

# Timemaster Contract Management Product Overview

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## Table of Contents

Introduction .....	3
Contract Data.....	4
Cost Monitoring Sums .....	5
Contract Forms .....	6
Contract Payments .....	9
Contractor Performance .....	11
Reports .....	12

### ***Document Status***

<b>Version</b>	<b>Issue Date</b>	<b>Comments</b>
1.0	06/12/06	

## Introduction

The Module produces and records contract forms and payments made to contractors on construction related contracts and orders. The forms of contract supported are JCT 80, MW 80, IFC 84 and ICE/ACE contracts.

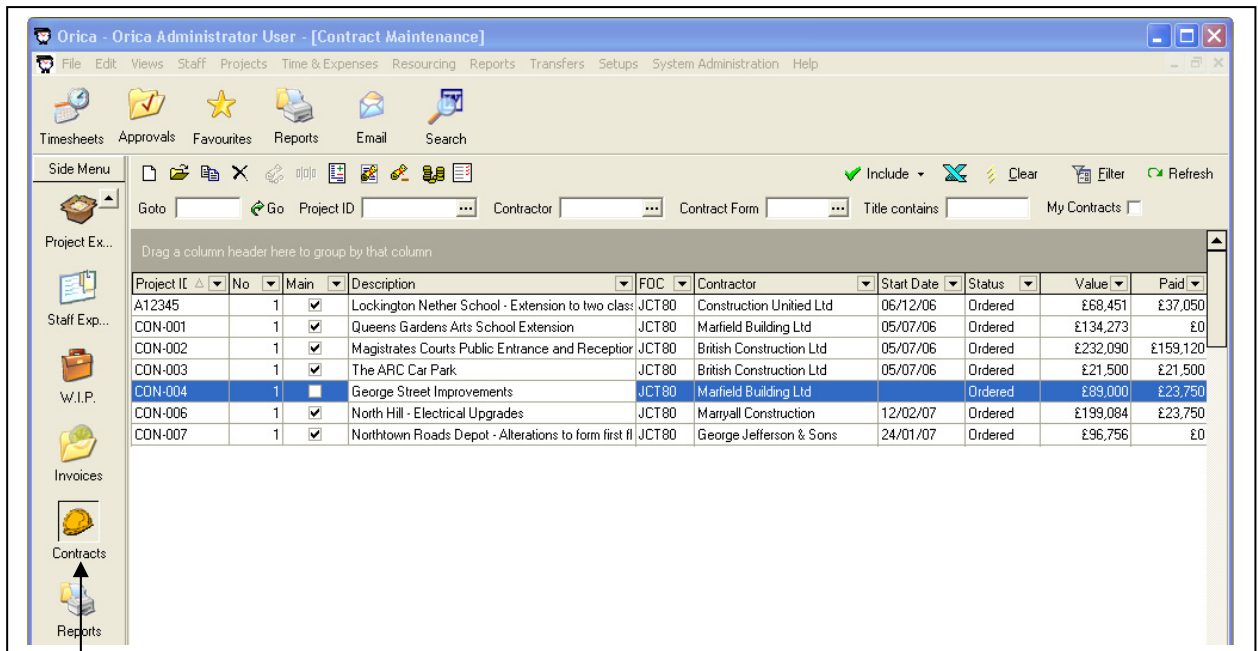
The Contract Management module provides the following functions.

- Maintains a record of all contracts and orders related to a project
- Maintains a record of all contract related adjustments, form transactions and payments for each contract.
- May be used to actually generate contract forms in Microsoft Word
- Generates payment certificates
- Provides budget control against included costs (such as contingency, provisional, prime cost sums)
- Maintains a record of contractor performance on a completed contract

