

# MAYO CLINIC



## Change Order Quick Reference Guide

November  
2019



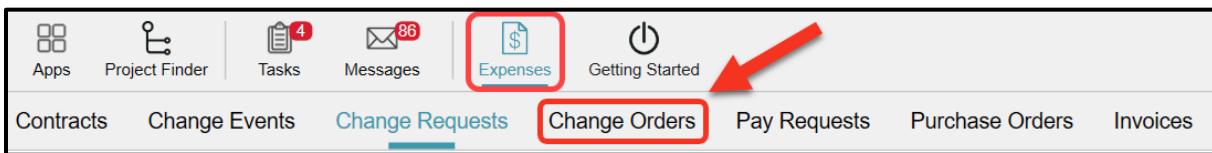
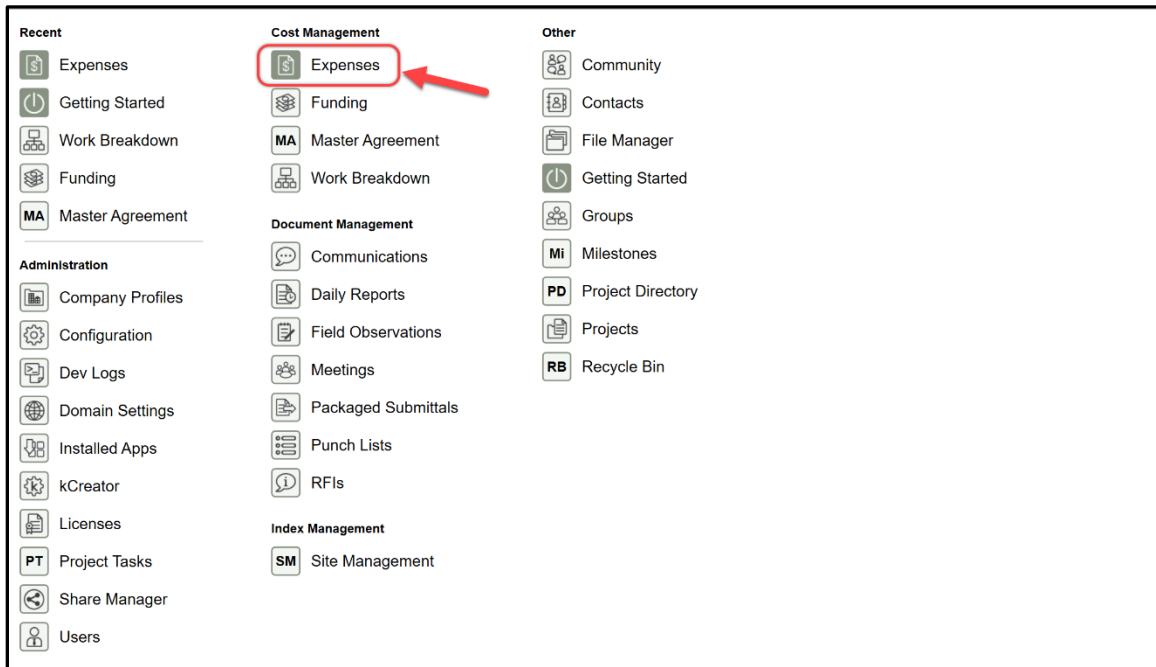
Prepared for the Mayo Clinic  
Enterprise Kahua Deployment

## CHANGE ORDER OVERVIEW

The Change Order application is a sub application located in the Expenses application under the Cost Management section.

A Change Order is created from a Change Event or Change Request. When a Change Event or a Change Request has been fully approved, Mayo Clinic will process the record into a Change Order. To see that process, please refer to the Change Event and Change Request QRGs.

This document describes the Change Order approval process.



**Note:** A new Change Order can be created directly in the Change Order application and can be enabled to override the workflow process to accommodate change orders coming from CIPs who do not use Kahua. See the Creating a Change Order and Overriding Workflow Process section below.

## SENDING A CHANGE ORDER

**These steps concern the Mayo Clinic users only.**

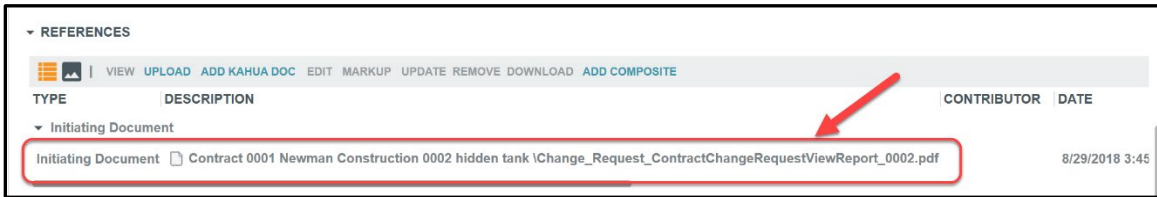
Once a Change Request or a Change Event is processed, the record needs to be sent back to the Construction Industry Partners (CIPs) to get their digital signature on the Change Order.

### CHANGE REQUEST

When a Change Request is processed into a Change Order:

1. Verify that all the data that has been transferred from the change request is accurate.

Notice that an initiating document is attached in the REFERENCES section.



2. Add a comment in the Comments / Schedule Milestones if necessary.

Delivery Method: Stipulated Sum

Comments / Schedule Milestones

Cost Status: Draft

3. Select **Save**.

Upon clicking **Save** the currency amounts are displayed at the top of the record.

Note the currency amounts displayed at the top of the record will be categorized based on the type of contract selected to be associated with this change document (Construction, Design or CM at Risk / Design Build).

