

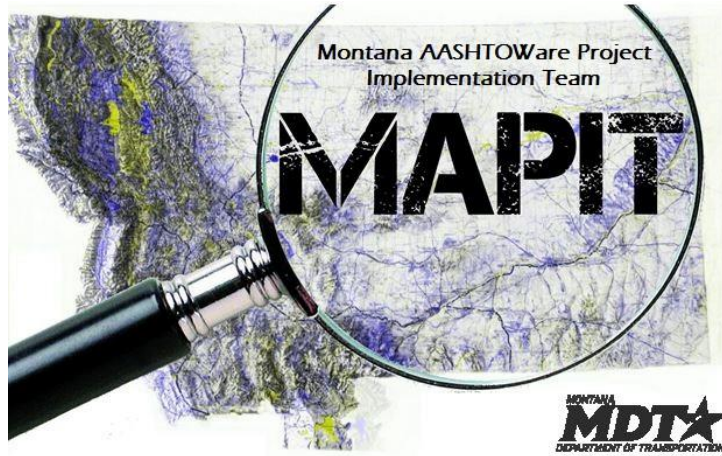


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Reference Approval Rules

Date: July 8, 2017
Updated: August 26, 2019





❑ **Process Definition**

This is the process to create change order approval groups and change order approval rules. These define who approves changes orders of varying criteria.

As of August 2017, following are the approval rule criteria (agreed to by DA's and CASE):

- Change order exceeds a net dollar amount of \$50,000
- The sum of the new items on a change order exceeds \$50,000

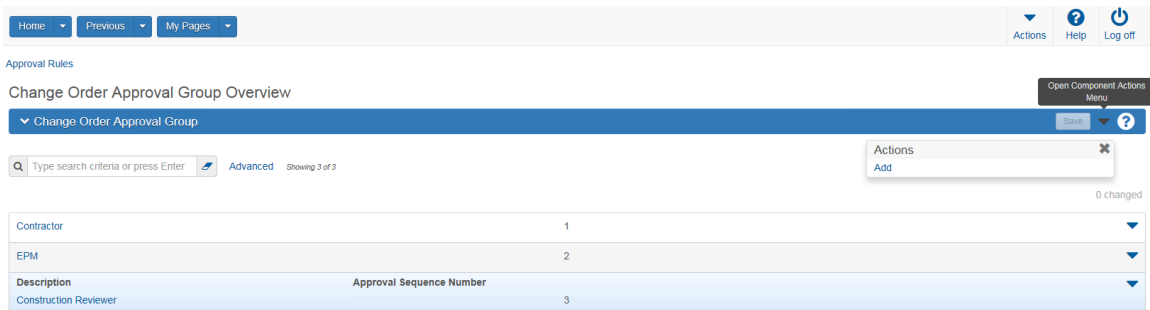
❑ **Acronyms and Definitions**

MDT – Montana Department of Transportation

❑ **MDT Procedure – Change Order Approval Groups**

Navigation: Reference Data > Change Order Approval Groups

1. Under the component actions, select Add



2. Enter the Description

3. Enter the Approval Sequence Number

4. Check if the group is a Contractor Group or an External Group (FHWA would be external)

5. Check any actions the approval group can perform. They include:

- Approve Decision
- Reject Decision (this closes the approval round and sets the change order status to Rejected)
- Deny Decision (this closes the approval round and sets the change order status to Denied. Once denied, a change order cannot be changed or deleted.)
- Void Decision (this closes the approval round and sets the change order status to Voided. Once voided, a change order cannot be changed or deleted. The only difference between Denied and Voided is that a change order that includes dollars or time cannot be voided.)



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6. Check if the group is a Minimum Approval Level (approves all change orders, regardless of size)

7. Click Save
8. On the Assigned Roles tab, click Select Roles
9. Enter the role in the search box
10. Check the role and click Add to Approval Group

Role ID	Role Description
DCE	MDT District Construction Engineer

❑ **MDT Procedure – Change Order Approval Rules**

Navigation: Reference Data > Change Order Approval Rules

1. Select Add from the component actions

2. Enter the Rule Description
3. Select Change Order Type
4. Select Contract Type



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5. Select the Threshold Calculation Method

This indicates how the total dollar/time amount approval thresholds are calculated. E.g. if “Per amount per change order” is selected, if new items are added and existing items are decreased, the threshold will be calculated using the net amount.

