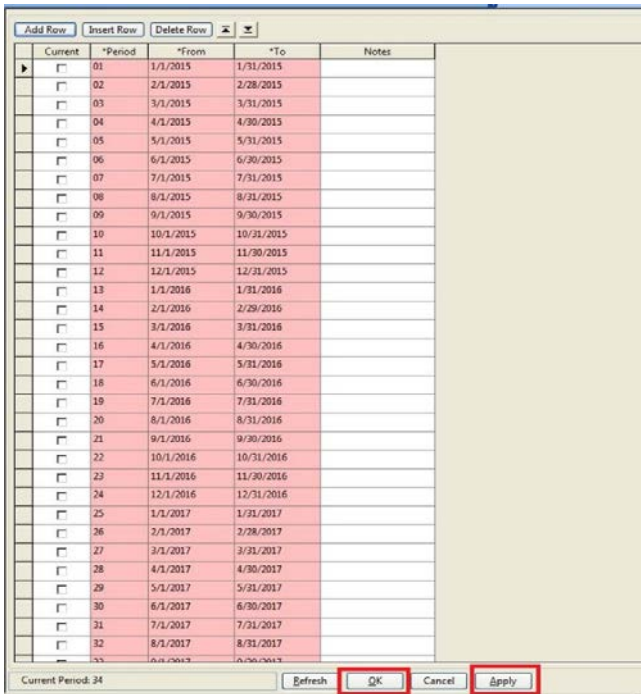
Step 3 - Review the **Current Period** in the bottom left corner of the window and, if incorrect, click on the checkbox in the **Current** column next to the Cost Period that corresponds with the current billing period. ***NOTE*** When selecting a new Cost Period with every invoice you will receive a pop-up notification asking if you'd like to make that the current Cost Period for the Project. You should click on the **Yes** button to make that Cost Period current.



	Current	*Period	*From	*To	Notes
	☐	24	12/1/2016	12/31/2016	
	☐	25	1/1/2017	1/31/2017	
	☐	26	2/1/2017	2/28/2017	
	☐	27	3/1/2017	3/31/2017	
	☐	28	4/1/2017	4/30/2017	
	☐	29	5/1/2017	5/31/2017	
	☐	30	6/1/2017	6/30/2017	
	☐	31	7/1/2017	7/31/2017	
	☐	32	8/1/2017	8/31/2017	
	☐	33	9/1/2017	9/30/2017	
	☒	34	10/1/2017	10/31/2017	
	☐	35	11/1/2017	11/30/2017	
	☐	36	12/1/2017	12/31/2017	
	☐	37	1/1/2018	1/31/2018	
	☐	38	2/1/2018	2/28/2018	
	☐	39	3/1/2018	3/31/2018	
	☐	40	4/1/2018	4/15/2018	
	☐	41	4/16/2018	5/31/2018	
	☐	42	6/1/2018	6/30/2018	
	☐	43	7/1/2018	7/31/2018	
	☐	44	8/1/2018	8/31/2018	
	☐	45	9/1/2018	9/30/2018	
	☐	46	10/1/2018	10/31/2018	
	☐	47	11/1/2018	11/30/2018	
	☐	48	12/1/2018	12/31/2018	
	☐	49	1/1/2019	1/31/2019	
	☐	50	2/1/2019	2/15/2019	
	☐	51	2/16/2019	3/15/2019	
	☐	52	3/16/2019	4/15/2019	
	☐	53	4/16/2019	5/15/2019	
	☐	54	5/16/2019	6/30/2019	
	☐	55	7/1/2019	7/31/2019	

Figure 3

Step 4 - Click the **Apply** button and then the **OK** button when complete.



