SUBCONTRACTORS

This chapter contains the following sections:

Adding a Subcontractor 3-3

SUBCONTRACTORS 3

The Subcontract Component lists the Prime Contractor and all subcontractors (including Service Providers) associated with a contract. Subcontractors are added to track equipment and personnel in AWP Daily Work Report (DWRs) and the Mobile Inspector app.

The Prime Contractor has already been entered by HQ Construction Admin. Subcontractors are added when the Crew Office receives an approved Subcontractor/Service Provider Request (SSPR).

The AWP software automatically populates a generic list of equipment and personnel to all subcontractors as they are added and saved.

ADDING A SUBCONTRACTOR

1. Confirm current role is set to NV Crew Office. (Figure 3-1)

Figure 3-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 3-2)

Figure 3-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 3-3)

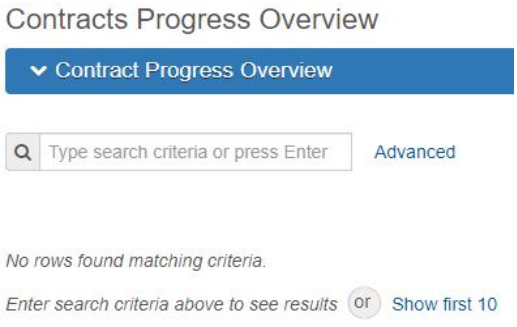

Figure 3-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 3-4)

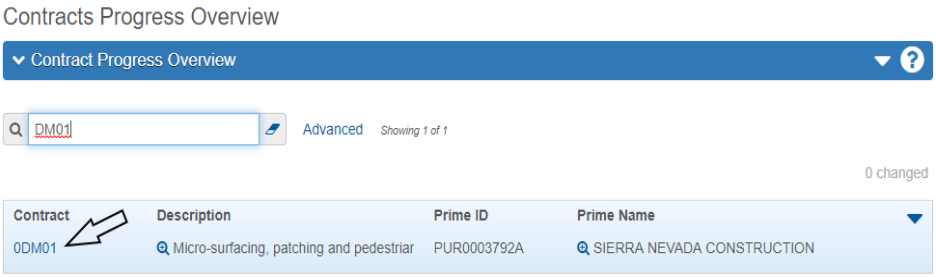

Figure 3-4. Contract Progress Overview Search Results

5. In the Contract Progress Summary screen, click the Contractors tab to see a list of all contractors on this contract. (Figure 3-5)

> ***Note:*** *Each contract will have a 00 Default Vendor as the Original Prime, please ignore this record.*