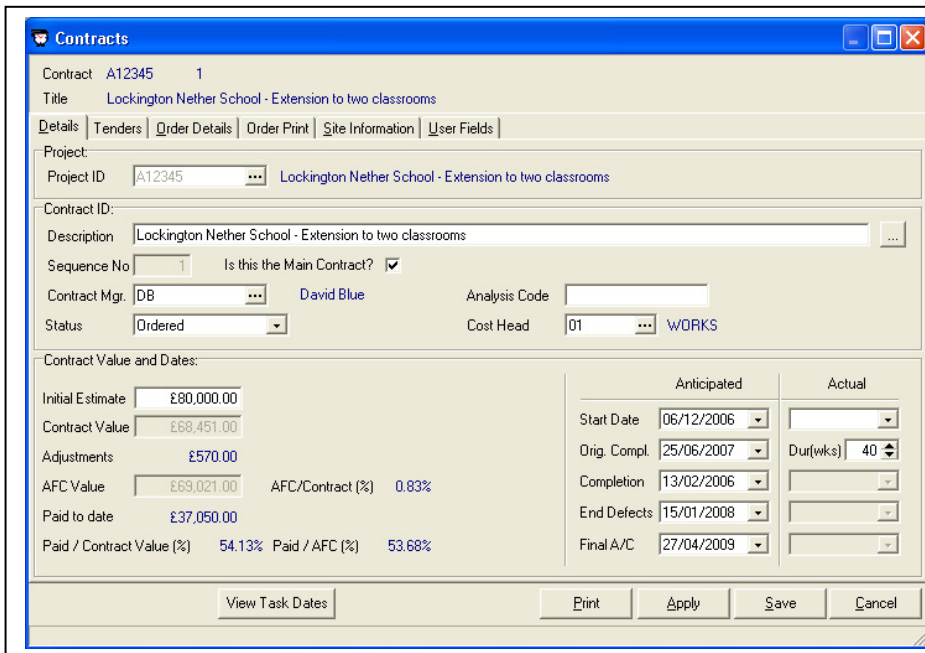
The Contracts module integrates closely with the Timemaster Workflow module by generating contract related documentation and keeping a track of contract related actions. However, the Workflow module is not required in order to produce the actual forms themselves.

The Contracts module integrates closely with the Capital Programming Budgets module by updating the capital programme with actual expenditure.

## Contract Data



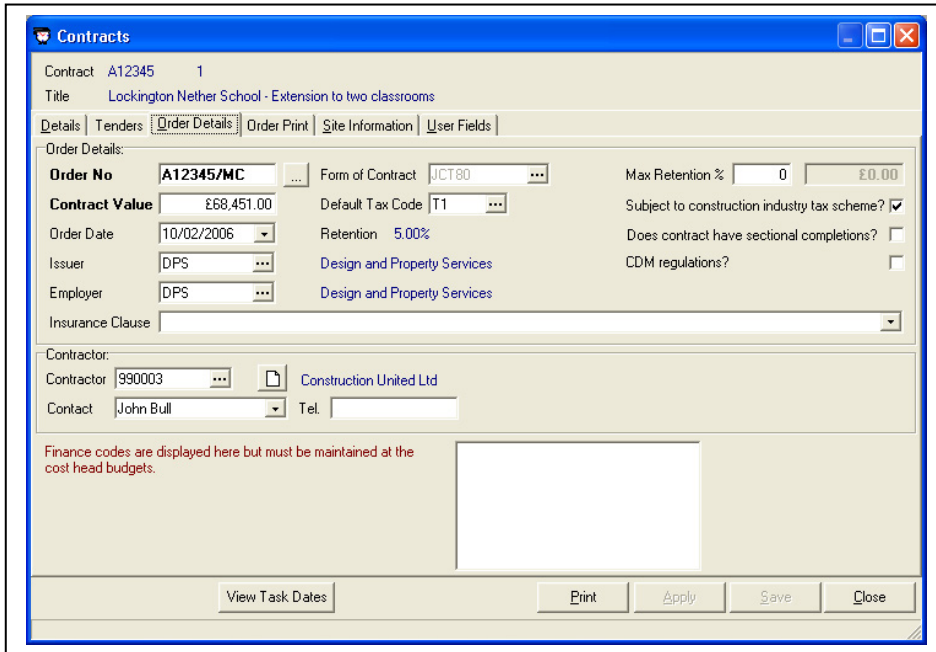
The Contract Management module appears as another icon in the folders bar.  
 recovered as part of the project fee may be created as a contract/order.



