

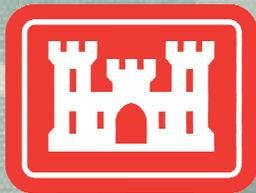
# QCS TRAINING: Version 2.38

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21 April 2010



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US Army Corps of Engineers  
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# ***QCS Training Step By Step Instructions***

## ***How QCS relates to P3 or P6, and RMS***

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This presentation contains helpful procedures on how tasks are performed using QCS to plan and manage your projects.

The procedures describe –

- a) Installing QCS on the contractor's machine for the first time,
- b) Daily Reports and QC requirements.
- c) Importing and Exporting to the Government and the Construction Schedule,
- d) Providing permissions to others
- e) Describing pay applications.

This section is not intended to fully train you on all of the “ins and outs” of QCS, but to provide you a basis to build upon.

The full manual (website is shown on the last page of the section) can be downloaded and printed as a reference for specific tasks that are not covered in this class.



# We're Online!

We recommend using these slides along with the QCS Online Training Videos provided by the Fort Worth District.

Please visit our YouTube Channel via the following link.



<http://www.youtube.com/user/VideoUSACE>



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# ***Key Features in this Release***

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## 1. Financial Modules Changes — Pay Activity Enhancements

- The primary goal for the changes in the finances is to present a picture of finances that will agree with the data found in CEFMS. RMS also now captures more of the CEFMS data for ease in evaluating the contract status. More information is gleaned from existing data related to the Contractor's Pay Activities to better enable you to understand what is actually required and what is being provided to the Government.
- The Pay Activities now include a Tab labeled "Contractors" and "Features". The "Contractor's" tab includes a listing of the Responsibility Code , Trade, Number of Activities assigned to each Contractor/Subcontractor and a Status column that indicates challenges of completing information in QCS as it should be. The Pay Activity detail screen itself, remains unchanged.



# ***Key Features in this Release***

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## **2. Schedule Enhancements**

- We have all faced challenges in evaluating construction schedules and comparing it to actual progress and previously approved schedules. This version of RMS will enable the Government to see at a glance the difference between the current Activity Schedule and the Previous Approved Schedule. The program will give the RMS User a Summary of the Activities and also a tabulation on comparison between the current and previous schedules. This presentation includes a screen-shot of the RMS screen so you can see what the Government has available.

## **3. Contractor Insurance and Payroll Tracking**

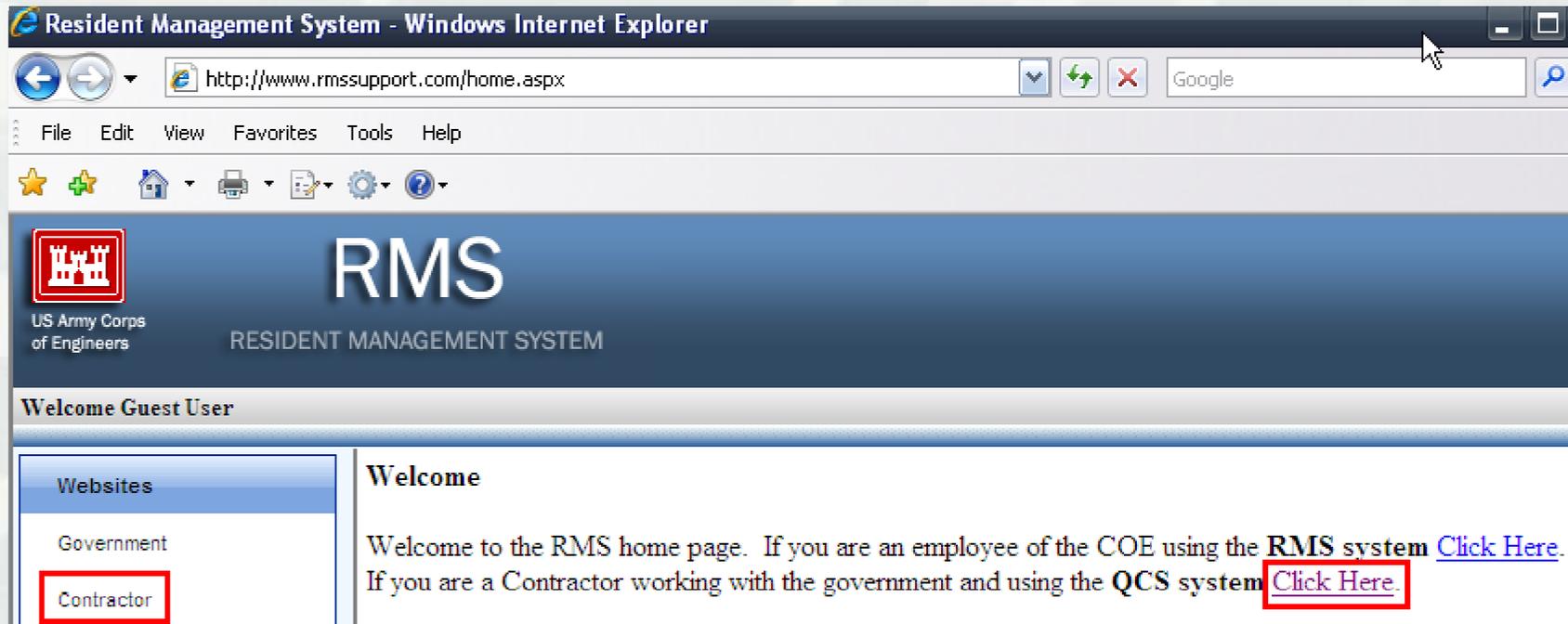
- Contractor Insurance (General, Auto, and Workman's Comp) are still entered the same way as previous versions of RMS and QCS. The SF1413 is now entered on the "Contractor Payrolls" screen and includes tracking milestones as to when it was received and sent to the District. Contractor Payrolls have been greatly expanded and will even provide the ENG Form 3180 that the Government is required to be sent to the District. Payrolls are processed very similar to a standard Submittal / Transmittal.



# Accessing the QCS Website

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Go to **WWW.RMSSUPPORT.COM** and select the Contractor link on the left hand side of the screen.



The screenshot shows a Windows Internet Explorer browser window titled "Resident Management System - Windows Internet Explorer". The address bar displays "http://www.rmssupport.com/home.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a toolbar with icons for home, print, and help. The main content area features the RMS logo (a red square with a white castle icon) and the text "RMS RESIDENT MANAGEMENT SYSTEM" and "US Army Corps of Engineers". A "Welcome Guest User" banner is present. On the left, a "Websites" menu lists "Government" and "Contractor", with "Contractor" highlighted by a red box. The main content area contains a "Welcome" message: "Welcome to the RMS home page. If you are an employee of the COE using the RMS system [Click Here.](#) If you are a Contractor working with the government and using the QCS system [Click Here.](#)" The "Click Here" links are also highlighted with red boxes.



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# Contractor's website QCS: Download location

**RMS**  
RESIDENT MANAGEMENT SYSTEM

Welcome Guest User --- Thursday, March 04, 2010

**Contractor Home**

- Contacts
- Newsletter
- User Guides
- Guide Specifications
- Training
- Software Updates
- Uploads

**Home**

The U.S. Army Corps of Engineers is a diverse workforce of professionals. Our mission is to provide quality and responsive engineering services to the nation. History and Leadership help us meet the demands of changing times. We are a vital part of the Army. We take pride in our work!

Construction is what the U.S. Army Corps of Engineers is all about. Construction is the reason for our existence, whether the project is for Military, Civil Works or Work for Others.

The RMS Center is maintained to assist field engineers, inspectors, construction representatives, contractor staff and office personnel perform their duties by providing computer programs and automation expertise to plan, accomplish, and control the daily technical and administrative functions of construction projects managed by the U.S. Army Corps of Engineers.

The Resident Management System (RMS) and the Quality Control System (QCS) are quality management and contract administration programs designed by Resident Engineers. The systems provide an efficient method to plan, schedule, and control all aspects of construction.

The Government Staff will use the RMS program and the Contractor Staff will use the associated QCS program.

**SUPPORT**

[Click here to run Live Assist](#)

[Click here to run Go To Meeting \(http://www.joingotomeeting.com\)](http://www.joingotomeeting.com)

[CLICK here to view our QCS Video Tutorials](#)

**UPDATES**

[2.37 Users here to download qcsetup02370142.exe](#)

[2.38 Users here to download qcsetup02380129.exe](#)

[ Please Click to read the Privacy and Security notice ]

The appearance of any hyperlinks from this site does not constitute endorsement by the U.S. Army Corps of Engineers (USACE), this web site or the information, products, or services contained therein. USACE does not exercise any editorial control over the information you may find at this location. These links are provided consistent with the stated purpose of CorpsWeb.

http://www.rmssupport.com/qcs/default.aspx

**You will see the latest version on this website. Download from here if you are installing for the first time. We are using 2.38**



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# QCS Installation

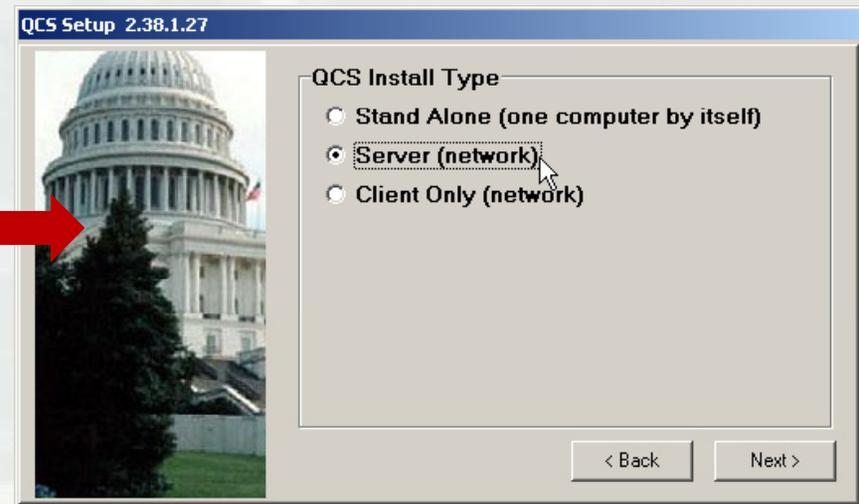
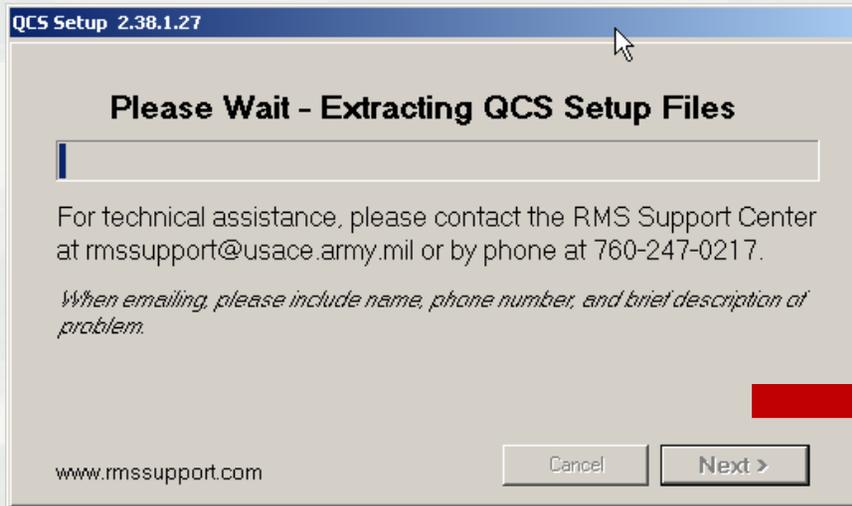
Download/SAVE, then RUN the setup program.



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# QCS Installation

Setup as a 'Server' on the QCS machine.

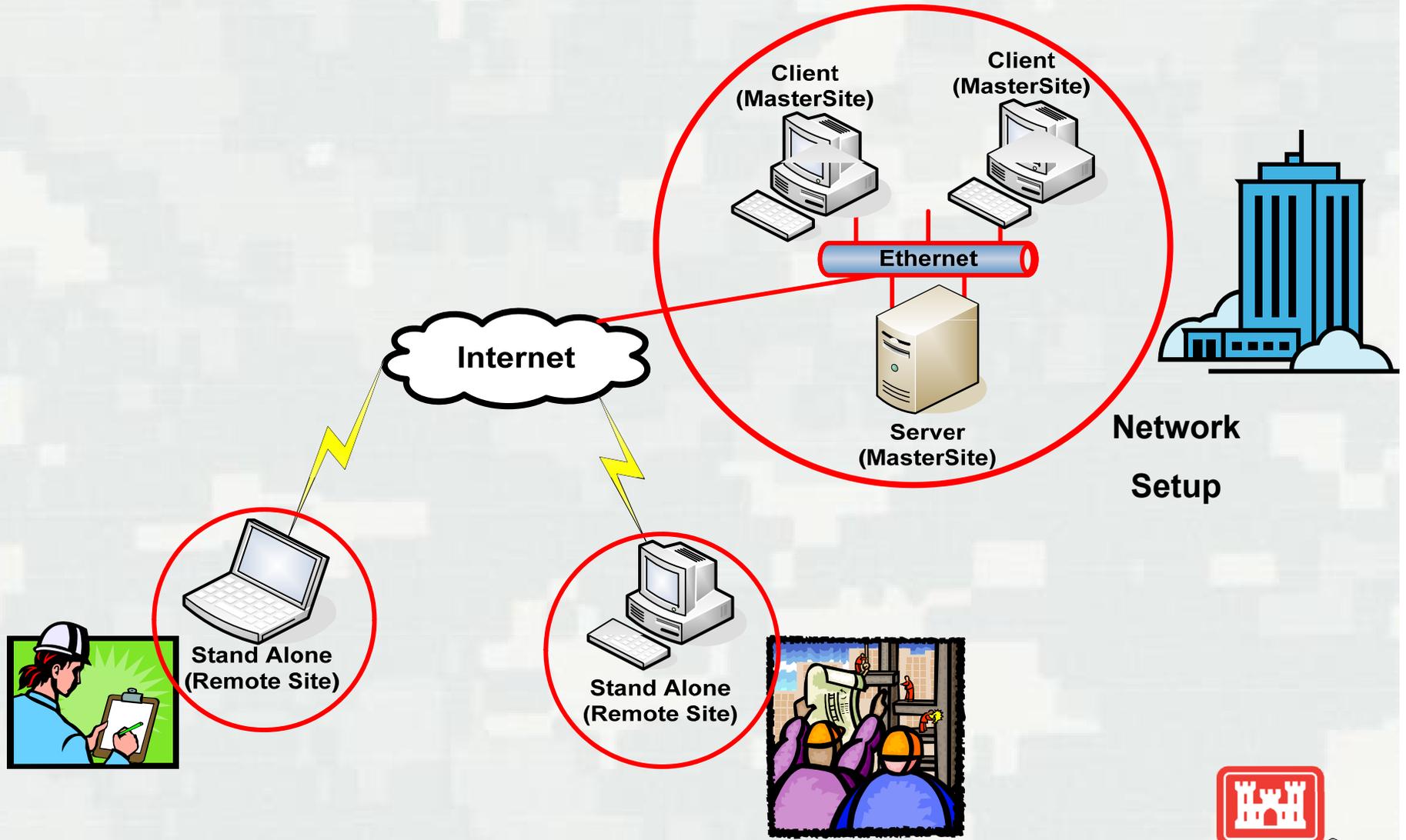


Note: The QCS system can be networked to run on multiple computers. Refer to User guide for networking information (website at end of this section).



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# Types of Setups



# QCS logon screen

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- Go to **Start / All Programs / QCS /** and select the **QCS red-castle icon to start using QCS**. Double-click it for the logon screen.

A screenshot of the QCS logon window. The title bar reads 'QCS 2.38.1.27'. The main area has a red header with the text 'Enter your User ID and Password'. Below this, there are input fields for 'User ID' (containing 'SYSDBA'), 'Password', and 'Site ID' (containing '6#H#EED0'). A 'Database' button is located below the Site ID field. At the bottom, there are 'Login' and 'Cancel' buttons. The status bar at the bottom shows the database path: 'Database: sql-rb-01575254/3074:c:\program files\qcs\qcs.fdb'.

Default user ID is shown above and the password is “**masterkey**”. Also the site ID is shown and will be required by the COE to get you a setup import. ***The SITE ID is unique for every installation.***

Once you are logged into the system then you have to get a project setup disk, or the M2 # and download from the FTP by selecting ‘Add’, from the Corps of Engineers (COE) to set up a new project on your machine.



# Contractor Library QCS Site Description

You can also see your QCS site ID from the following tabs. Your title and contact information needs to be filled in here.

The screenshot shows a web application window titled "Quality Control System" with a menu bar (File, Options, Help) and a header "QCS Fort Worth District". Below the header are navigation tabs: "Select Contract", "Contractor Library", "Government Library", "Summary Reports", and "Exit QCS". The main content area is titled "Contractor Library - QCS Site Description" and contains a sidebar with links: "QCS Site Description", "Contractor Staff", "Feature Types", "3 Phase Inspections", and "Hazard Analysis". The main form fields are:

- QCS Site ID:  (highlighted with a red box)
- QCS Site Title:
- Primary Point of Contact:
  - Name:
  - Phone:
  - E-Mail address:
- Alternate Point of Contact:
  - Name:
  - Phone:
  - E-Mail Address:



# Adding Your Contract

The HOME button has been replaced. The 'Select Contract' button will allow you to Add, Edit, Delete, or Find one of your contracts. Push the Add button to begin adding a contract. You must provide the COE with your site ID located in the top blue area BEFORE you can add a contract.

Quality Control System

File Options Help

**QCS** HOME/COE

Select Contract Contractor Library Government Library Summary Reports Exit QCS

**Select Contract**

Add Edit Delete Find All Contracts

Contract No	Contract ID	Contract Title	Location
7FL2034	M2003107	DEA Regional and Special Testing Labs	Fort Lauderdale, FL
W9126G-09-C-0069	M2003166	DEA Roof Replacement & EIFS Repairs	
W9126G-0		Adding New Contract	Dallas, Texas

**Adding New Contract to QCS**

**Import from SFTP** Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.

**Import from File** Use this option if you have received a file from RMS/QCS for adding a new contract to your site.

**Request Export File** If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export

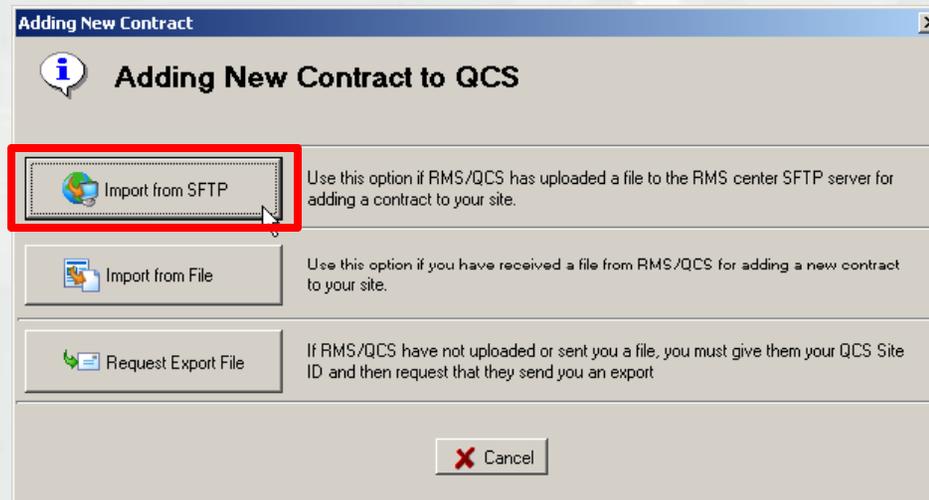
Cancel



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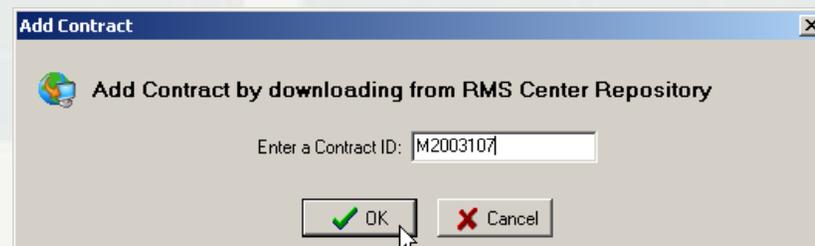
# Adding your contract into QCS

Once the setup file has been exported from the Area or Resident Office, they will provide you with your contract ID. Click the Add button, select the method you choose to add the contract and input the contract ID. The most common 'add' option used is 'Import from SFTP'



Type in the M2 number for your contract and select OK.

The FTP server will find the proper project and setup the job onto your machine. Once this is completed then that machine is the master and has all of the controls and can set up other machines to perform tasks.



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# Administration – Contract Description

All Government required fields will be filled in as shown below. **Note: Read Only**

The screenshot shows a software window titled 'Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA'. The main header displays the QCS logo and the contract title 'DEA Roof Replacement & EIFS Repairs'. A navigation bar includes buttons for 'Close Contract', 'Administration', 'QC', 'Submittals', 'Import / Export', 'Contract Reports', and 'Exit QCS'. The 'Administration' button is highlighted with an orange box. Below the navigation bar, the window title is 'Administration - Contract Description' and a '(Read Only)' status is shown in a yellow box. On the left, a sidebar contains links for 'Contract Description', 'Action Items', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', 'Correspondence', 'Request for Information', 'Pay Activities', and 'Progress Payments'. The 'Contract Description' link is highlighted with an orange box. The main content area shows the following fields:

Contract ID	M2003166				
Contract Number	W9126G-09-C-0069	Delivery Order	NA	Fiscal Year	
Contract Title	DEA Roof Replacement & EIFS Repairs				
Short Title	DEA Roof Replacement	(Short title used for listing reports)			
Contract Office	North Texas Resident Office				

Contract Description

Provide all plant, labor and materials to replace the high roof (110'x64'), the east low roof (125'x64'), and the north low roof (318'x6') on the administration portion of the complex and the guard house roof (18'x8'), replace the parapet coping with a member that has longer legs to cover the parapet coping, and repair the water and wind-damaged EIFS

Module Always Managed by: RMS



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# Administration – Contract Description (General Information)

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

 **QCS** **DEA Roof Replacement & EIFS Repairs**

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**Administration - Contract Description** (Read Only)

Contract Description **General Information**

**Contract Description**

- [Action Items](#)
- [Prime Contractor](#)
- [Subcontractors](#)
- [Contractor Insurance](#)
- [Contractor Payrolls](#)
- [Correspondence](#)
- [Request for Information](#)
- [Pay Activities](#)
- [Progress Payments](#)

**Submittals / Schedules**

Government Review Period GA  Days FIO  Days

Contractor Resubmittal Period  Days

Default Number of Copies GA  Copies FIO  Copies

Default Government Submittal Reviewer

**Activity:** Import Early and Late Start/Finish Dates from Contractor's Network Analysis System (NAS)

**NTP Milestone**

Construction Notice To Proceed (NTP) Acknowledged

Construction Start Date

Module Always Managed by: RMS



# Administration – Action Items

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**Administration - Action Items**

- [Contract Description](#)
- [Action Items](#)
- [Prime Contractor](#)
- [Subcontractors](#)
- [Contractor Insurance](#)
- [Contractor Payrolls](#)
- [Correspondence](#)
- [Request for Information](#)
- [Pay Activities](#)
- [Progress Payments](#)

**CONTRACTOR ACTION ITEMS**

Preview Print Close

**CONTRACTOR ACTION ITEMS**

Range Items requiring completion on or before 3/8/2010

Date Actions that need to be taken on or before 3/8/2010 ( 7 days )

**Include**

- All Subjects
- Selected Subjects
  - Missing Data
  - Payrolls/Insurance/SF1354
  - Correspondence
  - Modifications
  - Finances
  - Show Selection Criteria
  - Quality Control
  - Exposure Hours
  - Submittals
  - Schedules

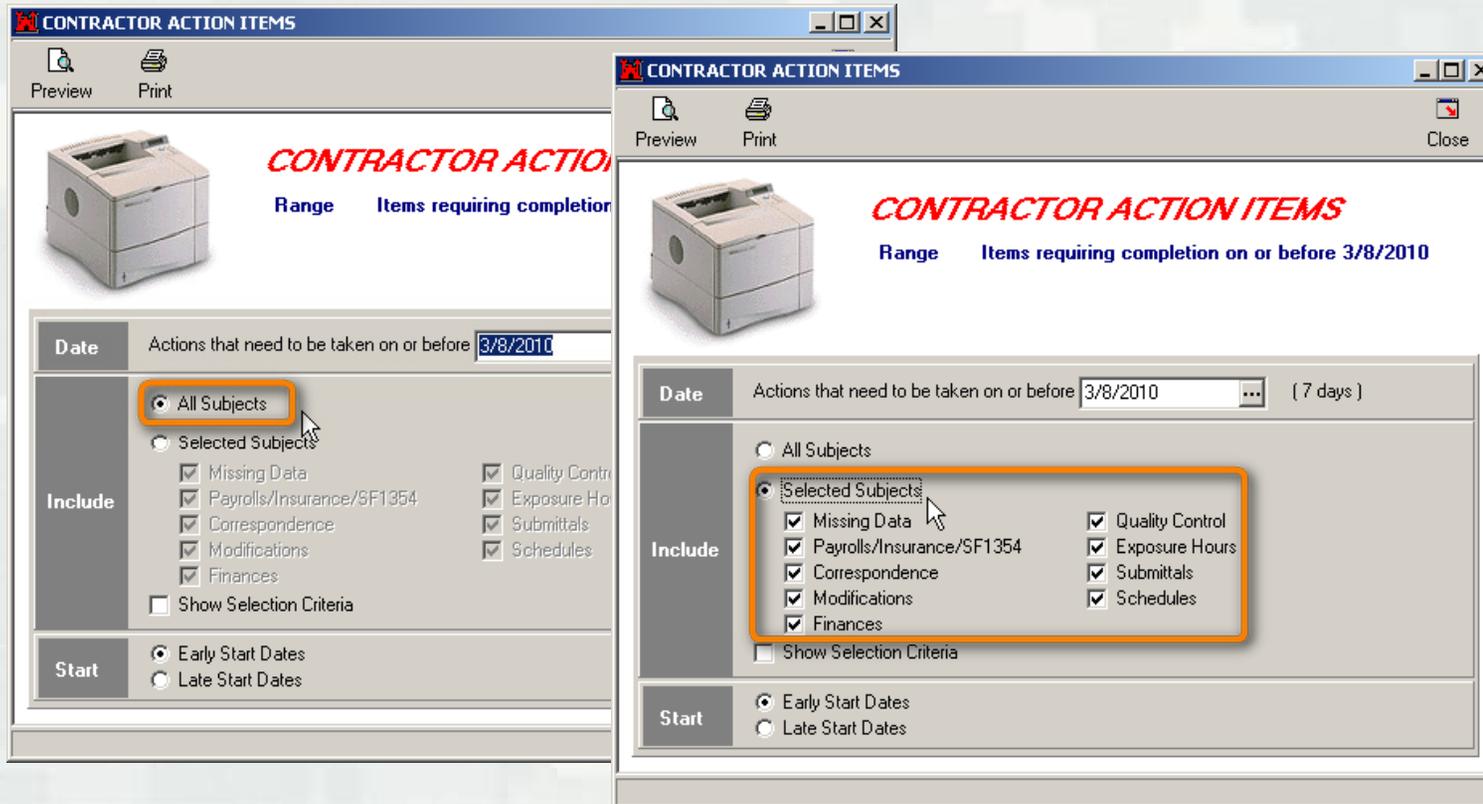
**Start**

- Early Start Dates
- Late Start Dates



# Administration – Action Items

- Action Items entry under the Administration tab allows you to make choices on what subjects you want listed on your Action Items Report. You can either pick ALL Subjects, or make a selection from the subjects listing



This should be reviewed weekly by the QC to ensure that all items are being addressed



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# *Important*

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- Contractor MUST fill in the fields for **Prime Contractor**, **Subcontractors**, **Contractor Insurance**, and **Contractor Payrolls** sections. Most of these screens are populated by your P3 or P6 schedule, however it is imperative to get the preliminary schedule input in 15 days as required by the spec.
- **Pay Activities** and **Progress Payments** will be discussed in a later portion.
- The **Specification Sections** and **Submittal Register** should be filled in per the contract documents.
- **Note:** The **Submittal Register** needs to be reviewed with the specifications sections and expanded or elaborated as necessary.

e.g.: Fixture submittals are typically a single line item and if you break the line items out then you won't have to resubmit the entire package if a couple of the fixtures are disapproved, but the rest of the material meets the specification. Contractor may also consider breaking out rebar, structural steel, and items that will be sequenced per BLDG in order to get approval on the critical items first.