6. Select the Item Threshold Calculation Level

This specifies whether item thresholds are calculated at the contract, project or category level. E.g. if contract is selected, it will not matter if one project overruns and one underruns, it will look at the net amount.

7. Check if the threshold will be based on the absolute value of the change (negative and positive dollar/time amounts)

8. Check the functions that can be performed for that change order type.

Note – if a *Per amount* calculation method is selected, Contract Modification Only cannot be checked. In that case, the change order will go to all of the minimum approval groups.

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Overview

Change Order Approval Rule Summary

Change Order Approval Rule Summary

Rule Description: CO Rules - Item/Time

General

Approval Group Limits

Rule Description *

CO Rules - Item/Time

Up to 256 characters

Change Order Type *

CO - Item/Time Adjustment

Item Threshold Calculation Level *

Category Contract Project

Threshold Absolute Value

Contract Type *

CP - CONTRACT PLANS AWARDED

Threshold Calculation Method *

Per amount all change orders Per amount per change order Per function all change orders

Per function per change order

Functions

Increase/Decrease Items

New Items

Time Adjustments

Contract Modification Only

Balance Completed Items

9. Save

10. On the Approval Group Limits tab, select New

11. In the Approval Group field, enter the role

12. Add all applicable approval groups

13. Save

14. Enter the values for the limits for each Approval Group

- Max Amt/Contract New Item

Maximum total amount for sum of all New Contract Items for the calculation level (contract, project or category)



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- Threshold Calculation Method must be per function
- Max Amt/Contract +/- to Bid
Maximum total amount for sum of all bid item increase/decrease amounts
Threshold Calculation Method must be per function
- Max Amt/Contract +/- to Prev Est
Maximum total amount for sum of all increase/decrease amounts for items previously established via approved change order
Threshold Calculation Method must be per function
- Max Amt/Item New Item Amount
Maximum amount per individual item of New Item and New Contract Items
Threshold Calculation Method must be per function
- Max Amt/Item +/- to Bid Item
Maximum amount per individual item of bid item increase/decrease amounts
Threshold Calculation Method must be per function
- Max Amt/Item +/- to Prev Estab Item
Maximum amount per item of item increase/decrease amounts for items previously established via approved change order
Threshold Calculation Method must be per function
- Max % of Cont Bid Amt New Item
Maximum total amount as a percentage of contract's bid amount for sum of all new item amounts (New Item and New Contract Item)
Threshold Calculation Method must be per function
- Max % of Cont Bid Amt +/- to Bid Item
Maximum total amount as a percentage of contract's bid amount for sum of all bid item increase/decrease amounts
Threshold Calculation Method must be per function
- Max % of Cont Bid Amt +/- to Prev Estab Item
Maximum amount per item of increase/decrease amounts for items previously established via approved change order
Threshold Calculation Method must be per function
- Max % of Bid Item Amt +/- to Bid Item
Maximum total amount as a percentage of the contract's original bid item amount of all bid item increase/decrease amounts



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- Max % of Bid Item Amt +/- to Prev Estab Initial Item
Maximum total amount as a percentage of the item's initial amount for sum of all increase/decrease amounts for items previously established via approved change order.
Threshold Calculation Method must be per function
- Max Amt/Contract All Item (All Src)
Maximum total amount for sum of all new item and increase/decrease amounts
Threshold Calculation Method must be per amount
- Max Time Adj Per Contract Time – Days
Maximum number of days increased or decreased
- Max Time Adj Per Contract Time – Hours
Maximum number of hours increased or decreased

15. Hit Save

- IT Systems Interfaces Outside of AASHTOWare Project**
- Process Exceptions**
- Business Change Summary**
- Comments**

Multiple approval rules can be created for the same contract type/change order type (labelled Approval Rules on the Change Order Overview). The change order will be evaluated against each rule and the highest approval rules will be used on the change order when the status is changed to Pending.