- The Details page holds preliminary contract information
- Contract dates may be synchronised with the task milestone dates for the main contract
- Adjustments to the contract value are made by entering Architects/ Engineers Instructions
- The Cost Head links to the Budget Monitoring Module

An optional module for Tender Management integrates with the Contracts module to process and print all documentation associated with the tender process. The Tender Management module is described in a separate product overview guide.

An option to print the order is provided. Additional fields such as order text, site address or special instructions are provided on the **Order Print** page.



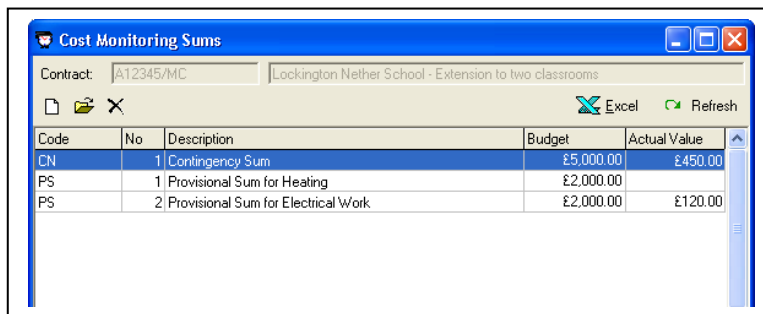
Contract user fields allow you to extend Timemaster to include additional data.

The Order Details page contains information on the contractor, form of contract and retentions. The order number may be generated from a prefix/next number sequence.

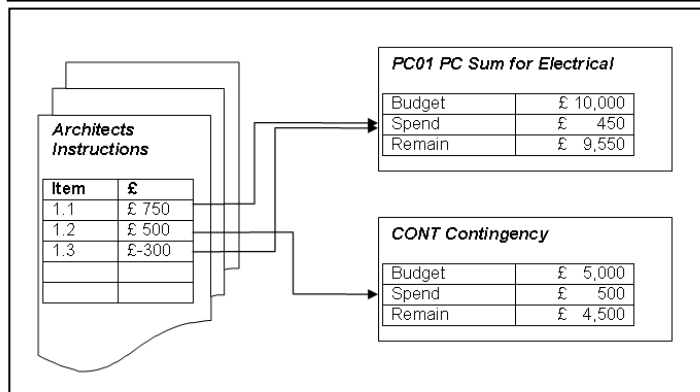
The form of contract defines the style of forms used. This allows different forms of contract to use different Word documents or reports for payments and contract forms. It also sets the retention percentages to be used by the payment routines.

The Issuer and Employer (used on RIBA – style forms) are held in the external organisations database.

### Cost Monitoring Sums



- *Cost Monitoring Sums may be created to categorise any variations to the contract along with an estimate.*
- *The actual values are the omitted and added values entered on Architects / Engineers Instructions as illustrated by the diagram below.*



## Contract Forms

The following contract forms may be produced by the system:

- Architects/Engineers Instructions
- Extension of Time/Revision to Completion Date
- Certificate of Partial Possession
- Certificate of Practical Completion
- Certificate of Making Good Defects
- Non Completion Certificate

The Contract Forms are produced using the Timemaster Workflow technology to populate your standard Word/Excel documents with Timemaster data, although you do not have to purchase the Workflow module to create these forms. Example forms are provided within the system as Word documents which may be customised or you can use your own Word/Excel documents if required.

The screenshots below show an Architects Instruction being created.

