ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, JUNE 9, 2016– 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, July 14, 2016, 8:00 a.m.
   Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item. — N/A

E. DISCUSSION ITEMS

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F. ADJOURNMENT

Posted: June 2, 2016

1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E1

ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, APRIL 14, 2016

A. CALL TO ORDER

Acting Committee Chair John Roberts called the regular meeting of the Administrative and Finance Committee to order at 8:01 a.m., Thursday, April 14, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present
Mayor Carey Davis, City of San Bernardino
Mayor Paul Eaton, City of Montclair
Council Member Pat Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Alan Wapner, City of Ontario

Committee Members Not Present
Council Member Ed Graham, City of Chino Hills - Chair

Others Present
Mayor Pro-Tem Sam Spagnolo, City of Rancho Cucamonga

Omnitrans Administrative Staff Present
P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Jack Dooley, Director of Maintenance
Marge Ewing, Director of Human Resources/Safety & Regulatory Compliance
Samuel Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Andres Ramirez, IPMO Manager
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Omar Bryant, East Valley Maintenance Manager
Jeremiah Bryant, Service Planning Manager
Eugenia Pinheiro, Contracts Manager

Maurice Mansion, Treasury Manager
Mark Crosby, Security & Emergency Preparedness Coordinator

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, May 12, 2016, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – March 10, 2016

   M/S (Eaton/Spagnolo) that approved the Committee Minutes of March 10, 2016. Motion was unanimous by Members present.

   Member Hagman arrived at 8:04 a.m.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 46 through March 31, 2016 – sbX E Street Corridor BRT Project

   IPMO Manager Andres Ramirez presented this item. The three major components of the project are complete and have been placed into operation: E Street Corridor, 60' Articulated Buses, and the Vehicle Maintenance Facility. Additional components to the Project are being worked on and are in different stages of progress: 10th to Highland, and the PA System. There has been zero lost time due to injuries in 495,780 hours worked. Estimated cost at completion is $188,341,646 out of an approved budget of $191,706,000.

   This item was received and filed, and will be forwarded to the Board of Directors for receipt and file.

3. Receive and File Omnitrans' Director of Finance's Report on Price of Compressed Natural Gas

   Finance Director Don Walker presented this item, discussing the continuous downward trend of Omnitrans' Fuel Cost over the last 15 months, starting at a high of $0.855 per gallon to the current price of $0.688 per gallon, $0.232 below budget. This equates to an estimated monthly saving of $89,688.00. Mr. Walker will continue to monitor and report to this committee.

   This item was received and filed.

   Member Robles arrived at 8:09 a.m.

4. Recommend the Board of Directors Adopt Proposed Revision to Personnel Policy #603 – Retirement Plan

   Marge Ewing, Director of Human Resources/Safety & Security presented this item, explaining the various ramifications. Medicare is a 1.45% tax; this results in a net annual increase of $57K+ to Omnitrans. There will be a slight decrease in net pay to the employees.

   M/S (Wapner/Roberts) that recommended the Board of Directors adopt proposed revision to the Personnel Policy #603, Retirement Plan, whereby requiring Management/Confidential Employees to pay the entire seven percent (7%) employee contribution to the California Public Employees Retirement System (PERS) through payroll deduction beginning July 1, 2016, along with a corresponding seven percent (7%) increase in wages to offset the deduction. Motion was unanimous by members present.

5. Recommend the Board of Directors Adopt Fiscal Year 2016-17 Annual Budget

   Treasury Manager Maurice Mansion presented this item, discussing the FY2017 highlights. Highlights include adding nine additional FTE's and one position upgrade, in addition to the change to Personnel Policy #603 and a proposed wage and salary increase. Forecasted revenue assumptions include Medi-Cal billing, CNG tax credit, and pipeline fuel, all totaling approximately $2.5 million. The VTrans budget is a separate entity and is not included in the Omnitrans Annual Budget. Member Wapner said he would like to see a plan whereby we can achieve a true 20% farebox recovery ratio rather than rely on Farebox Recovery Ratio (FRR) Measure I funds. We are confident that the steps we are taking to reduce operating costs will allow us to make up FRR losses in the year allowed by the TDA so that we don't lose STA funding. At Member Gilbreath's request, staff will perform some calculations to determine what revenues are lost annually by our various reduced fares; i.e., veterans, seniors and disabled persons.

   M/S (Gilbreath/Musser) that recommended the Board of Directors adopt Fiscal Year 2016-17 Annual Budget. Motion was unanimous by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:41 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 12, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

_____

Christine Vega, Administrative Secretary

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ITEM # E2

DATE: June 9, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative & Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

SUBJECT: **CONSTRUCTION PROGRESS REPORTS NO. 47 THROUGH APRIL 30, 2016 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 47 for the sbX E Street Corridor BRT Project through April 30, 2016.

BACKGROUND

This is Construction Progress Report No. 47 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.47 for the sbX E Street Corridor BRT Project through April 30, 2015.

PSG:AR

Attachment

sbX E Street Corridor
Bus Rapid Transit (BRT) Project

Construction Progress Report No. 47

April 30, 2016

Prepared By:

Omnitrans
Integrated Project Management Office

Contractor: SBX Corridor - Griffith/Comet Joint Venture
VMF – USS Cal Builders

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez

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sbX

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I. PROJECT STATUS SUMMARY

A. Project Description

The sbX E Street Corridor BRT Project is an Omnitrans transit improvement project that consists of three components.

E Street Corridor: A 15.7-mile-long Bus Rapid Transit corridor that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. The sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

Bus Purchase: In order to provide service to the E Street Corridor a total of fourteen 60' articulated buses will be purchased.

Vehicle Maintenance Facility Modifications: A 4.4-acre facility maintaining and servicing the Omnitrans' bus fleet, comprised of over 160 buses. Modifications to Omnitrans' facility include the demolition of a bus washing station, removal of abandoned underground fuel tanks and new construction of a bus washing system, a new Genset, a three-lane CNG fueling station, and re-configuring the bus parking area. Modifications to the maintenance building are made in order to accommodate Omnitrans' 60-foot articulated bus fleet.

