



MINNESOTA STATE

Minnesota State Colleges and Universities

Proposal Request (PR)

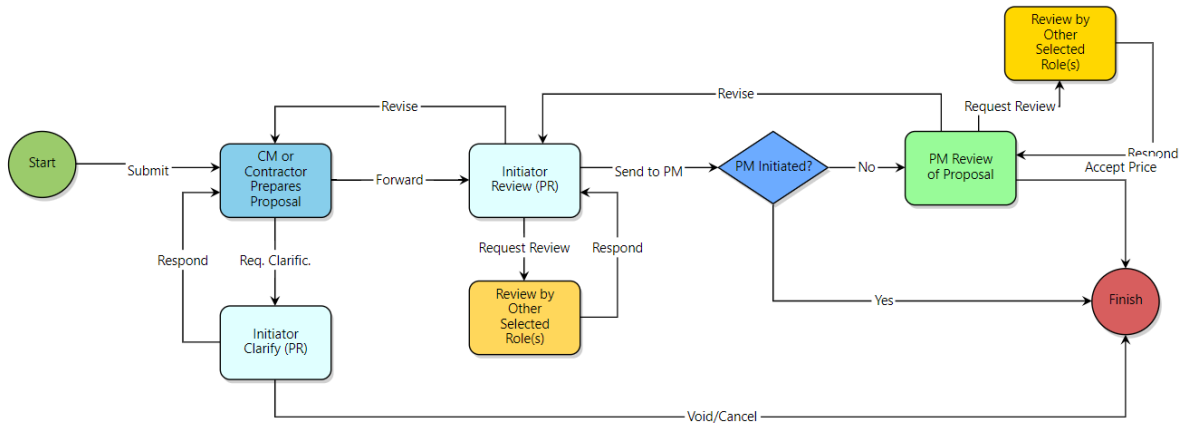
For more information contact System Office e-Builder Support in the Facilities website <https://www.minnstate.edu/system/finance/facilities/design-construction/index.html>.

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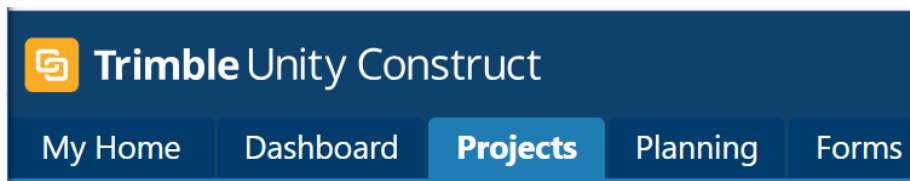
Proposal Request (PR) Process

A/E, PM, PM Support, Haz Mat Consultant, or Owner's Rep can start the Proposal Request (PR) to Contractor for Changed Work. Upon acceptance of the Contractor's Proposal, the PR will move to the Finish Step where it becomes available for selection into a Change Order (CO) process. The CO process will integrate into Workday and funds will be committed.



Initiator starts the PR process (Actor: A/E, PM, PM Support, Owner's Rep, or Consultant Hazmat)

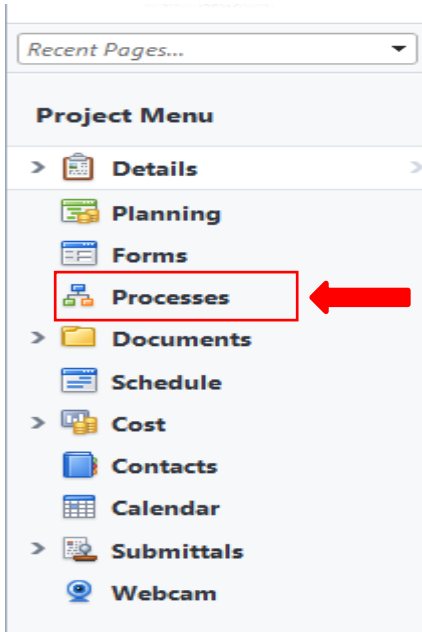
1. Click **Projects** from the Top Navigation tabs.



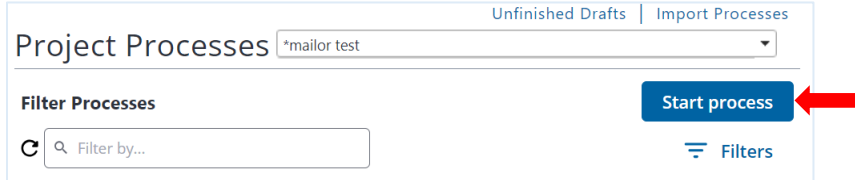
2. Select a project from the drop-down list.