# Administration – Prime Contractor Contractor Information

Fill in all applicable tabs. **Note:** CCASS / PKI certificate is about \$100

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

Administration - Prime Contractor

Contract Description  
Action Items  
**Prime Contractor**  
Subcontractors  
Contractor Insurance  
Contractor Payrolls  
Correspondence  
Request for Information  
Pay Activities  
Progress Payments

Contractor Information Contractor Address Management/Work Days Bond Co./SBA

**Prime Contractor**

Responsibility Code: PRIM

**DUNS No:**

Contractor Short Name:

Contractor Name:

NAICS Code:

Office to receive payments

**CCASS Evaluation: Construction Contractor Appraisal Support**

Contractor Representative to Review Contractor Evaluation (DD2626)

Name  Email



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# Administration – Prime Contractor Contractor Address & Management/Work Days

The image displays two overlapping screenshots of the QCS software interface. The top screenshot shows the 'Contractor Address' tab, and the bottom screenshot shows the 'Management/Work Days' tab. Both screenshots are for a contract titled 'DEA Roof Replacement & EIFS Repairs' with ID M2003166 and number W9126G-09-C-0069 NA.

**Contractor Address Tab (Top Screenshot):**

- Government should send mail to:  Contractor's Home
- Home Office Address:**
  - Street Address: \_\_\_\_\_
  - City: \_\_\_\_\_ County: \_\_\_\_\_
  - State: \_\_\_\_\_ Country: \_\_\_\_\_
  - Zip Code: \_\_\_\_\_
  - Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_
- Site Office Address:**
  - Street Address: \_\_\_\_\_
  - City: \_\_\_\_\_ County: \_\_\_\_\_
  - State: \_\_\_\_\_ Country: \_\_\_\_\_
  - Zip Code: \_\_\_\_\_
  - Site Phone: \_\_\_\_\_ Site Fax: \_\_\_\_\_

**Management/Work Days Tab (Bottom Screenshot):**

- Contractor Work Days:**
  - Sunday
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
- Personnel:**
  - Project Manager: \_\_\_\_\_ PM Phone: \_\_\_\_\_
  - Superintendent: \_\_\_\_\_ PM Beeper: \_\_\_\_\_
  - Asst. Superintendent: \_\_\_\_\_ PM Cellular: \_\_\_\_\_
  - QC Manager: \_\_\_\_\_ Super Phone: \_\_\_\_\_
  - Asst. QC Manager: \_\_\_\_\_ Super Beeper: \_\_\_\_\_
  - Super Cellular: \_\_\_\_\_



# Administration – Prime Contractor Bond Co./SBA

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

 **QCS** **DEA Roof Replacement & EIFS Repairs**

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**Administration - Prime Contractor**

[Contract Description](#)  
[Action Items](#)  
[Prime Contractor](#)  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
[Correspondence](#)  
[Request for Information](#)  
[Pay Activities](#)  
[Progress Payments](#)

Contractor Information Contractor Address Management/Work Days **Bond Co./SBA**

Bond No.   
Bonding Company   
Bond Address  Phone   
 Fax



# Administration - Subcontractors

Responsibility codes tie into the schedule which is the key element.

The screenshot displays the QCS software interface for contract administration. The main window title is "Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA". The application title bar shows "QCS" and the project name "DEA Roof Replacement & EIFS Repairs". The "Administration" menu item is highlighted in orange. The "Subcontractors" dialog box is open, showing a form for adding or editing subcontractor information. The form includes fields for Responsibility Code, Contractor, Trade, Full Name, Address, POC, Phone, Fax, and Amount Subcontracted. It also contains several checkboxes for business type and government payment requirements, and a dropdown for Payroll End Day.

Contractor Name	Responsibility Code

**Subcontractors**

Responsibility Code:

Contractor:

Trade:

Full Name:

Address:

POC:

Phone:  Fax:

Amount Subcontracted:

Contractor is a Small Business

Are Insurances required to be sent to the Government

Are Payrolls required to be sent to the Government

Contractor is a Second Tier Sub

Payroll End Day:



# Subcontractor entry details

Ensure that once the Subcontractors are populated by the schedule that you fill in the required fields for that Subcontractor. This is a new screen in this version of QCS.

Subcontractors

Close

Responsibility Code

Contractor

Trade

Full Name

Address

POC

Phone  Fax

Amount Subcontracted

Contractor is a Small Business

Are Insurances required to be sent to the Government

Are Payrolls required to be sent to the Government

Contractor is a Second Tier Sub

Payroll End Day

If Payrolls are required to be sent to the Government this box will be checked and you need to enter the "Payroll End Day" for the Subcontractor.



# Administration – Contractor Insurance

Insurance should be filled in after the schedule populates the responsibility codes and the subcontractor section is complete.

The screenshot displays the QCS software interface for contract administration. The window title is "Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA". The main menu includes "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "Administration" menu item is highlighted with a red box. The current screen is titled "Administration - Contractor Insurance (Read Only)". On the left, a navigation pane lists various options, with "Contractor Insurance" highlighted by a red box. The main area contains a table with the following data:

Contractor Name	Responsibility Code	Trade	General Insurance	Auto Insurance	Workman's Comp
	PRIM	PRIM			

At the bottom of the screen, it states "Insurance expiration dates - Imported from RMS".



# Administration – Contractor Payrolls

The certified payroll items will open up for input once the Subcontractor has started work on the site. This is not for management personnel, it is for crafts people.

Contract ID - M2002547 Contract No. - W9126G-09-C-0071 NA

File Options Help

**QCS** VOLAR Brks 29K, & 39K Blocks

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**Administration - Contractor Payrolls** Training Mode

Contract Description	Responsibility Code	Contractor Name	Oct 31, 2009	Nov 07, 2009	Nov 14, 2009	Nov 21, 2009	Nov 28, 2009	Dec 05, 2009	Dec 12, 2009	Dec 19, 2009	Dec 26, 2009	Jan 02, 2010	Jan 09, 2010	Jan 16, 2010	Jan 23, 2010	Jan 30, 2010	Feb 06, 2010	Feb 13, 2010	Feb 20, 2010	Feb 27, 2010	Mar 05, 2010	Mar 13, 2010	
<b>Contract Description</b>	AA	A-1 Environmental																					
<b>Action Items</b>	ALUM	Bell County Glass																					
<b>Prime Contractor</b>	LAND	Bend Landscaping																					
<b>Subcontractors</b>	BL	BL																					
<b>Contractor Insurance</b>	FRM	FRM																					
<b>Contractor Payrolls</b>	PRIM	GUYCO, INC						S	S	S	S	S	S	S	S	S							
	FLR	Intertech Flooring																					
	ROOF	Johnson Roofing																					
<b>Correspondence</b>	MAS	P & S Masonry																					
<b>Request for Information</b>	EIFS	Richardson Tile & Plaster																					
	PA	RLH Paint																					
<b>Pay Activities</b>	DEMO	Robles Service Group													S								
<b>Progress Payments</b>	CNTR	Stone Systems, Inc																					
	MECH	The McCarty Corporation																					
	PM	TNT Striping																					
	SW	TTG Utilities						S	S	S	S	S	S										
	FSPR	Western States Fire Prote ...																					
	ELEC	YZ Corporation							S	S	S	S	S										

Contractor: A-1 Environmental

First Day on Site:  ... SF 1413 10/12/2009 ...

Last Day on Site:  ...

N: Non-Work Week  
S: Payroll Submitted  
P: Problem Payroll



# RMS

## Administration – Contract Setup

This is a screenshot of the RMS window which we manage that allows you to create RFI's, Insurance, and Payrolls

Contract ID - M2003166 Contract No. - W9126G-09-C-0069

File Help

**RMS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Administration - Contract Setup

Administration/Funding Modifications Quality Assurance Submittals/Schedule

[Contract Status](#)  
[Contract Description](#)  
[Contract Personnel](#)  
[Contract Documents](#)  
**[Contract Setup](#)**  
[P2 Projects](#)  
[Correspondence](#)  
[Request for Information](#)  
[Contract User Entries](#)  
[Prime Contractor](#)  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
[Labor Interviews](#)

**Administration** CEFMS Database Service  
 Will CEFMS be used for downloading Finances and uploading Payments ? SWF\_CEFMS.WORLD  
 Will this contract be linked to P2 ?  Use P2 data prior to award ?  Use only one Phase ?

Do you want to use QAS with this contract?  
 Do you want to use QCS with this contract?  
 Do you want to answer RFI's with two-way RFI Form ?  
 Do you want to track Contractor's Insurance in RMS ?  
 Do you want to track Contractor's Payrolls in RMS ?  
 Do you want to track Labor Interviews in RMS ?  
 Will this contract require a DD1354 Transfer Document ?

Contractor Correspondence Entered By Contractor  
Insurance Entered By Contractor  
Payroll Entered By Contractor  
RFI Entered By Both  
Category Codes for ARMY

**Funding**  
 Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS  
 Track Funding at Project Level, compute Obligation amounts for payment based on available funds  
 Track Funding at Project Level, manually enter Obligation amounts for payment

Currency Type US DOLLAR

**Payment**  
 Progress Payments - Allow Additional Earnings not included in Activity Earnings

Also, for COE personnel, once you have selected this screen you will notice that RFI's come in below correspondence under the 'Administration' tab.



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# *Administration - Correspondence*

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- This module will allow the Contractor and Government to exchange correspondence letters within QCS and RMS. In addition, they will be able to include file attachments to the letters.
- The letters that will be able to be sent will include contractor Home (H-####) and Site (S-#####) letters. Basically, the contractor will be able to designate a remote QCS to be either Site or Home using the current check out scheme.
- The Government will accept the 'first' answer to a particular letter from either the H or S office and will ignore subsequent answers. Also, the Government will be able to generate both RFP- and C- letters to send to the Contractor.
- The generated letters are able to be answered by either the QCS Home or the QCS Site office.
- The new feature operates very similar to the existing RFI modules.
- When the letter is completed in QCS, you must check the **Completed – Ready to Send To Government** box. The screen will then be read only and once you export the letter to RMS you will not be able to make changes. The Government, via RMS, will respond (answer) the letter and these processes move the letter from Tab to Tab.
- The choice to use the new feature must be indicated in the RMS Contract Setup, the same as the RFI feature is presented. Once the Contractor is designated to enter the Correspondence, the RMS User will not be able to perform manual entry to the received correspondence.



# Administration - Correspondence

The screenshot displays the QCS software interface for 'RMS Training Contract'. The main window title is 'Contract ID - J3000672 Contract No. - W9128A-08-C-0006 IA'. The 'Administration' menu is highlighted, and the 'Correspondence' sub-menu is selected in the left-hand navigation pane. A table lists correspondence items, with 'H-0001' selected. A secondary window titled 'Correspondence Entry' provides details for 'Letter H-0001', including the date '3/1/2010' and a checkbox for 'Completed - Ready to send to Government'. A table at the bottom shows 'H-0001 Answers the following letters' with columns for 'Dated', 'Letter No.', and 'Subject'.

Dated	Letter No.	Subject
11/04/2009	H-0001	Confirmation of site disposal ar

Dated	Letter No.	Subject



# Administration

## RFI (Request for Information)

Once you have permission from the COE and have received the *export* from the COE, then you will see the RFI option available under the Administration tab in QCS.

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

Administration - Request for Information

Contract Description

Action Items

Prime Contractor

Subcontractors

Contractor Insurance

Contractor Payrolls

Correspondence

**Request for Information**

Pay Activities

Progress Payments

Add Edit Delete Find

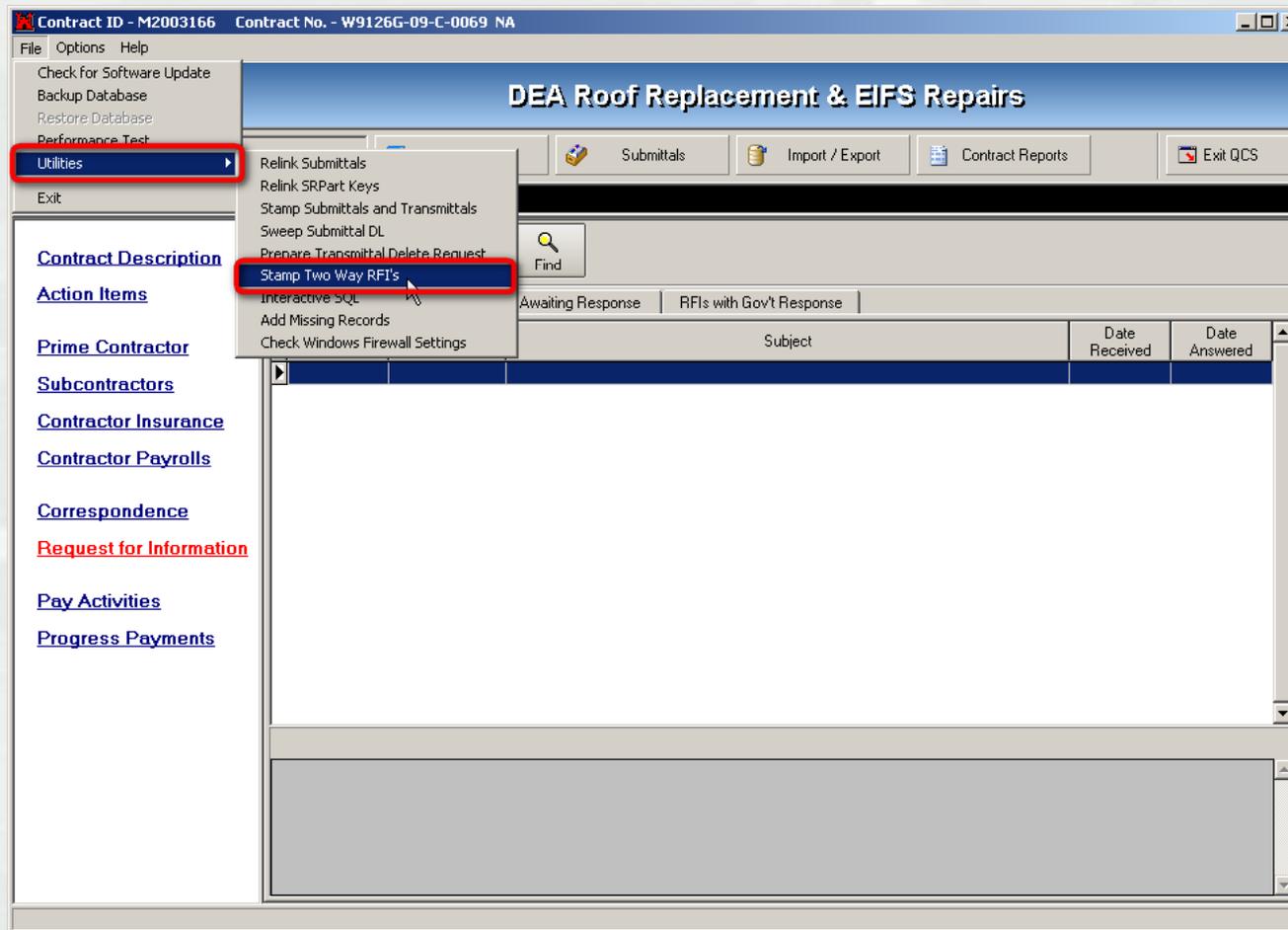
Prepare RFI RFI's Awaiting Response RFI's with Gov't Response

Dated	RFI No.	Subject	Date Received	Date Answered



# Utilities

If you are having problems exporting an RFI, select *File -> Utilities -> Stamp Two Way RFI's* and send another export. This should correct any export problems with RFI's. Additionally, note there is a stamp submittals & transmittals.



# Administration - RFI

Steps for performing an RFI in QCS. Select the RFI option.

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

Administration - Request for Information

Contract Description  
Action Items  
Prime Contractor  
Subcontractors  
Contractor Insurance  
Contractor Payrolls  
Correspondence  
**Request for Information**  
Pay Activities  
Progress Payments

Add Edit Delete Find

Prepare RFI RFI's Awaiting Response RFI's with Gov't Response

Dated	RFI No.	Subject	Date Received	Date Answered



# Administration - RFI

Click Add then the following screen should appear.

**Request for Information - RFI-0001**

RFI Close

Contractor Request for Information

Date Requested  ...  Completed - Ready to send to Government

Requestor's Name   Subcontractor  
 Potential Cost Impact  Potential Schedule Impact

RFI Subject  Feature of Work  ...

Specification Sections

Drawings and Details

Information Requested

Contractor's Recommendation

0 Attachments from Contractor

	Title	File Size
<input type="checkbox"/>		

RFI Detail

Add Edit Delete



# Administration - RFI

Fill in all applicable blanks. Features of work will be selected from ones imported from the schedule.

**Request for Information - RFI-0001**

RFI Close

**Contractor Request for Information**

Date Requested  ...  Completed - Ready to send to Government

Requestor's Name   Subcontractor  ...  Potential Cost Impact  Potential Schedule Impact

RFI Subject  Feature of Work  ...

Specification Sections

Drawings and Details

Information Requested

Contractor's Recommendation

0 Attachments from Contractor

	Title	File Size
<input type="checkbox"/>		

RFI Detail



# Administration – RFI

## RFI Document

To attach a file or image:

1: From the *Contractor RFI* tab, select the Add button

2: A new window will popup, type in the Document title

3: Press the select document button to 'select' the document from it's location.

You are able to attach various types of files with this feature:

Word documents (\*.doc)

Rich Text Form (\*.rtf)

Pictures (\*.wmf; \*.jpg, \*.jpeg; \*.bmp; \*.gif; \*.tiff; \*.png)

Text Files (\*.txt)

Web Documents (\*.htm; \*.html)

Excel Documents (\*.xls)

PDF Documents (\*.pdf)

Messages (\*.msg)

The screenshot displays the 'Request for Information - RFI-0001' application window. The main window has a 'Contractor Request for Information' tab. Below the tab are fields for 'Date Requested', 'Requestor's Name', and 'Subcontractor'. A 'Contract Documents' popup window is open, showing a 'Document Title' field (highlighted with a red box and labeled '2'), a 'Document Dated' field, and an 'Attached Document' section with a 'Select Document' button (highlighted with a red box and labeled '3'). The main window has an 'Add' button (highlighted with a red box and labeled '1') in the 'Drawings and Details' section. A red arrow points from the 'Add' button to the 'Contract Documents' popup window.



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# Administration – RFI Attachments

See the sample pdf attached below.

**Request for Information - RFI-0001**

Contractor Request for Information

Date Requested:   Completed - Ready to send to Government

Requestor's Name:   Subcontractor   Potential Cost Impact  Potential Schedule Impact

RFI Subject:  Feature of Work:

Specification Sections:

Drawings and Details:

Information Requested:

Contractor's Recommendation:

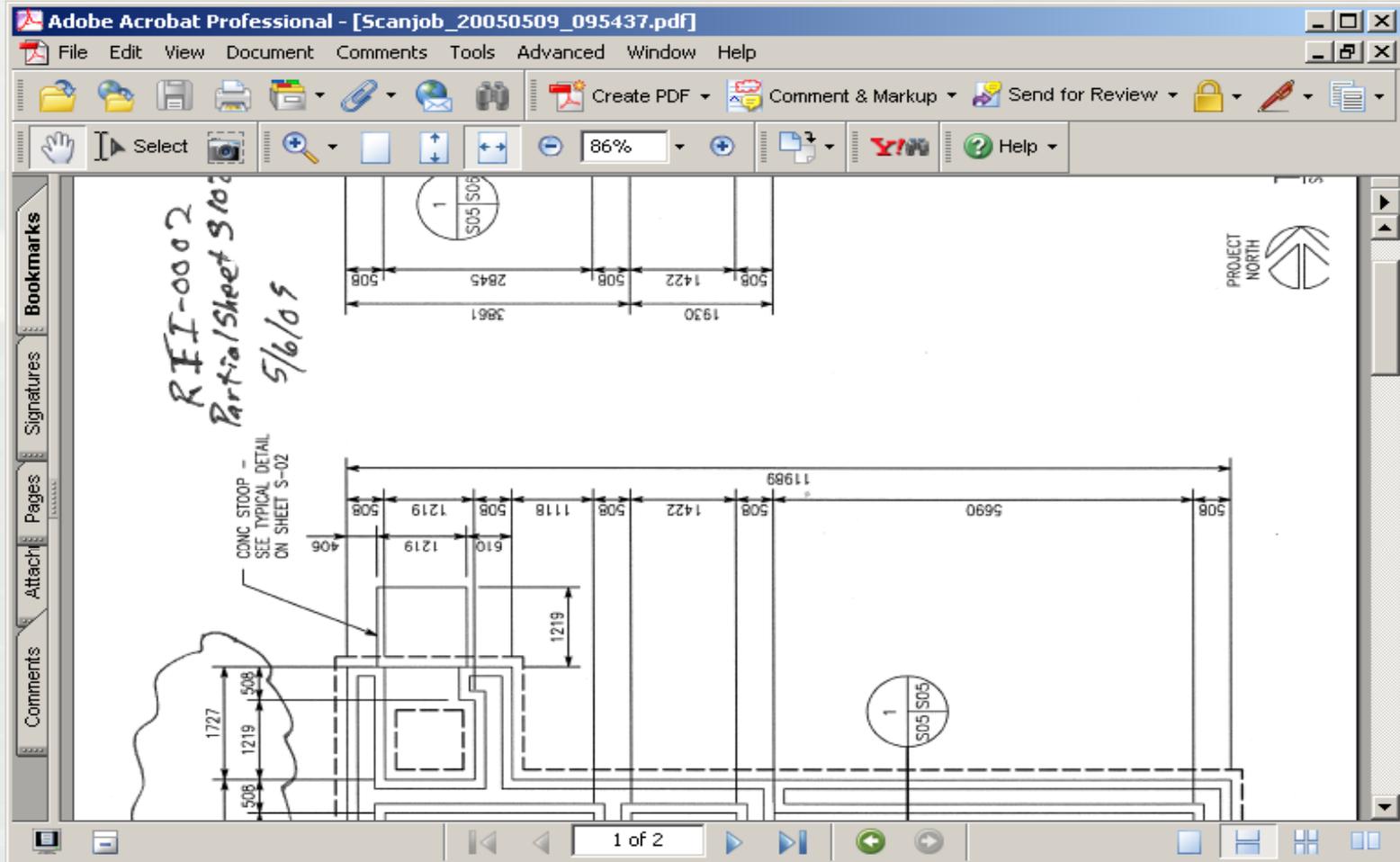
4 Attachments from Contractor

	Title	File Size
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Sample Attachment	142 bytes

RFI Detail



# Administration – RFI attachment example



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# Administration – RFI Completed option

---

Once all of the fields are complete then put a check mark in the **Completed – Ready to send to Government** box. Now the RFI can be printed out, signed, and handed over to the COE

Request for Information - RFI-0001

RFI Close

Contractor Request for Information

Date Requested  ...  Completed - Ready to send to Government



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# Administration – RFI Exporting

RFI's can also be exported from RMS to PDF and attached to an email to speed up the process.

The screenshot illustrates the process of exporting an RFI report from the RMS software. It shows three overlapping windows:

- Request for Information - RFI-0001**: The top window, with a red box around the 'RFI' icon and a red arrow pointing to the 'Export' button in the 'Request For Information Report' window.
- Request For Information Report**: The middle window, showing a 'Print' and 'Export' button. A red box is around the 'Export' button, with a red arrow pointing to the 'Report Export Options' dialog.
- Report Export Options**: A dialog box with the following fields:
  - Export File Name: C:\DOCUME~1\M2ECARRR\LOCALS~1\Temp\Request For Information Report.pdf
  - Export File Format:  Export to PDF,  Export to Word,  Export to HTMLA red box is around the ellipsis button next to the file name, with a red arrow pointing to the 'Save As' dialog.
- Save As**: A file explorer window showing the 'Local Disk (C:)' with a red box around the 'QCS\_DOCS' folder. A red arrow points from the 'Save As' dialog to this folder.

The 'Request For Information Report' window also displays a table with the following data:

RFI NO.	PAGE NO.
RFI0001	Page 1 of 1
PRIME CONTRACTOR	
Potential Cost Impact [No]	
Potential Schedule Impact [No]	



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## ***Administration – RFI***

---

- This RFI will be transferred electronically to the Government on the next export.
- If you want the government to get the RFI electronically prior to the next export, then you have to do a export, **AFTER** you have clicked the completed box otherwise it will go in the with your next export.



## ***Administration – RFI***

---

- To do RFI's in QCS you no longer need your own form. Once the proper box is checked in RMS you will have the capability to write, print and send attachments for RFI's electronically.
- ***DO NOT construe that you will not have to sign and deliver a copy to the COE office.***
- This must still be done due to you not updating, but once per week and also suspense dates that you put on RFI's typically 7 days from the date the COE receives the RFI.



# Administration – RFI Tracking

When the export is received by the Government the screen below is your tracking mechanism for the RFI.

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

Administration - Request for Information

View Find

Prepare RFI **RFIs Awaiting Response** RFIs with Gov't Response

Dated	RFI No.	Subject	Date Received	Date Answered
-------	---------	---------	---------------	---------------



# Administration – RFI

- The RFI can then be treated like a submittal with designer comments in Secondary Respondents and the Project Engineer copying those comments into primary prior to printing, signing and exporting the file to the contractor.
- Attachments can be sent back to the contractor as well.

**Request for Information - RFI-0001G**

Contractor Request for Information **Government Response**

Date Received [ ] Date Answered [ ]  Answer Completed  
 Approved

Receipt acknowledged by Ric R. Rodriguez  Modification Required

Answer Prepared By [ ]

Government Response to Contractor

0 Secondary Respondents

Secondary Response Due [ ]  
Secondary Response Completed [ ]

Response by [ ]

0 Attachments from Government

Title	File Size
[ ]	[ ]

RFI Detail



# Administration

## Pay Activities & Progress Payments

We are going to skip *Pay Activities* and *Progress Payments* for now and discuss this later in detail.

The screenshot shows the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The window title bar displays "Contract ID - M2003166" and "Contract No. - W9126G-09-C-0069 NA". The main menu includes "File", "Options", and "Help". The top navigation bar contains "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The current view is "Administration - Request for Information".

The left sidebar contains the following menu items:

- Contract Description
- Action Items
- Prime Contractor
- Subcontractors
- Contractor Insurance
- Contractor Payrolls
- Correspondence
- Request for Information
- Pay Activities** (highlighted with a green box)
- Progress Payments** (highlighted with a green box)

The main content area shows a table with the following columns: "Dated", "RFI No.", "Subject", "Date Received", and "Date Answered". The table is currently empty. Above the table, there are tabs for "Prepare RFI", "RFIs Awaiting Response", and "RFIs with Gov't Response".