B. Summary Status Update

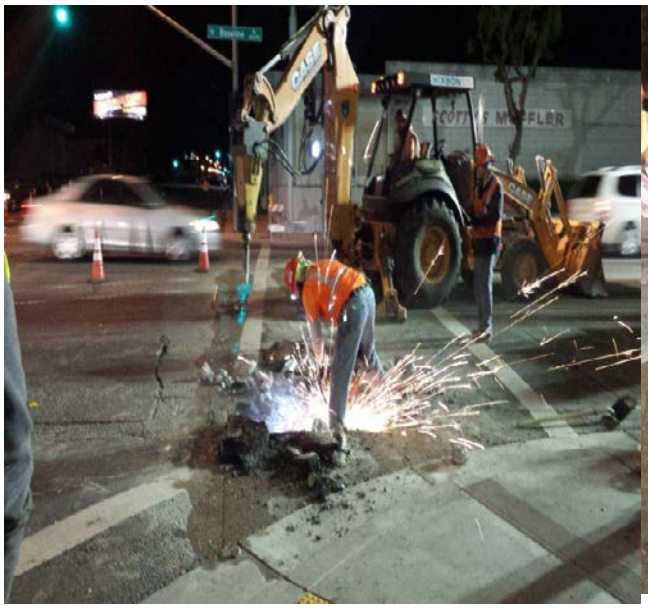
E Street Corridor:

City of San Bernardino Final Acceptance Work and World Oil Modifications:

- Work complete and Final Acceptance Issued.
- This contract is Closed Out.

10th to Highland:

- Project moving forward. Concrete work being completed. .
- Pavement at Baseline started.
- Road construction work to start by June 1.
- Final Completion Date is September 8, 2016.



Excavation Work at Baseline & E Street

Excavation Work at Baseline & E Street

Grinding Asphalt for Repaving

Grinding for Overlay

PA System:

- Contract to be awarded June 1.
- NTP projected in June.

Traffic Signal Synchronization:

- Closeout continues.

Vehicle Maintenance Facility:

Project Final Completion

- Final Acceptance documentation in process.

Completion of Work Removed from Contract

- STV Design firm has submitted a preliminary set of drawings for Omnitrans to review.
- Following review and finalization of drawings, this will go out for bid.

II. PROJECT SCHEDULE

The three major components of the project (E Street Corridor, 60' Articulated Buses, and the Vehicle Maintenance) are complete and have been placed into operation. Additional components to the project (i.e. 10th to Highland, City Acceptance Work, the PA System, and the VMF Completion Work) are currently being worked on and are in different stages of progress. Projected completion dates are listed below:

	Scheduled Completion	Projected Completion
E Street Corridor		
City of SB Final Work / World Oil	February 2016	Completed
10th to Highland	June 2016	September 2016
PA System	November 2016	February 2017
Vehicle Maintenance Facility		
Completion Work	May 2016	December 2016

III. SAFETY

The project team considers safety to be the utmost priority. As such, the entire project team works towards a "no-lost time" goal on a daily basis. Below is a breakdown of the hours achieved with zero lost time due to injuries:

	Through December 2015
E Street Corridor	
Corridor Construction including final Work	425,441
10th to Highland	9970
PA System	0
Vehicle Maintenance Facility	64,436
Total	499,847

V. PROJECT BUDGET AND COST

The project continues to be within budget. We currently have zero open claims on the project. A breakdown of the project costs and projections is detailed in the following tables:

Total Project Budget Summary
Budget as of April 30, 2015

Approved Budget	$191,706,000
Cost to Date	$182,314,770
Estimate to Complete	
Corridor Project	$ 2,785,936
10th to Highland	$ 3,513,959
Estimate at Completion	$188,614,665

Budget By Contract Packages 30-Apr-2016	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	(Contract Award + Approved Changes) Committed	Expenditure Authorization Remaining	(Approved Current Budget-Committed) Remaining Contingency	Forecast *Potential Uses of Contingency* Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion
BRT Construction													
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.2%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000
Other Direct Payments			48,401	67,353		48,401	-	48,401	-	(48,401)	-	-	48,401
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991
PA System				-		-	-	-	-	-	620,263	-	620,263
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	100,000	125,000	242,500
BRT Design													
Parsons	19,193,400	17,849,400	18,097,876	19,019,722	106.9%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185
PA System				67,500		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300
Miscellaneous Work				-		-	-	-	-	-	-	-	-
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	14,537,925	178.8%	10,579,786	3,955,539	14,535,325	(37,173)	(6,404,325)	750,000	-	15,285,325
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,862,813	186.7%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	-	-	1,999,756
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	15,192,458	92.4%	15,483,572	(436,483)	15,047,089	931,004	1,580,911	-	-	15,047,089
Other Vehicle Equipment			318,853	173,484		318,853	-	318,853	-	(318,853)	-	-	318,853
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	12,121,246	117.0%	11,671,135	350,111	12,021,246	(282,846)	(1,664,246)	-	-	12,021,246
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,174,205	117.1%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205
Project Admin. And Management													
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303
Other													
IPMO	17,624,000	15,012,450	14,722,701	13,790,802	91.9%	15,172,701	(300,000)	14,872,701	(150,000)	139,749	(700,000)	-	14,172,701
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	372,864	37.3%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	(25,000)	-	464,000	1,463,000	-	-	-
Start-Up	720,000	720,000	700,000	-	0.0%	-	-	-	700,000	720,000	700,000	-	700,000
Sub-Total	**177,676,000**	**173,633,000**	**188,431,091**	**181,146,679**	**104.3%**	**150,895,078**	**32,718,519**	**183,613,597**	**4,817,494**	**(9,980,597)**	**194,018**	**125,000**	**183,932,615**
Unallocated Contingency	**14,030,000**	**18,073,000**	**4,498,476**					**9,980,597**		**8,092,403**			**7,773,385**
10th to Highland Projected Costs			4,606,687	1,168,091	**25.4%**	3,417,000	65,226	3,482,226	1,124,462	(3,482,226)	1,149,825	50,000	4,682,050
Remaining Unallocated Contingency													**3,091,335**
Total	**191,706,000**	**191,706,000**	**188,539,302**	**182,314,770**	**95.1%**								**191,706,000**

