Commitment Transfer Process Narrative

Purpose

The purpose of the Commitment Transfer process is to move funds from one LINE to another.

Initiator

The Project Manager is responsible for initiating the Commitment Transfer process in e-Builder.

Key Terms

Budget	Vendor quote, including any qualifications and submittals, delivered to the PM to fully complete all activities listed in the Statement of Work.
Budget Line	
Commitment	Project material prepared by the PM and presented in e-Builder to contractors invited to bid on the project.
Commitment Line	Information provided by the PM to vendors bidding on a project in response to questions asked during the bid process.
Schedule of Values (SOV)	Vendor selected to provide service on the UCF project.
Line to Line Transfer	Process refers to the specific process in the e-Builder application, which allows the Project Manager to invite continuing service vendors with capabilities relevant to the scope of work to submit bids.
Statement of Work	Document provided to vendors for review, which provides the project scope, deliverables, and other project-related information.
Continuing Service Contract	Contract which allows a vendor to bid on UCF Minor Projects associated with their trade/profession during the Contract Term.
Facilities Planning & Construction Financial Procedures	• Requisition Creation and Approval • Schedule of Values • Professional Service Invoices • Additional Service • Construction Payment Applications • **Line-to-Line Transfers** • **Buyout Savings Transfers** • **Contractor Contingency Transfers** • Owner Contingency Transfers • DOP Tax Savings

The bids are reviewed by the PM and generally the lowest bid is selected unless the vendor did not fully address all requirements in their bid package.

Key Steps

Start: Contractor initiates process and indicates if the transfer type will be Line to Line, Buyout Savings, Contractor Contingency, or Buyout Usage. They must also supply information on who is responsible for the transfer, and the necessity for the transfer.

Step1: If an AE is on the project, they will review the information to ensure it is valid and either return it to the Contractor for revision, or submit the request to the PM.

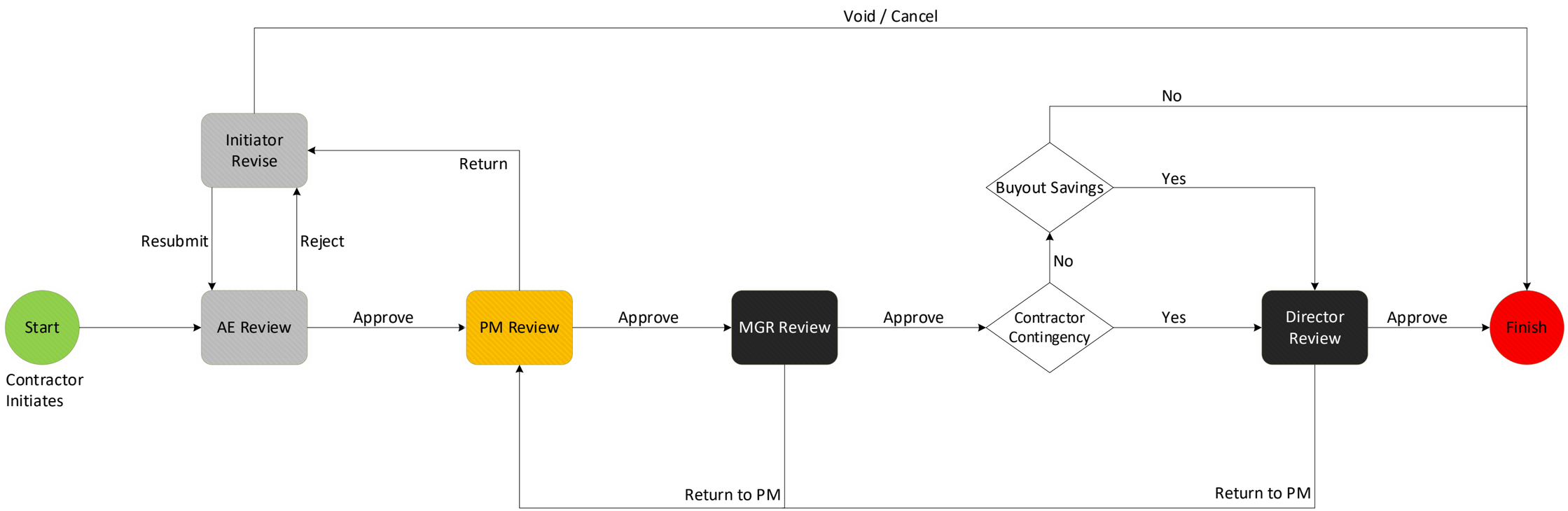
Step2: The PM reviews the information to ensure it is valid, correct, and conforms to the PM's expectations. The PM will either return it to the Contractor for revision, or approve the process step, which will send the process to the Manager, Facilities Planning (MGR).

Step3: The MGR reviews the information to ensure it is reasonable and can either return it to the PM with comments or approve the process step.

Step4: The process will check to see if the Transfer Type selected is either Contractor Contingency or Buyout Savings. If so, the process will route to the Director, Facilities Planning. If not, the transfer is final and will be updated.

Step5: Contractor Contingency or Buyout Savings transfers will be reviewed by the Director, Facilities Planning. The Director will review for reasonableness and can either return the process to the PM or approve the process step. Approving the process step will complete the process and the transfer will be updated.

07B – Commitment Transfer Process (CTP)



MGR – Manager, Facilities Planning
AE – Architect / Engineer
PM – Project Manager

LEGEND