- *The Contract Adjustments window creates the adjustment record and allocates the next available number.*
- *Clicking the **Details** button opens a window into which the detailed text may be entered.*

- *The **Generate** button creates the Word document ready for printing, shown overleaf in the print preview window.*

Item	Instruction	Omit Value	Add Value	Cost Mon
1.1	FIRE COMPARTMENTATION IN ROOFSPACE Provide 2 no. one-hour fire-resistant partitions in roofspace over the original party wall positions comprising a stud framework and 2 no. layers 12.5mm plasterboard screwed to each side.		£250.00	CN1
1.2	EXTRACT FAN, W/C/2 Supply and fix 1 no. 'Loovent' as per specification ref. N10/30 to wall of first floor W/C/2 ducted to the outside through adjoining roof using roof cowl accessories.		£120.00	PS2
1.3	NEW CONCRETE CILLS TO BAYS Replace 3 no. cracked Bath Stone cills to window bays to ground floor main elevation. Use 3 no. precast concrete cills of dimensions to match existing stonework.		£200.00	CN1
1.4	COLOUR SCHEDULE VARIATIONS OMIT: Other internal doors to be colour 'Autumn' ADD: Other internal doors to be 'Lizard', BS 10 B 21.]			...
			570.00	

## Contract Management Module Product Overview

The system is provided with the example document shown below but may be customised by altering the template using Word. If required, the Instruction may be part of a multi-page document set, and be included along with accompanying letters or memos.

The completed word documents are automatically saved into the project folder.

**Contract Administrator's Instruction**

Issued by: Design and Property Services  
 address: Town Hall Extension  
 City Centre Square  
 Newcastle  
 NT1 1T

Employer: Design and Property Services  
 address: Town Hall Extension  
 City Centre Square  
 Newcastle  
 NT1 1T

Contractor: Construction United Ltd  
 address: 3 Great Western Road  
 Newcastle  
 NT1 1TA

Job reference: A12345  
 Certificate no: 1 DRAFT  
 Issue date: 18 December 2006  
 Sheet: 1 of 1

Works  
 Situated at: Locking's Netter School - Extension to two classrooms  
 Contract dated: 10 February 2006

**DRAFT COPY**

Under the terms of the above-mentioned Contract, We issue the following instructions:

	Office Use: Approx costs
	£ omit      £ add
1.1 FIRE COMPARTMENTATION IN ROOF SPACE Provide 2 no. one-hour fire-resistant partitions in roofspace over the original party wall positions comprising a stud framework and 2 no. layers 12.5mm plasterboard screwed to each side.	£ 250.00
1.2 EXTRACT FAN, W/C2 Supply and fix 1 no. 'Lovent' as per specification ref. N10/30 to wall of first floor W/C2 ducted to the outside through adjoining roof using roof cowl accessories.	£ 120.00
1.3 NEW CONCRETE CILLS TO BAYS Replace 3 no. cracked Bath Stone cills to window bays to ground floor main elevation. Use 3 no. precast concrete cills of dimensions to match existing stonework.	£ 200.00
1.4 COLOUR SCHEDULE VARIATIONS OMIT: Other internal doors to be colour 'Autumn' ADD: Other internal doors to be 'Lizard', BS 10 B 21.	

To be signed by or for the Contractor above

Signed \_\_\_\_\_ £ 0.00      £ 570.00

Amount for Contracts in £	£ 68,451.00
Approximate value of previous instructions £	
<b>Sub Total £</b>	<b>£ 68,451.00</b>
Approximate value of this instruction £	£ 570.00
<b>Approximate advised total £</b>	<b>£ 69,021.00</b>

Dist.  Contractor       Quantity Surveyor       Clerk of Works  
 Employer       Structural Engineer       Architect  
 Non Sub Contractors       M&E Consultant       TCU       File

Page 1    Sec 1    1/1    At 9.5cm    Ln 1    Col 1    REC TRK EXT OVR    English (U.K.)