# Submittals – Specification Sections

- There may be occasion where the Contractor needs to add a Specification Section that is not in the existing submittal register. For example, a Modification has added a specification section, or the contract is a Design-Build contract. You now have two choices when adding a **Specification Section** within QCS. You may select the **Add** button and view the drop-down menu to manually Add New Section, select Sections From MasterFormat 1995 Library, or select Sections From MasterFormat 2004 Library

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC **Submittals** Import / Export Contract Reports Exit QCS

**Specification Sections** Add Edit Delete Find

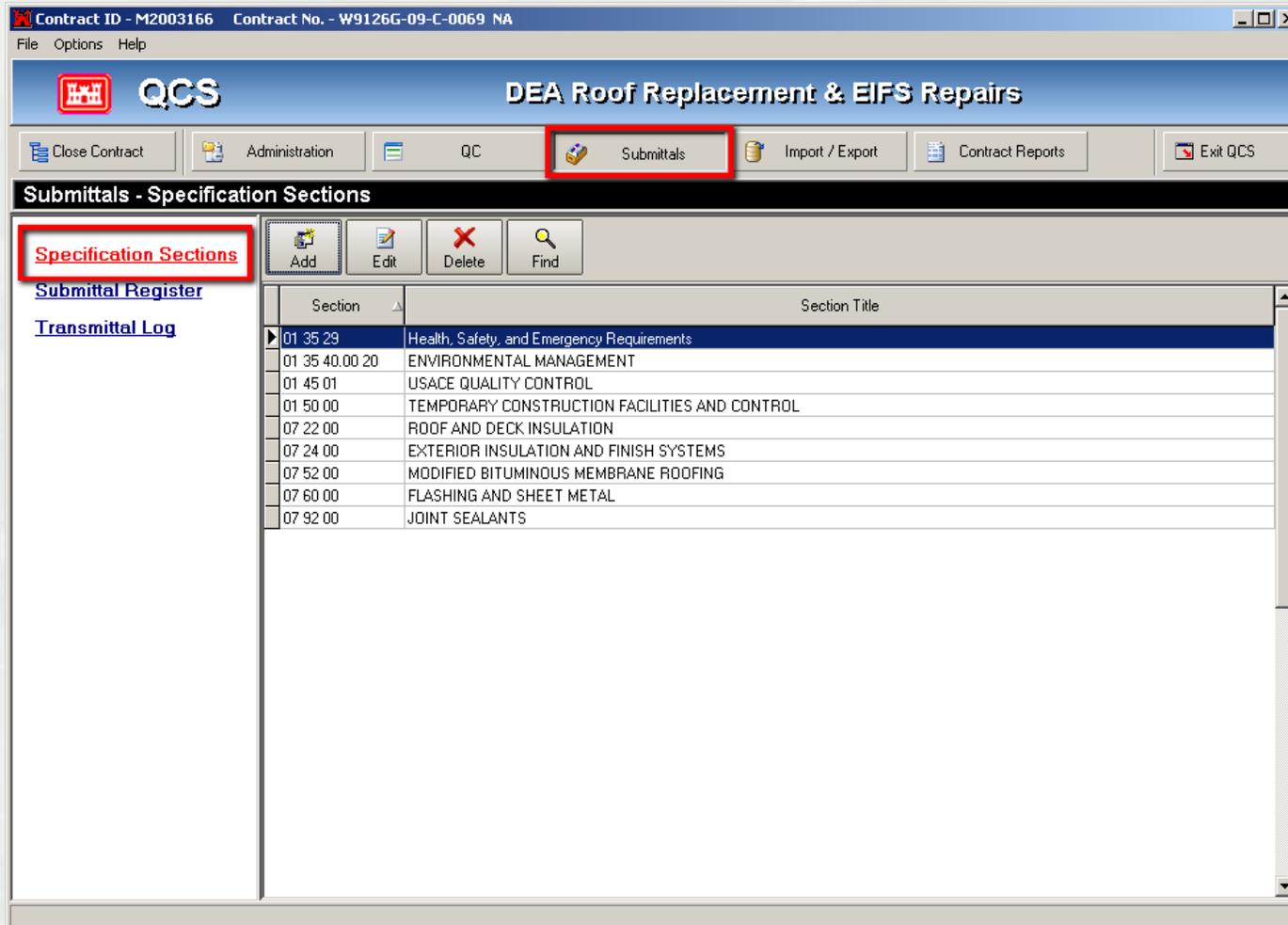
[Submittal Register](#)  
[Transmittal Log](#)

Section	Section Title
01 35 29	Health, Safety, and Emergency Requirements
01 35 40.00 20	ENVIRONMENTAL MANAGEMENT
01 45 01	USACE QUALITY CONTROL
01 50 00	TEMPORARY CONSTRUCTION FACILITIES AND CONTROL
07 22 00	ROOF AND DECK INSULATION
07 24 00	EXTERIOR INSULATION AND FINISH SYSTEMS
07 52 00	MODIFIED BITUMINOUS MEMBRANE ROOFING
07 60 00	FLASHING AND SHEET METAL
07 92 00	JOINT SEALANTS



# Submittals – Specification Sections

As stated, the *Specification Sections* should be the same as in the contract, but must be checked by QC for completeness. On a Design Build, you are responsible for the register on design bid build, the COE is responsible for setting it up for you to review and make changes.



Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC **Submittals** Import / Export Contract Reports Exit QCS

**Submittals - Specification Sections**

**Specification Sections** Add Edit Delete Find

[Submittal Register](#)

[Transmittal Log](#)

Section	Section Title
01 35 29	Health, Safety, and Emergency Requirements
01 35 40.00 20	ENVIRONMENTAL MANAGEMENT
01 45 01	USACE QUALITY CONTROL
01 50 00	TEMPORARY CONSTRUCTION FACILITIES AND CONTROL
07 22 00	ROOF AND DECK INSULATION
07 24 00	EXTERIOR INSULATION AND FINISH SYSTEMS
07 52 00	MODIFIED BITUMINOUS MEMBRANE ROOFING
07 60 00	FLASHING AND SHEET METAL
07 92 00	JOINT SEALANTS



# Submittals – Submittal Register

The submittal register lists all of the specific items per specification section that require submission to the COE. Items can be added to the register in order to better cover a section or to sequence the approvals of submittals for work in the field. All contractors have to do is click the Add button on the section that you would like to add an item to and follow the screens.

**Submittals - Submittal Register [ Main Register ]**

Specification Sections  
**Submittal Register**  
Transmittal Log

Section	Item No.	Description	SD No.	QC Code	Received by Government	QA Code	Sent to Contractor
01 35 29	1	Accident Prevention Plan	01	A	11/20/2009	E	11/30/2009
01 35 29	2	Revised Accident Prevention Plan		A	11/23/2009	B	02/18/2010
01 35 40.00 20	1	Environmental Protection Plan	01				
01 35 40.00 20	2	Instructor Qualifications	01				
01 35 40.00 20	3	Life Cycle Assessments	03				
01 35 40.00 20	4	Packaging	03				
01 35 40.00 20	5	Field Quality Control Reports	06				
01 35 40.00 20	6	Environmental Regulatory Requirements	07				
01 35 40.00 20	7	Material Safety Data Sheets	08				
01 35 40.00 20	8	Training Program	11				
01 35 40.00 20	9	Protection of Natural Resources	11				
01 45 01	1	Quality Control Plan		A	11/03/2009	A	11/20/2009
01 50 00	1	Construction site plan	01				
01 50 00	2	Traffic control plan	01				
01 50 00	3	Backflow preventers	03				
01 50 00	4	Backflow Preventer Tests	06				
01 50 00	5	Backflow Tester Certification	07				

**Transmittal History**

Transmittal Number	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
01 35 29-1		A	11/20/2009	E	11/30/2009

Record 1 of 101



# Submittals – Submittal Register

**Details for Submittal Item [1]** Close

Section No.  Section Title

Item No.   Item Description  Paragraph

Approval Requirement

Classification

For Information Only       DA / CR

Government Approval       DA / GA

DA - Designer of Record Approval

CR - Government Conformance Review of Design

Primary Contractor Reviewer

Primary Government Reviewer/Office

Drawing  Submittal Type

Submittal Schedule

Required for Activity

Submittal need dates based on Activity Start Date.

Material Delivery Lag/Lead ±  Days      Material Needed by

Procurement Period  Days      Approval Needed by

Government Review Period  Days      Submit Needed by



# Submittals – Transmittal Log

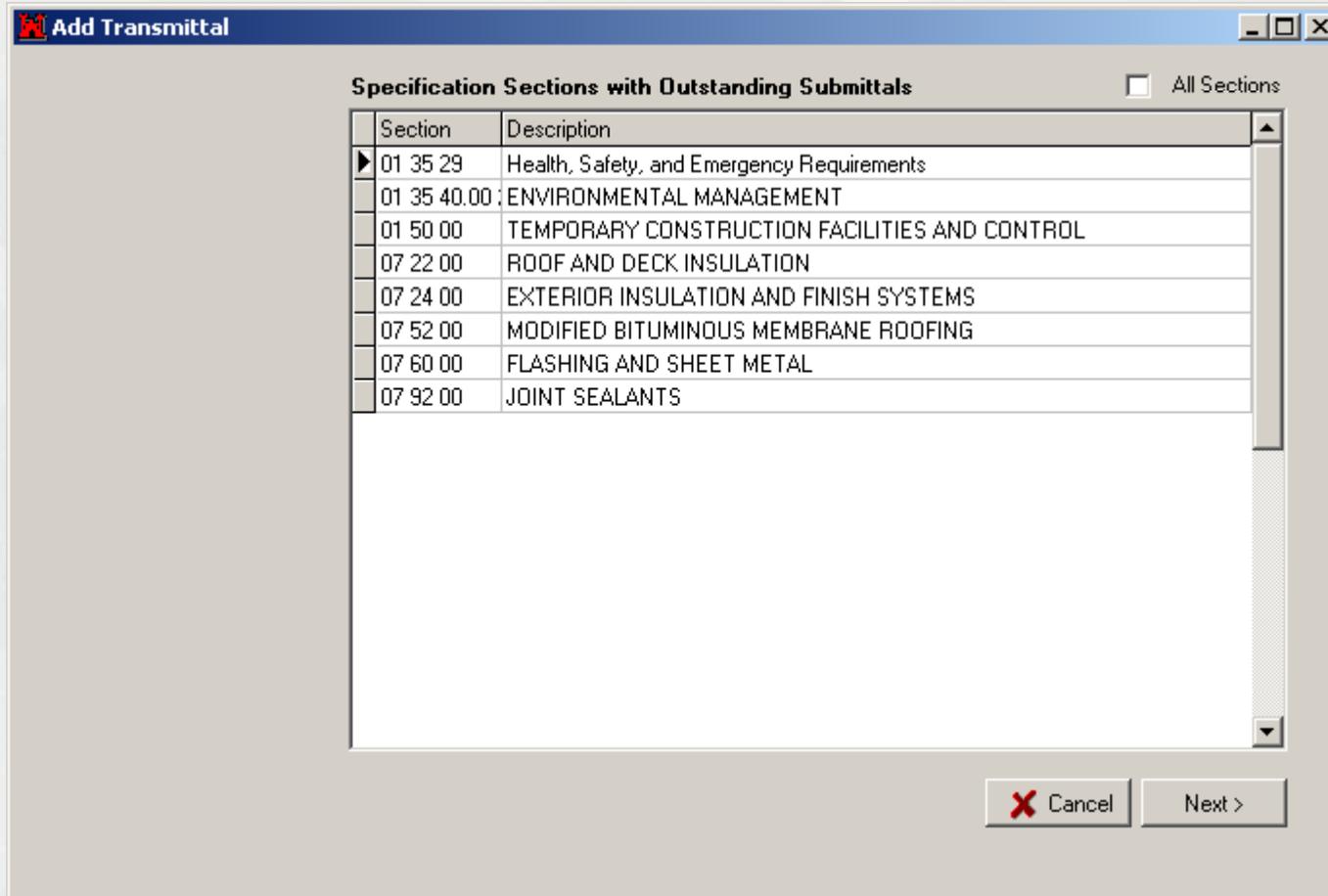
The Transmittal Log screen is where you create the 4025 cover for submittals and track submittals that are in the system. Click the Add button and follow the screens, pick a spec. section, select an item # or #'s then the transmittal # will be populated. Input variance if applicable and the QC action code for the submittal, A, or B then click eng4025 at top right to print.

The screenshot shows the QCS software interface for 'DEA Roof Replacement & EIFS Repairs'. The window title is 'Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA'. The menu bar includes 'File', 'Options', and 'Help'. The toolbar contains 'Close Contract', 'Administration', 'QC', 'Submittals', 'Import / Export', 'Contract Reports', and 'Exit QCS'. The 'Submittals' button is highlighted with a red box. Below the toolbar, the 'Submittals - Transmittal Log [ Main Register ]' section is visible. On the left, there are links for 'Specification Sections', 'Submittal Register', and 'Transmittal Log' (highlighted with a red box). The main area has a toolbar with 'Add', 'Edit', 'Delete', 'Find', and 'Eng 4025' buttons. Below this is a tabbed interface with 'Prepare Transmittals', 'Transmittals in Review', 'Returned from Government', and 'Completed Transmittals'. The 'Prepare Transmittals' tab is active, showing a table with columns: 'Transmittal Number', 'Submittal Items included on Transmittal', 'Contractor Prepared', and 'Contractor Sent'. The table is currently empty. Below the table, there is a section for 'Submittal Items included on Transmittal -' with radio buttons for 'Display Items' (selected) and 'Display Remarks'. A small table below this section has columns: 'Item', 'Primary Contractor Reviewer', 'QC Code', 'Variation', and 'QA Code'. The 'Variation' column has a checkbox. At the bottom left, it says '0 Records Found.'.



# Submittals – Transmittal Log

Select the specification section you are wanting to prepare a submittal for, then click next and the remaining items to be submitted will populate.



The screenshot shows a software dialog box titled "Add Transmittal". It contains a table with two columns: "Section" and "Description". The table lists several specification sections, with the first one selected. Below the table are two buttons: "Cancel" and "Next >".

Section	Description
▶ 01 35 29	Health, Safety, and Emergency Requirements
01 35 40.00	ENVIRONMENTAL MANAGEMENT
01 50 00	TEMPORARY CONSTRUCTION FACILITIES AND CONTROL
07 22 00	ROOF AND DECK INSULATION
07 24 00	EXTERIOR INSULATION AND FINISH SYSTEMS
07 52 00	MODIFIED BITUMINOUS MEMBRANE ROOFING
07 60 00	FLASHING AND SHEET METAL
07 92 00	JOINT SEALANTS



# Submittals – Transmittal Log

Put a check mark in all applicable item numbers and select OK when complete. If it is a re-submittal only items that were previously disapproved will appear.

Section 01 35 29

Outstanding Submittals - Select Items to be Submitted  All Submittal Items

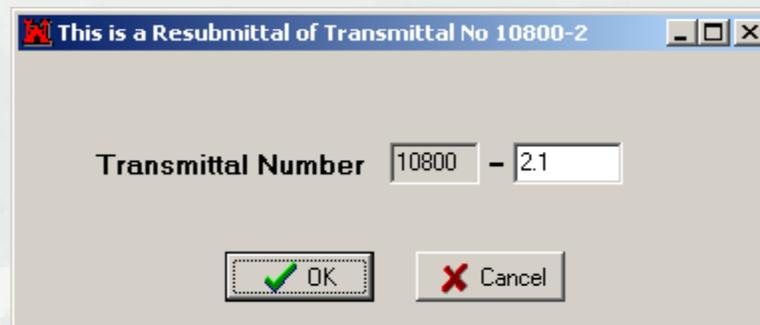
	Item No.	Description	SD No.	Office	Classification	Last Transmittal	QA Code
<input type="checkbox"/>	1	Accident Prevention Plan	01		GA	01 35 29-1	E
<input type="checkbox"/>	3				DA/		



# ***Submittals – Transmittal Log***

---

Note the transmittal # will automatically populate and the 2.0 is the 1st submittal on the item numbers and .1,.2 etc.. are re-submittals.



# Submittals – Transmittal Log

Select the QC code and variance if applicable and any remarks that you want the COE to see. Once these steps are complete put a check mark in the top box and print the 4025.

Transmittal No [01 35 29-1.1] Resubmittal of Transmittal No 01 35 29-1

Eng 4025 Close

Date Prepared: 03/02/2010  Completed - Ready to send to Government

Date Received by Government: Review Due: Date Returned To Contractor:

Send Transmittal To: Review Office: North Texas Resident Office

**Submittal Items Included on this Transmittal**

Select	Item	Description	Primary Contractor Reviewer	No. of Copies	Classification	Variation	QC Code
<input type="checkbox"/>	1	Accident Prevention Plan		0	GA	<input type="checkbox"/>	A

Remarks to Government Previous Remarks to Government Government Remarks

Remarks from Contractor to Government

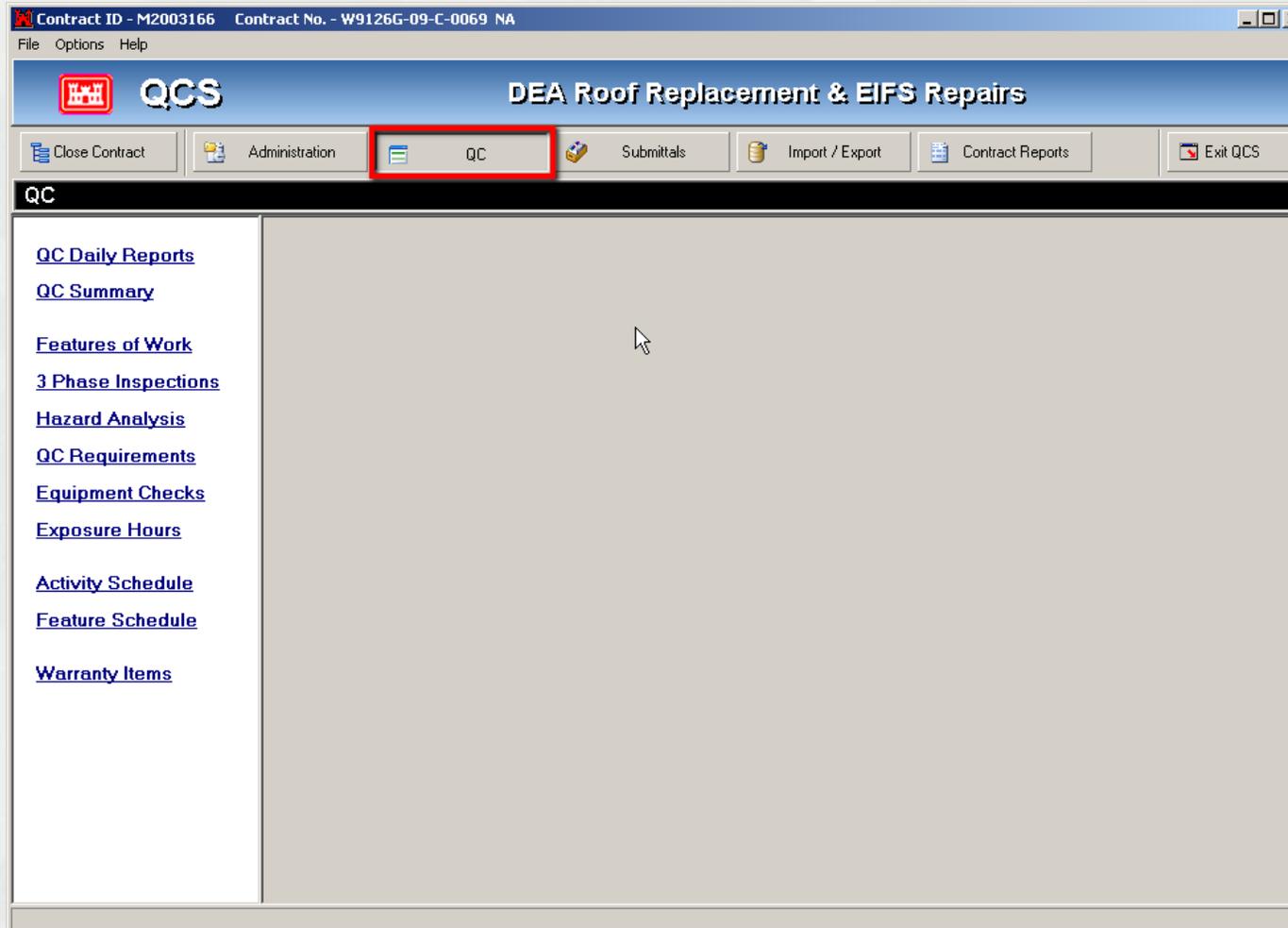
Edit



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# Quality Control

The next area to look at is the QC tab. This tab is where all daily reports are created. This must be filled out completely and a hard copy turned over to the COE daily, as well as Weekly updates (exports) (or whatever time-frame is worked out with COE Field personnel) through a data disk exchange.



# Quality Control – QC Daily Reports

Highlight daily report and select add for the current date. Note if the add Tab is not available then the Government needs to add the Construction start date. Daily reports are suppose to be tied to NTP, but sometimes there is a programming glitch.

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - QC Daily Reports**

**QC Daily Reports**

[QC Summary](#)

[Features of Work](#)

[3 Phase Inspections](#)

[Hazard Analysis](#)

[QC Requirements](#)

[Equipment Checks](#)

[Exposure Hours](#)

[Activity Schedule](#)

[Feature Schedule](#)

[Warranty Items](#)

Report Date	Weather	Status
02/25/2010 Thursday	Weather Not Entered	Not Completed
02/24/2010 Wednesday	Weather Not Entered	Not Completed
02/23/2010 Tuesday	Weather Not Entered	Not Completed
02/22/2010 Monday	Weather Not Entered	Not Completed
02/21/2010 Sunday	Weather Not Entered	Not Completed
02/20/2010 Saturday	Weather Not Entered	Not Completed
02/19/2010 Friday	Weather Not Entered	Not Completed
02/18/2010 Thursday	Weather Not Entered	Not Completed
02/17/2010 Wednesday	Weather Not Entered	Not Completed
02/15/2010 Monday	Weather Not Entered	Not Completed
02/14/2010 Sunday	Weather Not Entered	Not Completed
02/13/2010 Saturday	Weather Not Entered	Not Completed
02/12/2010 Friday	Weather Not Entered	Not Completed
02/11/2010 Thursday	Weather Not Entered	Not Completed
02/10/2010 Wednesday	Weather Not Entered	Not Completed
02/09/2010 Tuesday	Weather Not Entered	Not Completed
02/08/2010 Monday	Weather Not Entered	Not Completed
02/07/2010 Sunday	Weather Not Entered	Not Completed
02/06/2010 Saturday	Weather Not Entered	Not Completed
02/05/2010 Friday	Weather Not Entered	Not Completed
02/04/2010 Thursday	Weather Not Entered	Not Completed
02/03/2010 Wednesday	Weather Not Entered	Not Completed
02/02/2010 Tuesday	Weather Not Entered	Not Completed
02/01/2010 Monday	Weather Not Entered	Not Completed



# QC Report - Weather

Once you have added the date, then select the weather option and fill-in the applicable information for that day.

MILITARY QC Report Number 119 3/2/2010 -- Tuesday

QC Report - Weather

**Weather**  
Weather Not Entered

[QC Narratives](#)  
0 Written Today

[Deficiency Items](#)  
0 of 0 Corrected Today

[QC Requirements](#)  
0 Completed Today

[Prep/Initial Inspections](#)  
0 Prep, 0 Initial Today

[Activities Started/Finished](#)  
0 Started, 0 Finished Today

[Contractor's on Site](#)  
0 Started, 0 Finished Today

[Labor/Equipment Hours](#)  
0 Labor/0 Equipment Hours

[Accident Reporting](#)  
0 Accidents Today

QC Report Completed

INSPECTORS QUALITY CONTROL REPORT (QCR)  
DAILY LOG OF CONSTRUCTION

QC Report Number 119 3/2/2010 -- Tuesday

Weather	<input type="text"/>
Temperature	Minimum <input type="text" value="0"/> °F Maximum <input type="text" value="0"/> °F
24 Hour Precipitation	<input type="text" value="0"/> Inches
Surface Wind	<input type="text" value="0"/> MPH



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# QC Report – QC Narratives

Select *QC Narratives*, then click on the add button to add or copy a Narrative Title

The screenshot shows a software window titled "MILITARY QC Report Number 119 3/2/2010 -- Tuesday". The window contains a sidebar with various report categories and a main table for "QC Narratives".

**QC Report - QC Narratives**

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 0 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

**QC Narratives Table:**

Report Date	QC Narrative Title	Comments

Buttons: Add, Add Narrative Manually, Copy A Previous Day...



# Quality Control – QC Narratives Lookup window

---

Select applicable items to discuss on a daily basis and fill in all that apply. This sets up the printed report.

Lookup

Search Characters

Narrative Title

▶ Activities in Progress:

Did anything develop that may lead to a Change Order/Claim?

Were there any Delays in Work Progress today?

General Comments:

Verbal Instructions given by Government:

Safety Inspection / Safety Meetings:

Safety: (Inspections made, Deficiencies noted):

Safety: Corrective Action taken:

OK Cancel



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# QC Report – Deficiency Items

Deficiency items are deficiencies that the QC or QA can keep track of. The one shown below was logged in by the QA and once it is corrected the QC, on that day, puts a check in the block. The same is true on the QC side.

The screenshot shows a software window titled "MILITARY QC Report Number 119 3/2/2010 -- Tuesday". The window contains a sidebar with various report categories and a main table of deficiency items. The "Deficiency Items" category in the sidebar is highlighted with a red box. In the main table, the "Deficiency Items Issued by QA" tab is also highlighted with a red box. The table has columns for Date Issued, Item No, Location, Date Corrected, and Corrected?. A single row is visible with the following data:

Date Issued	Item No	Location	Date Corrected	Corrected ?
3/1/2010	QA-00001	Roof		<input type="checkbox"/>

Below the table, the item "QA-00001" is listed as "Outstanding" with a description of "Roof leak".



# QC Report – Deficiency Items Report

---

**RMS Print Preview**

Deficiency Items Issued by QA/QC

Page 1 of 1

Print Export Close

 **Deficiency Items Issued by QA/QC** 02 Mar 2010

US Army Corps of Engineers  
DEA Roof Replacement & EIFS Repairs  
W9126G-09-C-0069 NA

Item Number	Description	Location	Status	Date Issued	Age (days)
QA-00001	Roof leak (RRR)	Roof	Not Reported Corrected	01 Mar 2010	1



# QC Report – QC Requirements

The next tab is QC requirements, this is to track QC test performed daily, e.g. compaction, weld test, etc... The other tabs are at the end of the project training and property list.

The screenshot shows a software application window with the following components:

- Title Bar:** MILITARY QC Report Number 119 3/2/2010 -- Tuesday
- Buttons:** Add, Edit, Delete, Find, QC Report, Close
- Section Header:** QC Report - QC Requirements
- Left Panel (Navigation):**
  - [Weather](#): Weather Not Entered
  - [QC Narratives](#): 0 Written Today
  - [Deficiency Items](#): 0 of 1 Corrected Today
  - [QC Requirements](#): 0 Completed Today
  - [Prep/Initial Inspections](#): 0 Prep, 0 Initial Today
  - [Activities Started/Finished](#): 0 Started, 0 Finished Today
  - [Contractor's on Site](#): 0 Started, 0 Finished Today
  - [Labor/Equipment Hours](#): 0 Labor/0 Equipment Hours
  - [Accident Reporting](#): 0 Accidents Today
- Right Panel (Table):**
  - Tabs:** QC Tests (highlighted in red), User Schools, Installed Property, Transfer Property
  - Table:**

QC Test	Description	Date Completed	Completed ?	Results
			<input type="checkbox"/>	
  - Form Fields:** Description, Outstanding, Section:, Paragraph:
- Footer:**  QC Report Completed



# QC Report – QC Requirements

MILITARY QC Report Number 119 3/2/2010 -- Tuesday

QC Report - QC Requirements

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

QC Tests	User Schools	Installed Property	Transfer Property
User School	Description	Date Completed	Completed

Description Outstanding Section: Paragraph:

MILITARY QC Report Number 119 3/2/2010 -- Tuesday

QC Report - QC Requirements

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

QC Tests	User Schools	Installed Property	Transfer Property
Installed Property	Description	Date Completed	Completed

Description Outstanding Section: Paragraph:

MILITARY QC Report Number 119 3/2/2010 -- Tuesday

QC Report - QC Requirements

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

QC Tests	User Schools	Installed Property	Transfer Property
Transfer Property	Description	Date Completed	Completed

Description Outstanding Section: Paragraph:



# QC Report – Prep/Initial Inspections

Prep/Initial Inspections are populated from the FOW (Feature of Work) from the schedule.

**MILITARY QC Report Number 119** 3/2/2010 -- Tuesday

QC Report - Prep/Initial Inspections

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Feature	Preparatory Inspection	Initial Inspection
ROOFING, INSULATION	Not Scheduled	Not Scheduled

**Feature of Work - ROOFING, INSULATION**

**Preparatory**

Scheduled: Date [ ] Time [ ] Enter time when scheduled date is confirmed hours:minutes AM/PM

Held: [ ]

**Initial**

Scheduled: Date [ ] Time [ ] Enter time when scheduled date is confirmed hours:minutes AM/PM

Held: [ ]



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# QC Report

## Activities Started/Finished

The next section is for Activities Started and Finished on a daily basis. This should be coordinated with the construction schedule

MILITARY QC Report Number 119 3/2/2010 -- Tuesday

QC Report - Activities Started/Finished

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Find

Activity ID	Description	Actual Start	Actual Finish
▶ 0001	Modified Bitumen Roof		
0002	Roof Replacement/ EIFS Repair		



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# QC Report – Contractor's on Site

This option is for keeping track of who is working. Only the Start and Finish dates are required.

**MILITARY QC Report Number 119** 3/2/2010 -- Tuesday

QC Report - Contractor's on Site

**Weather**  
Weather Not Entered

**QC Narratives**  
0 Written Today

**Deficiency Items**  
0 of 1 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Find

All Contractors

Contractor	Trade	First Day On Site	Last Day On Site
▶ PRIM	PRIM	2/24/2010	



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# QC Report – Labor/Equipment Hours

Labor and equipment per sub-contractor. Note this is very important as it populates the Safety exposure report required at pay app time.

The image displays two screenshots of the 'MILITARY QC Report Number 119' software interface, dated 3/2/2010 -- Tuesday. Both screenshots show a sidebar on the left with various report categories and a main data table area on the right.

