Government of **Western Australia**
Department of **Finance**

Quick Reference Guide

This QRG aligns with the Project Management Framework

# Project and Contract Management System

# Construction Contract Adjustment Claim

**This guide provides instructions on how to enter, assess and approve an Adjustment/Variation claim of a Construction contract.**

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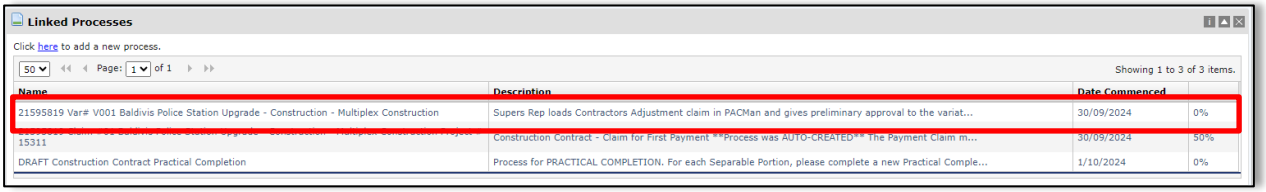
### Important Reminders

- To lodge an Adjustment, you will need to complete the Construction Contract Adjustment Process. If the process is not available, please contact your Contract Manager.
- If you have multiple Adjustments to lodge at one time, at your Contract Manager's discretion, you may use a single process to do this. If you do this, then ensure you rename the process to include the range of adjustment/variation numbers covered by the one process.

### Where to find the Adjustment Claim process

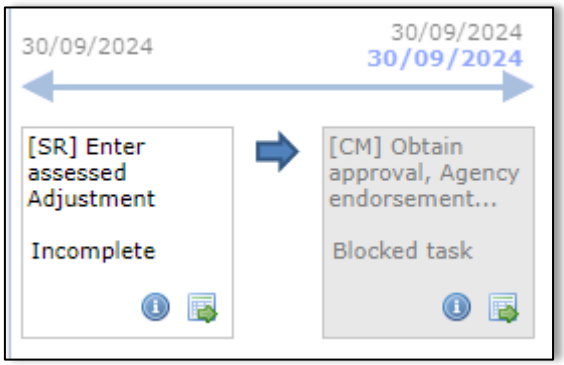
The Adjustment Claim process can be found in Contracts > Contract Dashboard > Linked Processes widget




Click on the process to get started.

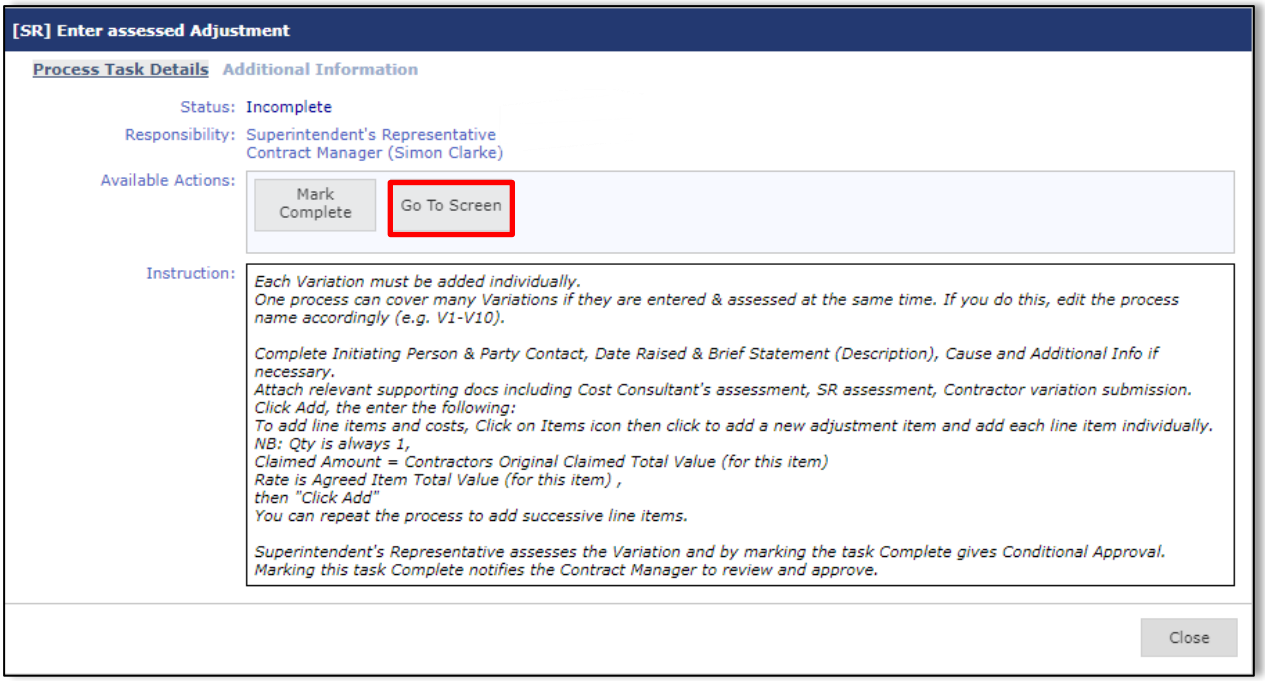
**Note:** The Contractor's claim MUST be loaded through this process.