	Current	*Period	*From	*To	Notes
	☒	01	1/1/2015	1/31/2015	
	☐	02	2/1/2015	2/28/2015	
	☐	03	3/1/2015	3/31/2015	
	☐	04	4/1/2015	4/30/2015	
	☐	05	5/1/2015	5/31/2015	
	☐	06	6/1/2015	6/30/2015	
	☐	07	7/1/2015	7/31/2015	
	☐	08	8/1/2015	8/31/2015	
	☐	09	9/1/2015	9/30/2015	
	☐	10	10/1/2015	10/31/2015	
	☐	11	11/1/2015	11/30/2015	
	☐	12	12/1/2015	12/31/2015	
	☐	13	1/1/2016	1/31/2016	
	☐	14	2/1/2016	2/29/2016	
	☐	15	3/1/2016	3/31/2016	
	☐	16	4/1/2016	4/30/2016	
	☐	17	5/1/2016	5/31/2016	
	☐	18	6/1/2016	6/30/2016	
	☐	19	7/1/2016	7/31/2016	
	☐	20	8/1/2016	8/31/2016	
	☐	21	9/1/2016	9/30/2016	
	☐	22	10/1/2016	10/31/2016	
	☐	23	11/1/2016	11/30/2016	
	☐	24	12/1/2016	12/31/2016	
	☐	25	1/1/2017	1/31/2017	
	☐	26	2/1/2017	2/28/2017	
	☐	27	3/1/2017	3/31/2017	
	☐	28	4/1/2017	4/30/2017	
	☐	29	5/1/2017	5/31/2017	
	☐	30	6/1/2017	6/30/2017	
	☐	31	7/1/2017	7/31/2017	
	☐	32	8/1/2017	8/31/2017	

Figure 4

INVOICE PROCESSING

PROLOG

NOTIFICATIONS

From: converge@noreply.com
Sent: Thursday, December 14, 2017 2:54 PM
To: Harmon, John (DGS)
Cc: Support, Prolog (DGS); White, Cassandra (DGS)
Subject: Incorrect Invoice Cost Period

Incorrect Invoice Cost Period

Project: 1250 U Street NW DGS Training Project
PO: P0012test
Contractor: Department of General Services - Capital Construction Division

The invoice below has the wrong 'Period' selected in Prolog's 'Contract Invoices'. It must be corrected before the invoice can be processed for payment.

Invoice#:	003
Sequence#:	3
Invoice Date:	12/14/2017
Invoice Amount:	\$15,000.00
Billing Start Date:	12/14/2017
Billing End Date:	12/14/2017
PASS Receipt#:	789456

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 11, 2017 4:35 PM
To: Haniska Prinston
Cc: Support, Prolog (DGS); Fluelling, Alphonso (DGS)
Subject: Contract Documentation Required

Contract Documentation Required

Project Name: 1400 41st Street, SE Fort Davis Park Playground

PO#: PO576154

Vendor Name: NVS Construction Company

Upload and link documentation to support the items "CHECKED" below:

- ☐ Award Document
 - ☐ Period of Performance
 - ☐ Schedule of Values
 - ☒ 12/11/17:
SC Date is 1/3/18 as specified in Letter Contract
-

Once the required documentation has been uploaded and linked please remember to check the box "Contract Ready for Review" by PMO.

From: converge@noreply.com
Sent: Friday, December 01, 2017 4:20 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Rejection

Contract Invoice Rejected

Project Name: 1250 U Street NW DGS Training Project
PO#: P0012test
Invoice#: 001
Contractor: Department of General Services - Capital Construction Division

The invoice above has been rejected by the Project Manager for the reason(s) below:

This is my remarks.

Please revise your invoice to correct the issues noted above and resubmit a revised invoice in Prolog. Please contact your DGS Project Manager with any questions.

Harmon, John (DGS)

From: converge@noreply.com
Sent: Thursday, December 14, 2017 4:35 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Paid

Contract Invoice Paid

The invoice listed below has been paid:

Project Name: PMO Training Projects
PO#: P0012test
Invoice Date: 12/14/2017
Invoice#: 007
Vendor Invoice #: 789123
Vendor Name: Department of General Services - Capital Construction Division
Amount: \$6,000.00
Check Number: 555555
Check Date: 12/14/2017