**Extension of Time**

Project A12345 Lockington Nether School - Extension to two classrooms  
Contract A12345/MC Lockington Nether School - Extension to two classrooms  
Contract Date 10/02/2006

Issue Date:  
Certificate No: 1 **NEW**  
Issue Date: 10/12/2006

Status:  
 Draft  
 Issued

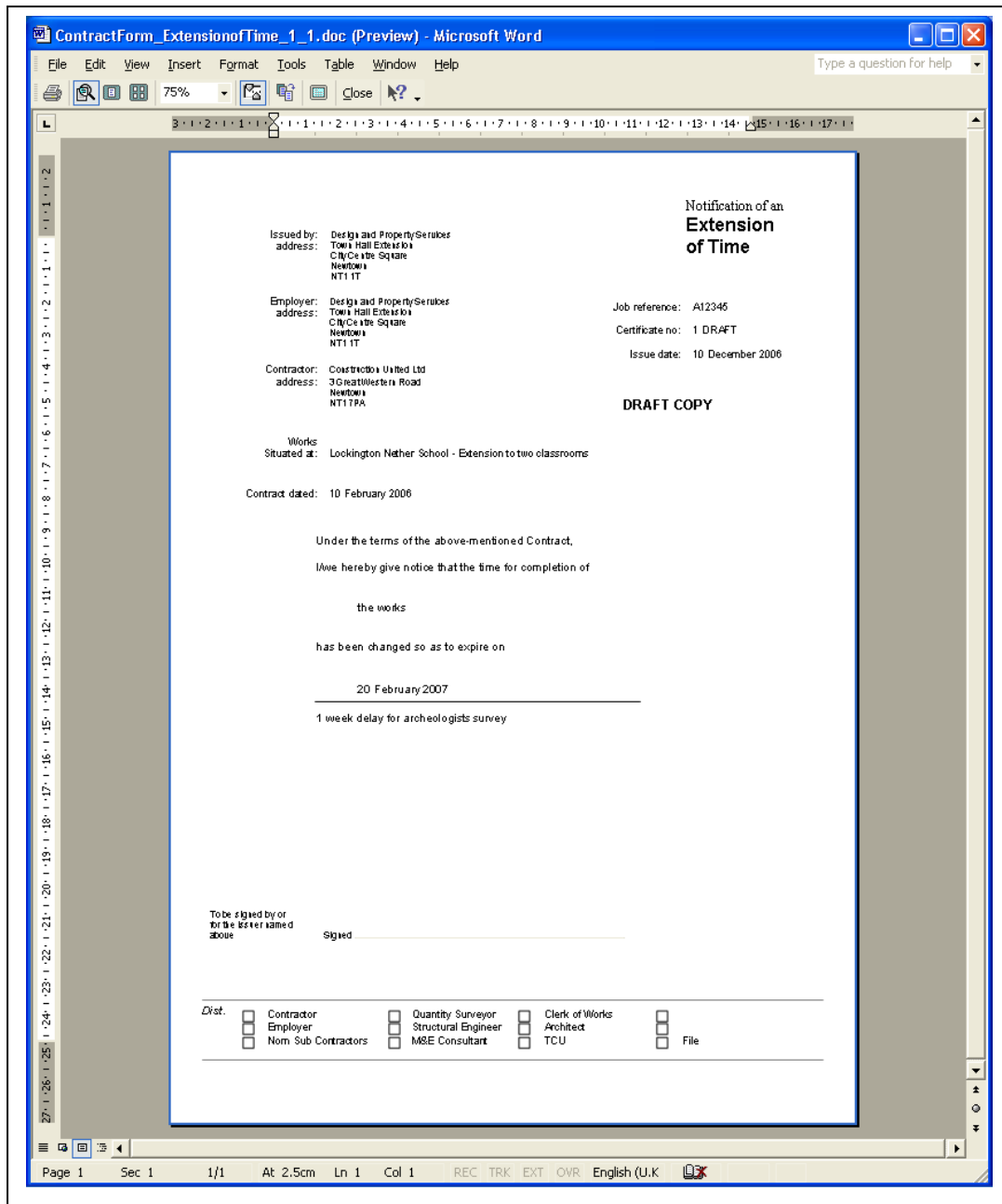
This certificate appertains to  
 The Works  
 Section No [ ] of the Works

The previous practical completion date of 13/02/2006 is changed to 20/02/2007

Notes: 1 week delay for archeologists survey

Generate Save Cancel

Another example contract form is the Extension of Time document.