You will notice that the Superintendent's Representative (SR) tasks are grouped. Some tasks will be marked Blocked.



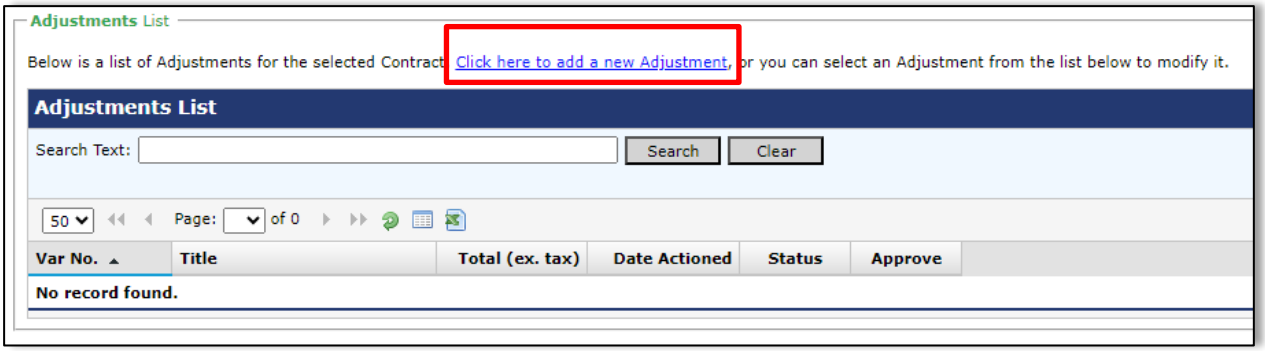

## [SR} Enter assessed Adjustment

1. Click on the task box, read instructions and *Go To Screen*




The Adjustments list screen will display

2. Select the Click here to add a new Adjustment link

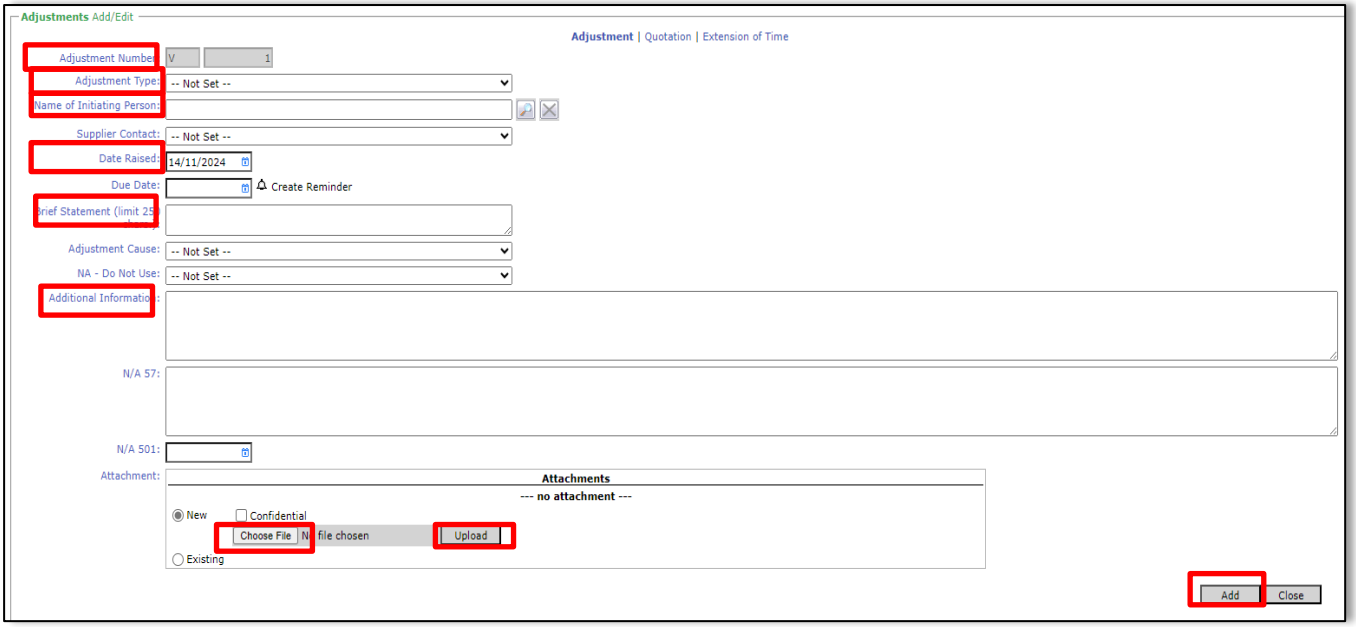


3. Enter the following details for your Variation:

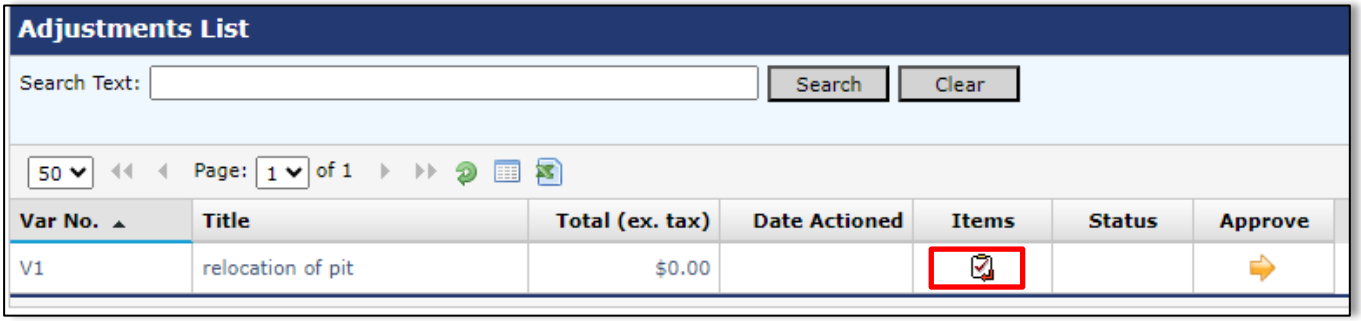
*This is all 'header' information.*