Construction Contract:

Change Order - 0002		Edit
	Labor	\$20,000.00
	Construction Subcontracted	
	<b>Subtotal Labor + Construction Subcontracted</b>	\$20,000.00
	Material	\$15,000.00
	Construction Fee	\$55,000.00
	Tax	
	<b>Other Construction Reimbursables</b>	
	<b>Total</b>	\$90,000.00
	Original Contract Amount	\$100,000.00
	Previous Change Orders	\$0.00
	Previous Contract Amount	\$100,000.00
	Current Contract Amount	\$100,000.00

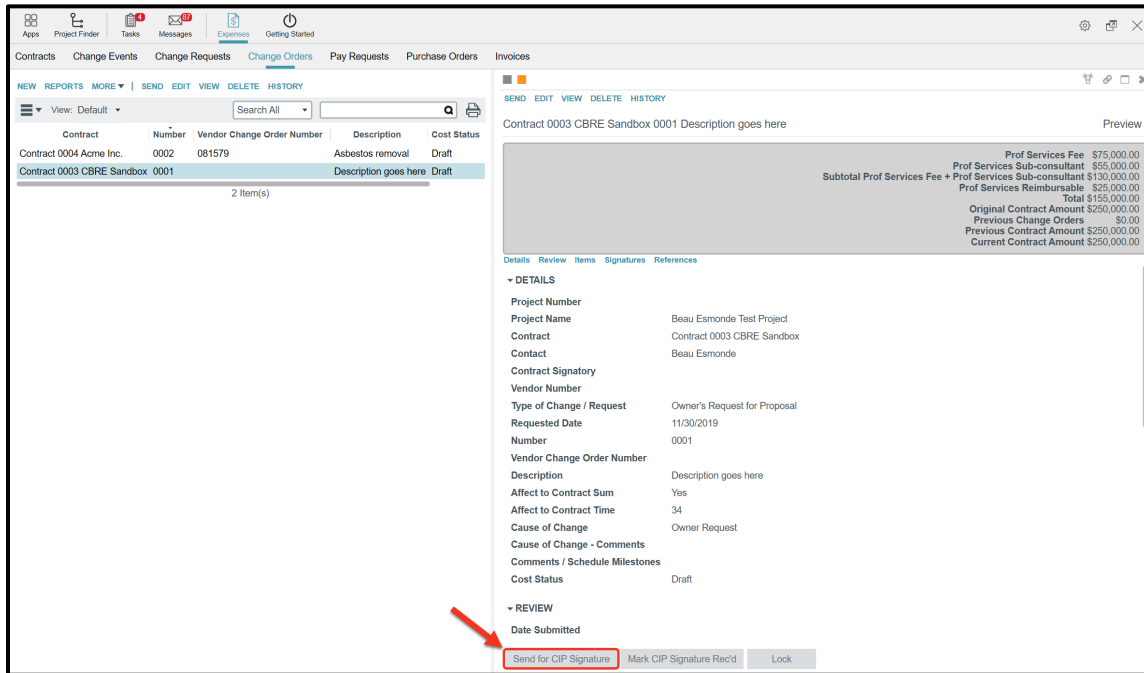
Design Contract:

Contract 0003 CBRE Sandbox 0001 Description goes here		Preview
	Prof Services Fee	\$75,000.00
	Prof Services Sub-consultant	\$55,000.00
	<b>Subtotal Prof Services Fee + Prof Services Sub-consultant</b>	\$130,000.00
	Prof Services Reimbursable	\$25,000.00
	<b>Total</b>	\$155,000.00
	Original Contract Amount	\$250,000.00
	Previous Change Orders	\$0.00
	Previous Contract Amount	\$250,000.00
	Current Contract Amount	\$250,000.00

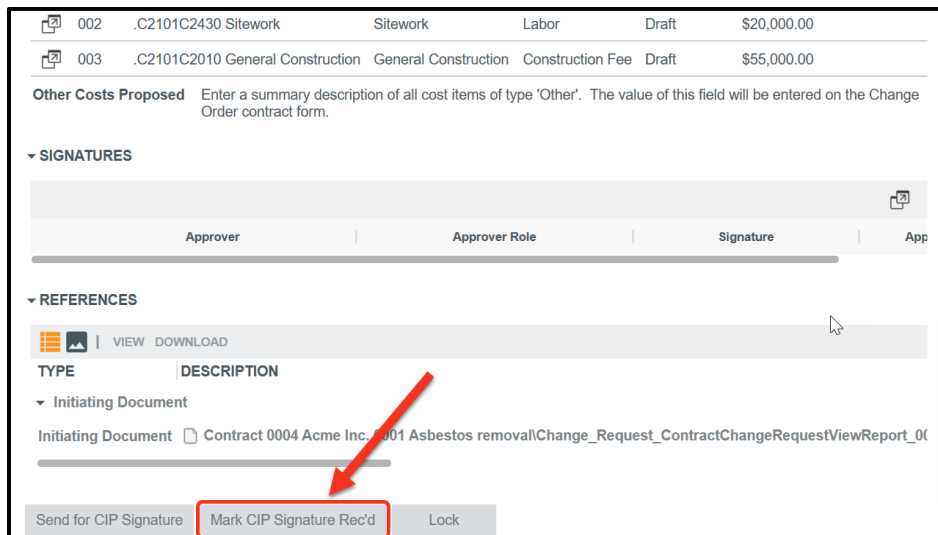
CM at Risk / Design Build Contract:

	Prof Services Fee	\$1,280.00
	Prof Services Sub-consultant	
	<b>Subtotal Prof Services Fee + Prof Services Sub-consultant</b>	\$1,280.00
	Prof Services Reimbursable	\$750.00
	Labor	\$6,900.00
	Construction Subcontracted	\$3,000.00
	<b>Subtotal Labor + Construction Subcontracted</b>	\$9,900.00
	Material	\$2,430.00
	Construction Fee	\$1,200.00
	Tax	\$988.00
	<b>Other Construction Reimbursables</b>	
	<b>Total</b>	\$16,548.00
	Original Contract Amount	\$1.00
	Previous Change Orders	\$0.00
	Previous Contract Amount	\$1.00
	Current Contract Amount	\$1.00

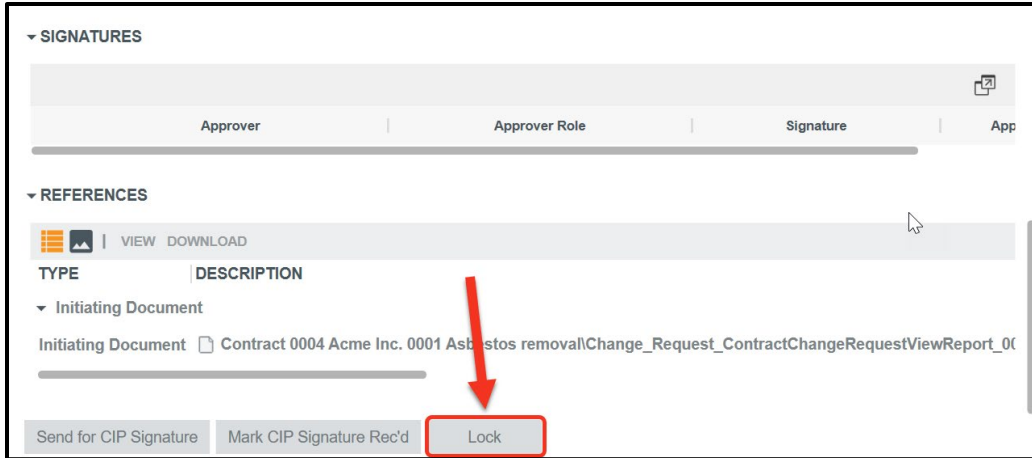
- To send the Change Order to the CIPs, select **Send for CIP Signature**, which appears after the pushing of **Save**.



- If the CIP Signature has been received outside of the workflow, upload the signed reference document as an attachment, click **Mark CIP Signature Rec'd**. This will bypass the CIP signature workflow and submit the change order to Mayo users in the approvals workflow for signoff.



- Use the **Lock** action button to bypass the approvals workflow, approve the document and move the document into a locked view.



### CHANGE EVENT

When a Change Event is processed into a Change Order:

1. Verify that all the data that has been transferred from the Change Event is accurate.

Notice that an initiating document is attached in the REFERENCE section.

2. Fill out the necessary fields then click on **Save**.

Upon saving, note that the currency amounts are displayed at the top of the record similar to the processing of a Change Request to a Change Order.

- To send the Change Order to the CIPs, select **Send for CIP Signature**, which is visible after clicking **Save**.

The screenshot shows a Change Order form with a summary table at the top right, a list of items, and a 'Send for CIP Signature' button at the bottom left. A red box highlights the summary table and the 'Send for CIP Signature' button. A red arrow points to the 'Initiating Document' row in the references table.

Labor	\$12,500.00
Construction Subcontracted	
Subtotal Labor + Construction Subcontracted	\$12,500.00
Material	\$15,000.00
Construction Fee	
Tax	
Other Construction Reimbursables	
Total	\$27,500.00
Original Contract Amount	\$100,000.00
Previous Change Orders	\$0.00
Previous Contract Amount	\$100,000.00
Current Contract Amount	\$100,000.00

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
001	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Material	Draft	\$15,000.00
002	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Labor	Draft	\$12,500.00

**Other Costs Proposed** Enter a summary description of all cost items of type 'Other'. The value of this field will be entered on the Change Order contract form.

**SIGNATURES**

Approver	Approver Role	Signature	Approved At
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**REFERENCES**

TYPE	DESCRIPTION	CONTRIBUTOR	DATE	MARKUP?	INCLU
Initiating Document	Initiating Document 0002 This is my change event\Change_Event_ChangeEventSummary_0002.pdf		11/22/2019 10:18 AM	No	

**Buttons:** Send for CIP Signature, Mark CIP Signature Rec'd, Lock

### RECALLING A CHANGE ORDER

Once the Change Order is sent, Mayo Clinic users will be able to recall the Change Order by selecting the **Recall** button.

The screenshot shows the 'REFERENCES' section of the Change Order form. A red box highlights the 'Recall' button, and a red arrow points to it.

**REFERENCES**

TYPE	DESCRIPTION
Initiating Document	Initiating Document Contract 0002 Newman Construction 0001 additional electric work \Change_Request_ContractChangeRequestViewf

**Buttons:** Recall

When a Change Order is recalled, it will take the task out of the CIPs Kahua Tasks application.