IPMO/sbX Project Cost Report
Period Ended 30-Apr-2016

Description	Current Budget	Approved Current Budget	Expenditures $	Expenditures %	Remaining Budget	Committed	Committed %	Estimate to Complete	Estimate at Completion	Budget Forecast Variance
BRT Construction	$ 84,637,000	$ 84,637,000	$ 81,444,739	96.2%	3,192,261	$ 81,508,487	96.3%	$ 845,263	$ 82,353,749	$ 2,283,251
Vehicle Maintenance Facility (VMF) Construction	$ 8,131,000	$ 8,131,000	$ 14,537,925	178.8%	(6,406,925)	$ 14,535,325	178.8%	$ 750,000	$ 15,285,325	$ (7,154,325)
Vehicles - Design & Manufacturing	$ 16,628,000	$ 16,628,000	$ 15,365,942	92.4%	1,262,058	$ 15,365,942	92.4%	$ -	$ 15,365,942	$ 1,262,058
ROW Acquisition Services	$ 10,357,000	$ 10,357,000	$ 12,121,246	117.0%	(1,764,246)	$ 12,021,246	116.1%	$ -	$ 12,021,246	$ (1,664,246)
3rd Party Utilities Design & Relocation	$ 1,003,000	$ 1,003,000	$ 1,174,205	117.1%	(171,205)	$ 1,174,205	117.1%	$ 50,000	$ 1,224,205	$ (221,205)
BRT Design	$ 17,849,400	$ 17,849,400	$ 19,087,222	106.9%	(1,237,822)	$ 20,272,729	113.6%	$ (1,326,245)	$ 18,946,485	$ (1,097,085)
VMF Design	$ 1,007,600	$ 1,007,600	$ 1,881,193	186.7%	(873,593)	$ 2,019,556	200.4%	$ -	$ 2,019,556	$ (1,011,956)
Other Professional, Technical & Management Services	$ 34,020,000	$ 34,020,000	$ 35,534,207	104.5%	(1,514,207)	$ 36,716,107	107.9%	$ -	$ 36,716,107	$ (2,696,107)
Allocated Contingency (Construction Contract)	$ -	$ -			-	$ -	0.0%	$ -	$ -	$ -
SUB-TOTAL	**$ 173,633,000**	**$ 173,633,000**	**$ 181,146,679**	**104.3%**	**(7,513,679)**	**$ 183,613,597**	**105.7%**	**319,018**	**183,932,615**	**(10,299,615)**
Unallocated Contingency	$ 18,073,000	$ 18,073,000	$ -		18,073,000	$ -	0.0%	$ -	$ -	$ 18,073,000
10th to Highland	$ -	$ 4,682,050	$ 1,168,091	24.9%	3,513,959	$ 3,417,000	73.0%	$ 3,513,959	$ 4,682,050	$ -
TOTAL	**$ 191,706,000**	**$ 191,706,000**	**$ 182,314,770**	**95.1%**	**$ 14,073,280**	**$ 187,030,597**	**97.6%**	**$ 3,832,977**	**$ 188,614,665**	**$ 7,773,385**

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ITEM # E3

DATE: June 9, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: **OMNITRANS' DIRECTOR OF FINANCE REPORT ON THE PRICE OF COMPRESSED NATURAL GAS (CNG)**

FORM MOTION

Receive and file the Director of Finance's update on the price of compressed natural gas as recommended by Committee Chair Ed Graham at the Administrative and Finance Committee meeting on August 13, 2015.

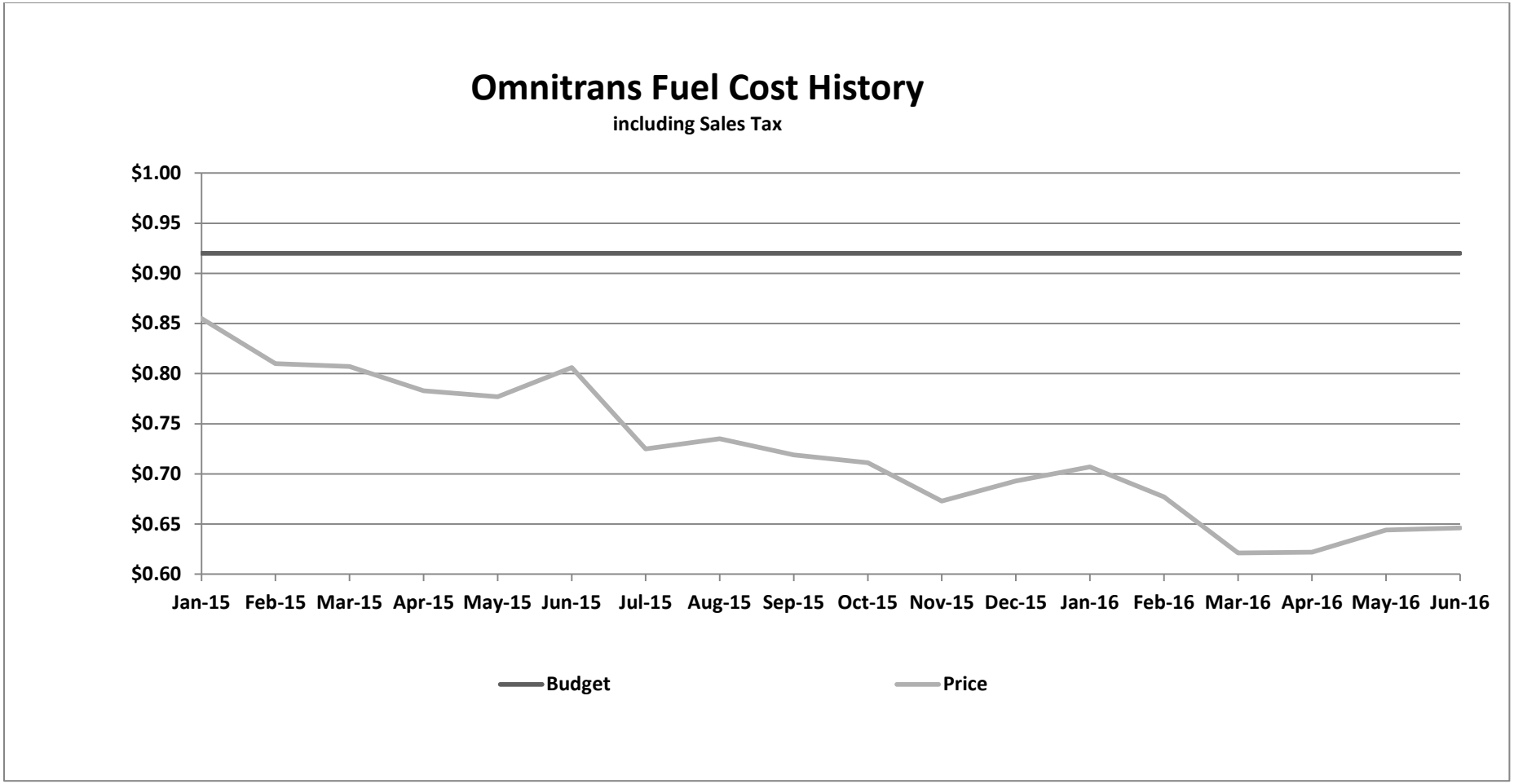
BACKGROUND

The Forward Fuel Purchase Program ended August 31, 2015, with authorization by the Board of Directors to initiate another hedging program for up to twelve (12) months should the price of natural gas increase to or exceed $0.92 per gallon budgeted for Fiscal Year 2016.