- Adjustment Type (usually variation)
- Name of Initiating Person (Defaults to your name)
- Date Raised (Defaults to today, but should be date raised by Contractor) • Brief Statement (Description)
- Adjustment Cause • Additional Information Cause and Additional Info if necessary.
- Attachments add documentation supporting the adjustment and Upload.

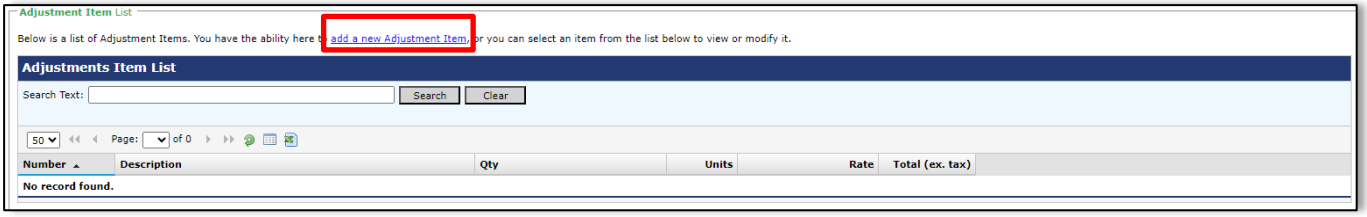
4. Complete the following fields




5. Click Add. Your Adjustment should now be visible in the Adjustment List.
6. Click on the Items icon to add a new Adjustment Item