**Left Screenshot:** The 'Labor Hours' section is highlighted in red. The sidebar categories include: Weather (0 Entered), QC Narratives (0 Written Today), Deficiency Items (0 of 1 Corrected Today), QC Requirements (0 Completed Today), Prep/Initial Inspections (0 Prep, 0 Initial Today), Activities Started/Finished (0 Started, 0 Finished Today), Contractor's on Site (0 Started, 0 Finished Today), **Labor/Equipment Hours** (0 Labor/0 Equipment Hours), and Accident Reporting (0 Accidents Today). The main table area is currently empty.

**Right Screenshot:** The 'Equipment Hours' section is highlighted in red. The sidebar categories include: Weather (0 Entered), QC Narratives (0 Written Today), Deficiency Items (0 of 1 Corrected Today), QC Requirements (0 Completed Today), Prep/Initial Inspections (0 Prep, 0 Initial Today), Activities Started/Finished (0 Started, 0 Finished Today), Contractor's on Site (0 Started, 0 Finished Today), **Labor/Equipment Hours** (0 Labor/0 Equipment Hours), and Accident Reporting (0 Accidents Today). The main table area has a header with columns: Serial Number, Description, Stand By Hours, and Operating Hours. The table is currently empty.



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# QC Report – Accident Reporting

The last entry is for any accidents that occurred during the work day. Once you have completed all of the QC Report entries, then put a check in the QC Report complete box. Now you can print and sign your report for that day by using the QC report button to print.

The screenshot shows a software window titled "MILITARY QC Report Number 119 3/2/2010 -- Tuesday". The main area is "QC Report - Accident Reporting". On the left, there are several sections: "Weather" (Weather Not Entered), "QC Narratives" (0 Written Today), "Deficiency Items" (0 of 1 Corrected Today), "QC Requirements" (0 Completed Today), "Prep/Initial Inspections" (0 Prep, 0 Initial Today), "Activities Started/Finished" (0 Started, 0 Finished Today), "Contractor's on Site" (0 Started, 0 Finished Today), "Labor/Equipment Hours" (0 Labor/0 Equipment Hours), and "Accident Reporting" (0 Accidents Today). The "Accident Reporting" section is highlighted with a red box. At the bottom left, there is a checkbox labeled "QC Report Completed" which is also highlighted with a blue box. The main table has columns: "Accident Date", "Accident", "Reportable Accident", "Lost Days", and "Report to Government". Below the table is a section for "QC Description of Accident".

Accident Date	Accident	Reportable Accident	Lost Days	Report to Government
---------------	----------	---------------------	-----------	----------------------



# Quality Control – QC Summary

The screenshot displays the QCS (Quality Control System) software interface. The main window is titled "DEA Roof Replacement & EIFS Repairs" and includes a menu bar with "File", "Options", and "Help". Below the menu bar is a toolbar with buttons for "Close Contract", "Administration", "QC" (highlighted with a red box), "Submittals", "Import / Export", "Contract Reports", and "Exit QCS".

On the left side, there is a navigation pane with the following links: "QC Daily Reports", "QC Summary" (highlighted with a red box and a red arrow pointing to the report window), "Features of Work", "3 Phase Inspections", "Hazard Analysis", "QC Requirements", "Equipment Checks", "Exposure Hours", "Activity Schedule", "Feature Schedule", and "Warranty Items".

The "QC Summary" report window is open, titled "MILITARY QC Report For All Dates 3/2/2010 through 3/2/2010". The report content is as follows:

QC Summary	
<b>Weather</b>	0 Critical Delay Day
<b>QC Narratives</b>	0 Written
<b>Deficiency Items</b>	0 of 1 Corrected
<b>QC Requirements</b>	0 Completed to Date
<b>Prep/Initial Inspections</b>	0 Prep, 0 Initial to Date
<b>Activities Started/Finished</b>	0 Started, 0 Finished
<b>Contractor's on Site</b>	1 Started, 0 Finished
<b>Labor/Equipment Hours</b>	0 Labor/0 Equipment Hours
<b>Accident Reporting</b>	0 Accidents to Date



# Quality Control Features of Work (FOW)

We are now going to discuss the FOW and preparatory meetings.

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The main menu includes "Close Contract", "Administration", "QC" (highlighted with a red box), "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "QC - Features of Work" section is active, showing a list of features with columns for "Feature of Work" and "Number of days after Preparatory that Initial should be scheduled". A red box highlights the "Features of Work" link in the left sidebar. A red arrow points from the "Add" button in the top toolbar to the "Add Feature of Work" dialog box. The dialog box contains a "Feature of Work" dropdown menu and a "Number of days after Preparatory that Initial should be scheduled" input field with the value "0".

Feature of Work	Number of days after Preparatory that Initial should be scheduled
ROOFING, INSULATION	3



## ***Feature of Work: Corps of Engineers definition***

---

- ★ FOW means *Feature of Work* in the schedule
- ★ Preparatory Meeting
- ★ Setup in CPM properly to allow transfer
- ★ Coordination between QC and Scheduler
- ★ Setting up in the schedule



## *Options for the Scheduler*

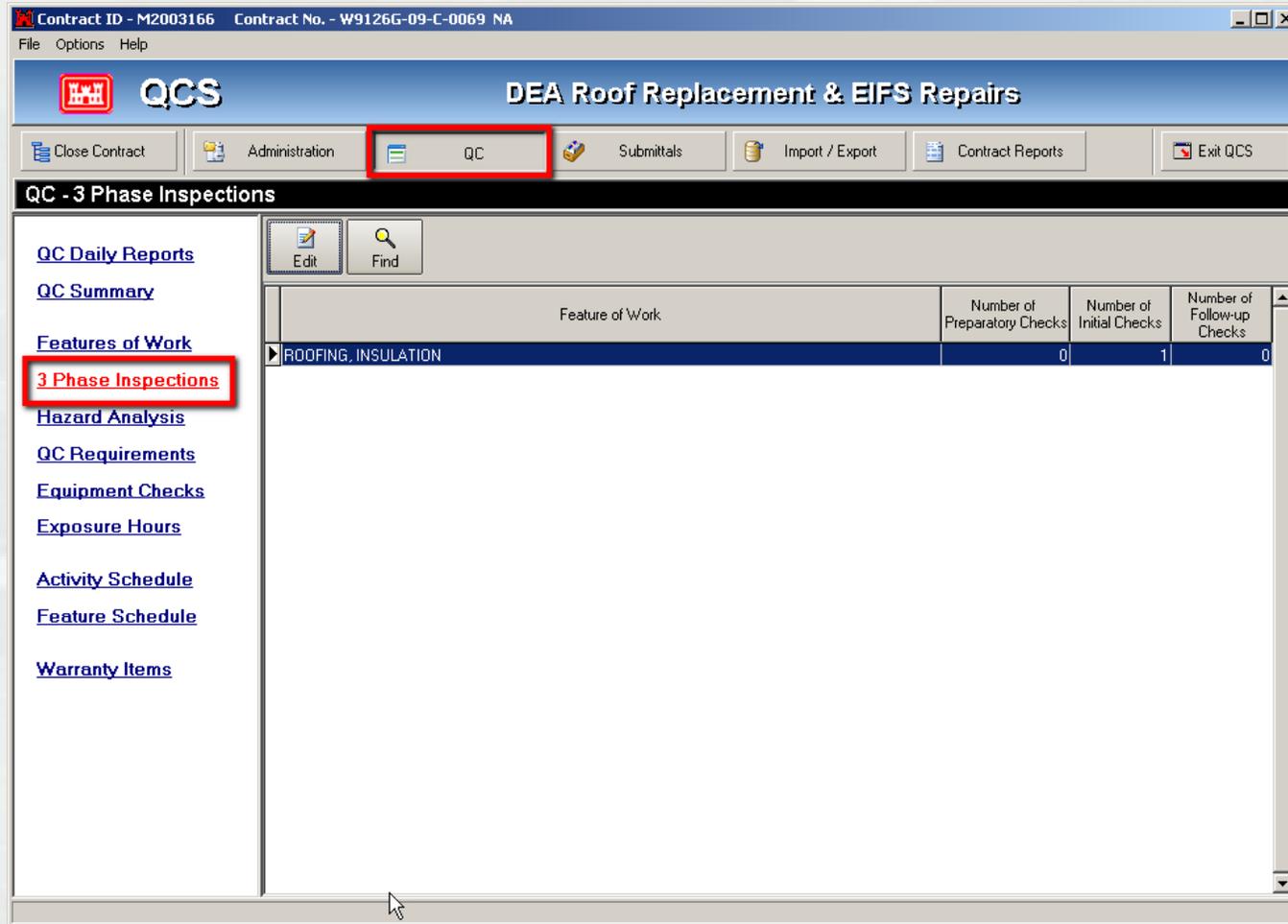
---

- ★ 3 FOW called for in the schedule = 30 characters 20 for **P6**
- ★ Spell out the preparatory in detail. e.g., Asphaltic Concrete Pavement.
- ★ Utilize the Spec Section and a number in the value of the activity code. Use the description to spell out the preparatory.  
03200-1      Foundation Concrete  
03200-2      Slab Concrete



# Quality Control – 3 Phase Inspections

When using the Spec and # method you need to have the Scheduler print the activity codes and coordinate that with the QC and QA to ensure that everyone knows the description of each preparatory meeting. The other method is easier, but much more time consuming for the scheduler.



Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - 3 Phase Inspections**

[QC Daily Reports](#)  
[QC Summary](#)  
[Features of Work](#)  
**[3 Phase Inspections](#)**  
[Hazard Analysis](#)  
[QC Requirements](#)  
[Equipment Checks](#)  
[Exposure Hours](#)  
[Activity Schedule](#)  
[Feature Schedule](#)  
[Warranty Items](#)

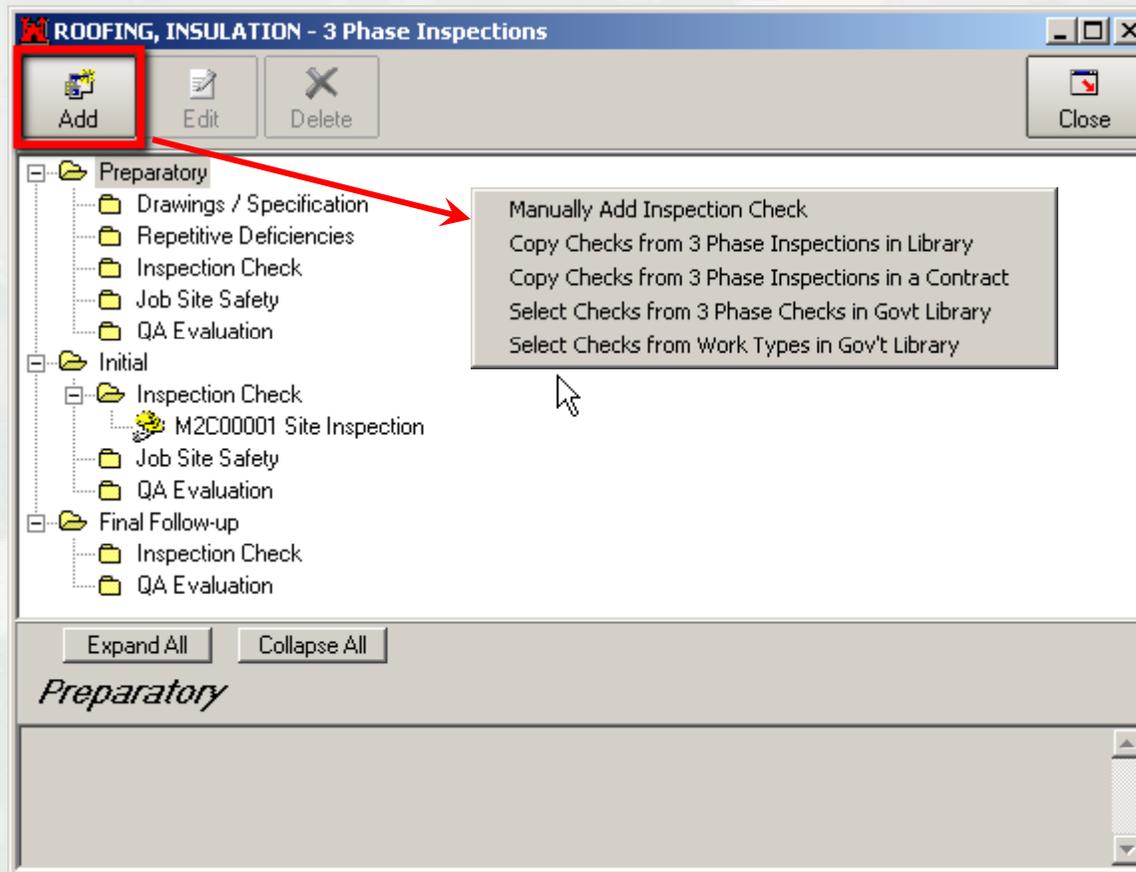
Edit Find

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
▶ ROOFING, INSULATION	0	1	0



# Quality Control – 3 Phase Inspections

---



# Quality Control – 3 Phase Inspections

Once the FOW are imported into QCS you can use QCS to prepare your Preparatory/ Initial meeting minutes and keep track of when follow-ups are held etc.

Contract ID - H2001358 Contract No. - W912QR-08-C-0053 NA

File Options Help

**QCS** Fort Worth - Army Reserve Center

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - 3 Phase Inspections** Training Mode

QC Daily Reports  
QC Summary  
Features of Work  
**3 Phase Inspections**  
Hazard Analysis  
QC Requirements  
Equipment Checks  
Exposure Hours  
Activity Schedule  
Feature Schedule  
Warranty Items

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
013201 PROJECT SCHEDULE	0	0	0
014502.010 QCS	0	0	0
014504 CONTRACTOR QUALITY CTR	0	0	0
015002.0010 TEMP FACILITIES	0	0	0
015720.0010 ENVIRONMENTAL	0	0	0
015724 SWPPP	0	0	0
017802.0010 CLOSEOUT	0	0	0
017823.0006 O & M MANUALS	0	0	0
024100	0	0	0
024100.0006 DEMOLITION	0	0	0
024100.0006 Demolition	0	0	0
028233.0006 ASBESTOS ABATEMEN	0	0	0
028233.0006 Asbestos Abatement	0	0	0
032001	0	0	0
032001.0010 CONCRETE REINFORC	0	0	0
032001.0010 Concrete Reinforce	0	0	0
033000	0	0	0
033000.0020 CIP CONCRETE	0	0	0
033000.0020 CIP Concrete	0	0	0
042000 MASONRY	0	0	0
047200.0048 CAST STONE	0	0	0
051200 STRUCTURAL STEEL	0	0	0
052116 STEEL JOIST FRAMING	0	0	0
055000 METAL: MISC FABRICATIO	0	0	0



# Quality Control

## Three Phase Checks (Contract Reports)

The screenshot displays the QCS software interface for 'Fort Worth - Army Reserve Center'. The window title bar shows 'Contract ID - H2001358 Contract No. - W912QR-08-C-0053 NA'. The menu bar includes 'File Options Help'. The main menu has 'Close Contract', 'Administration', 'QC', 'Submittals', 'Import / Export', 'Contract Reports', and 'Exit QCS'. The 'Contract Reports' menu is highlighted with a red box. Below the menu, the 'Contract Reports - QA/QC' section is visible. On the left, a sidebar lists 'Administrative', 'Finances', 'QA/QC', 'Submittals', 'Schedule', and 'Closeout'. The 'QA/QC' item is highlighted with a red box. The main content area shows a tree view of reports: 'QC Daily Report', 'Three Phase Schedule', 'Three Phase Activity Schedule', 'Three Phase Control Worksheet', 'Deficiency Items Issued by QC', 'Deficiency Items Issued by QA/QC', 'QC Tests', 'Monthly Injuries/Illness & Exposure', and 'Warranty Items'. The 'Three Phase Control Worksheet' item is highlighted with a red box and a mouse cursor is pointing at it.



# Contract Reports – QCS Print Preview

This can be filled in prior to a prep or printed and handwritten for the prep then typed into QCS.

QCS Print Preview

THREE-PHASE CONTROL WORKSHEET

Page 3 of 4

Print Export Close

Urban Assault Course/ Live Fire Villages  
W9126G-05-C-0003 NA  
Fort Polk Resident Office

29 Aug 2005

**PREPARATORY CONTROL WORKSHEET**

DEFINABLE FEATURE OF WORK : 02300

**F. REPETITIVE DEFICIENCIES FOUND ON PREVIOUS PROJECTS -**

	DISCUSSED
	Yes/ No/ NA
1. Material not placed in specified lifts for compaction.	___
2. Poor compaction results due to low optimum moisture.	___
3. Stockpiled materials contain roots and other undesirable matter.	___
4. _____	___
5. _____	___
6. _____	___
7. _____	___

**G. CONTROL CHECKS -**

	IN COMPLIANCE
	Yes/ No/ NA
1. Discuss requirements for burning, if allowed.	___
2. Stabilization. If exist ground is muck or marshy, complete replacement may be required. In some cases, slurry mixture of soil cement may be laid at the bottom of the excavation to provide a dry working surface.	___
3. Determine moisture condition of suitable excavated materials prior to needs.	___
4. Verify appropriate compaction techniques in accordance with specifications.	___
5. If site is subject to drainage problems, check to be certain that appropriate dewatering equipment and procedures have been installed prior to excavation.	___
6. Check utility locations before starting excavation.	___
7. _____	___
8. _____	___
9. _____	___
10. _____	___

**H. JOB SITE SAFETY -**

IN COMPLIANCE



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# ***QC Report – Prep/Initial Inspections***

---

- ★ Using this provides the following...
- ★ Upon export to the COE the QA, on his daily, concurs or dis-approves your prep and initial.
- ★ Print the schedule of preps for Corps attendance for your 48 hour notification.
- ★ Add information to your daily without having to type for the prep.



# Quality Control – Hazard Analysis

Contract ID - H2001358 Contract No. - W912QR-08-E-0053 NA

File Options Help

 **QCS** Fort Worth - Army Reserve Center

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - Hazard Analysis** Training Mode

[QC Daily Reports](#)  
[QC Summary](#)  
[Features of Work](#)  
**[3 Phase Inspections](#)**  
**[Hazard Analysis](#)**  
[QC Requirements](#)  
[Equipment Checks](#)  
[Exposure Hours](#)  
[Activity Schedule](#)  
[Feature Schedule](#)  
[Warranty Items](#)

 Edit

Feature of Work	Number of Principal Steps	Number of Hazards	Status
▶ 013201 PROJECT SCHEDULE	0	0	Not Completed
014502.010 QCS	0	0	Not Completed
014504 CONTRACTOR QUALITY CTR	0	0	Not Completed
015002.0010 TEMP FACILITIES	0	0	Not Completed
015720.0010 ENVIRONMENTAL	0	0	Not Completed
015724 SWPPP	0	0	Not Completed
017802.0010 CLOSEOUT	0	0	Not Completed
017823.0006 O & M MANUALS	0	0	Not Completed
024100	0	0	Not Completed
024100.0006 DEMOLITION	0	0	Not Completed
024100.0006 Demolition	0	0	Not Completed
028233.0006 ASBESTOS ABATEMEN	3	3	In Review by Gov't
028233.0006 Asbestos Abatement	3	3	In Review by Gov't
032001	0	0	Not Completed
032001.0010 CONCRETE REINFORC	0	0	Not Completed
032001.0010 Concrete Reinforce	0	0	Not Completed
033000	0	0	Not Completed
033000.0020 CIP CONCRETE	0	0	Not Completed
033000.0020 CIP Concrete	0	0	Not Completed
042000 MASONRY	0	0	Not Completed
047200.0048 CAST STONE	0	0	Not Completed
051200 STRUCTURAL STEEL	0	0	Not Completed
052116 STEEL JOIST FRAMING	0	0	Not Completed
055000 METAL: MISC FABRICATIO	0	0	Not Completed
061000 ROUGH CARPENTRY	0	0	Not Completed

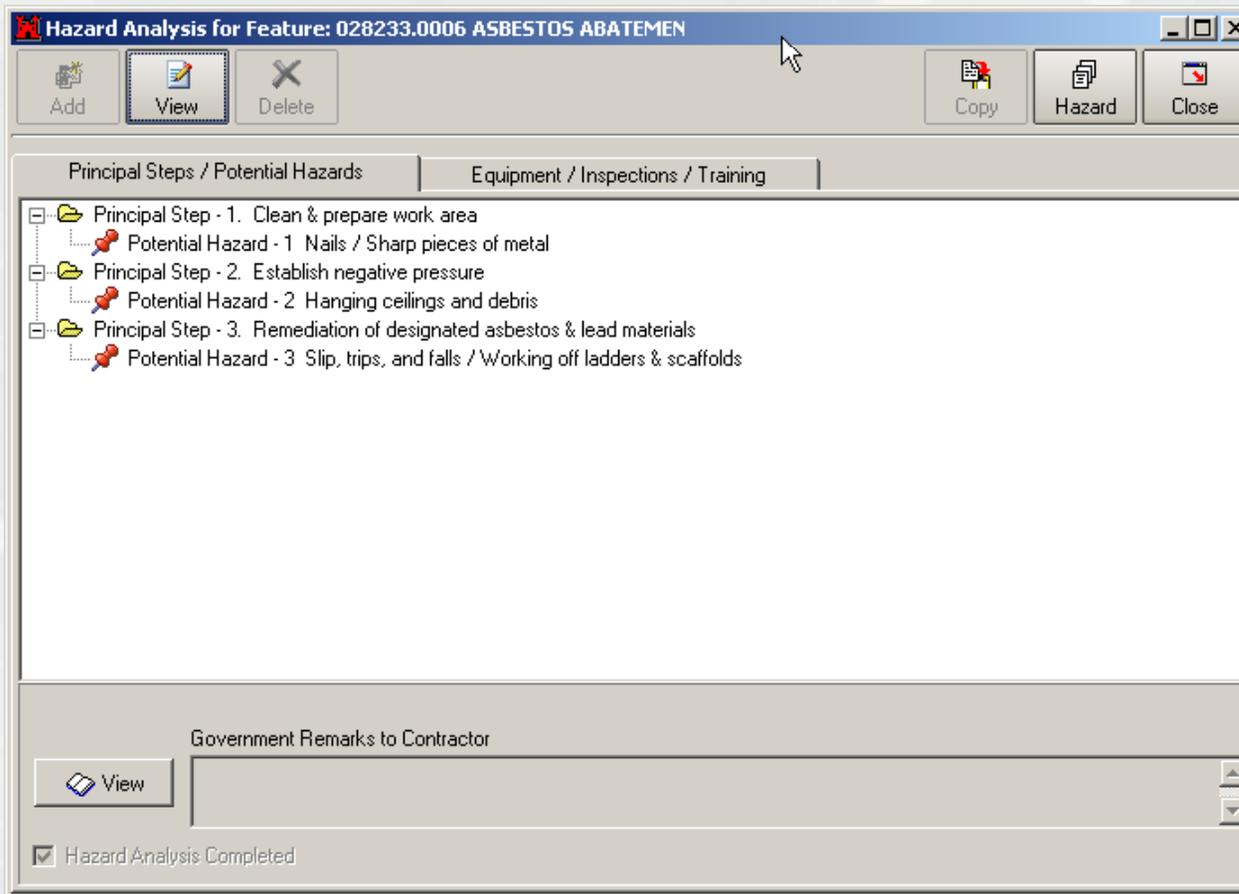


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# ***Quality Control***

## ***Hazard Analysis for Feature***

Job Hazard Analysis is another feature that the contractors can now keep in QCS. It can be copied from job to job.



# Quality Control Hazard Analysis for Feature

**Hazard Analysis for Feature: 028233.0006 ASBESTOS ABATEMEN**

Add View Delete Copy Hazard Close

Principal Steps / Potential Hazards Equipment / Inspections / Training

**Equipment to be used**

View  
Respirators negative air machines  
Manometers, portable showers, and shower drain pumps  
Portable lights and samps pumps  
Scissor lift

**Inspection Requirements**

View  
Certification of negative pressure enclosure  
Certify all electrical cords are in working order and plug into GFI breakers  
Guard rails, wheels, or tires

**Training Requirements**

View  
DSHS License, medical surveillance, OSHA certification, respiratory training, and fit test  
Instructions in Hazards Communication  
Reference MSDS Book kept onsite prior to using chemicals. Standard PPE is provided at hire date.  
OSHA Competent supervision. The supervision will be by persons described in qualification. Certificates (previously submitted).  
Formal tool box safety meetings daily.



# Quality Control

## QC Requirements (QC Tests tab)

This area is for the contractor so that they can keep track of their testing and schedule training, etc...

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The "QC" tab is selected in the top navigation bar. In the left sidebar, the "QC Requirements" link is highlighted with a red box. A red arrow points from the "QC Tests" button in the top toolbar to the "QC Tests" tab in the main window. The "QC Tests" window is open, showing a form for adding a new test. The form includes fields for "QC Test No." (CT-00001), "Section", "Location", "Paragraph", "Required for Activity", "Requirement Lag/Lead" (0 days), "Activity Start Date", and "Requirement Needed by". A "Description" field is also visible at the bottom of the form.



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# Quality Control

## QC Requirements (User Schools tab)

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The main menu includes "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "QC" menu item is highlighted with a red box. On the left sidebar, a list of navigation options includes "QC Daily Reports", "QC Summary", "Features of Work", "3 Phase Inspections", "Hazard Analysis", "QC Requirements" (highlighted with a red box), "Equipment Checks", "Exposure Hours", "Activity Schedule", "Feature Schedule", and "Warranty Items". The main window shows a table with columns for "Section", "User School", "Location", and "Description". The "User Schools" tab is selected and highlighted with a red box. A modal dialog titled "QC User Schools" is open, containing the following fields: "User School" (US-00001), "Section" (dropdown), "Paragraph" (text), "Performed by" (text), "Location" (text), "Required for Activity" (dropdown), "Requirement Lag/Lead" (0 days), "Activity Start Date" (calendar), and "Requirement Needed by" (calendar). A "Description" field with an "Edit" button is also present. A red arrow points from the "QC Requirements" sidebar item to the "QC User Schools" dialog.



# Quality Control

## QC Requirement – (Installed Property tab)

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The "QC" tab is selected in the top navigation bar. On the left sidebar, the "QC Requirements" link is highlighted with a red box. A red arrow points from the "Add" button in the "QC - QC Requirements" section to the "QC Installed Property" dialog box. The dialog box contains the following fields:

- Installed No: IP-00001
- Location: [Empty]
- Section: [Empty]
- Unit Type: [Empty]
- Paragraph: [Empty]
- Unit Cost: \$0.00
- Performed by: [Empty]
- Required for Activity: [Empty]
- Activity Start Date: [Empty]
- Requirement Lag/Lead: 0 (days)
- Requirement Needed by: [Empty]

Below these fields are two sections for detailed information, each with an "Edit" button:

- Description, ID, Manufacturer, Model, Serial Number**
- Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.**



# Quality Control

## QC Requirements (Transfer Property tab)

The screenshot displays the QCS software interface for a project titled "DEA Roof Replacement & EIFS Repairs". The main window shows the "QC - QC Requirements" section, which is currently set to the "Transfer Property" tab. A red box highlights the "QC" menu item in the top navigation bar. A red arrow points from the "Add" button in the toolbar to the "QC Transfer Property" dialog box. The dialog box contains the following fields:

- Transfer No: TP-00001
- Type: [Empty]
- Section: [Empty]
- Location: [Empty]
- Paragraph: [Empty]
- Unit Type: [Empty]
- Performed by: [Empty]
- Unit Cost: \$0.00
- From: [Empty]
- Total Units: 0
- To: [Empty]
- Transferred Units: 0
- Remaining Units: 0
- Required for Activity: [Empty]
- Activity Start Date: [Empty]
- Requirement Lag/Lead: 0 (days)
- Requirement Needed by: [Empty]
- Description: [Empty]

The main window also features a table with the following columns: Section, Transfer Property, Description, Total Units, Units Transferred, Remaining Units, and Unit Price. The "QC Requirements" link in the left sidebar is also highlighted with a red box.



# Quality Control – Equipment Checks

This is where contractors can keep track of the equipment on the project. This is a good tool particularly if a claim is filed AFTER completion to verify equipment they are attempting to charge. **Equipment checks should be done everyday.**

The screenshot displays the QCS software interface for 'Fort Worth - Army Reserve Center'. The 'QC' menu item is highlighted in red. The sidebar on the left has 'Equipment Checks' highlighted in red. A table lists equipment with columns for ID, Make/Model, Serial No, and Description. A red arrow points from the 'Equipment Checks' link in the sidebar to the 'Equipment Checks' form window. The form contains fields for Equipment ID, Serial No, Make and Model, Description, Initial Inspection, Last Reinspection, Last Day On Site, and Equipment In Safe Condition? (checked). It also has input fields for Hours authorized between inspections, Hours run since last inspection, and Remaining hours authorized. A Notes section with an 'Edit' button is at the bottom.