The price of natural gas on the open market continues to be lower than the budget amount for Fiscal Year 2016. The steady downward trend started in January 2015 and continues to be well below the $0.92 budgeted through June 2016. The chart below gives a history of Omnitrans' price per gallon of natural gas for the past eighteen (18) months (Jan 2015 – Jun 2016).

The price per gallon decreased from a high of $0.855 in January 2015 to a low of $0.646 for June 2016. The average price per gallon for the twelve (12) months of FY2016 (Jul 2015 – Jun 2016) is $0.681 or $0.239 below budget. This equates to an estimated monthly saving of $92,374 ($0.239 x 386,500 gals).

We will continue to monitor the price of natural gas on the open market to determine if and when it would be prudent to implement a new hedging program.


Omnitrans Fuel Cost History
including Sales Tax
$1.00
$0.95
$0.90
$0.85
$0.80
$0.75
$0.70
$0.65
$0.60
Jan-15
Feb-15
Mar-15
Apr-15
May-15
Jun-15
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Mar-16
Apr-16
May-16
Jun-16
Budget
Price

PSG:DW

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ITEM # E4

DATE: June 9, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jacob Harms, Information Technology Director

SUBJECT: **SAP CONTRACT LIMIT PROJECT**

FORM MOTION

Receive and file SAP Contract Limit presentation.

BACKGROUND

In August 2015, Omnitrans staff brought to the Administrative and Finance Committee, and subsequently to the Board of Directors in September 2015, a recommendation to ratify two contracts because their contract dollar limits had been exceeded (ManpowerGroup US Inc. and Lloyd Staffing for Temporary Employment Services). One of the mitigation steps identified during the presentation for ratifying the contracts was to test and implement a solution in SAP to prevent purchase orders from being created that exceeded approved contract amounts.

This presentation is provided in response to a Board Member's request for staff to bring back and explain the process developed to prevent the issue from recurring in the future.

CONCLUSION

The SAP contract limit solution has been tested and implemented and will greatly reduce the likelihood of contract overspend in the future.

PSG:JH

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Contract Overspend

Technical Solution

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Background

- Service was requested against a contract that exceeded the contract limit and the board's funding approval
- Contributing issues: Tedious manual checks and multiple PM's using the contract
- Technical solution vetted, tested, and implemented to prevent this moving forward

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Test scenario

- $100,000 contract issued
- Two PO's for $25,000 each are submitted and approved
- A third PO is requested by a PM for $75,000 on the same contract (a potential overspend of $25,000)
- Example shows both the previous manual process to approve PO's and the now implemented technical solution for preventing contract overspend

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CA Creates Contract in SAP

Contract - SAP NetWeaver Portal - Google Chrome

sappi01.omnitrans.org:51000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.omnitrans.folder.Custom%2Fcom.omnitrans.role.Roles%2Fcom.omnitrans.pct.srm.gp.ro_p

Contract | History Back Forward

Create Purchasing Contract 4400000658

Synopsis | Close | Release | Save | Check | Print Preview | Export | Import | Park | System Information | Create Memory Snapshot | Related Links

Contract Number 4400000658 | Smart Number | Contract Type Purchasing Contract | Status In Process | Contract Owner 6200000590 KRYSTAL TURNER | Supplier 129 A-Z BUS SALES, INC

Overview | Header | Items | Notes and Attachments | Conditions | Authorization | Approval | Tracking

Contract Number: 4400000658

Unique contract number

Smart Number:

Smart Number is External

* Supplier: 129 A-Z BUS SALES, I

* Valid From / To: 05/10/2016 - 05/09/2017

* Purchasing Organization: Omnitrans Purchasing Organization

* Purchasing Group: OM9: Contracts Administrator | Show Members

Contract Owner: 6200000590 KRYSTAL TURNER

Target Value/ Currency: 100,000.00 USD

Release Value: 0.00 USD

Items

Details | Select | Add Item | Exercise Option | Copy | Paste | Duplicate | Delete | Filter

Line Number	Item Category	Option Type	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Price Per	Price Unit	Reference Item Nun
1	Product Cate...		1		Service C...	V905	0.000			100,000.00	0.00	USD	1		0
	Normal						0.000			0.00	0.00	USD	0		0000000000
	Normal						0.000			0.00	0.00	USD	0		0000000000
	Normal						0.000			0.00	0.00	USD	0		0000000000
	Normal						0.000			0.00	0.00	USD	0		0000000000
	Normal						0.000			0.00	0.00	USD	0		0000000000
	Normal						0.000			0.00	0.00	USD	0		0000000000

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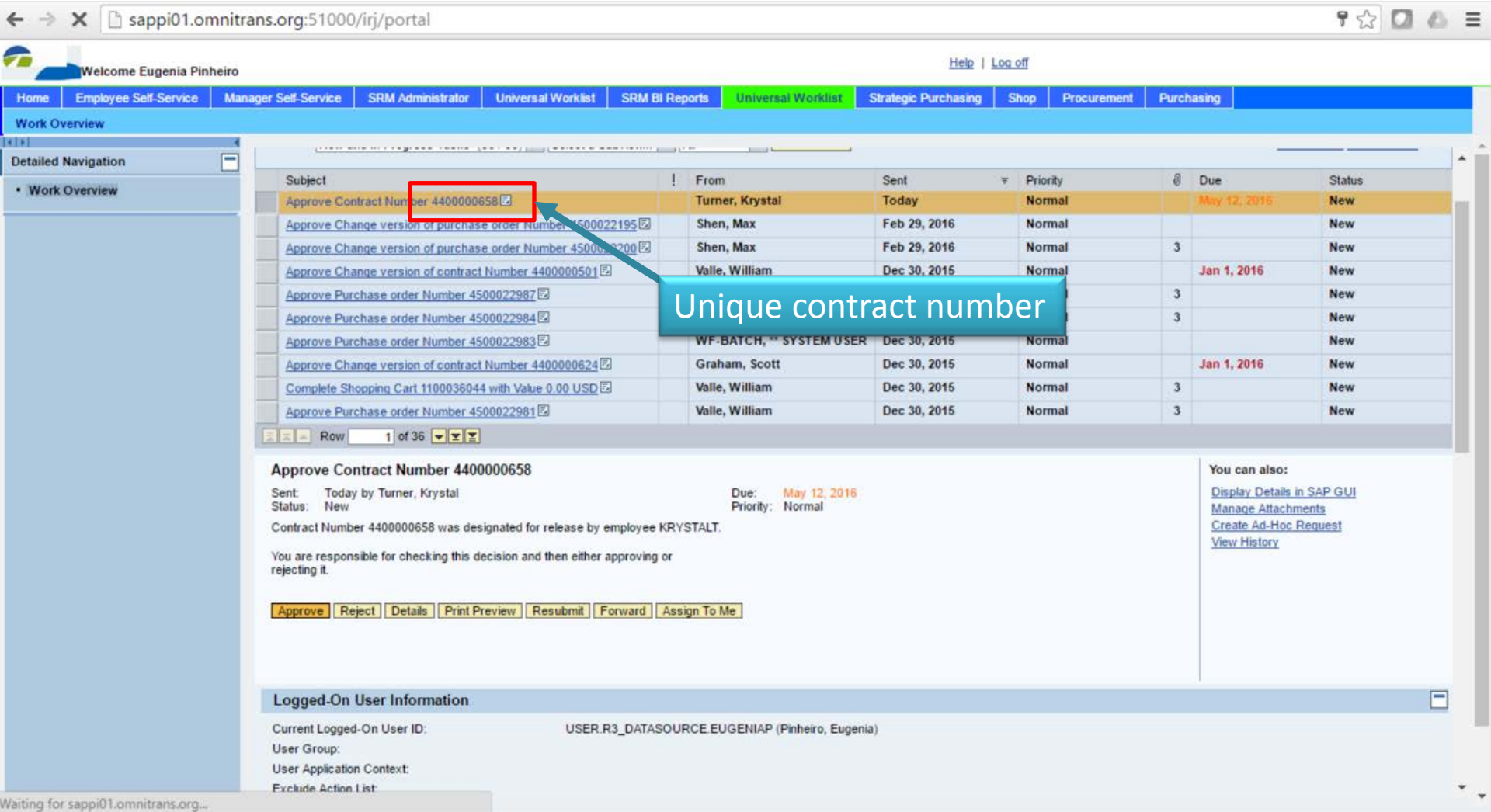
Contract Manager Approves