7. Enter the Adjustment Value:
   a) Click the link to enter the variation value.



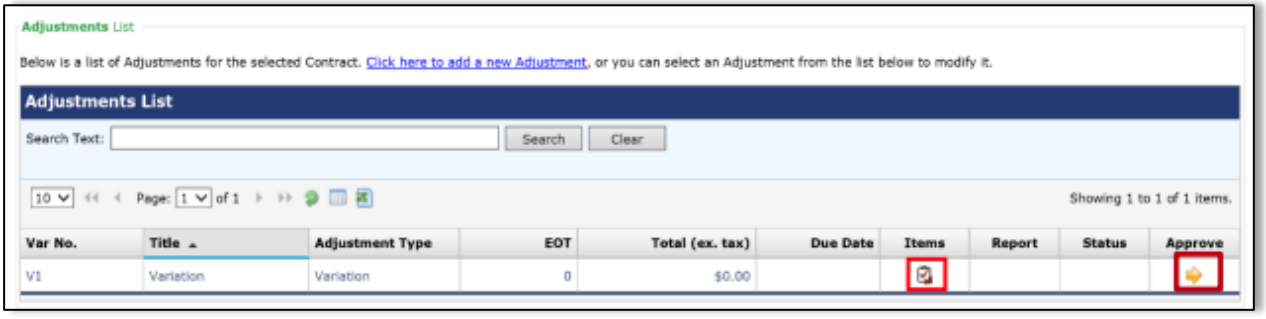

b) Enter the following details:
*This is all 'Value' information.*

- Item Number (this can be 1)
- Item description (brief description like the Brief Statement)
- Quantity (this should always be 1)
- Claimed Amount Contractors Original Claimed Total Value (for this item)
- Rate is Agreed Item Total Value (for this item)