## Contract Payments

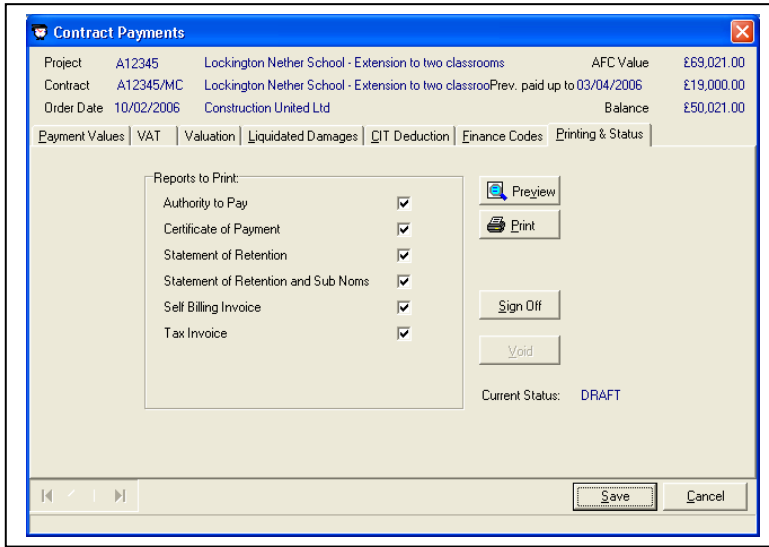
The Contract Management module may be used to either record payments to contractors or to actually produce the certificate of payment. The system supports all form of contracts and allows the payment entry window to be customised to suit any organisation-specific requirements.

The screenshots that follow show a typical payment for a JCT80 form of contract.

- The valuation fields may be disabled or enabled depending on the type of values allowed by the form of contract.
- The make-up of the valuation may be detailed on the Valuation page if it is required to print the detailed valuation amounts.
- The Liquidated Damages page allows liquidated and ascertained damages to be entered
- The CIT Deduction page will (optionally) automatically deduct construction industry tax if the contractor does not have a valid CIS certificate;

NONE	The contractor cannot be used on a CIS contract.
CIS 4	CIS must always be deducted on the payment
CIS 5 or 6	Payment may be made without deducting CIS providing the certificate has not expired
EXEMPT	No CIS checking undertaken

- The Finance Codes page allows the payment to be allocated over finance codes for printing on the payment certificate and to allocate the expenditure against the appropriate funding source in the Budget Monitoring module.



- *Payment certificates are printed as reports rather than Word documents.*
- *A number of different reports may be printed as a set for each certificate*
- *Once the payment has been signed off it may not be changed.*

### Authority to Pay Certificate

Payee: Construction United Ltd  
3 Great Western Road  
Newtown  
NT1 7PA

Ref:

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Project A12345 Lockington Nether School - Extension to two classrooms  
Order No: A12345/MC Lockington Nether School - Extension to two classrooms

Contract Dated: 10 February 2006 Contract Sum £68,451.00  
Payment No: 2 Approved Adjustm ents £570.00  
Serial No: 00315 AFC Value £69,021.00  
Issue Date 23 February 2007 Gross Valuation £39,000.00  
Valuation Date 21 February 2007 Amount of Retention £1,950.00

Sub-total £37,050.00  
Previously Paid £19,000.00

VAT Invoice Ref: **Taxable Amount £18,050.00**

Deductions or (additions -ve) for Liquidated and Ascertained Damages £0.00

Liq & Asc Dam ages	Net Amount	VAT Amount	Gross Amount
0.00	18,050.00	3,158.75	21,208.75

Finance Code	Net Payment	VAT Amount	Gross Payment
Totals			

**CONSTRUCTION INDUSTRY TAX:**  
The attached certificate concerns a payment which is subject to Construction Industry Tax in the sum of £3,610.00  
The foregoing net payment has been DECREASED to effect recovery of this sum .