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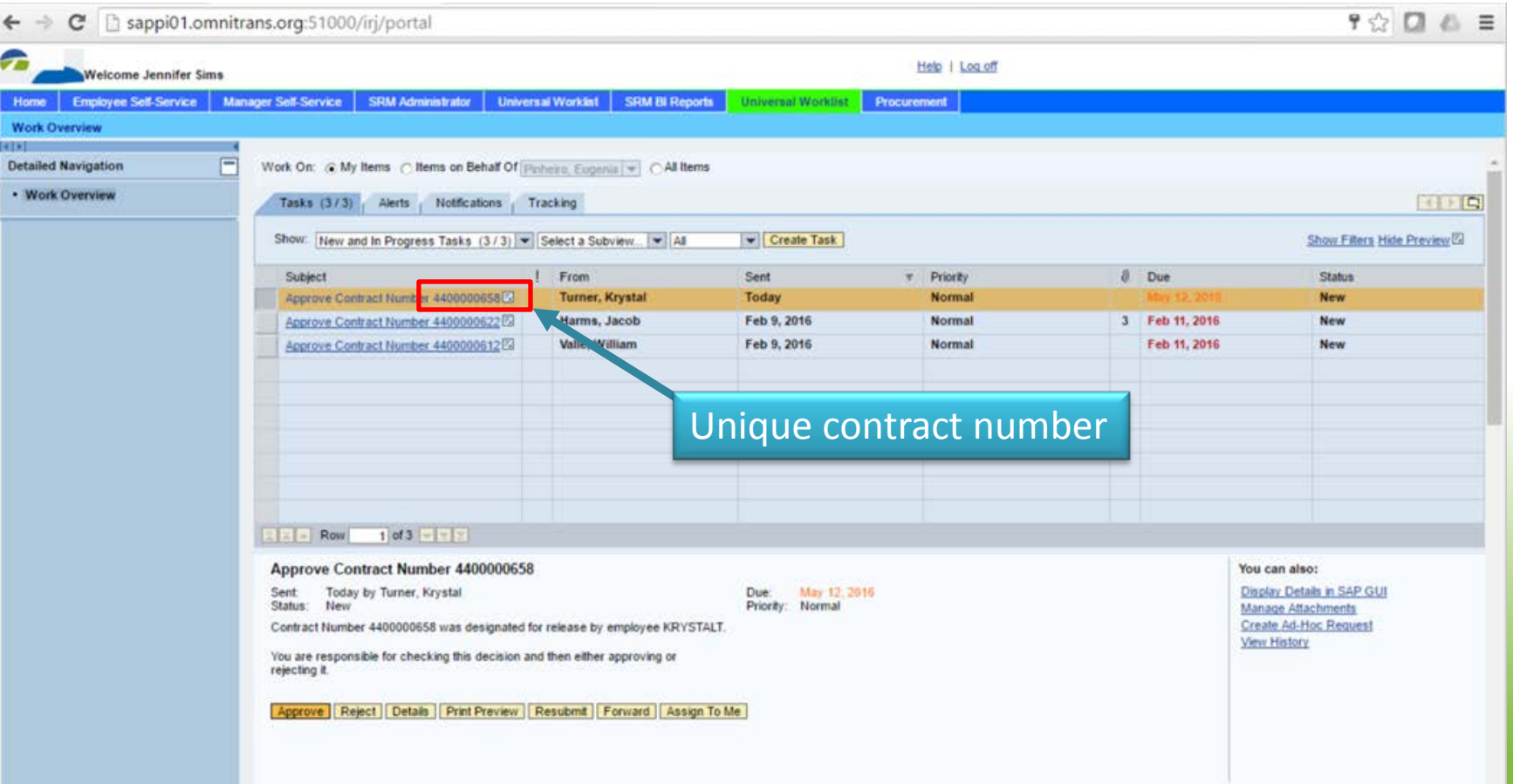
Procurement Director Approves