c) Click **Add**

**Note**: You can repeat the process to add successive line items if they are all sub items for the same adjustment.

8. Approve Adjustment
   1. Select the Approve Arrow

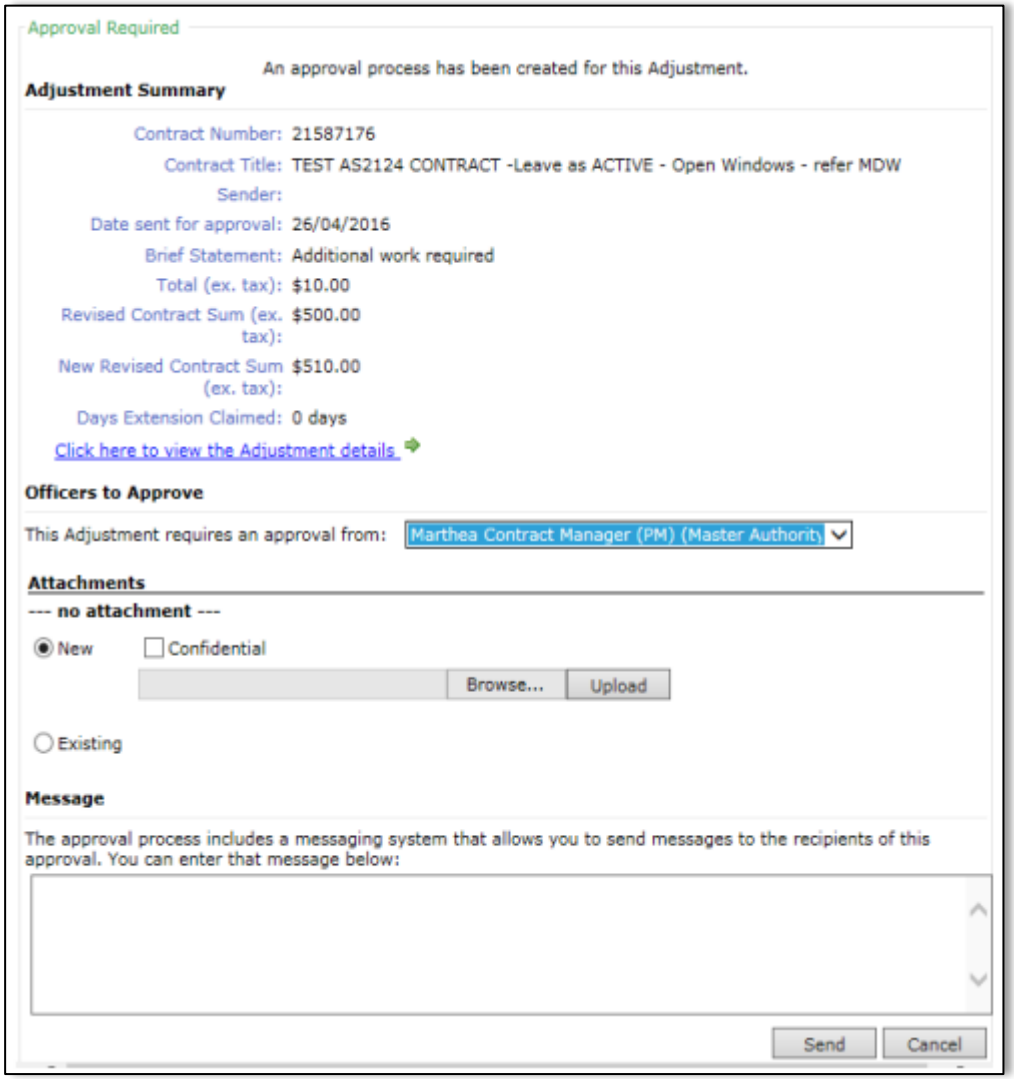



   2. You can preview the Adjustment before you select **Approve**.

**NOTE: If the Adjustment requires an extension of time (EOT) please see the Appendix for further instruction.**

9. An Approval is Required from the CM

- Contract Details - Check the following details
- Officers to Approve (select the current Contract Manager from the dropdown list)
- Attachments (can be added if appropriate)
- Message (enter message for Contract Manager if required




10. Forward to the CM – Click **Send**

A blue folder will display under status as shown in the screenshot below, indicating the adjustment is awaiting approval by the Contract Manager.

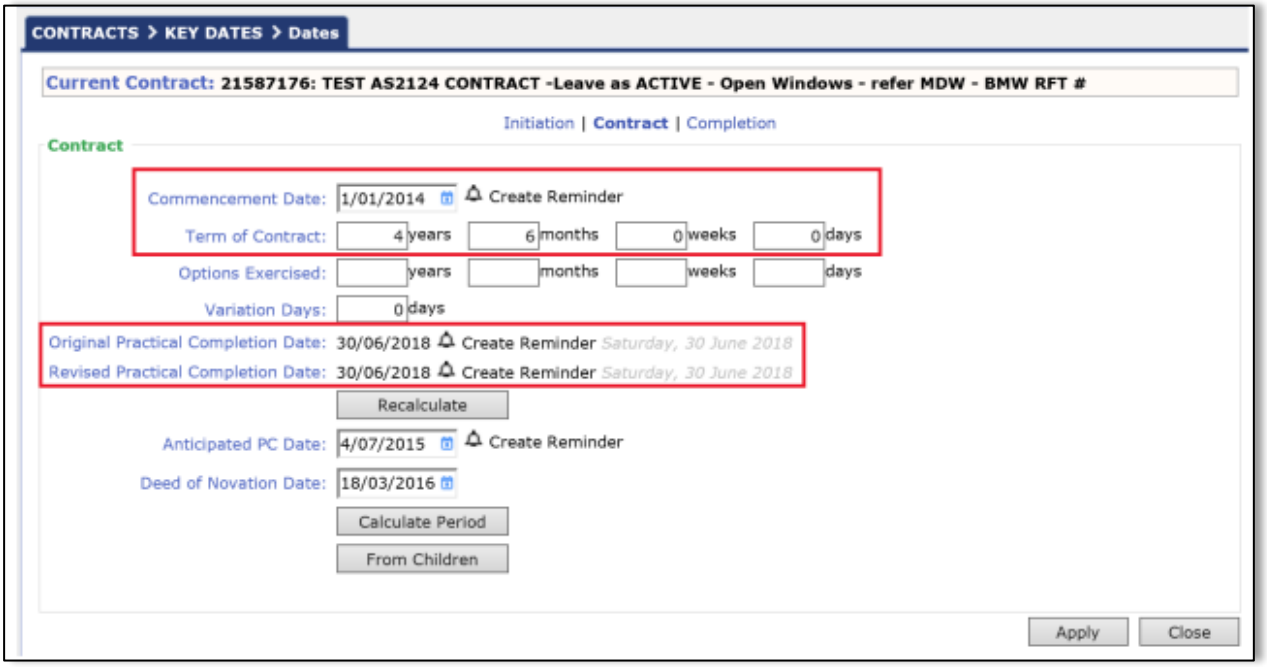
11. Click Complete & Continue

Your task for the Adjustment is now complete.
The Contract Manager will be notified that you have completed the tasks.

## APPENDIX – EXTENSION OF TIME

This should be completed as part of the task *'[SR] Enter Assessed Adjustment'* if applicable.