## APPROVING A CHANGE ORDER THROUGH THE APPROVALS WORKFLOW

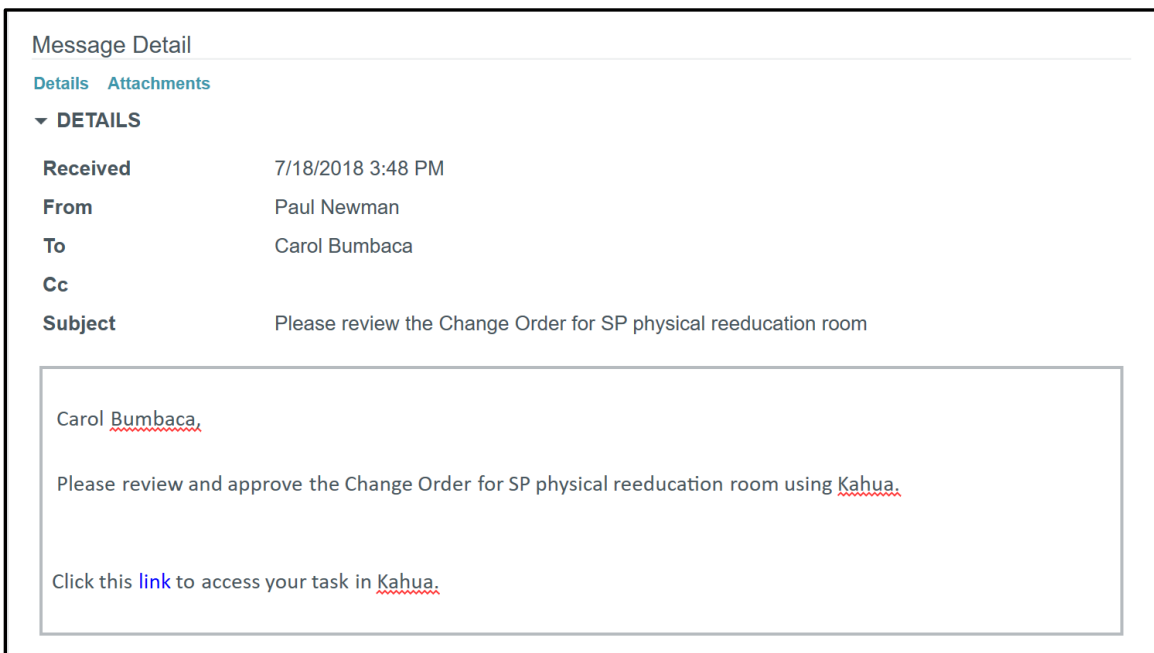
**These steps concern the Mayo Clinic users only.**

The Approvals Workflow process consists of multiple steps to approve the Change Order. Rules in the Approvals process determine how many approvals are needed for the Change Order.

The users involved in the Approvals process are set by a Mayo Administrator on a regional level. The specific people included in the Approvals process are assigned at the project level in the Project Application.

Once the CIP has signed the Change Order, Mayo users in the Approvals Workflow for Change Orders will receive:

- An email notification and Kahua Message notification in Kahua



- A task notification in the Tasks application in Kahua.

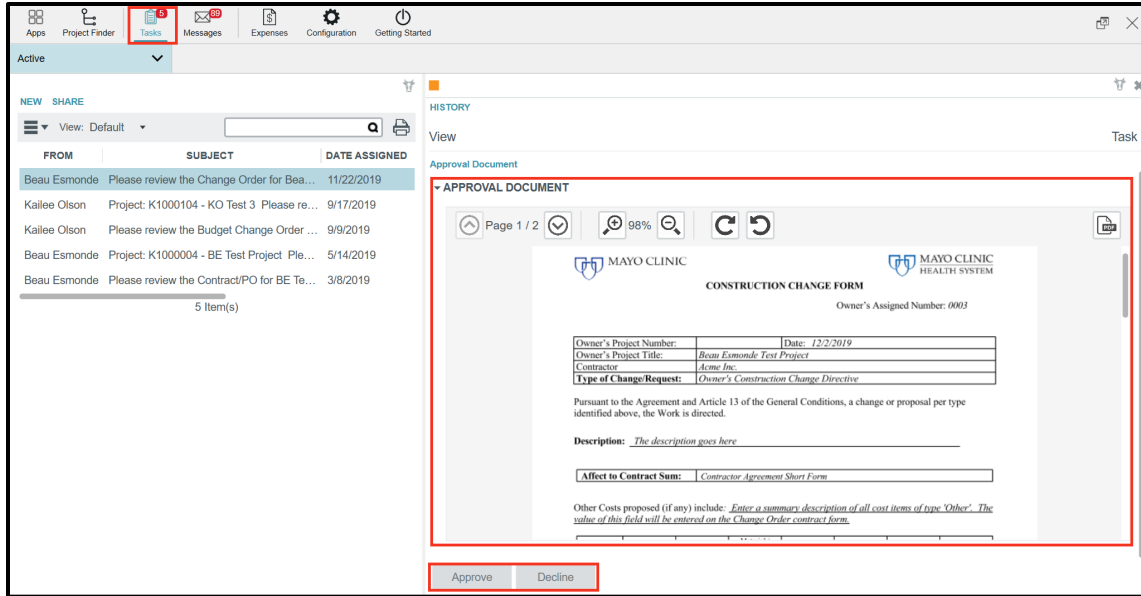


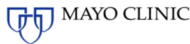

Note: The approval process will be done through an actionable task in the Tasks application ONLY and will be the same for all the users involved in the Approvals process.

To approve a Change Order:

1. Select the task in the Kahua Tasks application. The right pane displays the actionable task. Note the right pane will display a PDF document of the Change Order.





### CONSTRUCTION CHANGE FORM

Owner's Assigned Number: 0003

Owner's Project Number:		Date:	12/2/2019
Owner's Project Title:	Beau Esmonde Test Project		
Contractor	Acme Inc.		
Type of Change/Request:	Owner's Construction Change Directive		

Pursuant to the Agreement and Article 13 of the General Conditions, a change or proposal per type identified above, the Work is directed.

**Description:** The description goes here

**Affect to Contract Sum:** Contractor Agreement Short Form

Other Costs proposed (if any) include: Enter a summary description of all cost items of type 'Other'. The value of this field will be entered on the Change Order contract form.