Amount subject to CIT	£ 18,050.00	CIT Rate	20.00%	CIT Amount to deduct	£ 3,610.00
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Cheque amount of payment due: **£ 17,598.75**  
(seventeen thousand five hundred ninety-eight pounds 75p.)

<p><i>Prepared By:</i></p> <p>Signature _____</p> <p>Name _____</p> <p>Dated _____</p>	<p><i>Authorised By:</i></p> <p>Signature _____</p> <p>Name _____</p> <p>Dated _____</p>
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## Contractor Performance

The Contracts Module contains a database for recording the contractor's performance on each contract. This information is available to view when selecting potential contractors within the Tendering Module.

The headings against which performance is to be recorded may be weighted using a relative number thereby making some headings more important than others.

The example below shows the affect of weighting on a heading.

Heading	Weighting	Score
Standard of Workmanship	100	8/10
Health and Safety Issues	200	4/10
Office Organisation	100	8/10

Overall score =  $800+400+800 / 4000 = 5$  or 50%.

**Contract Reviews**

Contract: CON-007 | 1 | Northtown Roads Depot - Alterations to form first floor offices

Contractor: 990006 | George Jefferson & Sons

Performance review date: 10/12/2006 | Contract value: £96,756.00

Review completed by: John Smith - Architects Group

No	Item	Weighting	Score	N/A	1	2	3	4	5	6	7	8	9
1	Standard of Workmanship	100	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Health and Safety Record	100	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Attitude to Claims	100	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Relationships with Employer	100	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Relationship with Sub Contractors	100	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Head Office Organisation	100	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	"Use Again" rating (more is better)	100	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Project Management	100	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating %: 83 | Average Score: 7.50

Buttons: Save, Cancel

The headings and maximum score are defined in the code setups during the implementation phase.

## Reports

Reports are available for detailed and summarised financial statements, activity lists of contract forms and payments.

<b>Orica</b>						
<b>Financial Statement Report</b>						
<i>Project:</i>	A12345	Lockington Nether School - Extension to two classroom s				
<i>Contract:</i>	A12345/MC	Lockington Nether School - Extension to two classroom s				
<i>Contract Dated:</i>	10 February 2006					
<i>Contractor:</i>	Construction United Ltd					
<i>Start on site:</i>	06/12/06	<i>Practical Completion:</i>	13/02/06	<i>End of defects:</i>	15/01/08	
<i>Original Contract Value</i>						<b>£68,451.00</b>
<i>Contract Adjustments</i>						
		<i>Om£</i>	<i>Ada</i>			
	Undefined Variations					
	Contingency Sum		£450.00			
	Provisional Sum for Electrical Work		£120.00			
<i>Total of adjustments:</i>						<b>£69,021.00</b>
<i>Payments</i>						
<i>No</i>	<i>Date</i>	<i>Gross Valuation</i>	<i>Retentions</i>	<i>L&amp;A Damages</i>	<i>Amount Due</i>	
Interim						
1	28-Jan-07	£20,000.00	£1,000.00		£19,000.00	
2	23-Feb-07	00315	£39,000.00	£1,950.00	£18,050.00	
<i>Total of payments:</i>						<b>£31,971.00</b>
<i>AFC Value</i>						<b>£ 69,021.00</b>
<i>Adjusted Value</i>						<b>£69,021.00</b>
<i>OS Commitment</i>						<b>£31,971.00</b>
<i>Sub Contracts</i>						
<i>Contractor</i>						<i>Contract Value</i>
Electrical Sub Contractor		Elf Electrical Ltd				£5,000.00