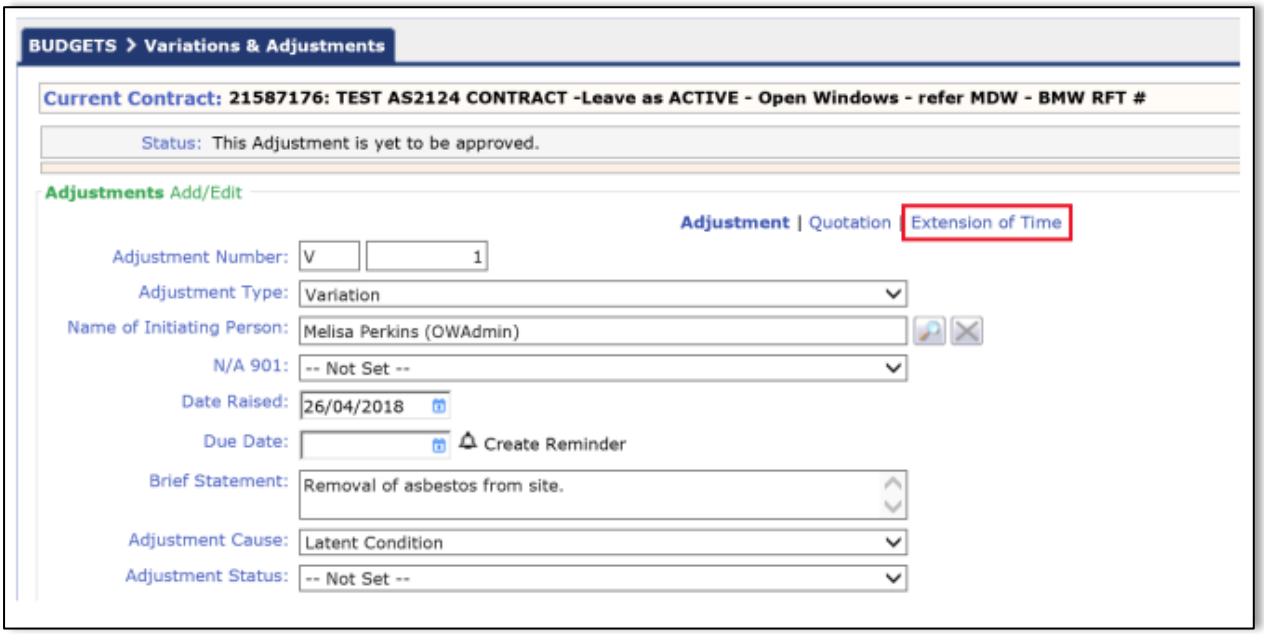
Before attempting to enter an Extension of Time, check that your contract has valid dates. To do this, go to the Contract Management widget on the Dashboard and select Key Dates for Construction Contract. Check the contract has a Commencement Date, Term and Completion Dates.
**Note**: Once an Extension of Time has been approved it will be visible in the Variation Days field