	Labor (\$)	Subs (\$)	Material / Equipment / Furnishings (\$)	Sales Tax (\$)	Fee (\$)	Other (\$)	Total (\$)
Original Estimate or Contract Sum							\$100,000.00
Previously Authorized Change Orders							\$0.00
Approved Estimate or Stipulated Sum to Date							\$100,000.00
Adjustment per this Change							\$27,500.00
New Estimate or Contract Sum							\$127,500.00

Contract Time: The change (if any) in days to the Date of Substantial Completion of is: 34 .

<b>Cause of Change</b>	<u>Field Condition</u>
<b>Cause of Change Comments:</b>	

**If the above content is unacceptable to one party, such party shall promptly communicate reason to the owner. An Owner directed Field Order or Construction Change Directive, as noted above, shall be**

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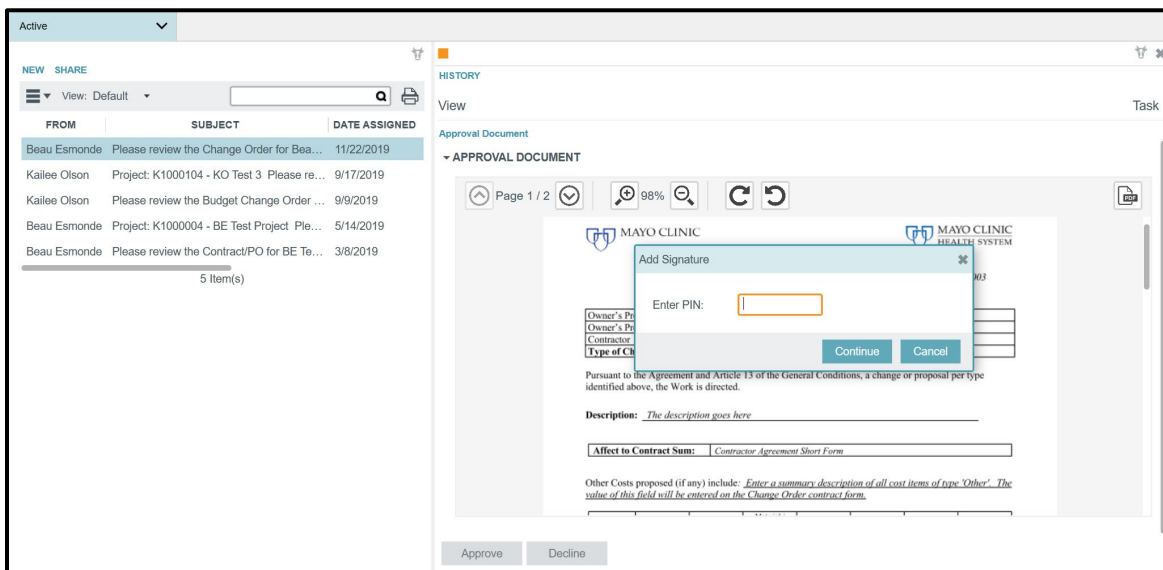
2. Select the appropriate action



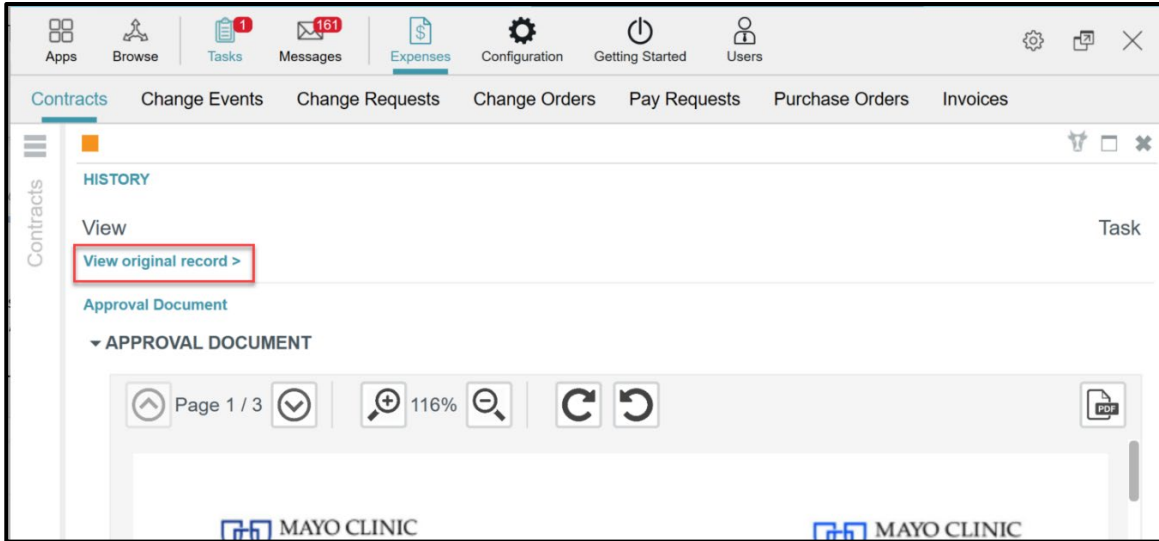
**Approve** – will approve the Change Order and will require the user to put the digital signature to the record

**Decline**- will decline the Change Order and send the task back to the initiating Mayo Clinic user. A comment will be required to justify the decline.