Equipment ID	Make/Model	Serial No	Description	Safe	Last
00000001	Chevy Silverado	1GCEC19T65Z1181	ECC Truck		
00000002	Chevy Silverado	2GCEC19T41176	ECC Truck		
00000003	Magnum PRO / MN	0433287	ECC Temp gene		
00000004	Sky Jack / SJ III-32	279774	ECC Sissor Lift		
00000005	Genie / 844	7293	NCP Fork lift		
00000006	Chevy 1500	1GCEC29C89Z127	ECC QC Pick-up		
00000007	Chevy 1500	2GCEC13C981148	ECC Super pick-		
00000008	CASE / TF300	JAF0330816	FWE Trencher		
00000009	Komatsu, PC400 LC	A86747	MW Excavator		
00000010	Magnum Pro / MM	063113	ECC Temp Gene		
00000011	Mack / RD690S	LM2P364Y9RM016	MW Water Trucl		
00000012	Link Belt / 330	K6J8-3384	MW Excavator		
00000013	Cat / 963C	BBD2326	MW Track Load		
00000014	CAT / 262C	CAT0262CPMST01	MW Skid Loader		
00000015	Bobcat / 5300	525812162	MW Skid Loader		
00000016	Link Belt / HTC867	F218-7572	ECC Crane		
00000017	Manitou / MVT1231	157555	ECC Fork Lift		
00000018	New Holland / E21	N7DA21416	NCP Excavator		



# Quality Control – Exposure Hours

Reporting exposure hours through QCS is a feature that pulls the information from the daily report. You can print and submit a hard copy from here.

Contract ID - H2001358 Contract No. - W912QR-08-C-0053 NA

File Options Help

**QCS** Fort Worth - Army Reserve Center

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - Exposure Hours**

[QC Daily Reports](#)

[QC Summary](#)

[Features of Work](#)

[3 Phase Inspections](#)

[Hazard Analysis](#)

[QC Requirements](#)

[Equipment Checks](#)

**[Exposure Hours](#)**

[Activity Schedule](#)

[Feature Schedule](#)

[Warranty Items](#)

Edit

Month	Exposure Hours Total To Date	Exposure Hours For the Year	Exposure Hours For the Month	Status
Nov 08	367	367	367	Gov't Accepted
Dec 08	1,158	1,158	791	Gov't Accepted
Jan 09	2,985	1,827	1,827	In Review by Gov't
Feb 09	5,613	4,455	2,628	In Review by Gov't
Mar 09	11,088	9,930	5,475	In Review by Gov't
Apr 09	17,415	16,257	6,327	In Review by Gov't
May 09	24,220	23,062	6,805	In Review by Gov't
Jun 09	31,226	30,068	7,006	In Review by Gov't
Jul 09	37,445	36,287	6,219	In Review by Gov't
Aug 09	51,298	50,140	13,853	In Review by Gov't
Sep 09	63,676	62,518	12,378	In Review by Gov't
Oct 09	63,676	62,518	0	Not Completed
Nov 09	63,676	62,518	0	Not Completed
Dec 09	63,676	62,518	0	Not Completed
Jan 10	63,676	0	0	Not Completed
Feb 10	63,676	0	0	Not Completed



# QCS Print Preview

## Monthly Injuries/Illnesses & Exposure

Contract ID - H2001358 Contract No. - W912QR-08-C-0053 NA

File Options Help

**QCS** Fort Worth - Army Reserve Center

Close Contract Administration QC Submittals Import / Export **Contract Reports** Exit QCS

**Contract Reports - QA/QC**

Administrative

Finances

**QA/QC**

Submittals

Schedule

Closeout

Expand Collapse

- QC Daily Report
- Three Phase Schedule
- Three Phase Activity Schedule
- Three Phase Control Worksheet
- Deficiency Items Issued by QA
- Deficiency Items Issued by QC
- Deficiency Items Issued by QA/QC
- QC Tests
- Monthly Injuries/Illness & Exposure**
- Warranty Items

**Monthly Injuries/Illnesses & Exposure Report - Contract**

Preview Print Close

**Monthly Injuries/Illnesses & Exposure**  
Range: For the month of September, 2009

Only those months that have been completed are shown here.

Month	Date Reviewed by Government	Accident Count	Exposure Hours For the Month
September - 2009	12/09/2009	0	12,378
August - 2009	12/10/2009	0	13,953

QCS Print Preview

**Monthly Injuries/Illnesses & Exposure**

Print Export Close

Range

USACE PRIME CONTRACTOR  
**Monthly Record of Work-Related Injuries/Illnesses & Exposure**

US Army Corps of Engineers  
Month: September, 2009  
Page 1 of 4

USACE Command: Memphis District  
Contractor Name: Fort Worth Construction Company, Inc.  
Contract Number: W912QR-08-C-0053  
Project Title: Fort Worth - Army Reserve Center  
City & State: Reserve Branch  
USACE Office: Reserve Branch

Contractor	Age	Date Employee began work	Where the event occurred	Describe the injury or illness	Death	Days Away from Work	Job Transfer or restriction	Other recordable cases	Number of Days				Job Transfer or restriction (days)	Days from work (days)	Job Transfer or restriction (days)	Days from work (days)	Job Transfer or restriction (days)	Days from work (days)
									Days Away from Work	Job Transfer or restriction	Other recordable cases	Days Away from Work						
No accidents reported																		



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# Quality Control – Activity Schedule

Activity schedule is from their P3 or P6, but it is important that the QC keep track of when activities start and finish through the daily report.

Contract ID - H2001358 Contract No. - W912QR-08-C-0053 NA

File Options Help

**QCS** Fort Worth - Army Reserve Center

Close Contract Administration **QC** Submittals Import / Export Contract Reports Exit QCS

**QC - Activity Schedule**

Current Activity Schedule Previous Accepted Schedule

Find Summary Compare All Activities

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
10	START PROJECT	11/03/08A	11/02/08A			Finished
1000	BEGIN EARLY SITEWORK	12/02/08A	12/01/08A			Finished
1020	LAYOUT & SETUP CONSTRUCTION EN	12/03/08A	12/12/08A			Finished
1040	EROSION CONTROL MEASURES	12/08/08A	12/16/08A			Finished
1060	LAYOUT SITE	01/14/09A	12/14/09A			Finished
1080	SITE DEMO	12/19/08A	01/14/09A			Finished
1100	ASBESTOS & LEAD ABATEMENT	12/02/08A	12/05/08A			Finished
1120	BUILDING DEMO	12/19/08A	12/23/08A			Finished
1140	SITE CUT & FILL	01/19/09A	12/14/09A			Finished
1160	INSTALL STORM DRAIN SYSTEM	01/20/09A	03/20/09A			Finished
1180	INSTALL ELECTRICAL DUCT BANKS	05/04/09A	07/16/09A			Finished
1200	INSTALL COMMUNICATION DUCT BAN	05/04/09A	08/14/09A			Finished
1220	INSTALL SANITARY SEWER SYSTEM	01/13/09A	08/28/09A			Finished
1240	INSTALL WATER DISTRIBUTION SYS	01/13/09A	09/15/09A			Finished
1299	EARLY SITEWORK SUBSTANTIALLY C	12/15/09	12/14/09	01/07/10	01/06/10	Not Started
20	PROJECT START - NOTICE TO PROC	11/03/08A	11/03/08A			Finished
2000	BEGIN TRAINING CENTER	01/14/09A	01/13/09A			Finished
2010	LAYOUT & EXCAVATE BUILDING PAD	01/14/09A	03/09/09A			Finished
2020	SELECT FILL & PREP FOR BUILDIN	02/06/09A	03/23/09A			Finished
2030	R.I. UNDERGROUND PLUMBING	04/06/09A	06/05/09A			Finished
2040	R.I. UNDERGROUND ELECTRICAL	04/08/09A	06/05/09A			Finished

Proposed update to current schedule imported on 12/28/2009  Schedule in Review  Schedule Accepted  Schedule Not Accepted



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# Quality Control – Feature Schedule

The feature schedule allows the contractor to schedule prep meetings and it will show all activities associated with a feature.

The screenshot displays the QCS software interface for 'Fort Worth - Army Reserve Center'. The 'QC' menu item is highlighted with a red box. The 'Feature Schedule' option in the left-hand navigation menu is also highlighted with a red box. The main window shows a table of activities with columns for Feature of Work, Start Date, Finish Date, Preparatory Inspection, and Initial Inspection. A detailed view for 'Feature - 013201 PROJECT SCHEDULE' is shown at the bottom, including activity start and finish dates and inspection dates.

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
013201 PROJECT SCHEDULE	11/03/08 A	11/25/08 A		
014502.010 QCS	11/03/08 A	11/25/08 A		
014504 CONTRACTOR QUALITY CTR	12/07/09	03/22/10		
015002.0010 TEMP FACILITIES	12/03/08 A	12/12/08 A		
015720.0010 ENVIRONMENTAL	11/05/08 A	01/15/09 A		
015724 SWPPP	11/05/08 A	11/05/08 A		
017802.0010 CLOSEOUT	12/21/09	03/29/10		
017823.0006 O & M MANUALS	12/21/09	02/15/10		
024100				12/29/08 A
024100.0006 DEMOLITION	11/01/08 A	01/20/09 A	12/18/08 A	12/26/08 A
024100.0006 Demolition			12/18/08 A	12/29/08 A
028233.0006 ASBESTOS ABATEMEN	11/03/08 A	12/05/08 A	12/01/08 A	12/04/08 A
028233.0006 Asbestos Abatement			12/01/08 A	12/04/08 A
032001			02/25/09 A	03/02/09
032001.0010 CONCRETE REINFORC	12/03/08 A	10/15/09	04/15/09 A	04/22/09 A
032001.0010 Concrete Reinforce			02/25/09 A	03/02/09

**Feature - 013201 PROJECT SCHEDULE**

First Activity 310 PROJECT SCHEDULE	Start	11/03/2008A
Last Activity 310 PROJECT SCHEDULE	Finish	11/25/2008A

Feature start and finish dates computed from the activity schedule.  
Preparatory and Initial Inspection Dates from Daily QC Reports.



# Quality Control – Warranty Items

Warranty tracking is also a new feature. We can log in the warranty items and can update and schedule the correction of the item.

The screenshot displays the QCS (Quality Control System) software interface. The window title bar shows "Contract ID - H2001358" and "Contract No. - W912QR-08-C-0053 NA". The main header includes the QCS logo and the project name "Fort Worth - Army Reserve Center". A menu bar contains options: "Close Contract", "Administration", "QC" (highlighted with a red box), "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". Below the menu bar, the "QC - Warranty Items" section is active. On the left, a navigation pane lists various reports and schedules, with "Warranty Items" highlighted by a red box. The main area features an "Edit" button and a table with the following columns: "Item No.", "Description", "Scheduled Correction", and "Actual Correction". The table is currently empty.

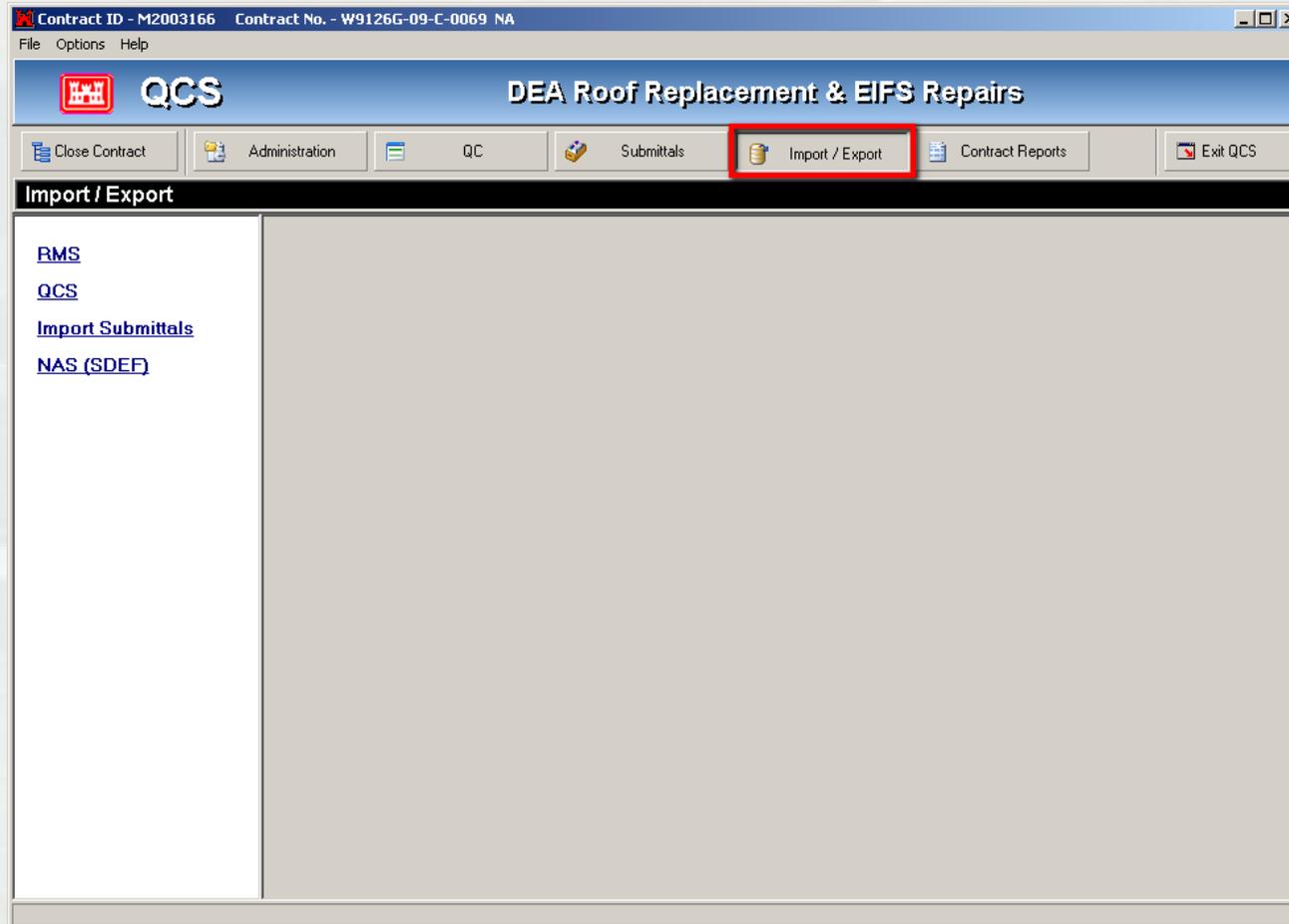
Item No.	Description	Scheduled Correction	Actual Correction
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# Import/Export

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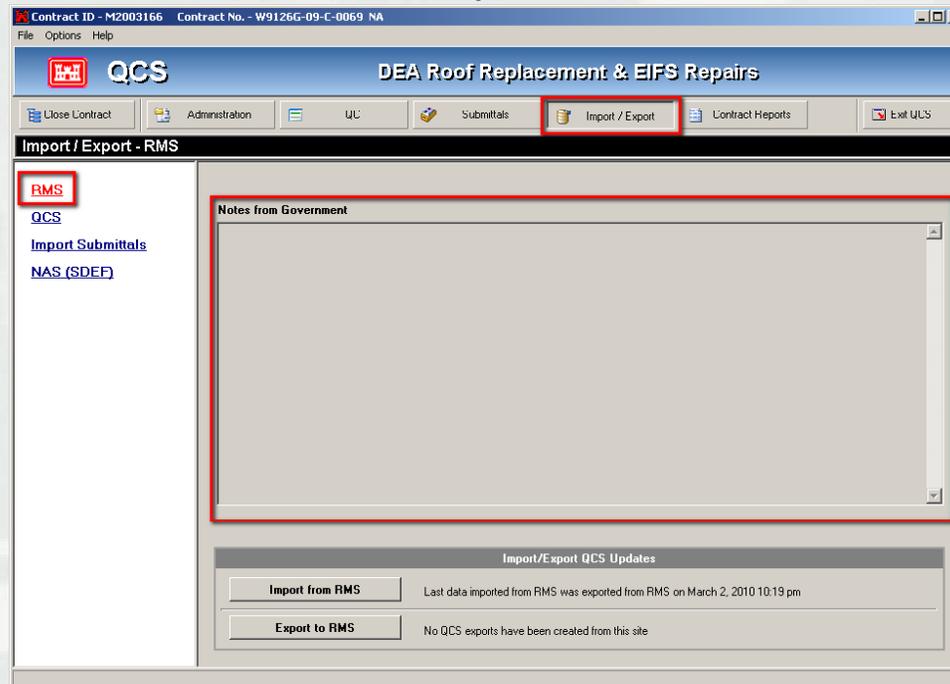
The last button in QCS is what the contractor uses when importing or exporting to RMS or QCS. Imports/Exports are done through the appropriate tabs and categories



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# Import/Export - RMS

All exports to the Government or imports from the Government will be done through the RMS link. Select the appropriate type of import or export.



Messages informing of problems will appear in the Notes section. These will include CLIN's not totaling up correctly.

The Excel Template is for submittal registers, but is currently not used due to Spec's Intact.

The NAS (SDEF) is a link used to import the P3 schedule for preliminary, initial, and monthly updates of the project schedule. This will be discussed later.



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# Import/Export - QCS

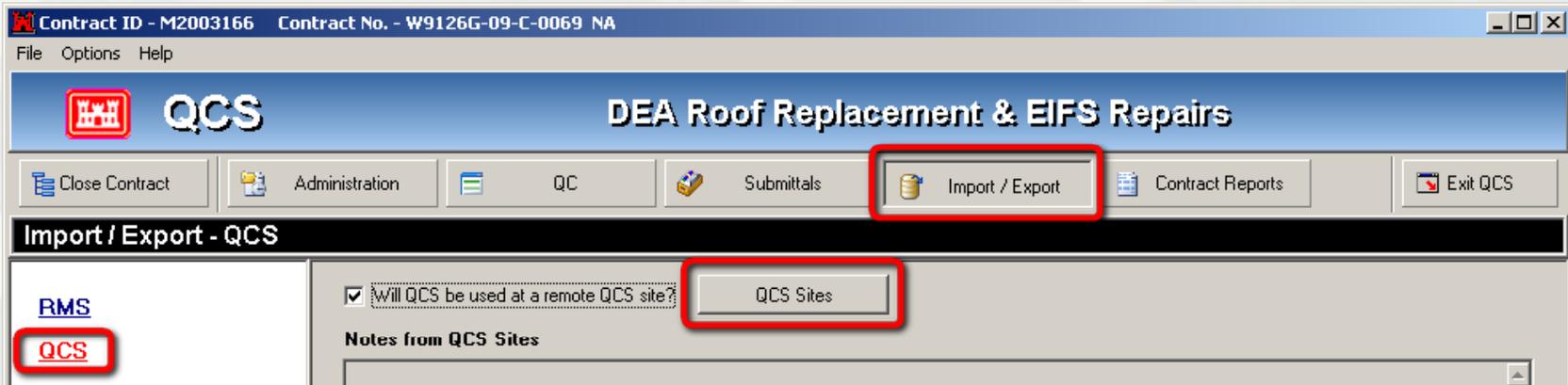
This is one of the aspects of QCS. You have the option to export to RMS or QCS. The RMS option is the standard export you have always done. The QCS allows you to check out the portions to other offices or field personnel.

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The window title bar shows "Contract ID - M2003166" and "Contract No. - W9126G-09-C-0069 NA". The main menu includes "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "Import / Export" menu item is highlighted with a red box. Below the menu, the "Import / Export - QCS" section is visible. On the left, there are links for "RMS", "QCS", "Import Submittals", and "NAS (SDEF)". The "QCS" link is highlighted with a red box. A checkbox labeled "Will QCS be used at a remote QCS site?" is present. Below this is a large text area titled "Notes from QCS Sites". At the bottom, there is a section titled "Import/Export QCS Updates" containing two buttons: "Import from QCS" and "Export to QCS", both highlighted with red boxes. The "Import from QCS" button is associated with the text "Last data imported from RMS was exported from RMS on March 2, 2010 10:19 pm", and the "Export to QCS" button is associated with "No QCS exports have been created from this site".



# Import/Export - QCS

Selecting the QCS option displays the QCS Sites button.



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# Import/Export – QCS (QCS Sites)

Selecting the QCS sites button displays the following window with the modules and who they are assigned to.

The screenshot shows a software window titled "QCS Sites" with a "Close" button in the top right corner. On the left side, there are three buttons: "Add ...", "Edit ...", and "Delete ...". To the right of these buttons is a list box containing "Remote QCS Sites".

Below the list box is a section titled "Modules Assigned To". It contains several rows, each with a label and a dropdown menu. All dropdown menus are currently set to "[6JH3E7DR] Ft Worth District - Admin".

Module Label	Assigned To
QCS Master Site:	[6JH3E7DR] Ft Worth District - Admin
Home Correspondence:	[6JH3E7DR] Ft Worth District - Admin
Site Correspondence:	[6JH3E7DR] Ft Worth District - Admin
Request for Information:	[6JH3E7DR] Ft Worth District - Admin
Contractor Insurance:	[6JH3E7DR] Ft Worth District - Admin
Contractor Payrolls:	[6JH3E7DR] Ft Worth District - Admin
3 - Phase Checks:	[6JH3E7DR] Ft Worth District - Admin
Spec Sections / Submittals / Transmittals:	[6JH3E7DR] Ft Worth District - Admin
Daily Reports / QC Requirements / Equipment:	[6JH3E7DR] Ft Worth District - Admin

Below this section is a text box containing the following information:

The following Modules are updated from your Network Analysis System (SDEF).  
When importing the SDEF file, all of the following modules must be assigned to the site importing the file.

Pay Activities:	[6JH3E7DR] Ft Worth District - Admin
Activity Schedule:	[6JH3E7DR] Ft Worth District - Admin
Progress Payments:	[6JH3E7DR] Ft Worth District - Admin
Prime Contractor / Subcontractors:	[6JH3E7DR] Ft Worth District - Admin
Features of Work:	[6JH3E7DR] Ft Worth District - Admin



# Export Setup

The screenshot displays the 'Export Setup' interface. At the top, there are two radio button options: 'Export File for QCS Read Only Mode' (selected) and 'Export File for QCS Training Mode'. A text box labeled 'QCS Read-Only / Training Access Code' is positioned to the right. Below these options, a 'Settings' button is highlighted with a red box. The main area contains an 'Export Notes' section with an 'Edit' button and a text area. Below the notes, there are 'Add', 'Edit', and 'Delete' buttons next to a list box. A 'Send export notifications to' field is also visible. Overlaid on this is the 'Export Settings' dialog box, which has two radio button options: 'Export to RMS Center SFTP repository for electronic download' (selected and highlighted with a red box) and 'Export to file'. The 'Export to file' option includes a description: 'This option will save your exports as disk files. You can transfer the saved files between government and contractor using your preferred method including CD, floppy disk, email attachment or USB drive.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

**Export**

- Export File for QCS Read Only Mode
- Export File for QCS Training Mode

QCS Read-Only / Training Access Code

**Settings** Export to RMS Center SFTP repository for electronic download into QCS  
You should inform other sites when your upload has completed  
You should inform other sites when your upload is completed.

**Export Notes**

Edit

Add Edit Delete

Send export notifications to

**Export Settings**

- Export to RMS Center SFTP repository for electronic download**  
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically export files to the RMS Center SFTP repository.
- Export to file**  
This option will save your exports as disk files. You can transfer the saved files between government and contractor using your preferred method including CD, floppy disk, email attachment or USB drive.

OK Cancel



# CAUTION

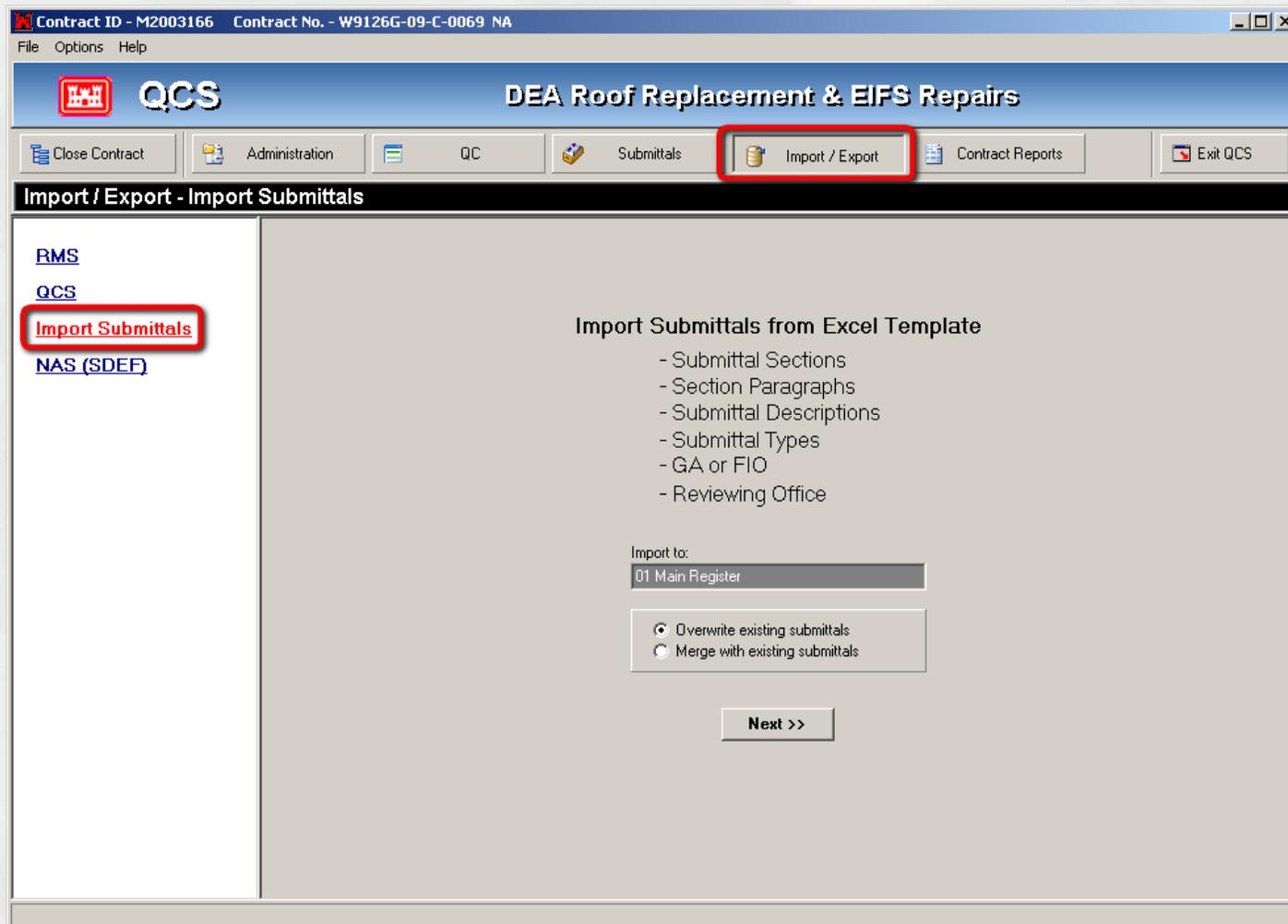
---

- When you give permissions you will have **'Read Only'** access to that portion of QCS, unless that person sends you access back.
- Another good idea is to perform backups of your contracts just in case you need to perform a recovery.
- This is a good way to give submittals, daily reports, and all other QC requirements to that person, the Project Manager the authority to do the pay applications, and the Certified payrolls and insurance to the applicable person.



# Import/Export – Excel Template

When you select **Excel Template**, you import Submittals from a special Excel template. The template can be downloaded from the RMS/QCS website as shown on the next slide.



The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The window title bar shows "Contract ID - M2003166" and "Contract No. - W9126G-09-C-0069 NA". The main menu includes "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "Import / Export" menu item is highlighted with a red box. Below the menu, the "Import / Export - Import Submittals" dialog box is open. On the left side of the dialog, there are links for "RMS", "QCS", "Import Submittals" (highlighted with a red box), and "NAS (SDEF)". The main area of the dialog is titled "Import Submittals from Excel Template" and lists the following items to be imported:

- Submittal Sections
- Section Paragraphs
- Submittal Descriptions
- Submittal Types
- GA or FIO
- Reviewing Office

Below the list, there is a field labeled "Import to:" with the value "01 Main Register". There are two radio buttons: "Overwrite existing submittals" (selected) and "Merge with existing submittals". A "Next >>" button is located at the bottom of the dialog. The QCS logo is visible in the bottom right corner of the software window.