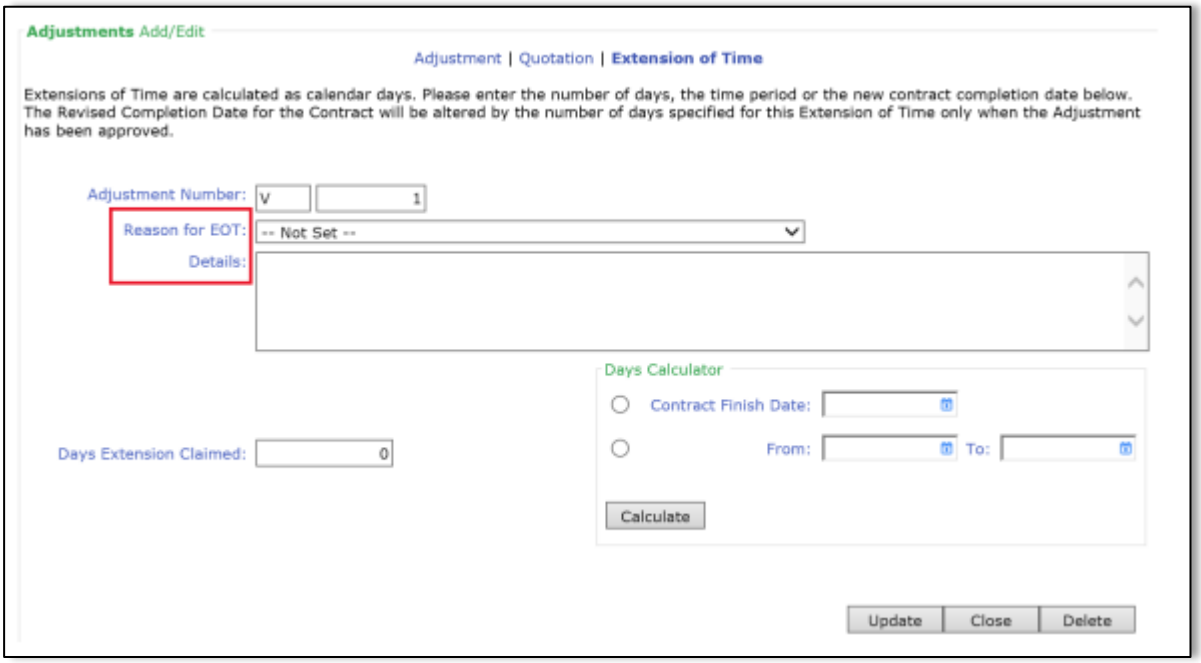

Once you have checked the dates, navigate back to the Process to add an Extension of Time as part of the Adjustment task. Use the following instructions:

1. Click *Go To Screen*.

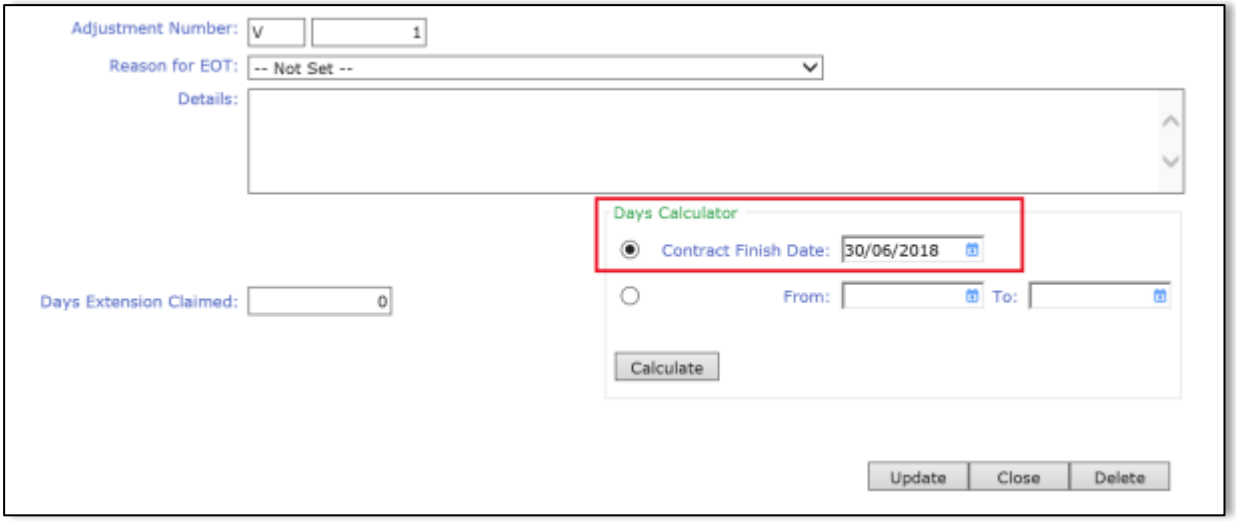
2. Select the Adjustment from the list (Note: These instructions assume you have entered the Adjustment Details (and Adjustment Value, if applicable). If you have not done this, please see step 2 to 5
3. Select the Extension of Time tab