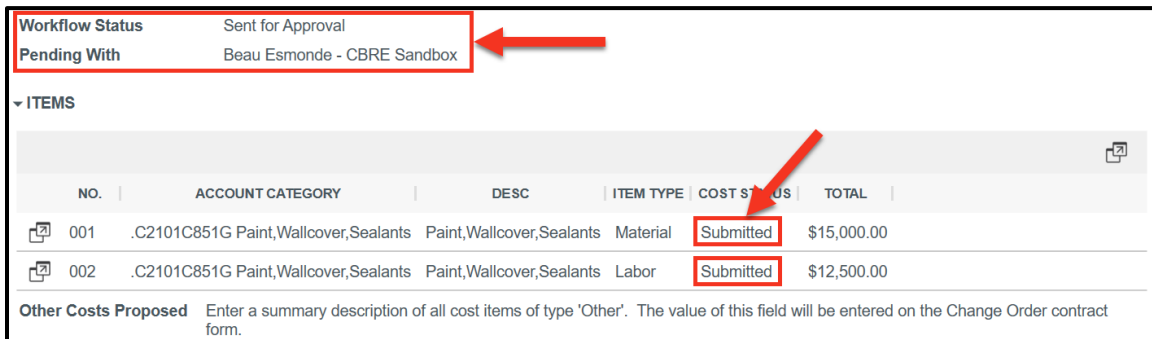
When **Approve** is selected, the approver is prompted to enter the PIN code in order to apply the user’s digital signature to the Change Order.



The approval task presents the PDF document with the ability to Approve or Decline. If necessary, a Mayo user may also view the data record in the Change Orders app. If in the task, open the Change Orders app, select the record in the log and use the **View original record** button to see the contract record in full detail.



The Status of a Change Order can be viewed by opening the Change Order Application, finding the change order in question, and looking at the “Workflow Status” showing the current status and the “Pending With” to determine who is currently reviewing the change order.



The Signatures section will display who has already approved the Change Order.



Once the Change Order has been approved through all the Approvals process steps, the Workflow Status for the Change Order is set to **Approved**.

Cost Status	Approved																		
▼ REVIEW																			
Date Submitted	11/22/2019																		
Date Approved	11/22/2019																		
Date Returned to Vendor																			
Comments																			
Workflow Status	Approved																		
Pending With																			
▼ ITEMS																			
<table border="1"> <thead> <tr> <th>NO.</th> <th>ACCOUNT CATEGORY</th> <th>DESC</th> <th>ITEM TYPE</th> <th>COST STATUS</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>.C2101C851G Paint,Wallcover,Sealants</td> <td>Paint,Wallcover,Sealants</td> <td>Material</td> <td>Approved</td> <td>\$15,000.00</td> </tr> <tr> <td>002</td> <td>.C2101C851G Paint,Wallcover,Sealants</td> <td>Paint,Wallcover,Sealants</td> <td>Labor</td> <td>Approved</td> <td>\$12,500.00</td> </tr> </tbody> </table>		NO.	ACCOUNT CATEGORY	DESC	ITEM TYPE	COST STATUS	TOTAL	001	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Material	Approved	\$15,000.00	002	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Labor	Approved	\$12,500.00
NO.	ACCOUNT CATEGORY	DESC	ITEM TYPE	COST STATUS	TOTAL														
001	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Material	Approved	\$15,000.00														
002	.C2101C851G Paint,Wallcover,Sealants	Paint,Wallcover,Sealants	Labor	Approved	\$12,500.00														

Once approved, the CIP will receive an email and a message notification in the Message app.

Tue 7/24/2018 12:20 PM

**DO** Dev Outbox

New Kahua Message: The Change Order for Newman Construction on SP physical reeducation room has been approved

To: Yann Bouzerand

The Change Order for Newman Construction on SP physical reeducation room has been fully approved.

[Open In Kahua](#)

This Message was sent to multiple recipients: Yann Bouzerand ; Paul Newman; Carol Bumbaca

This message was automatically generated by the kahua platform. Click [here](#) to open this message in kahua.

This e-mail may contain confidential or proprietary information. If you are not the intended recipient, please advise by return e-mail and delete immediately without reading or forwarding to others.

REPLY REPLY ALL FORWARD VIEW

Message Detail

Details Attachments

▼ DETAILS

Received 11/21/2019 3:15 PM

From Kahua

To Beau Esmonde

Cc

Subject Please review the Change Request for Beau Esmonde Test Project (Completed)

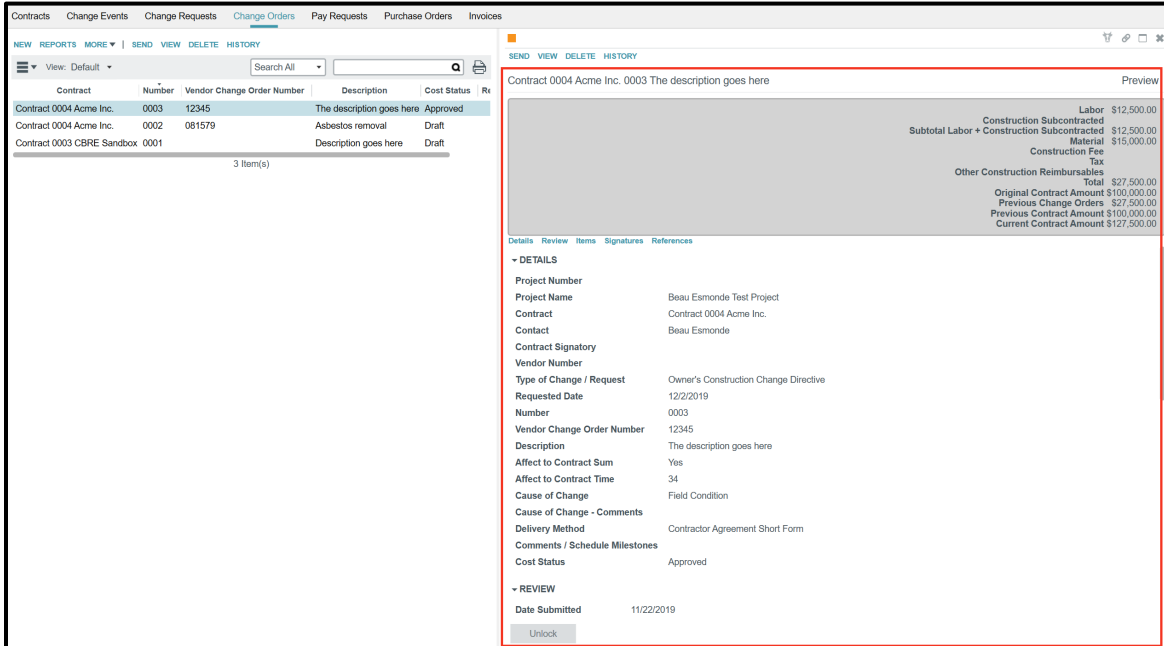
Beau Esmonde, Your document is approved, all signatures have been completed.