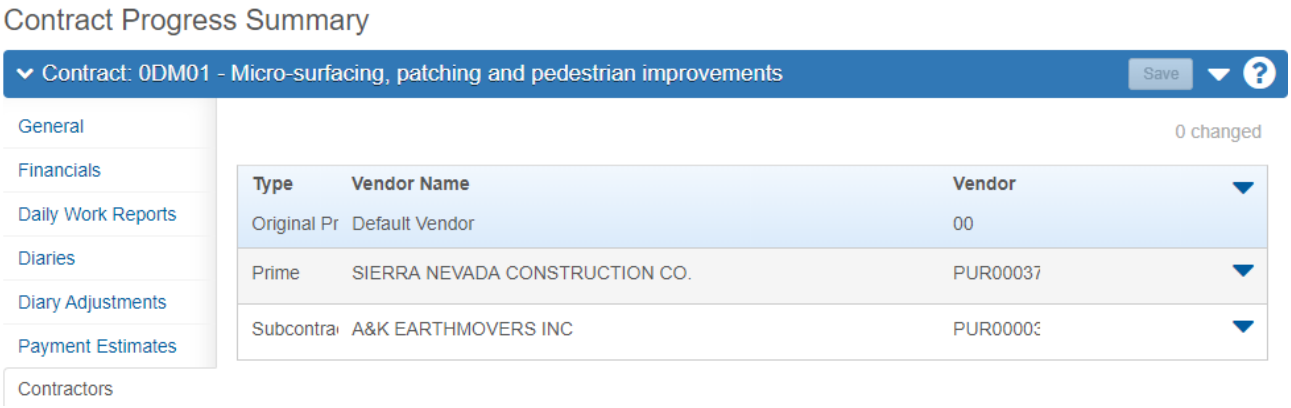

Figure 3-5. Contract Progress, Contractors tab

6. To add a Subcontractor, using the Quick Links, click Subcontracts. (Figure 3-6)

Figure 3-6. Contract Progress Quick Links

7. In the Row Action drop-down on the Subcontractor component, click Add. (Figure 3-7)

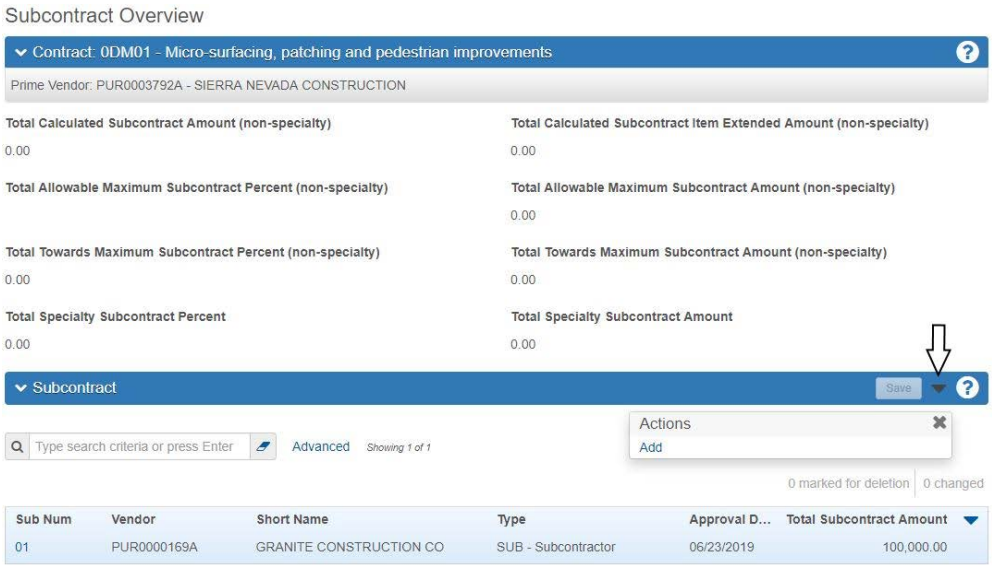

Figure 3-7. Subcontractor Component

8. On the Add Subcontract screen, enter values in the following fields (Figure 3-8):
   - **Subcontract Number** (Sequential numbering for all subcontractors; 01, 02, etc.)
   - **Vendor** (Place the cursor in the field, start typing in the sub's name and select appropriate subcontractor)
   - **Subcontract Type** (pick from drop-down list)
     - SUB - Subcontractor
     - SP - Service Provider
     - TRK - Trucking / Hauling
   - **Work Classifications - Name** (select a work classification from the drop down)
     - SUB - Subcontractor
     - SP - Service Provider
     - TRK - Trucking / Hauling