# Excel Template from RMS Website Contractor Portal

Contractor Home
Contacts
Newsletter
<b>User Guides</b>
Guide Specifications
Training
Software Updates
Uploads

QCS Program Help Files			
Primavera	P3		<a href="#">P3 sdef setup file</a>
Primavera	P4		<a href="#">P330XERConvert (647k)</a> <a href="#">XERP330Convert (643k)</a> <a href="#">SDEF 2005 Readme</a> <a href="#">P3E version 4.1 pdf</a>
Primavera	P5		<a href="#">P330XERConvert(651k)</a> <a href="#">XERP330Convert (638k)</a> <a href="#">SDEF 2005 Readme</a> <a href="#">P3E version 4.1 pdf</a>
Primavera	P6		The conversion utilities are installed with P6. Please contact Oracle Primavera support at <b>800-223-1711</b> or <a href="http://www.oracle.com/primavera/support.html">http://www.oracle.com/primavera/support.html</a> for SDEF setup instructions. You must specify that you require SDEF setup support.
Required Primavera Activity Code Structure		8-13-08	<a href="#">PrimaveraActivityCodeStructure.pdf</a>
SDEF Zip File	1.0	10-29-02	<a href="#">SDEF ZIP</a>
SDEF Companion			<a href="#">SDEF-Companion</a>
Contractor's Guide to Contract Administration - Sample from CESPCK	1.0	09-06-02	<a href="#">KtrGuide.PDF</a>
QC Plans - Planning for Success - Sample from CESPCK	1.0	09-06-02	<a href="#">QCPlanning.PDF</a>
Contractor Checklist - Sample from CESPCK	1.0	09-06-02	<a href="#">Checklist.PDF</a>
QCS Training Agenda	1.0	09-14-02	<a href="#">Agenda.DOC</a>
Submittal Register Excel Template	6.0		<a href="#">Excel Submittal Register Template</a>



# Excel Template from RMS Website

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	<b>RMS SUBMITTAL REGISTER INPUT FORM</b>											CONTRACT NUMBER					DELIVERY ORDER									
2																										
3	TITLE AND LOCATION																									
4																										
5	<b>Button</b> ← Right click for Instructions		TYPE OF SUBMITTAL											CLASSIFICATION					REVIEWING OFFICE							
6			SECTION	PARAGRAPH NUMBER	DESCRIPTION OF ITEM SUBMITTED	01 - PRECON SUBMITTALS	02 - SHOP DRAWINGS	03 - PRODUCT DATA	04 - SAMPLES	05 - DESIGN DATA	06 - TEST REPORTS	07 - CERTIFICATES	08 - MFRS INSTRUCTIONS	09 - MFRS FIELD REPORT	10 - O&M DATA	11 - CLOSEOUT SUBMITTALS	FI - FOR INFORMATION ONLY	GA - GOVERNMENT APPROVED	DA - DESIGNER OF RECORD APPROVAL	CR - CONFORMANCE REVIEW	DA / CR	DA / GA	DO - DISTRICT OFFICE	AO - AREA OFFICE	RO - RESIDENT OFFICE	PO - PROJECT OFFICE
7																										

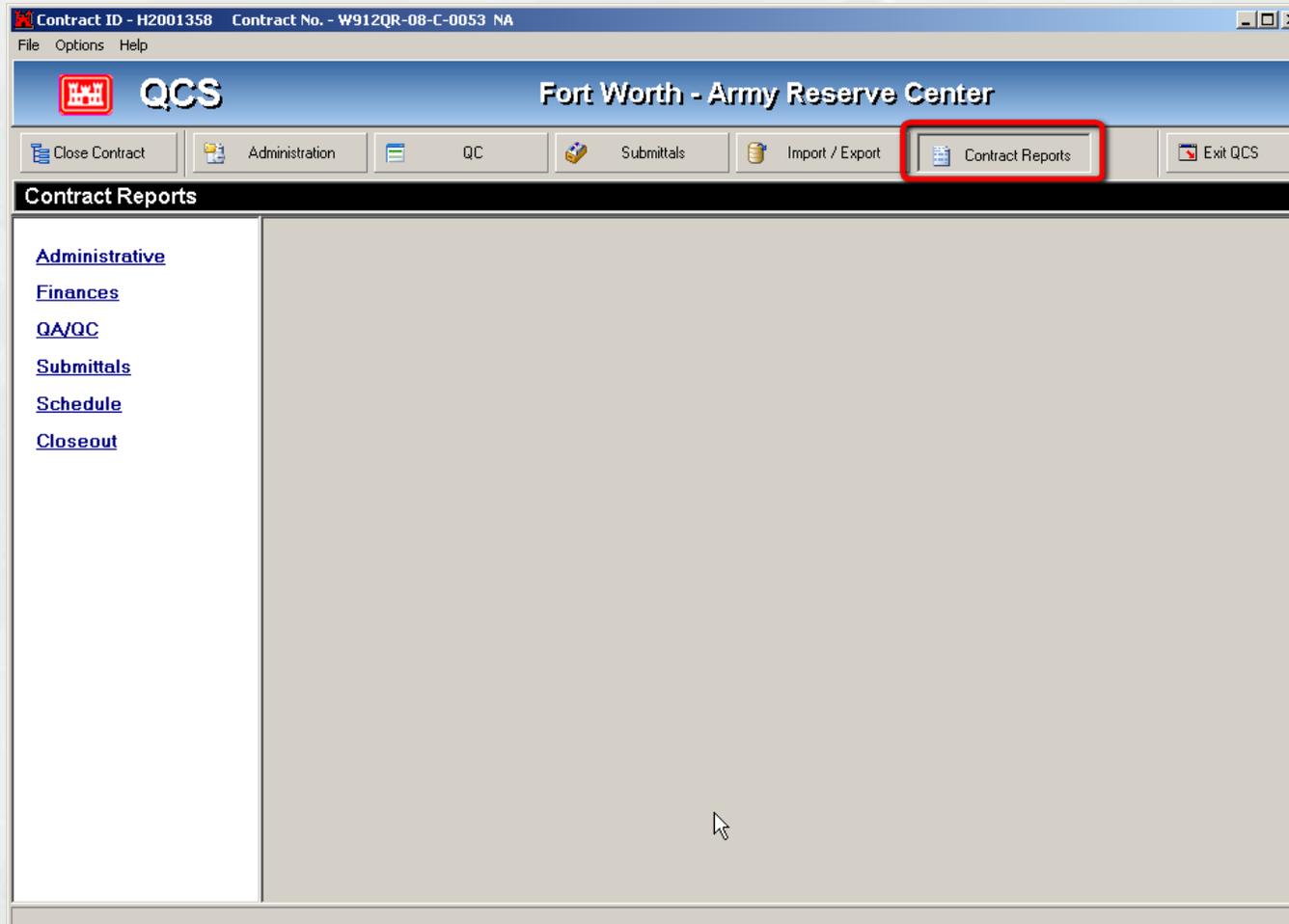


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# *Import/Export – QCS (Reports)*

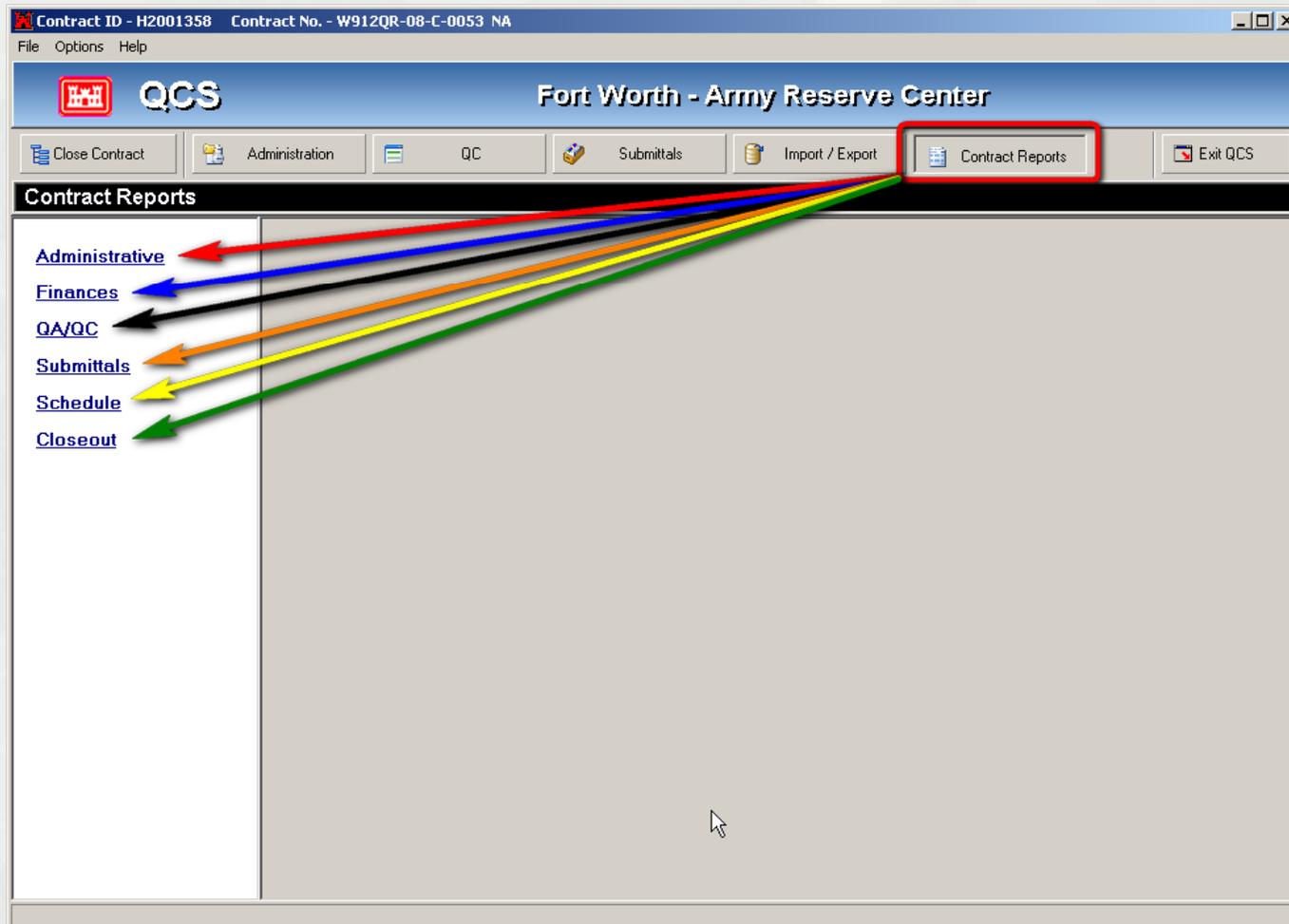
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Next we will discuss the different reports that can be generated from QCS.



# Reports Menu

Access the Reports Menu by selecting the Reports button on the toolbar.



# Reports Menu - Administration

---

- Reports: A project tool used to print reports required for submission.
- Each tab has its own individualized reports as shown in the following screens.



# Reports Menu - Finances

---

**Contract Reports - Finances**

[Administrative](#)

**Finances**

[QA/QC](#)

[Submittals](#)

[Schedule](#)

[Closeout](#)

Expand Collapse

- Activity Summary by CLIN
- Contract Line Items
- Contractor's Pay Request Worksheet
- Progress Payment History
- Activity Total Earnings
- Activity Accrual
- Clin History



# Reports Menu – Quality Control

---

**Contract Reports - QA/QC**

[Administrative](#)

[Finances](#)

[QA/QC](#)

[Submittals](#)

[Schedule](#)

[Closeout](#)

Expand Collapse

- QC Daily Report
- Three Phase Schedule
- Three Phase Activity Schedule
- Three Phase Control Worksheet
- Deficiency Items Issued by QA
- Deficiency Items Issued by QC
- Deficiency Items Issued by QA/QC
- QC Tests
- Monthly Injuries/Illness & Exposure
- Warranty Items



# Reports Menu - Submittals

---

**Contract Reports - Submittals**

[Administrative](#)

[Finances](#)

[QA/QC](#)

**[Submittals](#)**

[Schedule](#)

[Closeout](#)

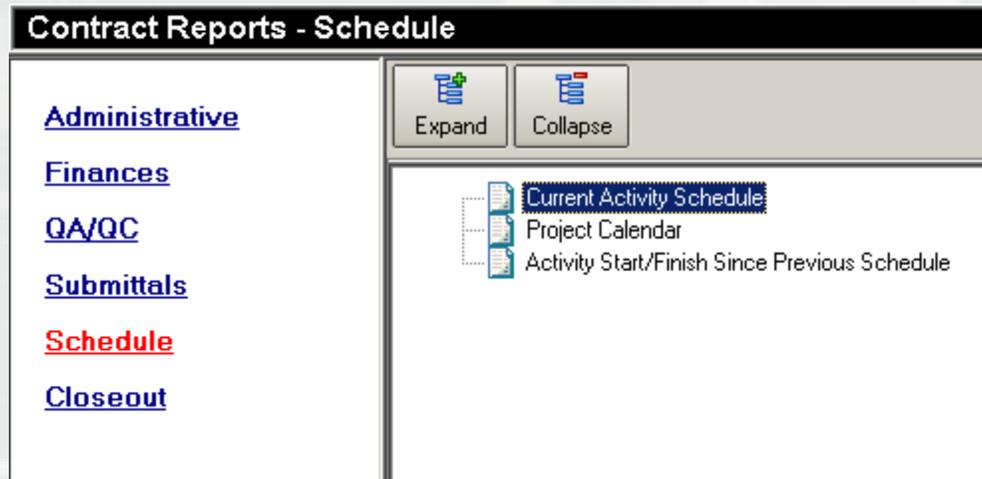
Expand Collapse

- Submittals Register (ENG 4288)
- Transmittal Sheet (ENG 4025)
- Government Transmittal Remarks (ENG 4025-R)



# Reports Menu - Schedules

---



Activity start/finish should be provided to scheduler before updating Percentages and AS/AF on Activities.



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# Reports Menu – Schedules

## Project Calendar



US Army Corps  
of Engineers

### PROJECT CALENDAR

DEA Roof Replacement & EIFS Repairs  
W9126G-09-C-0069 NA

03 Mar 2010

North Texas Resident Office

Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010
1-	1- 28	1- 59	1- 90	1- 118	1- 149
2-	2- 29	2- 60	2- 91	2- 119	2- 150
3- 0 NTP	3- 30	3- 61	3- 92	3- 120	3- 151
4- 1	4- 31	4- 62	4- 93	4- 121	4- 152
5- 2	5- 32	5- 63	5- 94	5- 122	5- 153
6- 3	6- 33	6- 64	6- 95	6- 123	6- 154
7- 4	7- 34	7- 65	7- 96	7- 124	7- 155
8- 5	8- 35	8- 66	8- 97	8- 125	8- 156
9- 6	9- 36	9- 67	9- 98	9- 126	9- 157
10- 7	10- 37	10- 68	10- 99	10- 127	10- 158
11- 8	11- 38	11- 69	11- 100	11- 128	11- 159
12- 9	12- 39	12- 70	12- 101	12- 129	12- 160
13- 10	13- 40	13- 71	13- 102	13- 130	13- 161
14- 11	14- 41	14- 72	14- 103	14- 131	14- 162
15- 12	15- 42	15- 73	15- 104	15- 132	15- 163
16- 13	16- 43	16- 74	16- 105	16- 133	16- 164
17- 14	17- 44	17- 75	17- 106	17- 134	17- 165
18- 15	18- 45	18- 76	18- 107	18- 135	18- 166
19- 16	19- 46	19- 77	19- 108	19- 136	19- 167
20- 17	20- 47	20- 78	20- 109	20- 137	20- 168
21- 18	21- 48	21- 79	21- 110	21- 138	21- 169
22- 19	22- 49	22- 80	22- 111	22- 139	22- 170
23- 20	23- 50	23- 81	23- 112	23- 140	23- 171
24- 21	24- 51	24- 82	24- 113	24- 141	24- 172
25- 22	25- 52	25- 83	25- 114	25- 142	25- 173
26- 23	26- 53	26- 84	26- 115	26- 143	26- 174
27- 24	27- 54	27- 85	27- 116	27- 144	27- 175
28- 25	28- 55	28- 86	28- 117	28- 145	28- 176
29- 26	29- 56	29- 87		29- 146	29- 177
30- 27	30- 57	30- 88		30- 147	30- 178
	31- 58	31- 89		31- 148	



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# Reports Menu - Closeout

---

**Contract Reports - Closeout**

<a href="#">Administrative</a>	 Expand	 Collapse
<a href="#">Finances</a>		
<a href="#">QA/QC</a>		
<a href="#">Submittals</a>		
<a href="#">Schedule</a>		
<a href="#">Closeout</a>		



# Importing a Schedule with SDEF

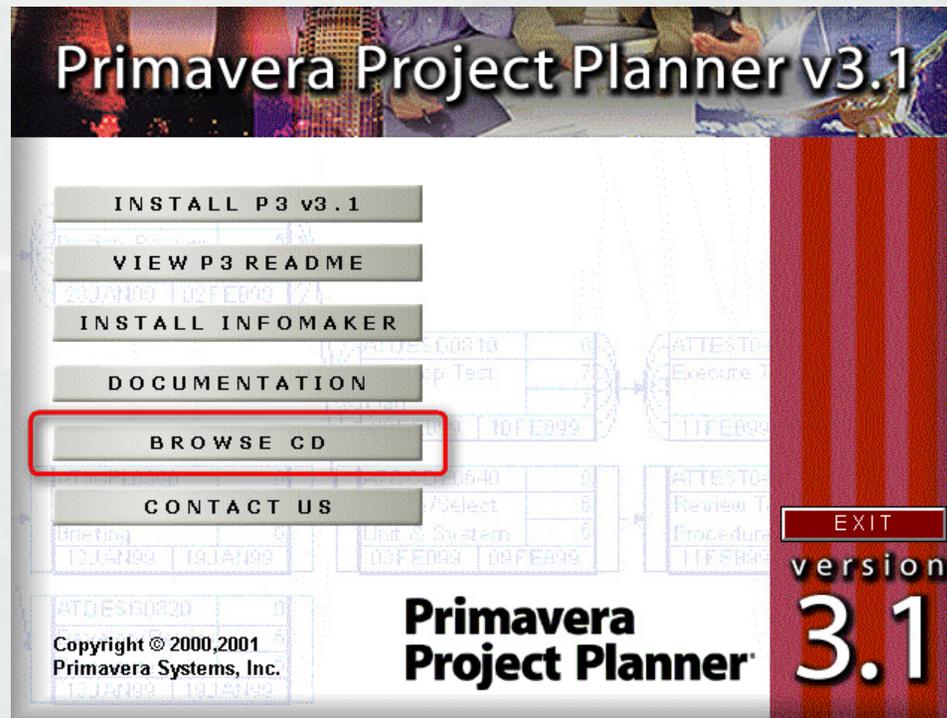
## Installing Primavera

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The first step to importing a schedule is installing the SDEF utility

First, ensure that you have the Standard Data Exchange Format (SDEF) conversion in P3. This program is on all P3 installation disks.

- 1) Insert P3 CD
- 2) Click *BROWSE CD*

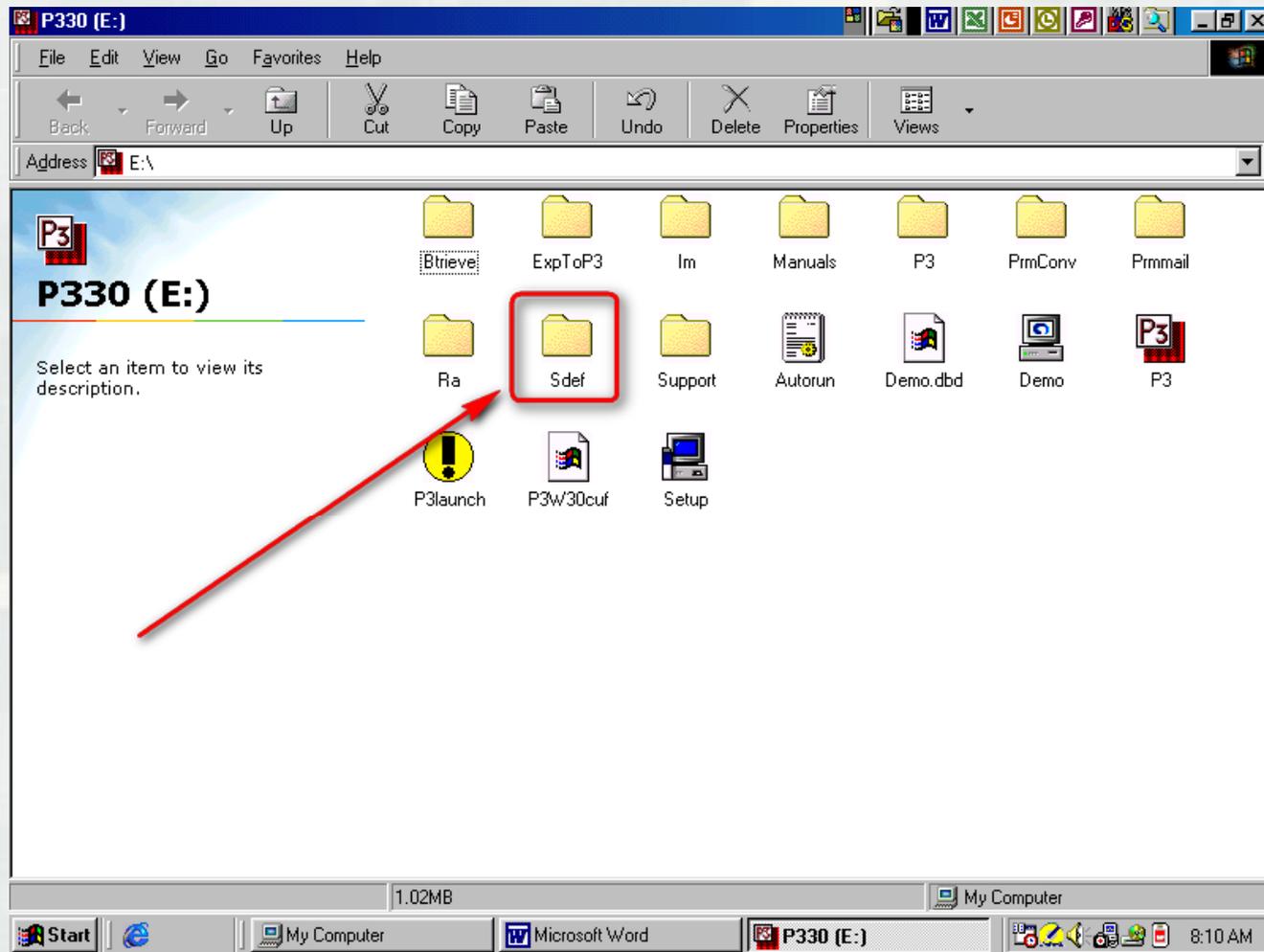


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# Importing a Schedule with SDEF

## Installing Primavera

- 3) Copy the “SDEF” folder to your computer c: drive



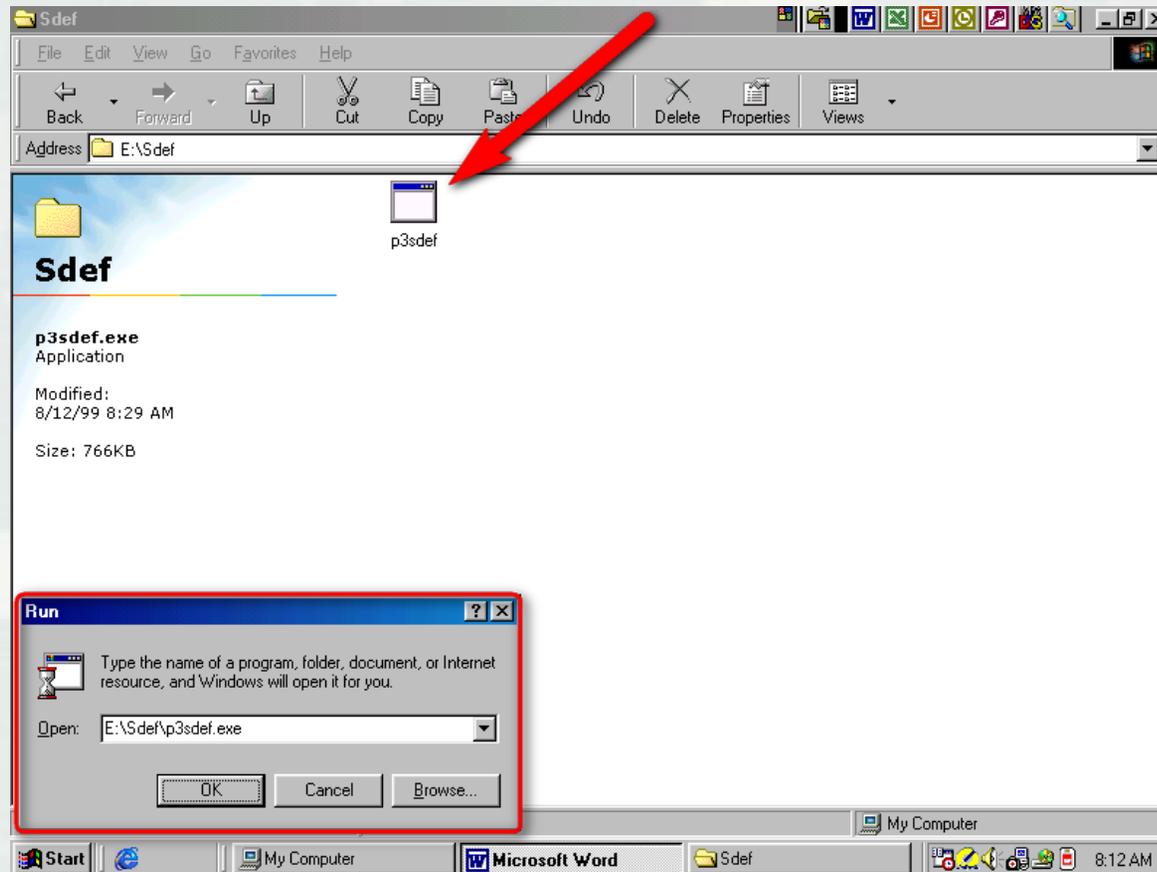
**BUILDING STRONG®**

# Importing a Schedule with SDEF

## Installing Primavera

---

- Extract “p3sdef” to your C: drive
- The “SDEF” folder on your c: drive should have “p3sdef” in it.



From your computer Desktop, select the **START** and then **RUN** to run p3sdef.  
It will extract to your C: drive.

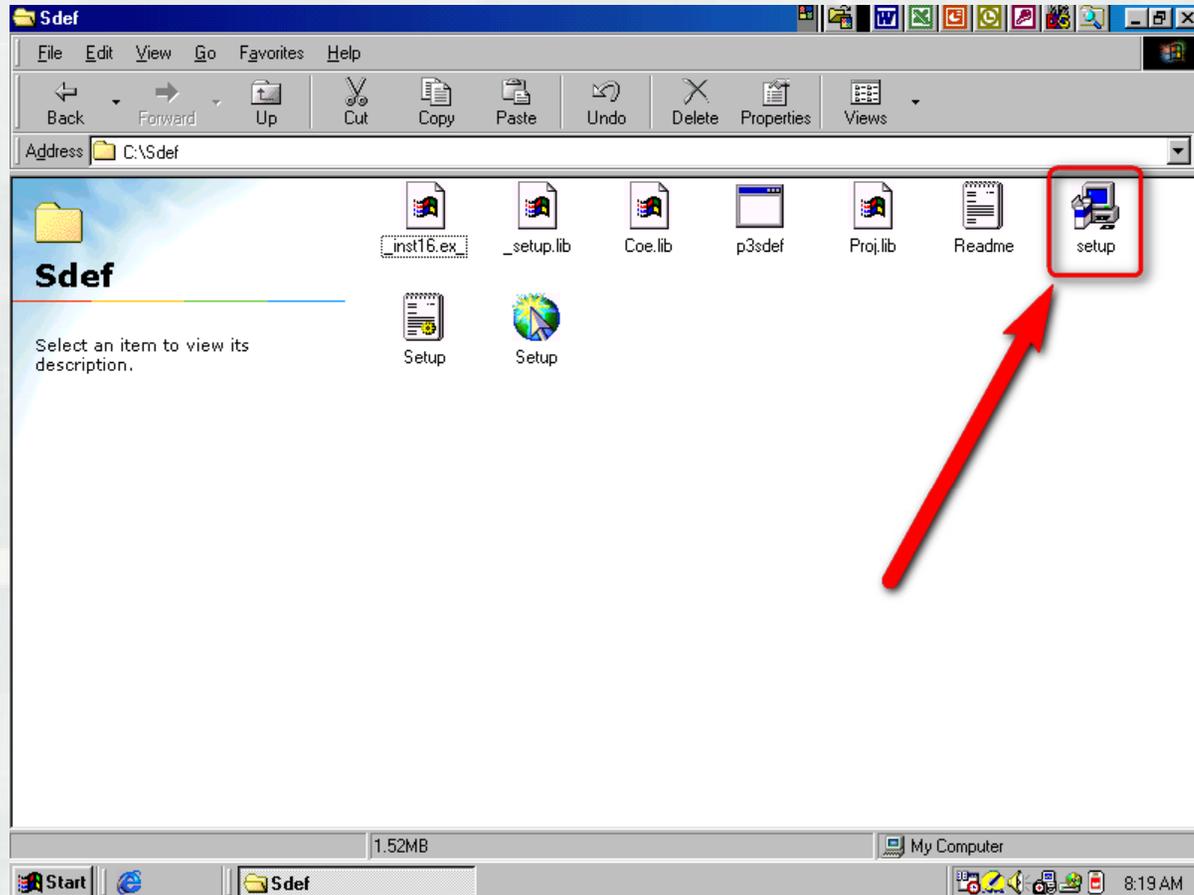


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# Importing a Schedule with SDEF

## Installing Primavera

After you extract the contents of the p3sdef file you will need to locate and RUN the SDEF “setup.exe” file within the SDEF folder.