▼ ATTACHMENTS

DOCUMENT	MARKUP?	CONTRIBUTOR	DATE	SIZE	PREVIEW STATUS	COMMENTS
No Files						

## VIEWING AN APPROVED CHANGE ORDER

When selecting the Change Order in the Change Order app log, the Change Order displays on the right pane.

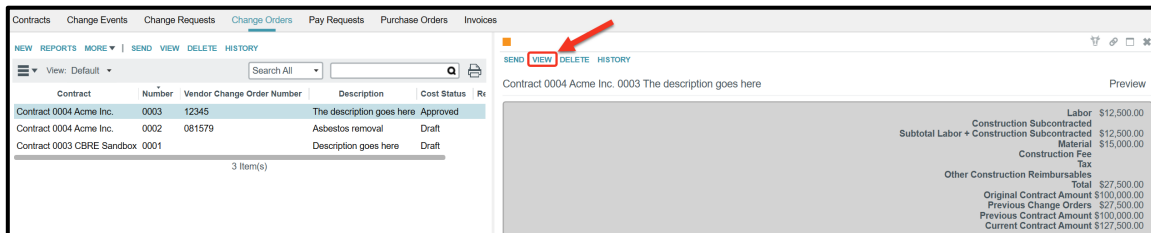


Note all approvals / signatures can be found in the table located in the Signatures section near the bottom of the Change Order.

**SIGNATURES**

Approver	Approver Role	Signature	Approved At
Beau Esmonde - Acme Inc.	CIP Signature	Beau Esmonde	11/22/2019 10:32 AM
Beau Esmonde - CBRE Sandbox	Construction Manager	Beau Esmonde	11/22/2019 10:41 AM
Beau Esmonde - CBRE Sandbox	Project Manager	Beau Esmonde	11/22/2019 10:46 AM

To see the change order in PDF format, select **VIEW**. The Change Order portable view displays in the Detail pane.



# Mayo Clinic Enterprise – Change Order Quick Reference Guide


The screenshot shows the Mayo Clinic Enterprise software interface. On the left, there is a navigation menu with options like 'Contracts', 'Change Events', 'Change Requests', 'Change Orders', 'Pay Requests', 'Purchase Orders', and 'Invoices'. Below this is a table of Change Orders:

Contract	Number	Vendor	Change Order Number	Description	Cost Status	R
Contract 0004 Acme Inc.	0003	12345		The description goes here	Approved	
Contract 0004 Acme Inc.	0002	081579		Asbestos removal	Draft	
Contract 0003 CBRE Sandbox	0001			Description goes here	Draft	

Below the table, it says '3 Item(s)'. On the right, a PDF viewer is open, displaying a 'CONSTRUCTION CHANGE FORM' from Mayo Clinic Health System. The form includes fields for 'Owner's Project Number', 'Owner's Project Title', 'Contractor', and 'Type of Change/Request'. It also has a table for 'Other Costs proposed' and a summary table at the bottom.

	Labor (\$)	Subs (\$)	Material / Equipment / Furnishings (\$)	Sales Tax (\$)	Fee (\$)	Other (\$)	Total (\$)
Original Estimate or Contract Sum							\$100,000.00
Previously Authorized Change Orders							\$0.00
Approved Estimate or Stipulated Sum to Date							\$100,000.00
Adjustment per this Change							\$27,500.00
New Estimate or Contract Sum							\$127,500.00

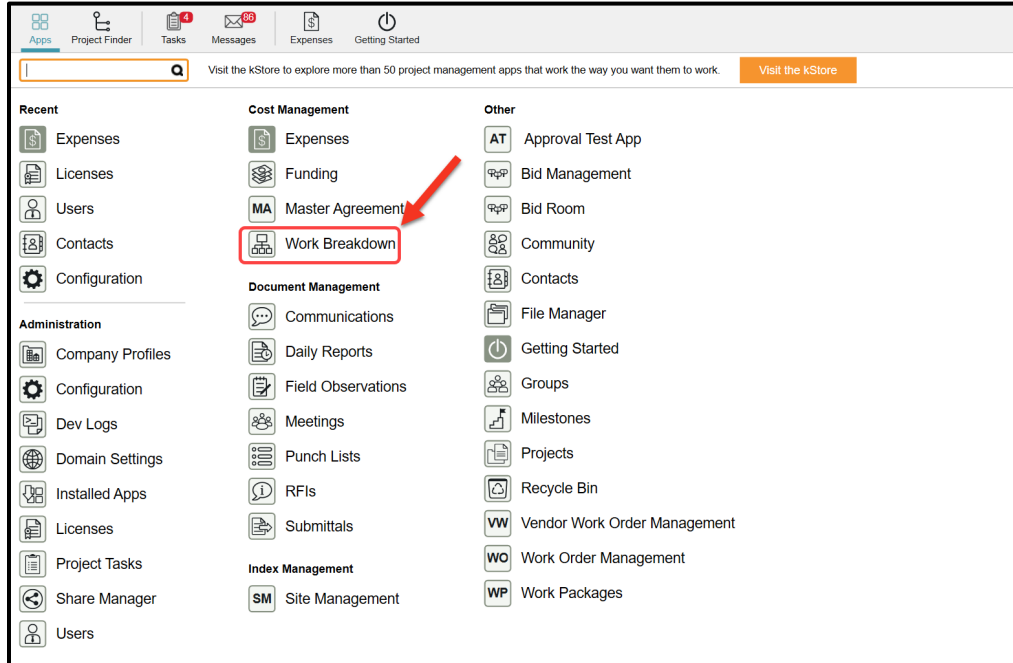


Click on the  icon to open a PDF viewer from which you can save or print the PDF version of the Change Order.