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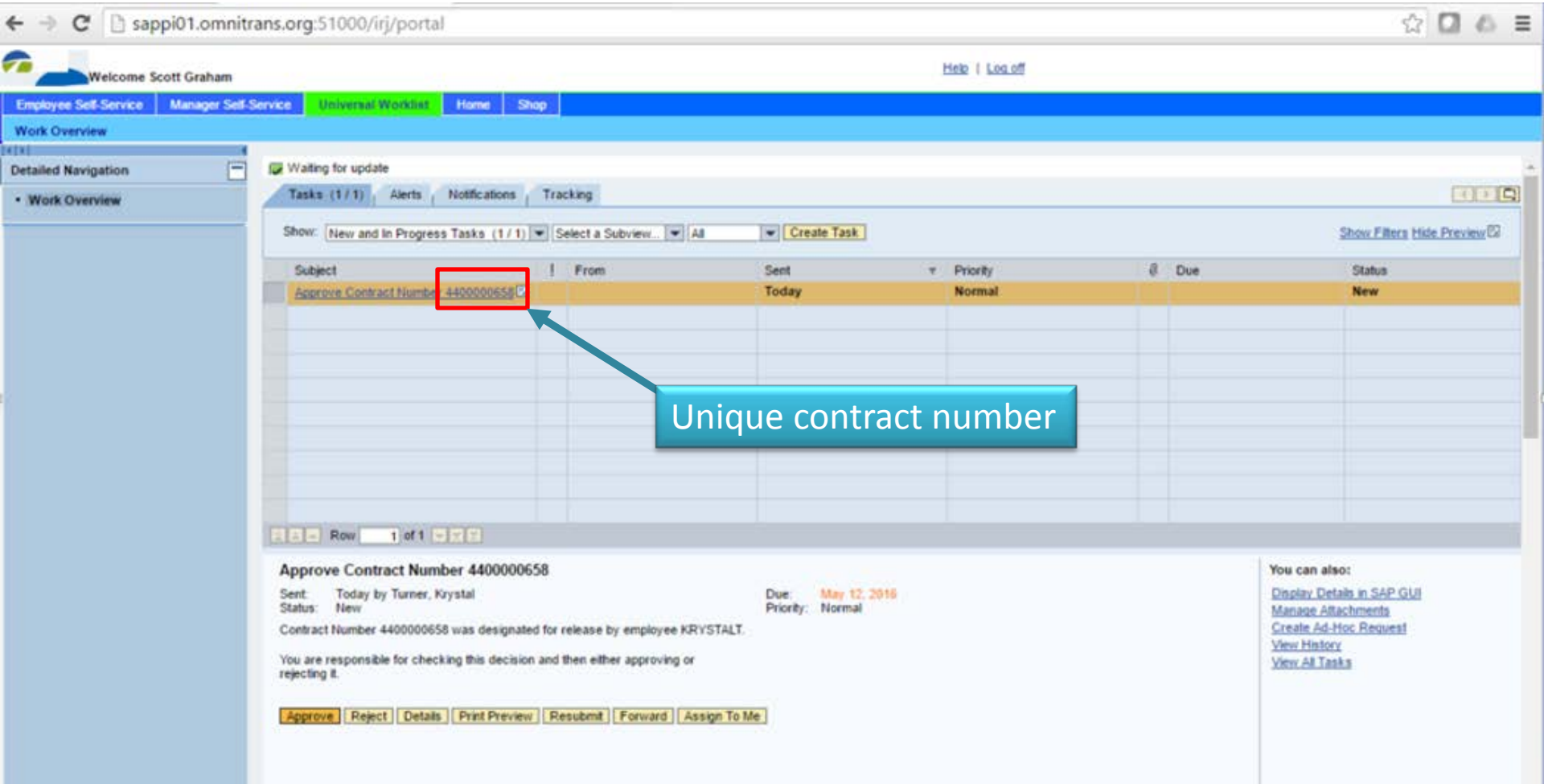
CEO Approval



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CA Creates PO 1 and 2 (2 not shown)

Contract automatically attaches to PO

Contract Spend limit appears

Display Purchase Order

Change Purchase Order and Order

Order | Save | Print Preview | Check | Close | Export | Import | Park | Delete | System Information | Create Memory Snapshot | Related Links

Purchase Order Number 4500023047 | Purchase Order Type Purchase Order | Status Av | 00.00 USD | Smart Number | Supplier A-Z BUS SALES, INC

Overview | Header | Items | Notes and Attachments | Approval | Tracking

History

View: United States Dollar

Document	Document Number	Back-End Document Number	Status	Date	Net Value	Currency	Name
Central Contract	4400000658		Released	05/10/2016	100,000.00	USD	
Shopping Cart	1100036113		Approved	05/10/2016	25,000.00	USD	Test Service PO 1
Purchase Order	4500023047		Awaiting Approval	05/10/2016	25,000.00	USD	Test Service PO 1

Status

System Status

Created > Complete > Document Completed > Awaiting Approval

Version Overview

Detail | Compare

Version	Document/Version Type	Created On	Changed On	Document Name
	Active Document	05/10/2016 14:34:47	05/10/2016 14:34:47	Test Service PO 1

Change Documents

Changed Since | Changed From/To | Search | Expand All | Collapse All | Hide Query | Filter | Settings

Header/Item Attribute	Old Value	New Value	Changed By	Changed On	Changed At	Version

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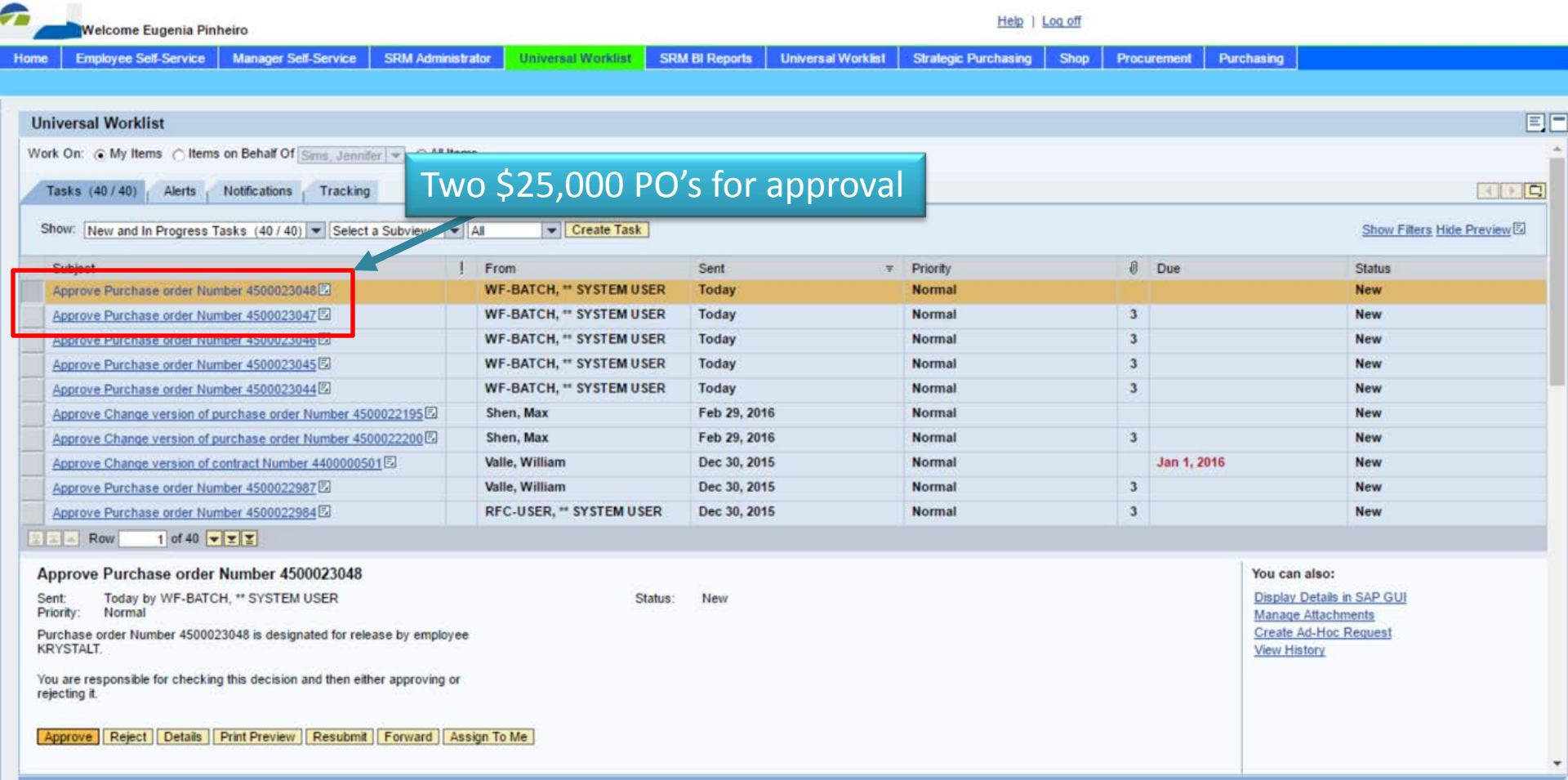
CM approves PO's