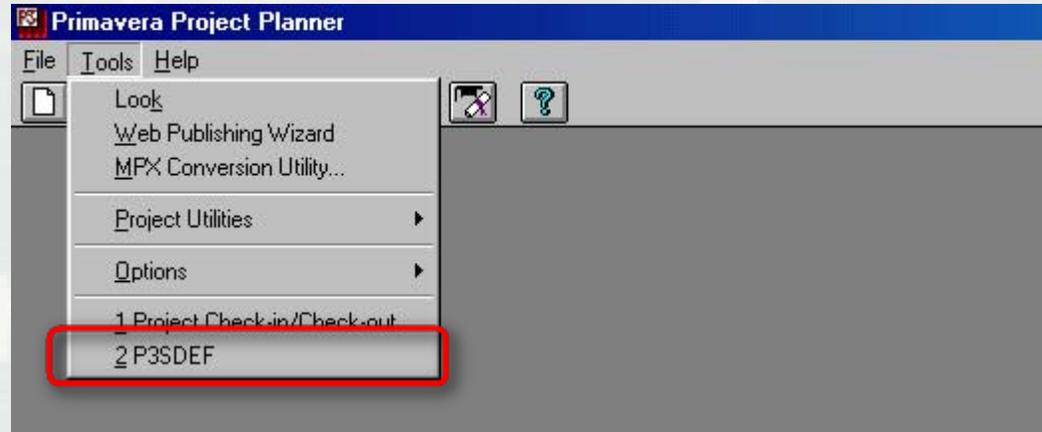
**BUILDING STRONG®**

# Importing a Schedule with SDEF

## Installing Primavera

---

- Launch Primavera
- Start Primavera. Your TOOLS dropdown menu should now have P3SDEF indicated on it. Mouse-click on the entry to activate.



# SDEF Help Files on the RMS Support Website

If you are using P6 please call Oracle and request the utility

**RMS**  
RESIDENT MANAGEMENT SYSTEM

Welcome Guest User — Wednesday, March 10, 2010

**User Guides and Supporting Documents**

[QCS Users' Guide](#)

The QCS Users' Guide is written to be much more than a simple "click-on-this-button-and-type-this-here" set of instructions. You will find it to be more of a learning or refresher guide than a typical training manual.

The guide is available as an *Adobe Acrobat PDF®* file and the *Adobe Acrobat Reader®* must be installed on your computer to view the guide.

Download *Adobe Acrobat Reader®* [here](#).

The *QCS Users' Guide* is the guide for Contractor's using the QCS program in conjunction with the Government RMS program and is available below.

**THESE FILES SHOULD BE DOWNLOADED TO YOUR COMPUTER  
DO NOT ATTEMPT TO READ THEM ON-LINE (USE "RIGHT MOUSE CLICK" & "SAVE TARGET AS")**

QCS Users' Guide				
Document	Version	Updated	PDF Format	
QCS Manual	2.38	2-27-2010	<a href="#">QCS.FDF</a>	
QCS Manual	2.37	9-18-2008	<a href="#">QCS.FDF</a>	
QCS Manual	2.36	11-24-2006	<a href="#">QCS.FDF</a>	
IRAQ - QCS Manual	2.37	11-10-07	<a href="#">IRAQ_QCS_Manual_2.37.FDF</a>	
QCS Documents & Files				
Primavera	P3		<a href="#">P3.pdf setup file</a>	
Primavera	P4		<a href="#">P3toP4Convert(643k)</a> <a href="#">SDEF 2005 Readme</a> <a href="#">P3E version 4.1.pdf</a>	
Primavera	P6		<a href="#">P3toP6Convert(651k)</a> <a href="#">P3toP6Convert(638k)</a> <a href="#">SDEF 2005 Readme</a> <a href="#">P3E version 4.1.pdf</a>	
Primavera	P6		The conversion utilities are installed with P6. Please contact Oracle Primavera support at 800-223-1711 or <a href="http://www.oracle.com/primavera/support.html">http://www.oracle.com/primavera/support.html</a> for SDEF setup instructions. You must specify that you require SDEF setup support.	
SDEF Zip File	1.0	10-29-02	<a href="#">SDEF.ZIP</a>	
SDEF Companion			<a href="#">SDEF-Companion</a>	
Contractor's Guide to Contract Administration - Sample from CESPK	1.0	09-06-02	<a href="#">KACodes.FDF</a>	
QC Plans - Planning for Success - Sample from CESPK	1.0	09-06-02	<a href="#">QCPlanning.FDF</a>	
Contractor Checklist - Sample from CESPK	1.0	09-06-02	<a href="#">Checklist.FDF</a>	
QCS Training Agenda	1.0	09-14-02	<a href="#">Agenda.DOC</a>	
Submittal Register Excel Template	6.0		<a href="#">Excel Submittal Register Template</a>	

[ Please Click to read the Privacy and Security notice ]

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http://www.rmssupport.com/qcs/guides.aspx



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# Importing a Schedule with SDEF

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- In order for the SDEF to operate properly with QCS the activity code structure must be exactly as follows:

<u>Field #</u>	<u>Code</u>	<u>Length</u>	<u>Field Description</u>
1	WRKP	3	Workers per day
2	RESP	4	Responsibility
3	AREA	4	Area
4	MODF	6	MOD or Claim #
5	BIDI	6	Bid Item (Clin #) exactly per contract doc.
6	PHAS	2	Phase
7	CATW	1	Category of Work
8	FOW1	10	Feature of Work 1
9	FOW2	10	Feature of Work 2
10	FOW3	10	Feature of Work 3

- **FOW\*** **20** **Feature of work (Prep meetings) for P6**

- \*The length of the code is up to 20 characters and the data exported comes from the description field (up to 30 characters).

- If you have specific codes that are used by your company such as a UPDT Update line then they can be added below # 10.

CATW are typically C- civil, A- architectural, S- structural, etc..

- Activity codes and calendars should be at the Project level not the Global level



# ***Important***

---

It is imperative that in all schedules initial, preliminary, and monthly updates that the CLIN's balance to the entire contract amount. This means summary activities for the 90 day schedule and also whenever a mod is issued by the COE a activity has to be added per CLIN to total the amount of the modification.

Once the project is set up properly and activities are added then an import is ready to be performed.



# Importing the SDEF file into the QCS program

- From the top menu bar, select **Import/Export and NAS (SDEF)**.  
**Indicate what you would like to import**
- Numerous import options are available. Click (or un-click) the desired options.

Contract ID - J3000672 Contract No. - W9128A-08-C-0006 NA

File Options Help

**QCS** RMS Training Contract

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**Import / Export - NAS (SDEF)**

RMS  
QCS  
Import Submittals  
NAS (SDEF)

Import from Network Analysis System

- Activity Schedule
- Pay Request No. 13
- Prime Contractor / Subcontractors
- Features of Work
- Contract Phase
- Project Area
- Work Category

The following Modules are updated from your Network Analysis System (SDEF).  
All of the following modules must be assigned to this site prior to importing the SDEF file.

Pay Activities [GQNFRC46] Manuals

Activity Schedule [GQNFRC46] Manuals

Progress Payments [GQNFRC46] Manuals

Prime Contractor / Subcontractors [GQNFRC46] Manuals

Features of Work [GQNFRC46] Manuals

Import from Network Analysis System

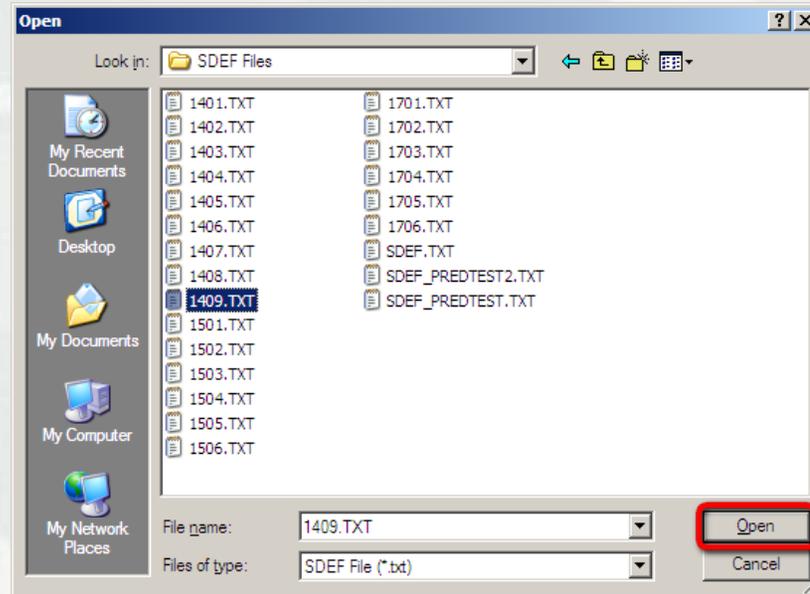
Import SDEF file

- Click the **Import SDEF File** button at the bottom of the screen

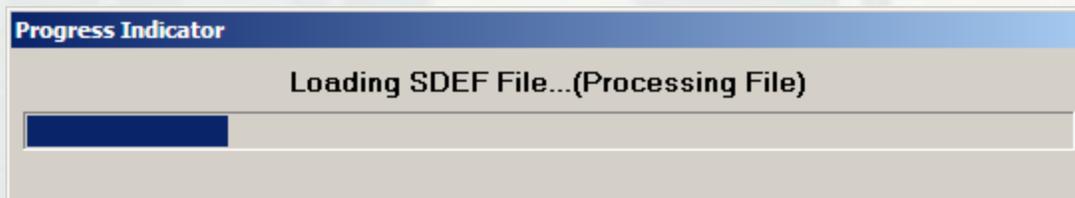


# Locate the SDEF file

- Locate and highlight the **SDEF file** generated in your scheduling program (i.e., **P3**) using the Windows© explorer. Press the **Open** button.

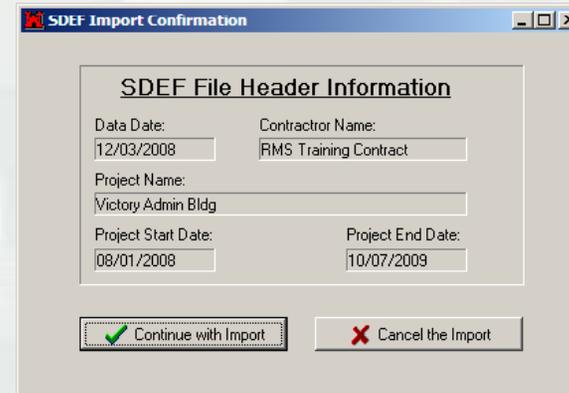


- The program will load the selected **SDEF file** and provide a window wherein you **confirm** you have selected the desired contract to import.



# Confirm proper contract has been selected

- Confirm the proper contract is indicated and push the “Continue with Import” button.
- (If not correct cancel the Import,)



SDEF Import Confirmation

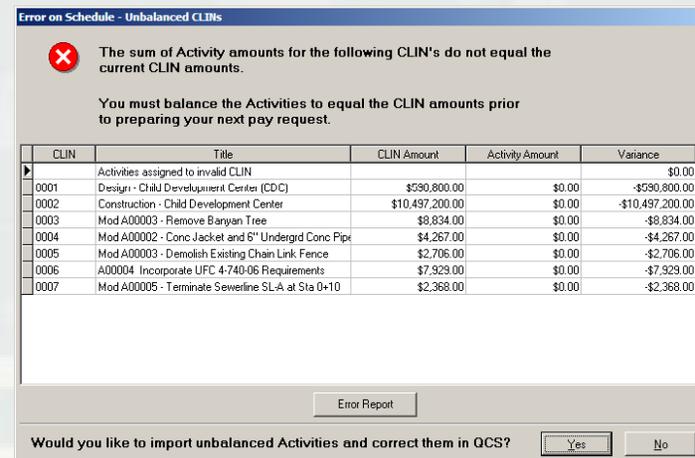
**SDEF File Header Information**

Data Date: 12/03/2008 Contractor Name: RMS Training Contract

Project Name: Victory Admin Bldg

Project Start Date: 08/01/2008 Project End Date: 10/07/2009

- If there are errors encountered with the SDEF Import, warning messages will appear, such as:



**Error on Schedule - Unbalanced CLINs**

 The sum of Activity amounts for the following CLIN's do not equal the current CLIN amounts.

You must balance the Activities to equal the CLIN amounts prior to preparing your next pay request.

CLIN	Title	CLIN Amount	Activity Amount	Variance
	Activities assigned to invalid CLIN			\$0.00
0001	Design - Child Development Center (CDC)	\$590,800.00	\$0.00	-\$590,800.00
0002	Construction - Child Development Center	\$10,497,200.00	\$0.00	-\$10,497,200.00
0003	Mod A00003 - Remove Banyan Tree	\$8,834.00	\$0.00	-\$8,834.00
0004	Mod A00002 - Conc Jacket and 6" Undergrd Conc Pipe	\$4,267.00	\$0.00	-\$4,267.00
0005	Mod A00003 - Demolish Existing Chain Link Fence	\$2,706.00	\$0.00	-\$2,706.00
0006	A00004 Incorporate UFC 4-740-06 Requirements	\$7,929.00	\$0.00	-\$7,929.00
0007	Mod A00005 - Terminate Sewerline SL-A at Sta 0+10	\$2,368.00	\$0.00	-\$2,368.00

Would you like to import unbalanced Activities and correct them in QCS?



# ***Confirm proper contract has been selected: cont***

---

If you check the **Yes** button you may get the following message:

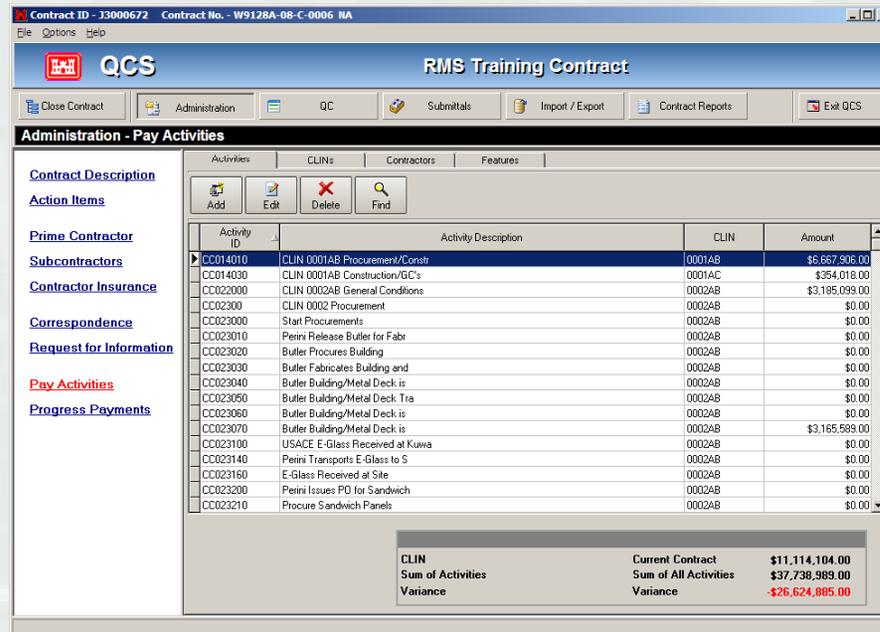


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# Confirm proper contract has been selected

- The program will continue and automatically complete the import for items other than the Schedule.



The screenshot shows the 'Administration - Pay Activities' window in the QCS software. It displays a table with columns for Activity ID, CLIN, Activity Description, CLIN, and Amount. The table lists various activities such as 'Procurement/Const', 'Construction/GC's', 'General Conditions', 'Procurement', 'Stair Procurement', 'Butler Release Butler for Fabr', 'Butler Procures Building', 'Butler Fabricates Building and', 'Butler Building/Metal Deck is', 'Butler Building/Metal Deck Tra', 'Butler Building/Metal Deck is', 'Butler Building/Metal Deck is', 'USACE E-Glass Received at Kuwa', 'Peirini Transports E-Glass to S', 'E-Glass Received at Site', 'Peirini Issues PO for Sandwich', and 'Procure Sandwich Panels'. A summary table at the bottom right shows the current contract total and the sum of all activities, with a variance of -\$26,624,885.00.

Activity ID	CLIN	Activity Description	CLIN	Amount
00014010	0001AB	Procurement/Const	0001AB	\$5,657,805.00
CC014030	0001AB	Construction/GC's	0001AC	\$354,018.00
CC022000	0002AB	General Conditions	0002AB	\$3,185,099.00
CC023000	0002AB	Procurement	0002AB	\$0.00
CC023000	0002AB	Stair Procurement	0002AB	\$0.00
CC023010	0002AB	Butler Release Butler for Fabr	0002AB	\$0.00
CC023020	0002AB	Butler Procures Building	0002AB	\$0.00
CC023030	0002AB	Butler Fabricates Building and	0002AB	\$0.00
CC023040	0002AB	Butler Building/Metal Deck is	0002AB	\$0.00
CC023050	0002AB	Butler Building/Metal Deck Tra	0002AB	\$0.00
CC023060	0002AB	Butler Building/Metal Deck is	0002AB	\$0.00
CC023070	0002AB	Butler Building/Metal Deck is	0002AB	\$3,165,589.00
CC023100	0002AB	USACE E-Glass Received at Kuwa	0002AB	\$0.00
CC023140	0002AB	Peirini Transports E-Glass to S	0002AB	\$0.00
CC023160	0002AB	E-Glass Received at Site	0002AB	\$0.00
CC023200	0002AB	Peirini Issues PO for Sandwich	0002AB	\$0.00
CC023210	0002AB	Procure Sandwich Panels	0002AB	\$0.00

CLIN	Current Contract	Amount
Sum of Activities		\$11,114,104.00
Variance	Sum of All Activities	\$37,738,989.00
	Variance	-\$26,624,885.00

- If your scheduling program SDEF (e.g. P3) has included a Pay Request, the following message will appear:



# Approve (or Disapprove) the imported items

- If your Actual Start/Finish Dates agree (between QCS and your Schedule) the schedule will be imported. You must then approve (or disapprove) the items imported.

The TAB labeled “Current Activity Schedule” will reflect the one you just imported via the SDEF file. At the bottom of the screen is where you will indicate your approval or disapproval.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
10000	Award Contract / NTP for Design	08/14/08A	08/14/08A			Finished
10010	Notice to Proceed for Construct	10/28/08A	10/28/08A			Finished
10020	Period of Performance (330 Cal	10/23/08A	10/14/09		10/14/09	In Progress
10030	Pre-Construction Conference	09/03/08A	09/03/08A			Finished
10040	Kick off Meeting/Design Concep	09/03/08A	09/03/08A			Finished
10050	Project Activation/Mobilizatio	08/15/08A	11/30/08A			Finished
10100	Transfer Employees Out of Exis	12/02/08A	12/01/08A			Finished
101000	Prepare Concept Review CFC Sub	08/27/08A	08/29/08A			Finished
101010	Submit Concept Review CFC Subm	08/30/08A	08/29/08A			Finished
101020	USACE Rev/Comm Concept Rev CFC	09/02/08A	09/11/08A			Finished
101030	Concept Review CFC Submittal (	09/12/08A	09/11/08A			Finished
101040	Prepare Preliminary CFC Submit	09/12/08A	10/02/08A			Finished
101050	Submit Preliminary Review CFC	10/03/08A	10/02/08A			Finished
101060	USACE Rev/Comm Preliminary CFC	10/03/08A	10/23/08A			Finished
101070	Preliminary CFC Submittal (65%	10/24/08A	10/23/08A			Finished
101080	Prep Pre-Final Design Review C	10/24/08A	10/30/08A			Finished
101090	Submit Pre-Final Dsgn Review C	10/31/08A	10/30/08A			Finished
10120	Demo Existing J&G Building	12/09/08A	12/21/08A			Finished
101200	USACE Rev Pre-Final Dsgn Rev C	10/31/08A	11/17/08A			Finished
101210	Pre-Final Dsgn Review CFC Subm	11/18/08A	11/17/08A			Finished
101220	Prepare Final Design Review CF	11/18/08A	12/02/08A			Finished



# Approve (or Disapprove) the imported items

The TAB labeled “Previous Accepted Schedule” reflects the schedule prior to the SDEF import. Once you approve the import on the first tab, that data will then move to this tab and become your current schedule.

Contract ID - P0011845 Contract No. - W912ER-04-D-0008 0014

File Options Help

**QCS** MV/Construct Large Admin Building VBC

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**QC - Activity Schedule**

Current Activity Schedule Previous Accepted Schedule

Find Summary Compare All Activities

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
-----------------	----------------------	-------------	--------------	------------	-------------	--------

[QC Daily Reports](#)  
[QC Summary](#)  
[Features of Work](#)  
[3 Phase Inspections](#)  
[Hazard Analysis](#)  
[QC Requirements](#)  
[Equipment Checks](#)  
[Exposure Hours](#)  
[Activity Schedule](#)  
[Feature Schedule](#)  
[Warranty Items](#)



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# Review Summary of Schedules

Prior to approving your imported file, it is recommended that you review the Summary using the button at the top of the screen.

The screenshot displays the QCS software interface for 'MV/Construct Large Admin Building VBC'. The 'QC - Activity Schedule' window is open, showing a list of activities. A red box highlights the 'Summary' button. A dialog box titled 'Current Activity Schedule Summary' is overlaid on the right, providing a summary of the current activity schedule.

Activity Number	Activity Description
10000	Award Contract / NTP for Desig
10010	Notice to Proceed for Construc
10020	Period of Performance (330 Cal
10030	Pre-Construction Conference
10040	Kick off Meeting/Design Concep
10050	Project Activation/Mobilizatio
10100	Transfer Employees Out of Exis
101000	Prepare Concept Review CFC Sub
101010	Submit Concept Review CFC Subm
101020	USACE Rev/Comm Concept Rev CFC
101030	Concept Review CFC Submittal (
101040	Prepare Preliminary CFC Submit
101050	Submit Preliminary Review CFC
101060	USACE Rev/Comm Preliminary CFC
101070	Preliminary CFC Submittal (65%
101080	Prep Pre-Final Design Review C
101090	Submit Pre-Final Dsgn Review C
10120	Demo Existing JAG Building
101200	USACE Rev Pre-Final Dsgn Rev C
101210	Pre-Final Dsgn Review CFC Subm
101220	Prepare Final Design Review CF

Current Activity Schedule imported on 12/05/2009

### Current Activity Schedule Summary

A1. Schedule Data Date	12/03/2008
A2. First Activity Start Date	12/06/2008 ES Transfer Employees Out of Exis
A3. Last Activity Finish Date	09/23/2009 LF Period of Performance (330 Cal
A4. Required Construction Completion	05/16/2003
A5. Contractor is scheduled to finish 2322 days late.	
A6. Number of Activities not started	4
A7. Number of Activities in progress	2
A8. Number of Activities finished	4
A9. Total number of Activities	10 Activities
A10. Number of relationships	6 Relationships
A11. Number of critical Activities	4 Activities
A12. Number of Activities with negative Float	0 Activities
A13. Lowest Total Float	0 Days



# Compare Proposed Update to Previous Schedule

You should also “Compare” the current schedule with the newly imported schedule to confirm you want to approve it. “Compare” is similar to the previous Claim Digger application.

Contract ID - P0011845 Contract No. - W912ER-04-D-0008 0014

File Options Help

**QCS** MV/Construct Large Admin Building VBC

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

**QC - Activity Schedule**

Current Activity Schedule Previous Accepted Schedule

Find Summary **Compare** All Activities

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Status
10000	Award Contract / NTP for Desig	08/14/08A	08/14/08A			Finished
10010	Notice to Proceed for Construc	10/28/08A	10/28/08A			Finished
10020	Period of Performance (330 Cal	10/29/08A	10/14/09		10/14/09	In Progress
10030	Pre-Construction Conference	09/03/08A	09/03/08A			Finished
10040	Kick off Meeting/Design Concep	09/03/08A	09/03/08A			Finished
10060	Project Activation/Mobilizatio	08/15/08A	11/30/08A			Finished
10100	Transfer Employees Out of Exis	12/02/08A	12/01/08A			Finished
101000	Prepare Concept Review CFC Sub	08/27/08A	08/29/08A			Finished
101010	Submit Concept Review CFC Subm	08/30/08A	08/29/08A			Finished
101020	USACE Rev/Comm Concept Rev CFC	09/02/08A	09/11/08A			Finished
101030	Concept Review CFC Submittal (	09/12/08A	09/11/08A			Finished
101040	Prepare Preliminary CFC Submit	09/12/08A	10/02/08A			Finished
101050	Submit Preliminary Review CFC	10/03/08A	10/02/08A			Finished
101060	USACE Rev/Comm Preliminary CFC	10/03/08A	10/23/08A			Finished
101070	Preliminary CFC Submittal (65%	10/24/08A	10/23/08A			Finished
101080	Prep Pre-Final Design Review C	10/24/08A	10/30/08A			Finished
101090	Submit Pre-Final Dsgn Review C	10/31/08A	10/30/08A			Finished
10120	Demo Existing JAG Building	12/09/08A	12/21/08A			Finished
101200	USACE Rev Pre-Final Dsgn Rev C	10/31/08A	11/17/08A			Finished
101210	Pre-Final Dsgn Review CFC Subm	11/18/08A	11/17/08A			Finished
101220	Prepare Final Design Review CF	11/18/08A	12/02/08A			Finished

Current Activity Schedule imported on 12/05/2009



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# Compare Proposed Update to Previous Schedule

This selection will show you the comparison is quite some detail, as shown on the following three pages.