This image is a close-up of the PDF viewer toolbar. It shows icons for page navigation (Page 1 / 4), zooming (102%), and refresh. A red arrow points to a PDF icon on the right side of the toolbar.

## CHANGE ORDER IN THE WORK BREAKDOWN

While the Change Order is going through the Approvals Workflow process, the values of this Change Order are displayed in the Work Breakdown:



The currency amount of a Change Order fully approved with the **Approved** status will be displayed in these columns:

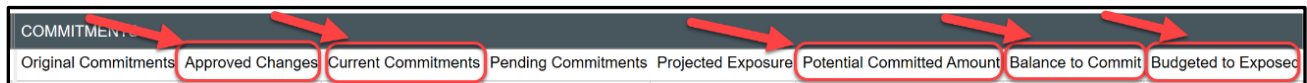
**Approved Changes** - When the Change Orders as a status “Approved”

**Current Commitments** - this is the summation of Original Commitments + Approved Changes

**Potential Committed Amount** - this is the summation of Current Commitments+ Pending Commitments+ Projected Exposure

**Balance to Commit** (in negative) - equals the Current Budget – (Current Commitments + Pending commitments)

**Budgeted to exposed** (in negative) - equals Current Budget – Potential Committed Amount

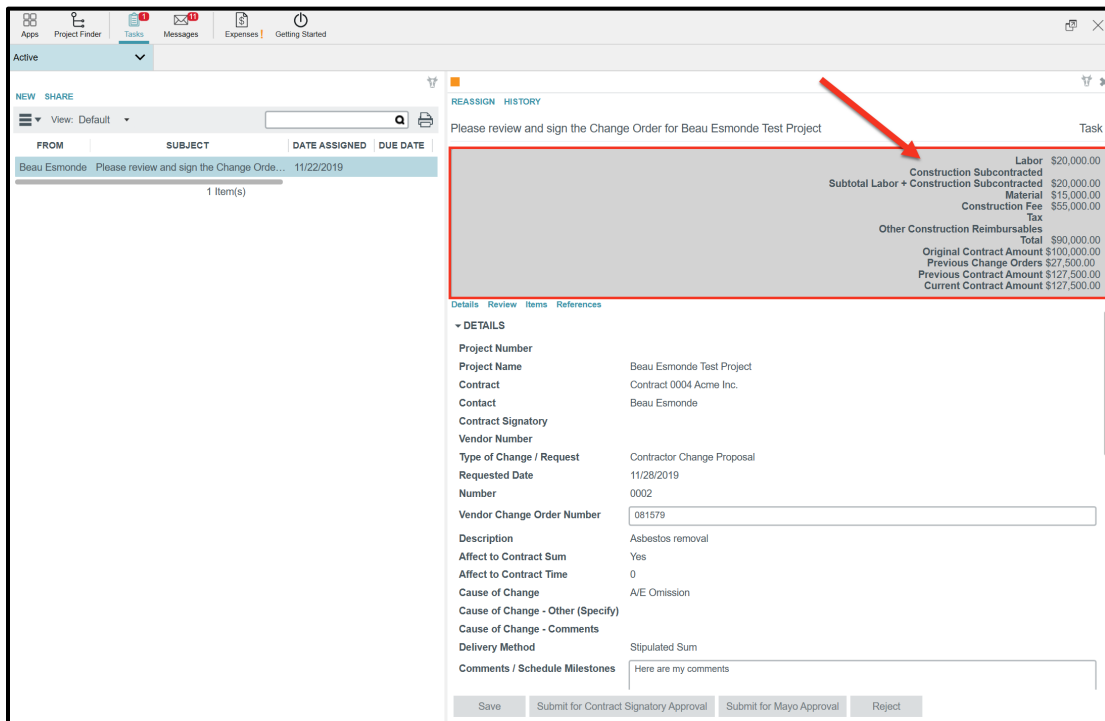


## SIGNING A CHANGE ORDER AS A CONSTRUCTION INDUSTRY PARTNER

**Note: this section has instruction for Mayo Clinic’s Construction Industry Partners (CIPs). These steps do not apply to the Mayo Clinic users.**

Once the Mayo Clinic has reviewed, approved and processed the change event or change request into a change order, The CIP receives an email notification, a Kahua message notification, and a Kahua task in the Tasks application.

The actionable task displays the currency amount at the top of the right pane



The Construction Industry Partners (CIPs) have 3 options:



**Save** – will save the record and keep the task active.

**Submit for Contract Signatory Approval** – will submit the change order to the Contract Signatory for approval.

**Submit for Mayo Approval** – will sign the change order and send it back to Mayo Clinic.

**Reject**- Will reject the change order. A notification will be sent to Mayo Clinic. A comment is required when the record is rejected.



Upon **Submit for Mayo Approval**, Kahua asks to enter the PIN code to get the CIP digital signature.

Once the PIN is entered, the Document goes through the Approvals workflow process set up by Mayo Clinic.

After the Change Order has been fully approved, the CIP will receive a notification in the Kahua Messages application that the Change Order is approved.