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$75,000 shopping cart submitted

Display Purchase Order - SAP NetWeaver Portal - Google Chrome

sappi01.omnitrans.org:51000/irj/portal?NavigationTarget=navurl%3A%2F%2F8a820482c93d87d5ed39c6cf77b5041f&dropPRTEvent=OBNEvent&BOTechnicalName=po&BOSystemAlias=SAP_SRM&Operatio

Display Purchase Order | History Back Forward

Change Purchase Order and Order

Order | Save | Print Preview | Check | Close | Export | Import | Park | Delete | System Information | Create Memory Snapshot | Related Links

Document recalled; revision work item has been sent to your inbox

Purchase Order Number 4500023044 | Purchase Order Type Purchase Order | Status Awaiting Approval | Document Date 05/10/2016 | Total Value (Gross) 75,000.00 USD | Smart Number | Supplier A-Z BUS SALES, INC

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Header Data

Smart Number: Test Service PO 3
Smart Number is External
Purchase Order Number: 4500023044
* Supplier: 129 A-Z BUS SALES, INC
* Requester: 6200000590 KRYSTAL TURNER
* Recipient: 6200000590 KRYSTAL TURNER
Location: 6200000004 Omnitrans
Ship-To Address: 6200000005 Omnitrans
* Purchasing Organization: Omnitrans Purchasing Organization
* Purchasing Group: OM1: Contracts Manager Show Members
Total Value (Net): 75,000.00 USD

Note to Supplier: Test Service PO 3 Enlarge
Internal Note: Enlarge

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Undelete | Propose Sources of Supply | Add Condition | Remove Condition | Exercise Option | Order as Direct Material | Process All Items

Line Number	Deleted	Item Type	Item Number	Product ID	Quantity	Unit	Gross Price	Currency	Per	Order Type	Condition	Description	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material	1		75,000...	DOL	1.00	USD	1			Test Servi...		05/10/2016	Cost Center	1200

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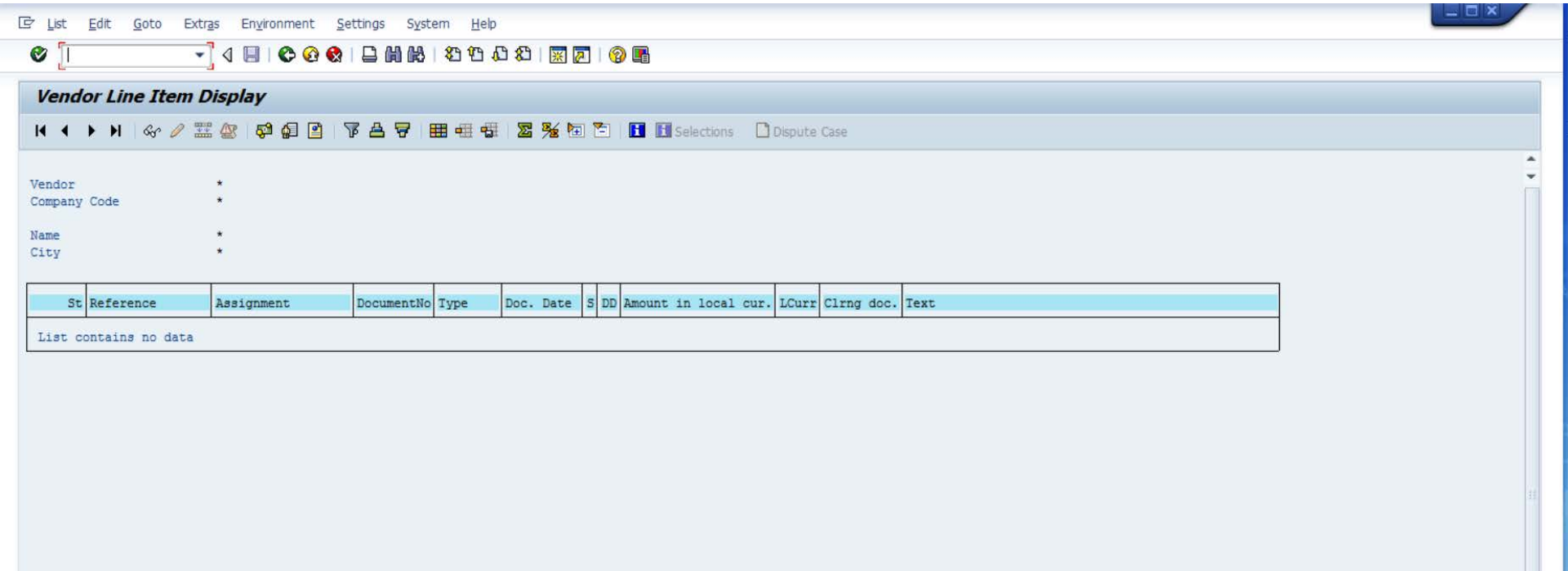
Old method

Step 1: Check vendor spend for dates associated with the contract

- CA finds physical copy of contract
- Creates query in SAP for checks issued to this vendor for the contract dates