The image shows a drop-down menu for selecting a project. The text inside the menu is 'Please select a Project...' followed by a small downward-pointing arrow icon on the right side.

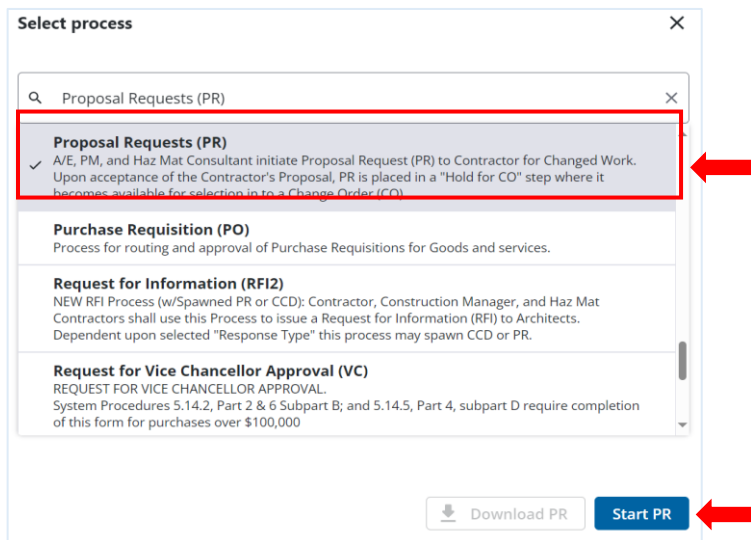
3. Select **Processes** from the Project Menu on the left-hand side.



4. Click on **Start Process**



5. Select the **Proposal Request (PR)** process from the list. Click "Start PR."



6. Fill out the information on the Proposal Request page. Follow the instructions in the **blue section**.
a. b. Click Submit to move it to the next step.

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *mailor test
Process: Proposal Request
* Subject:

Details Documents (0) Attached Processes (0) Attached Forms (0)

[Expand All](#) | [Collapse All](#)

Proposal Request Details

Proposal Request (PR) Details

Enter the company's PR number and the PR amount (if known). Complete the remaining Fields with all known information. All fields with "*" are REQUIRED.
When done, press "Submit" and you will be REQUIRED to **Select** the appropriate **Contractor/CM User** to receive this Proposal Request.

Proposal Request Number:


PR Amount: Enter the amount of the Proposal Request if known at this time.

* Detailed Description:

* Schedule Impact (calendar days):

PM Initiated?: Yes

Print Check Spelling Submit Save Draft Cancel



Contractor Prepares Proposal (Actor: Contractor-Prime or Contractor-HazMat)

The contractor reviews and uploads change proposal documents and/or adds comments. See the instructions in the blue section.

1. Click on the "Documents" Tab,

The screenshot shows the 'Proposal Request Details' page. The 'Documents' tab is highlighted with a red box and a red arrow. A blue box contains the following instructions:

INSTRUCTIONS FOR UPLOADING CHANGE PROPOSAL

1. Click on the "Documents" Tab, then Click "Attach Documents" to UPLOAD your Change Proposal
2. If you wish to Comment on the Proposal Request, click on the "Comments" Tab, then Click "Comment", enter your Comment then click "Add Comment"
3. If you wish to forward to a Subcontractor or Supplier, click on the "Comments" Tab, then Click "Request Comment", use the "Enter External Users Email" box to type in their e-mail Address, provide a "Respond By" date, and type a "Message" in the box provided. When done, Click "Request Comment"
4. Enter and/or verify the PR amount

Form fields include: Proposal Request Number (001), Date of Issuance, Time for Response, PR Amount (200), Detailed Description (test), and PR Disclaimer.

2. Click Attach Documents.

The screenshot shows the 'Attach Documents' section. The 'Attach Documents' button is highlighted with a red box and a red arrow. The section includes a table with columns: File Name, Attached By, Date Attached, Seq # - Step Name, and Attached To. Below the table is a drag-and-drop area with the text: "Drag and drop files here to upload, or browse." and an "Attach Documents" button.