 <b>Compare Proposed Update to Previous Schedule</b> <span style="float: right;">04 Nov 2009 Construction Services Section</span>																																																																	
TEST PROJECT DACA83-00-C-0033 NA																																																																	
<b>Data Dates</b> Current Schedule calculated on 12/03/2008      Previous Schedule calculated on 12/03/2008																																																																	
<b>Construction Start</b> <table border="1"> <thead> <tr> <th></th> <th>Current</th> <th>Previous</th> </tr> </thead> <tbody> <tr> <td>Schedule Start Date</td> <td>08/01/2008</td> <td>08/01/2008</td> </tr> <tr> <td>Notice to Proceed</td> <td>08/11/2001</td> <td>08/11/2001</td> </tr> <tr> <td>First Activity Start</td> <td>12/06/2008 ES</td> <td>12/06/2008 ES</td> </tr> <tr> <td>First Activity 10100</td> <td colspan="2">Transfer Employees Out of Exis</td> </tr> </tbody> </table> <p>Need First Activity Date to perform calculation.</p>		Current	Previous	Schedule Start Date	08/01/2008	08/01/2008	Notice to Proceed	08/11/2001	08/11/2001	First Activity Start	12/06/2008 ES	12/06/2008 ES	First Activity 10100	Transfer Employees Out of Exis		<b>Construction Finish</b> <table border="1"> <thead> <tr> <th></th> <th>Current</th> <th>Previous</th> </tr> </thead> <tbody> <tr> <td>Schedule End Date</td> <td>10/07/2009</td> <td>10/07/2009</td> </tr> <tr> <td>Required Completion</td> <td>05/16/2003</td> <td>05/16/2003</td> </tr> <tr> <td>Last Activity Finish</td> <td>09/23/2009 LF</td> <td>01/23/2009 LF</td> </tr> <tr> <td>Last Activity 10020</td> <td colspan="2">Period of Performance (330 Cal)</td> </tr> </tbody> </table> <p>Contractor is scheduled to finish 2322 days late.</p>		Current	Previous	Schedule End Date	10/07/2009	10/07/2009	Required Completion	05/16/2003	05/16/2003	Last Activity Finish	09/23/2009 LF	01/23/2009 LF	Last Activity 10020	Period of Performance (330 Cal)																																			
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# Compare Proposed Update to Previous Schedule



## Compare Proposed Update to Previous Schedule

04 Nov 2009

TEST PROJECT  
DACA83-00-C-0033 NA

Construction Services Section

A4. Activities with CLIN changed				
Activity ID	Description	New CLIN	Previous CLIN	
10100	Transfer Employees Out of Exis	0001	0007	
10120	Demo Existing JAG Building	0001	0003	
A8. Activities with Amount changed				
Activity ID	Description	New Amount	Previous Amount	
10100	Transfer Employees Out of Exis	\$4,000.00	\$500.00	
10120	Demo Existing JAG Building	\$1,000.00	\$5,000.00	
B1. Activities started since previous update				
Activity ID	Description	Actual Start	Amount	
10020	Period of Performance (330 Cal	10/29/2008	\$66,579.37	
B2. Activities finished since previous update				
Activity ID	Description	Actual Finish	Amount	
10000	Award Contract / NTP for Desig	08/14/2008	\$15,000.00	
10010	Notice to Proceed for Construc	10/28/2008	\$153,163.21	
10030	Pre-Construction Conference	09/03/2008	\$520,066.78	
10060	Project Activation/Mobilizatio	08/15/2008	\$456,987.00	
B9. Activities with early finish date changed				
Activity ID	Description	New Early Finish Date	Previous Early Finish Date	Difference
10020	Period of Performance (330 Cal	09/23/2009	12/05/2008	292 days
B10. Activities with late finish date changed				
Activity ID	Description	New Late Finish Date	Previous Late Finish Date	Difference
10020	Period of Performance (330 Cal	09/23/2009	12/05/2008	292 days
B14 B. Number of Relationships deleted				
Predecessor ID	Successor ID	Predecessor -> Successor	Relationship	Lag
10000	11000	Award Contract / NTP for Desig	Finish To Start	1 Day
	51000	->	Finish To Start	0 Days
	12000	->	Finish To Start	0 Days
	52000	->	Finish To Start	0 Days
	11200	->	Finish To Start	0 Days
	11300	->	Finish To Start	0 Days
	11040	->	Finish To Start	1 Day
	11240	->	Finish To Start	0 Days
	11080	->	Finish To Start	1 Day
10010	31010	Notice to Proceed for Construc	Finish To Start	0 Days
	11160	->	Finish To Start	0 Days
10020	19960	Period of Performance (330 Cal	Finish To Start	0 Days
	19920	->	Finish To Finish	0 Days
	10030	Pre-Construction Conference		
10030	11200	->	Finish To Start	0 Days
	11040	->	Finish To Start	0 Days
	11240	->	Finish To Start	0 Days
	11080	->	Finish To Start	0 Days



# Compare Proposed Update to Previous Schedule



US Army Corps  
of Engineers

## Compare Proposed Update to Previous Schedule

TEST PROJECT  
DACA83-00-C-0033 NA

04 Nov 2009

Construction Services Section

### B14 B. Number of Relationships deleted

Predecessor ID	Successor ID	Predecessor -> Successor	Relationship	Lag
10060		Project Activation/Mobilization		
	31010	->	Finish To Start	0 Days
5200		Design Duration - CLIN 0005		
	55100	->	Finish To Finish	0 Days
6500		General Conditions - CLIN 0006		
	65590	->	Finish To Finish	0 Days



# Verify that activities have been imported and are balanced

- You may then go to **Administration and Pay Activities** to view your import.

The screenshot shows the QCS RMS Training Contract software interface. The window title is "Contract ID - J3000672 Contract No. - W9128A-08-C-0006 IA". The main menu includes "Close Contract", "Administration", "QC", "Submittals", "Import / Export", "Contract Reports", and "Exit QCS". The "Administration - Pay Activities" window is open, showing a list of activities with columns for Activity ID, Activity Description, CLIN, and Amount. The "Pay Activities" link in the left sidebar is highlighted. A summary table at the bottom of the window shows the following data:

CLIN 0001	\$590,800.00	Current Contract	\$11,114,104.00
Sum of Activities	\$590,800.00	Sum of All Activities	\$11,114,104.00
Variance	\$0.00	Variance	\$0.00

- You will not be able to export your activities to the Government's RMS program unless the sum of the activities is perfectly balanced, as will be indicated on the bottom of the window.

**THIS COMPLETES THE IMPORT PROCESS OF THE SDEF FILE.**



# Submittals – Submittal Register

After you have imported the approved initial schedule, go to the *Submittals* button and select the *Submittal Register* option.

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

**QCS** DEA Roof Replacement & EIFS Repairs

Close Contract Administration QC **Submittals** Import / Export Contract Reports Exit QCS

Submittals - Submittal Register [ Main Register ]

Specification Sections  
**Submittal Register**  
Transmittal Log

Add Edit Delete Find All Submittals

Section	Item No.	Description	SD No.	QC Code	Received by Government	QA Code	Sent to Contractor
01 35 29	1	Accident Prevention Plan	01	A	11/20/2009	E	11/30/2009
01 35 29	2	Revised Accident Prevention Plan		A	11/23/2009	B	02/18/2010
01 35 29	3						
01 35 40.00 20	1	Environmental Protection Plan	01				
01 35 40.00 20	2	Instructor Qualifications	01				
01 35 40.00 20	3	Life Cycle Assessments	03				
01 35 40.00 20	4	Packaging	03				
01 35 40.00 20	5	Field Quality Control Reports	06				
01 35 40.00 20	6	Environmental Regulatory Requirements	07				
01 35 40.00 20	7	Material Safety Data Sheets	08				
01 35 40.00 20	8	Training Program	11				
01 35 40.00 20	9	Protection of Natural Resources	11				
01 45 01	1	Quality Control Plan		A	11/03/2009	A	11/20/2009
01 50 00	1	Construction site plan	01				
01 50 00	2	Traffic control plan	01				
01 50 00	3	Backflow preventers	03				
01 50 00	4	Backflow Preventer Tests	06				

Transmittal History

Transmittal Number	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
01 35 29-1		A	11/20/2009	E	11/30/2009

Record 1 of 102



**BUILDING STRONG®**

# Submittals – Submittal Register

Select the submittal item from the list and then click on the EDIT button or double-click on the entry.

Details for Submittal Item [10]

Section No. **00 80 00.00 06** Section Title **Special Clauses**

Item No. **10 0** Item Description **Maintenance and Parts Data** Paragraph **1.11**

Approval Requirement

Classification

For Information Only  DA / CR

Government Approval  DA / GA

DA - Designer of Record Approval

CR - Government Conformance Review of Design

Primary Contractor Reviewer

Primary Government Reviewer/Office

Drawing **N/A** Submittal Type **05 ... DESIGN DATA**

Submittal Schedule

Required for Activity

**9360 ...** SUBMIT 1354 DATA & INSTALLED E

Submittal need dates based on Activity Start Date. **03/11/2010**

Material Delivery Lag/Lead **0** Days Material Needed by **03/11/2010**

Procurement Period **0** Days Approval Needed by **03/11/2010**

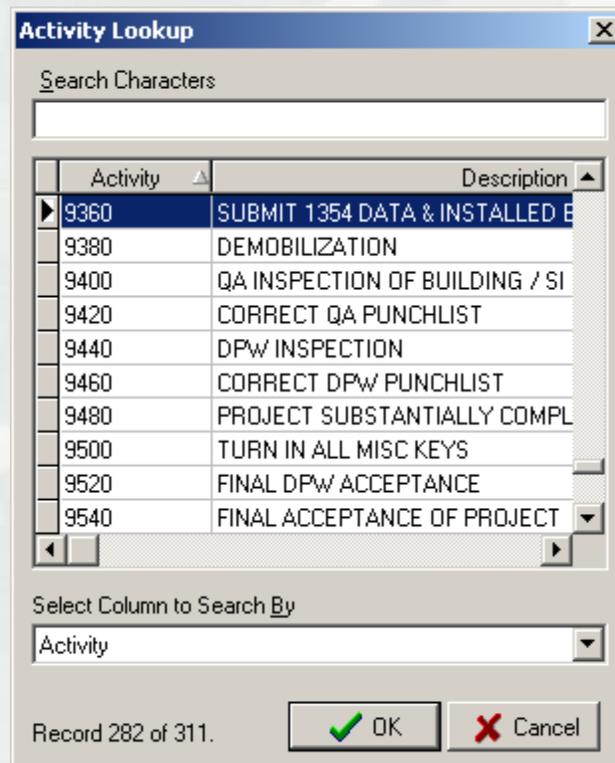
Government Review Period **0** Days Submit Needed by **03/11/2010**

If you know the Activity ID to the activity associated with the submittal, then you can type it in the block REQUIRED FOR ACTIVITY. If not, select the applicable entry from the drop down menu.



# Submittals – Submittal Register

Once you have found the appropriate activity (descriptions are shown in the dark grey area of the window) click on the OK button. The activity selected should be an activity that needs the submittal approval to start. This will allow QCS to put a required by date in the table for submittals so that you can track what submittals are critical to be submitted. It will also be updated with every schedule update.



The image shows a software dialog box titled "Activity Lookup". It features a search field at the top labeled "Search Characters". Below this is a table with two columns: "Activity" and "Description". The table contains several rows of data, with the first row highlighted in blue. At the bottom of the dialog, there is a dropdown menu labeled "Select Column to Search By" with "Activity" selected. Below the dropdown are two buttons: "OK" with a green checkmark and "Cancel" with a red X. The text "Record 282 of 311." is visible at the bottom left of the dialog.

Activity	Description
9360	SUBMIT 1354 DATA & INSTALLED E
9380	DEMOBILIZATION
9400	QA INSPECTION OF BUILDING / SI
9420	CORRECT QA PUNCHLIST
9440	DPW INSPECTION
9460	CORRECT DPW PUNCHLIST
9480	PROJECT SUBSTANTIALLY COMPL
9500	TURN IN ALL MISC KEYS
9520	FINAL DPW ACCEPTANCE
9540	FINAL ACCEPTANCE OF PROJECT



## ***Pay Applications***

---

- The requested percentages for each monthly update must be agreed upon between the QC and the QA on the project.
- They should be on a schedule line item by line item basis and should show the *activity ID, description, actual start / finish date* of that activity. This also includes the previous percent agreed, if applicable, as well as the requested percent for that period and remaining duration.

Once they are in agreement and the record paper is signed by both QC & QA, the contractor should update the schedule to reflect that information and move the data date to reflect the period of performance.

Then repeat the SDEF procedures for that schedule and import the SDEF as described above.



# Contractor Pay Request

Before submitting a pay application, but after importing the SDEF, go to REPORTS option in QCS and print the following report to turn in with the pay application and also to check against the signed *Agreed to Percentages* page to ensure that the proper percents were entered into P3.

The screenshot displays the QCS software interface for a contract titled "DEA Roof Replacement & EIFS Repairs". The "Contract Reports" menu item is highlighted in the top navigation bar. In the left-hand menu, the "Finances" option is also highlighted. The main window shows a tree view of reports, with "Contractor's Pay Request Worksheet" selected. A dialog box titled "Contractor Pay Request Report Options" is open, showing a printer icon and the title "Contractor Pay Request". Under the "Range" section, the radio button for "Activities with contractor requested earnings" is selected and highlighted with a red box. Other options include "Activities started/paid less than 100%" and "Activities started/paid less than 100% - (Including ALL quantity activities)".



# Contractor Pay Request

QCS Print Preview  
Contractor Pay Request No. 12  
Page 1 of 5  
Print Export Close



**US Army Corps  
of Engineers**

## Contractor Pay Request No. 12

Fort Worth - Army Reserve Center  
W912QR-08-C-0053 NA

04 Mar 2010  
Fort Worth, TX

Activity Number	Description	Total Amount	Previous Paid	Requested	Allowed
<b>2200</b>	<b>CMU WALL @ FRONT ELEVATION</b>	<b>\$2,200.00</b>	<b>0 %</b>	<b>100 %</b>	<b>_____ %</b>
Contractor	Subcontractor: J & E Masonry Workman's comp expired 02/15/2010 Payroll 11/21/2009, 11/28/2009, 12/05/2009, 12/12/2009, 12/19/2009, 12/26/2009, 01/02/2010, 01/09/2010, 01/16/2010, 01/23/2010, 01/30/2010, 02/06/2010, 02/13/2010, 02/20/2010, 02/27/2010, 03/06/2010 Problems / Missing				
	Activity not reported started or finished Initial inspection on feature 042000 MASONRY not held				
<b>2210</b>	<b>DAMPROOF EXTERIOR WALLS</b>	<b>\$17,350.00</b>	<b>95 %</b>	<b>100 %</b>	<b>_____ %</b>
Contractor	Subcontractor: Southwest Activity not reported finished Preparatory inspection on feature 099000 PAINTS AND COATINGS not held				
<b>2260</b>	<b>MASONRY VENEER &amp; CAST STONE</b>	<b>\$600,050.00</b>	<b>80 %</b>	<b>100 %</b>	<b>_____ %</b>
Contractor	Subcontractor: J & E Masonry Workman's comp expired 02/15/2010 Payroll 11/21/2009, 11/28/2009, 12/05/2009, 12/12/2009, 12/19/2009, 12/26/2009, 01/02/2010, 01/09/2010, 01/16/2010, 01/23/2010, 01/30/2010, 02/06/2010, 02/13/2010, 02/20/2010, 02/27/2010, 03/06/2010 Problems / Missing				
	Activity not reported finished Initial inspection on feature 047200.0048 CAST STONE not held				
<b>2330</b>	<b>ROUGH-IN ELECTRICAL</b>	<b>\$649,000.00</b>	<b>75 %</b>	<b>95 %</b>	<b>_____ %</b>
Contractor	Subcontractor: Acme (MCMS) Initial inspection on feature 260000 BASIC ELECTRICAL MATLS not held				
<b>2360</b>	<b>ROUGH-IN PLUMBING (TOP OUT)</b>	<b>\$266,900.00</b>	<b>90 %</b>	<b>95 %</b>	<b>_____ %</b>
Contractor	Subcontractor: Lynn Workspace				



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# ***Contractor Pay Request***

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- Note: If the percentages do not match then have the scheduler redo the incorrect percentages. This will aid in getting you monies in a timely fashion.

You should have an activity in the schedule for *stored materials* if any are being requested. The total amount of stored materials has to be entered under the ADMINISTRATION tab. Select PAY APPS, REQUESTED ACTIVITY EARNINGS then ADDITIONAL EARNINGS. ACTIVITY EARNINGS should come up first then select the ADDITIONAL EARNINGS tab. This screen will show the total amount paid to date as well as accrual for this period. This screen is a good double check that the proper amount of monies are being requested.

- Note: The requested pay application will not show up on the pay application screen until it is approved by the COE and you receive a update from the COE with the pay app on it.



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**BUILDING STRONG®**

# Administration – Progress Payments

Contract ID - M2003166 Contract No. - W9126G-09-C-0069 NA

File Options Help

 **QCS** **DEA Roof Replacement & EIFS Repairs**

Close Contract Administration QC Submittals Import / Export Contract Reports Exit QCS

### Administration - Progress Payments

[Contract Description](#)

[Action Items](#)

[Prime Contractor](#)

[Subcontractors](#)

[Contractor Insurance](#)

[Contractor Payrolls](#)

[Correspondence](#)

[Request for Information](#)

[Pay Activities](#)

**Progress Payments**

View Find

Invoice No	Pay Period From	Pay Period Thru	Earnings This Period	Earnings to Date	Paid to Date	Status

Pay Request No. 1 - Not Completed

Prepare Pay Request No. 1

Select this button to view pay apps that have not been approved



# Contractor Requested Earnings

There are some new features with the Pay Applications that the contractor will report sub earnings through QCS in lieu of the *Excel* spreadsheet.

**Contractor Requested Earnings**

Find [ ] Request [ ] Close [ ]

Activity Earnings [ ] Subcontractor Earnings [ ] Additional Earnings [ ] Payment POCs [ ]

Requested Activity Earnings  Requested CLIN Earnings  Exclude lump sum activities previously paid 100%

Pay Activity		Previous Total Earnings			Total Requested To Date			Invoice No. 13
Activity No	Activity Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty To Date	Requested To Date	Requested This Period
1020	LAYOUT & SETUP CONSTRUCTION EN	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1040	EROSION CONTROL MEASURES	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1060	LAYOUT SITE	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1080	SITE DEMO	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1100	ASBESTOS & LEAD ABATEMENT	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1120	BUILDING DEMO	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1140	SITE CUT & FILL	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1160	INSTALL STORM DRAIN SYSTEM	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1180	INSTALL ELECTRICAL DUCT BANKS	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1200	INSTALL COMMUNICATION DUCT BAN	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1220	INSTALL SANITARY SEWER SYSTEM	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
1240	INSTALL WATER DISTRIBUTION SYS	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
2010	LAYOUT & EXCAVATE BUILDING PAD	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
2020	SELECT FILL & PREP FOR BUILDIN	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
2030	R.I. UNDERGROUND PLUMBING	0	0	\$0.00	0	0.0000	\$0.00	\$0.00
<b>Totals</b>				\$11,096,976.39			\$0.00	-\$11,096,976.39

**CLIN 0004**    Activity No. 1020    LAYOUT & SETUP CONSTRUCTION EN

**Activity Total Quantity**                      1.0000 LS

**Activity Total Amount**                              \$1,750.00

**Requested on Invoice No. 13**

**Activity Earnings This Period**                      -\$11,096,976.39

**Additional Earnings This Period**                      -\$29,853.10

**Total Earnings This Period**                              -\$11,126,829.49

Payment No. 13    Thru [ ]    Invoice Date [ ]    Requested Earnings Completed  Yes



# Contractor Requested Earnings

**Contractor Requested Earnings**

Request Close

Activity Earnings Subcontractor Earnings Additional Earnings Payment POCs

Update Previous Subcontractor Payments

Subcontractor Name	Total Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	Subcontractor Earnings Deducted By Contractor (Total to Date)
▶ Acutron, LLC	\$58,689.00	\$0.00	\$0.00	\$0.00
Affiliated Construction, LLC	\$457,500.00	\$391,162.50	\$3,250.00	\$0.00
American Electric Co., LLC	\$0.00	\$0.00	\$0.00	\$0.00
CB Tech Services Inc	\$122,654.00	\$0.00	\$18,700.00	\$0.00
Commercial Sheetmetal	\$0.01	\$0.00	\$0.00	\$0.00
Commercial Sheetmetal Co., Inc.	\$850,000.00	\$31,959.00	\$12,000.00	\$0.00
Corps of Engineers	\$0.01	\$0.00	\$0.00	\$0.00
David's Fencing Inc.	\$128,000.00	\$0.00	\$0.00	\$0.00
Douglas Eng'ng, Pac	\$76,000.00	\$68,360.47	\$0.00	\$0.00
Economy Plumbing & Sheet Metal, Inc.	\$106,120.00	\$0.00	\$0.00	\$0.00
Fire Guys	\$0.00	\$0.00	\$0.00	\$0.00
Grace Pacific Corporation	\$106,450.00	\$0.00	\$0.00	\$0.00
Hoomana Electric Co	\$200,000.00	\$0.00	\$0.00	\$0.00
IPR, Inc.	\$122,345.00	\$52,359.00	\$7,500.00	\$0.00
Island Wide A/C Services, LLC	\$0.00	\$0.00	\$0.00	\$0.00
K. H. Electric, Inc.	\$73,420.00	\$0.00	\$0.00	\$0.00
L.A. Painting Ltd	\$59,000.00	\$0.00	\$0.00	\$0.00
LA Painting	\$0.01	\$0.00	\$0.00	\$0.00
M. H. Electric Company	\$950,000.00	\$416,545.80	\$13,000.00	\$0.00
MACTEC Engineering & Consulting Inc.	\$134,900.00	\$116,044.00	\$0.00	\$0.00
MH Electric	\$0.01	\$0.00	\$0.00	\$0.00
Mason Architects Inc	\$212,990.00	\$212,990.00	\$0.00	\$0.00

Payment No. 13 Thru 10/31/2009 Invoice Date 11/03/2009 Requested Earnings Co

**Prompt Payment Certification And Supporting Data For Contractor Payment Invoice** Page 1 of 5 pages

(1) Contract No.: W91284-08-C-0006 NA (2) Location and Description of Work: Schofield Barracks, Oahu, Haw aii RMS Training Contract (3) Estimate No.: 13 (4) Invoice Date: 11/03/2009

(5) Contractor Official (name and address) to whom payment is to be sent: RMS Manual 636 Laumaka Street Honolulu, HI 96819 (6) Discount Terms: 0 Days 0 Percent

(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent: Sri Nava sriam, Accountant 808-942-4929 636 Laumaka St., Honolulu, HI 96819 (8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice: Ryan Nakama, Vice President 808-942-4929 636 Laumaka St., Honolulu, HI 96819

(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)
Acutron, LLC	\$58,689.00	\$0.00	\$0.00	\$0.00
Affiliated Construction, LLC	\$457,500.00	\$391,162.50	\$3,250.00	\$0.00
American Electric Co., LLC	\$0.00	\$0.00	\$0.00	\$0.00
CB Tech Services Inc	\$122,654.00	\$0.00	\$18,700.00	\$0.00
Commercial Sheetmetal	\$0.01	\$0.00	\$0.00	\$0.00
Commercial Sheetmetal Co., Inc.	\$850,000.00	\$31,959.00	\$12,000.00	\$0.00
Corps of Engineers	\$0.01	\$0.00	\$0.00	\$0.00
David's Fencing Inc.	\$128,000.00	\$0.00	\$0.00	\$0.00
Douglas Eng'ng, Pac	\$76,000.00	\$68,360.47	\$0.00	\$0.00
Economy Plumbing & Sheet Metal, Inc.	\$106,120.00	\$0.00	\$0.00	\$0.00
Fire Guys	\$0.00	\$0.00	\$0.00	\$0.00
Grace Pacific Corporation	\$106,450.00	\$0.00	\$0.00	\$0.00
Hoomana Electric Co	\$200,000.00	\$0.00	\$0.00	\$0.00
IPR, Inc.	\$122,345.00	\$52,359.00	\$7,500.00	\$0.00
Island Wide A/C Services, LLC	\$0.00	\$0.00	\$0.00	\$0.00

\*\* A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States, Code; and
- This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Ryan Nakama, Vice President  
 Typed Name and Title



# Contractor Requested Earnings

Contractor Requested Earnings

Request Close

Activity Earnings Subcontractor Earnings **Additional Earnings** Payment POCs

Activity Earnings	Previous Total Earnings	Total Earnings To Date	Invoice No. 1	Estimated Stored Materials Included in Activity Earnings
Total Requested Activity Earnings to Date	\$0.00	\$0.00	\$0.00	\$0.00

Subcontractor Deductions			
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00

Sum of Requested Earnings to Date		Earnings this Period
Total Requested Earnings	\$0.00	\$0.00

Payment No. 1 Thru  Invoice Date  Requested Earnings Completed  Yes



# Contractor Requested Earnings

**Contractor Requested Earnings** [X]

Request [Close]

Activity Earnings | Subcontractor Earnings | Additional Earnings | **Payment POCs**

Discount Terms  
Discount Days:  Discount Percent:  (enter .01 for 1%)

Notice of Assignment  
If Notice of Assignment has been filed, enter name of Assignee to whose payment is to be sent.  
Name:   
Title:   
Phone:   
Address:

Notice of Defective Invoice  
Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice.  
Name:   
Title:   
Phone:   
Address:

Certification by  
I hereby certify, to the best of my knowledge and belief, that:  
(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;  
(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds...  
(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a sub-contractor or supplier...  
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.  
Name:   
Title:

Payment No. 13 Thru  Invoice Date  Requested Earnings Completed  Yes



# Contractor Requested Earnings

Prompt Payment Certification And Supporting Data For Contractor Payment Invoice				Page 1 of 5 pages	
(1) Contract No.: W9128A-08-C-0006 NA		(2) Location and Description of Work: Schofield Barracks, Oahu, Haw aii RMS Training Contract		(3) Estimate No.: 13	
				(4) Invoice Date: 11/03/2009	
(5) Contractor Official (name and address) to whom payment is to be sent: RMS Manual 636 Laumaka Street Honolulu HI 96819			(6) Discount Terms: 0 Days 0 Percent		
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent: Siri New sham, Accountant 808-842-4929 636 Laumaka St., Honolulu, HI 96819			(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice: Ryan Nakaima, Vice President 808-842-4929 636 Laumaka St., Honolulu, HI 96819		
(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)	
Acutron, LLC	\$58,689.00	\$0.00	\$0.00	\$0.00	
Affiliated Construction, LLC	\$457,500.00	\$391,162.50	\$3,250.00	\$0.00	
American Electric Co., LLC	\$0.00	\$0.00	\$0.00	\$0.00	
CB Tech Services Inc	\$122,654.00	\$0.00	\$18,700.00	\$0.00	
Commercial Sheetmetal	\$0.01	\$0.00	\$0.00	\$0.00	
Commercial Sheetmetal Co., Inc.	\$850,000.00	\$31,959.00	\$12,000.00	\$0.00	
Corps of Engineers	\$0.01	\$0.00	\$0.00	\$0.00	
David's Fencing Inc.	\$128,000.00	\$0.00	\$0.00	\$0.00	
Douglas Eng'ng, Pac	\$76,000.00	\$68,360.47	\$0.00	\$0.00	
Economy Plumbing & Sheet Metal, Inc.	\$106,120.00	\$0.00	\$0.00	\$0.00	
Fire Guys	\$0.00	\$0.00	\$0.00	\$0.00	
Grace Pacific Corporation	\$106,450.00	\$0.00	\$0.00	\$0.00	
Hoomana Electric Co	\$200,000.00	\$0.00	\$0.00	\$0.00	
IPR, Inc.	\$122,345.00	\$52,359.00	\$7,500.00	\$0.00	
Island Wide A/C Services, LLC	\$0.00	\$0.00	\$0.00	\$0.00	

\*\* A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ryan Nakaima, Vice President  
Typed Name and Title



# Contractor Requested Earnings

## Stored Materials

All stored materials cost should be entered in the top right-hand box  
**ESTIMATED STORED MATERIALS INCLUDED IN ACTIVITY EARNINGS.**

Activity Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs
<b>Activity Earnings</b>			
Total Requested Activity Earnings to Date	Previous Total Earnings \$9,598,450.20	Total Earnings To Date \$9,740,955.20	Invoice No. 13 \$142,505.00
			Estimated Stored Materials Included in Activity Earnings \$0.00

Enter the THRU date and the INVOICE date then select the YES box at the bottom right hand corner for REQUESTED EARNINGS COMPLETED.

Payment No. 13    Thru 10/31/2009    Invoice Date 11/03/2009    Requested Earnings Completed  Yes

Then prepare all of the documents for pay apps and perform an EXPORT of the QCS to the COE.

Turn in all information including schedule backup and all applicable reports with the pay application.



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# Keeping Stored Material in Schedule

- ★ The stored materials within the activities will change on a monthly basis.
- ★ Have scheduler set up a code to export activities with SM to an Excel spreadsheet to keep track of what went into place and what remains stored and that is the # that should be entered into the block on the additional earnings tab.

Activity Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs
<b>Activity Earnings</b>	Previous Total Earnings	Total Earnings To Date	Invoice No. 1
Total Requested Activity Earnings to Date	\$0.00	\$0.00	\$0.00
			<b>Estimated Stored Materials Included in Activity Earnings</b>
			\$0.00
<b>Subcontractor Deductions</b>			
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00
<b>Sum of Requested Earnings to Date</b>			Earnings this Period
Total Requested Earnings	\$0.00	\$0.00	\$0.00

Payment No. 1 Thru [ ] Invoice Date [ ] Requested Earnings Completed  Yes

The contractor has to fill in the INVOICE DATE and any STORED MATERIAL on the next tab then put a check in the REQUESTED EARNINGS COMPLETED box, then send an export to the Government to initiate the pay application.



# QUESTIONS?

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All of the information shown in this presentation is a brief summary of the procedures for operating QCS. For more detailed information please download the manual from the QCS website.

**<http://www.rmssupport.com/qcs/guides.aspx>**

**For assistance with the QCS program, you should FIRST contact your local Corps of Engineers representative. The local Corps of Engineers Area, Resident, or Project Office is the first-line contact and is responsible for the success of the QCS interface.**

We recommend using these slides along with the QCS Online Training Videos provided by the Fort Worth District.



Please visit our YouTube Channel via the following link.

<http://www.youtube.com/user/VideoUSACE>



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