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Old method

Step 2: Check PO's issued for vendor for contract dates

List Edit Goto Environment System Help

Purchasing Documents per Vendor

Print Preview | PO History | Changes | Delivery Schedule | Services

PO / Item / D I A	Type	Vendor / Material / Plnt SLoc	Name / Short Text / Order Qty	Un	Net Price	Curr.	PGp / Mat. Group / per Un	Order Date
			Still to be delivered	48 EA	466.56	USD	100.00 %	
			Still to be invoiced	48 EA	466.56	USD	100.00 %	
00008		220530	SEAL, O-RING 8.9				33	
		1000 EAST		8 EA	7.84	USD	1 EA	
			Still to be delivered	8 EA	62.72	USD	100.00 %	
			Still to be invoiced	8 EA	62.72	USD	100.00 %	
00009		220540	SEAL, O-RING 8.9 AIR DISCHARGE PLUMBING				33	
		1000 EAST		4 EA	10.75	USD	1 EA	
			Still to be delivered	4 EA	43.00	USD	100.00 %	
			Still to be invoiced	4 EA	43.00	USD	100.00 %	
00010		220534	SEAL, RECTANGULAR 8.9 HAND HOLE COVER				33	
		1000 EAST		2 EA	5.30	USD	1 EA	
			Still to be delivered	2 EA	10.60	USD	100.00 %	
			Still to be invoiced	2 EA	10.60	USD	100.00 %	
00011		220170	TUBE,CPR WATER OUTLET 8.9				23	
		1000 EAST		2 EA	33.20	USD	1 EA	
			Still to be delivered	2 EA	66.40	USD	100.00 %	
			Still to be invoiced	2 EA	66.40	USD	100.00 %	
4500023001	ECPC	129	A-Z BUS SALES, INC				OM9	01/06/2016
00001			Service Contract - Test				145	
	K	1000 EAST	200.00	DOL	1.00	USD	1 DOL	
			Still to be delivered	0.00 DOL	0.00	USD	0.00 %	
			Still to be invoiced	0.00 DOL	0.00	USD	0.00 %	
4500023047	ECPC	129	A-Z BUS SALES, INC				OM1	05/10/2016
00001			Test Service PO 1				V905	
	K	1000 EAST	25,000.00	DOL	1.00	USD	1 DOL	
			Still to be delivered	25,000.00 DOL	25,000.00	USD	100.00 %	
			Still to be invoiced	25,000.00 DOL	25,000.00	USD	100.00 %	
4500023048	ECPC	129	A-Z BUS SALES, INC				OM1	05/10/2016
00001			Test Service PO 2				V905	
	K	1000 EAST	25,000.00	DOL	1.00	USD	1 DOL	
			Still to be delivered	25,000.00 DOL	25,000.00	USD	100.00 %	
			Still to be invoiced	25,000.00 DOL	25,000.00	USD	100.00 %	

- CA creates query for PO's issued within the dates of the contract
- Manually tallies PO's issued and checks sent outside of PO's
  - In this case, $50,000
- Subtracts total from contract limit ($100,000 in this case)
- CA rejects the $75,000 shopping cart for exceeding the contract limit

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Technical Solution

SAP prevents PO creation due to the contract limit of $100,000 would be exceeded by $25,000

Display Purchase Order - SAP NetWeaver Portal - Google Chrome

sappi01.omnitrans.org:51000/irj/portal?NavigationTarget=nav ... lias=SAP_SRM&Operatio

Display Purchase Order | History Back Forward

Change Purchase Order and Order

Order | Save | Print Preview | Check | Close | Export | Import | Park | Delete | System Information | Create Memory Snapshot | Related Links

Line 1: Contract cant be used; target value 100,000.00 USD of contract exceeded by 25,000.00 USD

Line 1: Contract cant be used; target value 100,000.00 USD of contract exceeded by 25,000.00 USD

Purchase Order Number 4500023044 | Purchase Order Type Purchase Order | Status Awaiting Approval | Document Date 05/10/2016 | Total Value (Gross) 75,000.00 USD | Smart Number | Supplier A-Z BUS SALES, INC

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Header Data

Smart Number: Test Service PO 3

Smart Number is External

Purchase Order Number: 4500023044

*Supplier: 129 A-Z BUS SALES, INC

*Requester: 6200000590 KRYSTAL TURNER

*Recipient: 6200000590 KRYSTAL TURNER

Location: 6200000004 Omnitrans

Ship-To Address: 6200000005 Omnitrans

*Purchasing Organization: Omnitrans Purchasing Organization

*Purchasing Group: OM1: Contracts Manager Show Members

Total Value (Net): 75,000.00 USD

Note to Supplier: Test Service PO 3 Enlarge

Internal Note: Enlarge

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Undelete | Propose Sources of Supply | Add Condition | Remove Condition | Exercise Option | Order as Direct Material | Process All Items

Line Number	Deleted	Item Type	Item Number	Product ID	Quantity	Unit	Gross Price	Currency	Per	Order Type	Condition	Description	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material	1		75,000...	DOL	1.00	USD	1			Test Servi...		05/10/2016	Cost Center	1200

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Showing Release value of contract

Display Contract - SAP NetWeaver Portal - Google Chrome

sappi01.omnitrans.org:51000/irj/portal?NavigationTarget=navurl%3A%2F%2Fa1ea7d26a8de44c654d621997c3004a7&dropPRTEvent=OBNEvent&BOTechnicalName=cont&BOSystemAlias=SAP_SRM&Opera

Display Contract | History Back Forward

Display Purchasing Contract 4400000658

Synopsis | Close | Release | Edit | Copy | Check | Renew | Send E-Mail | Print Preview | Export | System Information | Create Memory Snapshot | Related Links

Contract Number 4400000658 | Smart Number | Contract Type Purchasing Contract | Status Released | Supplier 129 A-Z BUS SALES, INC | Contract Owner 6200000590 KRYSTAL TURNER

Overview | Header | Items | Notes and Attachments | Conditions | Authorization | Approval | Tracking

General Header Data

Contract Number: 4400000658
Smart Number:
Smart Number is External
* Supplier: 129 A-Z BUS SALES, INC
* Valid From / To: 05/10/2016 - 05/09/2017
* Purchasing Organization: Omnitrans Purchasing Organization
* Purchasing Group: OM9: Contracts Administrator Show Members

Contract Owner: 6200000590 KRYSTAL TURNER
Target Value/ Currency: 100,000.00 USD
Release Value: 50,000.00 USD
Basic Contract:

Items

Details | Select | Add Item | Exercise Option | Copy | Paste | Duplicate | Delete | Filter Settings

Line Number	Item Category	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Price Per	Price Unit	Reference Item Number
1	Product Cate...	1		Service C...	V905	0.000			100,000.00	0.00	USD	1		0