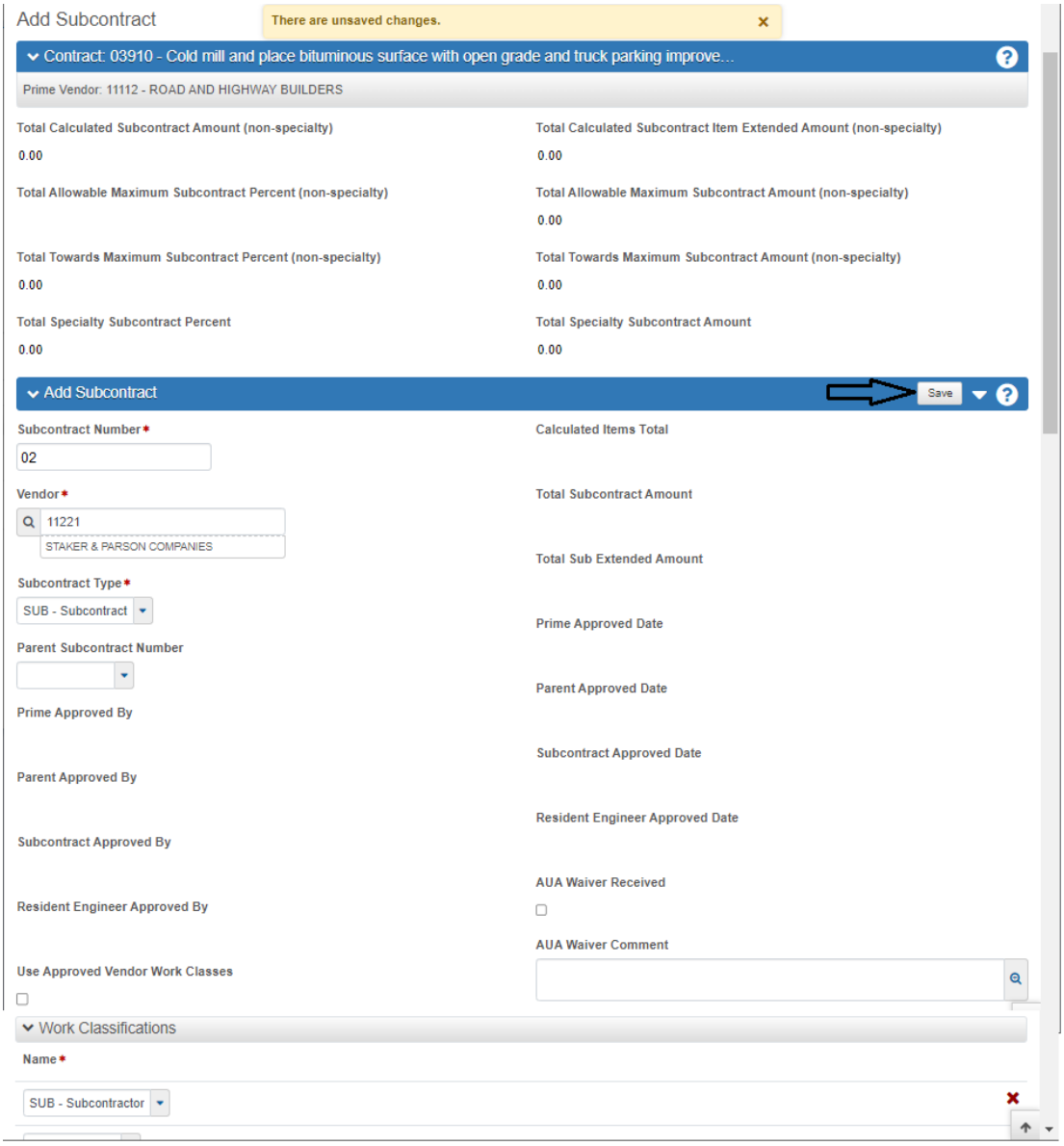

Figure 3-8. Add Subcontractor fields

9. Click the Save button.(Figure 3-8).
10. Scroll down to Work Classifications, enter the Approval Date (from the Approved SSPR), and click the Save button. (Figure 3-9)

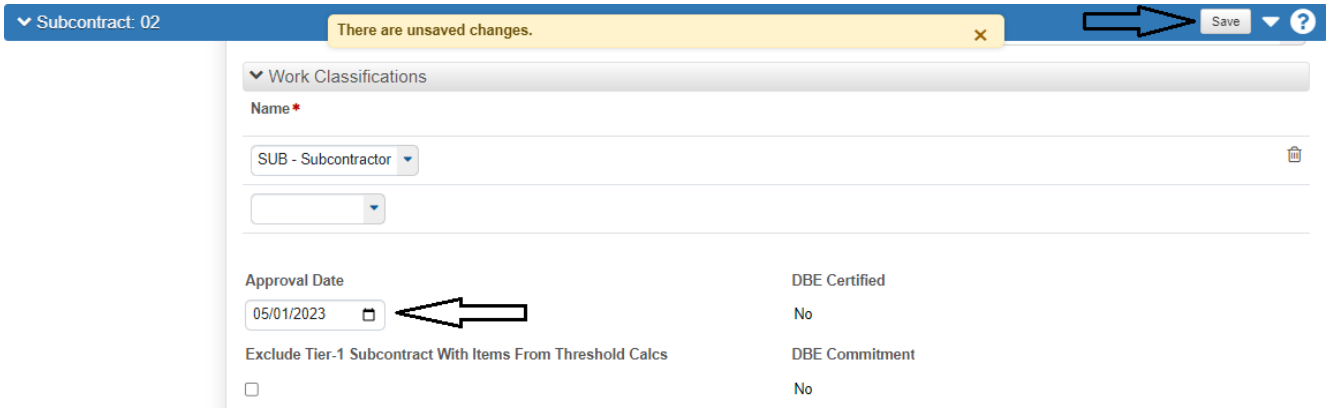

Figure 3-9. Subcontractor Component

11. Repeat steps 7 - 10 above for additional Subcontractors, increasing the Subcontract Number by 1. If needed, return back to Subcontract Overview to see what the next Subcontractor Number will need to be.

> ***Note:*** *If the Subcontractor is not in the Vendor list, email a copy of the approved SSPR form to ContractComplianceProjects@dot.nv.gov to have the Vendor added to AWP.*