3. Select Attachment Methods.

- a) Upload and attach file(s) from your computer by clicking on the "Upload from Your computer."
- b) Attach files from the e-Builder Document module by clicking on the "Select Documents Module." (Select this option only if you already upload the document into the e-Builder Document structure.)

The screenshot shows the 'Attach' dialog box with two options: "Upload from your Computer" and "Select from Documents Module". A "Cancel" button is at the bottom right.

7. If you want to add a Comment on the Proposal Request, click on the "Comments" Tab, then Click "Comment", enter your Comment then click "Add Comment."

8. If you wish to forward to a Subcontractor or Supplier, click on the "Comments" Tab, then Click "Request Comment", use the "Enter External Users Email" box to type in their e-mail Address, provide a "Respond By" date, and type a "Message" in the box provided. When done, Click "Request Comment"?
9. Review the rest of the data on the page then select an action from the drop-down list and click on "Take Action" to move it to the next step.

Initiator Review (PR) (Actor: AE, PM, or Consultant-Hazmat)

Process will move to the Initiator, who is the person that created the process, to review the pricing documentation from the Contractor and forward it to the Project Manager for acceptance.

1. Review the information on the page including any attached documents in the "Documents" tab.
2. Select the action "Send to PM," click Take Action to forward it to the Project manager.

Proposal Request (PR3) - 11 Delete Instance Workflow Override All Fields View

Send to PM Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	*mailor test	Overall Due Date:	
Process Document:	PR3 - 11 <a>Show History <a>Current Actors	Step Due Date:	
Current Workflow Step:	Initiator Review (PR) <a>Show Workflow Diagram		
* Subject:	CO 1 PR 1 pr 2 cc1 cc2		
Status:	Pending		

Details Comments (0) Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

Proposal Request Details

Initiator review all information in the details page and any attached documents in the "Attach Documents" tab.

Proposal Request Number:	001
Date of Issuance:	
Time for Response (calendar days):	
PR Amount:	Enter the amount of the Proposal Request if known at this time. 1,000
Detailed Description:	kji
PR Disclaimer:	THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.
Schedule Impact (calendar days):	0

Send to PM Take Action Check Spelling Print Copy Delegate Save Cancel

PM Review of Proposal (Actor: PM)

The Project Manager reviewed all the information on the page including the PR amount. Follow the instructions in the blue section.

Accept Price Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	*mailor test	Overall Due Date:	
Process Document:	PR3 - 13 <a>Show History <a>Current Actors	Step Due Date:	
Current Workflow Step:	PM Review of Proposal <a>Show Workflow Diagram		
* Subject:	CO 1 PR 1 pr 2 cc1 cc2		
Status:	Pending		

Details Comments (0) Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

Proposal Request Details

CHANGE AMOUNT

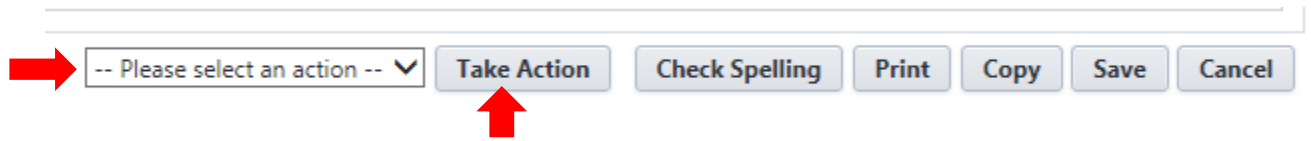
VERIFY THAT PROPOSAL REQUEST AMOUNT HAS BEEN ENTERED BELOW, IF NOT, PLEASE ENTER THE APPROPRIATE PROPOSAL REQUEST AMOUNT

THEN FROM THE "TAKE ACTION" DROP-DOWN, SELECT "ACCEPT PRICE"

Proposal Request Number:	001
* Is this a No Cost Change?:	<input type="radio"/> Yes <input type="radio"/> No
* PR Amount:	Enter the amount of the Proposal Request if known at this time. 1,000
Date of Issuance:	
Time for Response (calendar days):	
Detailed Description:	ghfh
PR Disclaimer:	THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.
Schedule Impact (calendar days):	0

Accept Price Take Action Check Spelling Print Copy Delegate Save Cancel

1. Select an action and Take Action to move the process to the Finish step.



Finish Step (Actor: None)

This PR process sits in the Finished step and will be bundle into a Change Order (CO) process.