

## STATEWIDE CRITICAL REQUIREMENTS - FISCAL YEAR 2017/2018

### Quality Assessment Category Number 16B Supplemental Agreements (SA's) and Work Orders

1. Is the CEI staff ensuring that the Comptroller's Office has certified the availability of funds prior to authorizing the Contractor to begin work? Discussion with CEI staff, and a review of project's correspondence, SA files and diaries will verify this [CPAM 7.3.11]
2. Is the CEI staff aware of and following the rules, which dictate that a Work Order cannot be processed until the Contingency SA, which funds that Work Order, is fully executed. The Contractor shall not begin the additional work until either the Work Order is fully executed or a Notice to Proceed has been issued to the Contractor by the Department. Discussion with CEI staff, and a review of project's correspondence, SA files and diaries will verify this. Note signature by the Contractor's Surety is not required to fully execute a Supplemental Agreement or a Contingency Supplemental Agreement unless the current contract dollar amount will exceed 125% of the original contract dollar amount as a result of the Supplemental Agreement being processed. [CPAM 7.4.8.1 and F.S. 337.11(9)(a)]
3. Is the CEI staff aware of and complying with the requirement that SA's and Work Orders are coded with accurate reason and description codes? Discussion with CEI staff, a review of the project's contract change files, diaries, Contract Change Tracking Program and job correspondence verifies this. [CPAM 7.3.16, 7.4.9.2 and 7.4.9.9]