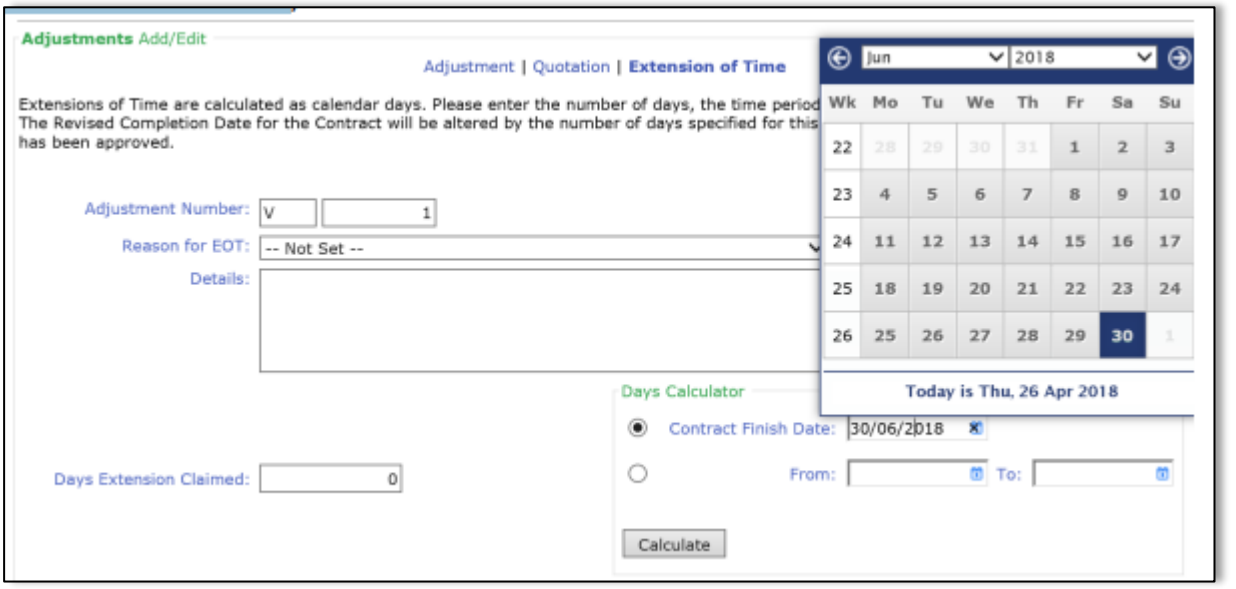

4. Enter the following details:
   - **Reason for EOT (Extension of Time):** Select an option from the available drop downs.
   - **Details:** Enter a short description of the extension of time.



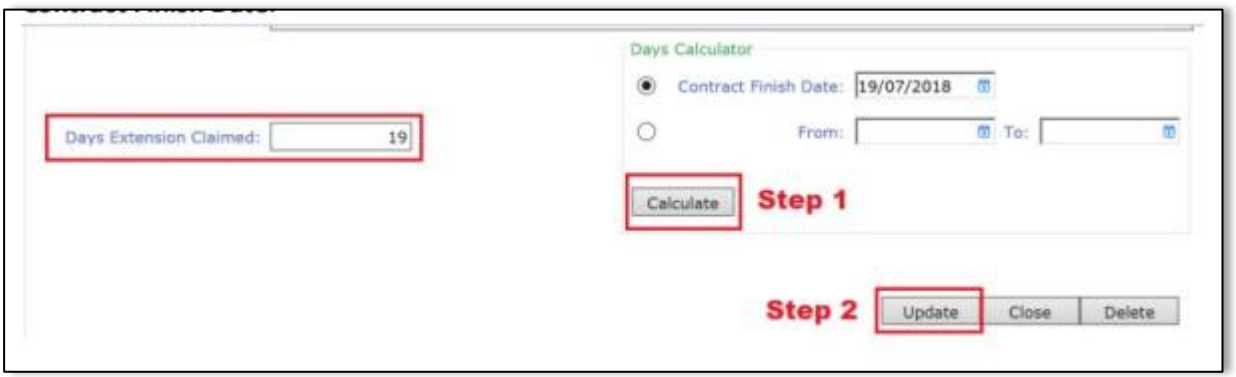

5. Select the radio button **Contract Finish Date** in the **Days Calculator** panel




6. Change the date to reflect the new 'Revised Completion Date' for the contract. (Click in the date field to access the calendar)




7. Click the **Calculate** button to calculate the **Days Extension Claimed**. Click Update to save. Once the variation is approved, the 'Revised Completion Date' for the contract will automatically reflect the new **Contract Finish Date**



8. Approve the Adjustment using the yellow arrow and process described earlier in this document.
9. Click


| Document control | | | |
|---|---|---|---|
| Approving Authority:<br>Senior Project Advisor | | Business Unit:<br>Building and Contracts | |
| Effective Date | | Review Date | 19/11/2024 |
| Replaces QRG | 4.3.12 (SR) Construction Contract - Claim for Adjustment | | |
| EDRMS File No. | | Document No & Version | 1.0 |
| Scope | Project and Contract Management System Adjustment process | | |