



# Contract Authority

AASHTOWare Project Construction and Materials™  
rev. April 2023

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## Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

## Contract Authority

Contract Authority is the method by which contract access is granted to a user and their role. In AASHTOWare Project™, this is handled two different ways, Administrative Offices and Contract Specific Authority.

### Contract Authority by Administrative Offices

Contract Authority by Administrative Offices is setup by the AASHTOWare Project™ administrator.

Administrative Office Name	Level	Parent Of
01 - Abbeville Construction - Road	3	District 2
02 - Aiken Construction - Road	3	District 7
04 - Anderson Construction - Road	3	District 2
05 - Bamberg Construction - Road	3	District 7
07 - Beaufort Construction - Road	3	District 6
10A - Charleston A Construction - Road	3	District 6
10B - Charleston B Construction - Road	3	District 6

Figure 1 - Administrative Offices

Administrative offices are ONLY assigned to SCDOT employees

An administrative office is assigned to a user's role by the AASHTOWare Project™ administrator.

>	All Contract Access: No	INSP - CONSTRUCTION INSPECTOR
	32A - Lexington Construction A - Road	Active: Yes
>	All Contract Access: No	RCE - RESIDENT CONSTRUCTION ENGINEER GROUP
	32A - Lexington Construction A - Road	Active: Yes

Figure 2 - Administrative Office Role Assignment

An Administrative Office is assigned to a contract during the activation process

Select Administrative Office...	
>	3 32A - Lexington Construction A - Road Active: Yes 04/27/2022 -
>	2 District 1 - Road Active: Yes 04/27/2022 -
>	1 Headquarters Active: Yes 04/27/2022 -

Figure 3 - Activation Process

Any user that has the same Administrative Office as a contract will have Contract Authority.

Administrative Offices work in a tiered system. If a contract is assigned a county office as the Administrative Office, anyone assigned with the parent district Administrative Office will have Contract Authority.

A user's Administrative Offices can be modified as needed by the AASHTOWare Project administrator. Therefore, it is important to inform the AASHTOWare Project administrator when a user leaves the agency or transfers to another office.

## Contract Authority by Contract Specific Authority

Contract Specific Authority is a method to manually grant contract authority. This method will be used for all external users. (Consultants, Vendors, FHWA, etc.). It will also be used in special circumstances where an SCDOT employee outside of a contract's Administrative Office needs to work on a contract.

A user must be in a management role and have active contract authority on a contract in order to grant access to other users.

### Granting a User Contract Authority

1. From the Home Screen, navigate to the Construction Component
2. Select **Contract Administration**

Home Previous My Pages Actions Help Log off

On this page: Construction External Links Materials Civil Rights & Labor

PROJECT PROJECT ENGINEER

Home Page News ?

Welcome to AASHTOware Project!

07-22-22 Please ensure that the Site Time - Main Contract Time is setup and active at the beginning of each contract. This is a new feature for the SCDOT and it is how the system calculates time on a contract.

04-29-22 The new SCDOT AASHTOware Project landing page is live and includes training resources. <https://www.scdot.org/business/aashtowareproject.aspx>

Construction ?

- Change Order
- Contract Administration**
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities

Figure 4 - Contract Administration

3. Select the contract

Home Previous My Pages Actions Help Log off

Contract Administration Overview

Contract Administration Overview ?

Q 4084120 System Default Showing 1 of 1 0 changed

Contract	Description	Orig Matl and AAs Gen DT	Prime ID	Prime Name
4084120	Intersection Improvements - SC	05/12/2022 9:21:24 AM	1EA001	EAGLE CONSTRUCTION COMPA

Figure 5 – Contract Selection

#### 4. Select the Contract Authority tab

Home Previous My Pages Actions Help Log off

Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Progress Current DBE Commitments SBP Commitments Items Projects Subcontracts

### Contract Administration Summary

Contract: 4084120 - Intersection Improvements - SC 262 Save ?

General	Contract ID	Proposal ID
Additional Information	4084120	4084120
Administrative Offices	Contract Alt ID	Federal Project Number
<b>Contract Authority</b>	18349	EM09005, SU40018
Contract Times	Description*	State Project Number

Figure 7 - Contract Authority Tab

Home Previous My Pages Actions Help Log off

Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Progress Current DBE Commitments SBP Commitments Items Projects Subcontracts

### Contract Administration Summary

Contract: 4084120 - Intersection Improvements - SC 262 Save ?

Contract Specific Contract Authority

Type search criteria or press Enter Active Only

**New** 0 added | 0 marked for deletion | 0 changed

Figure 6 - Contract Administration Summary

5. Click **New**
6. Find the Person.
7. Find the Role for the Person.
8. Set the Effective Date to today's date.
9. Leave the Expiration Date blank.
10. Set the Status to Active.
11. Press **Save**.

DBE Labor Locations Permits Comments

Active Yes

Person\* NTS\simmonst Travis Simmons

Role\* INSP

Effective Date 04/29/2022

Expiration Date

Status ACTIVE - Active

Figure 8 - New Contract Authority

## Contract Specific Authorities Component

This component allows you to manage Contract Authority for all contracts. It also allows you to add users to a contract or to add contracts to a user.

Navigate to the Construction Component and locate Contract Specific Authorities.

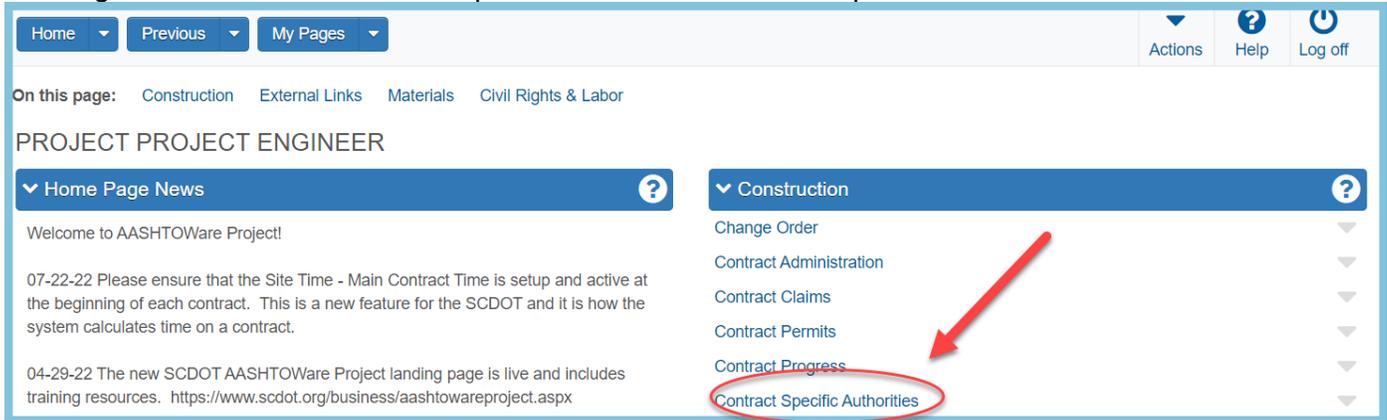


Figure 9 - Contract Specific Authorities

## Add Users to a Contract

1. Click the Add Users to a Contract button.
2. Search and select the contract.
3. Search for the users.
4. Select the users and their associated roles that need Contract Authority.
5. Set the status to Active.
6. Set the Effective Date to today's date.
7. Leave the Expiration Date blank.
8. Click Add Contract Specific Authorities button.
9. Press **Save**.

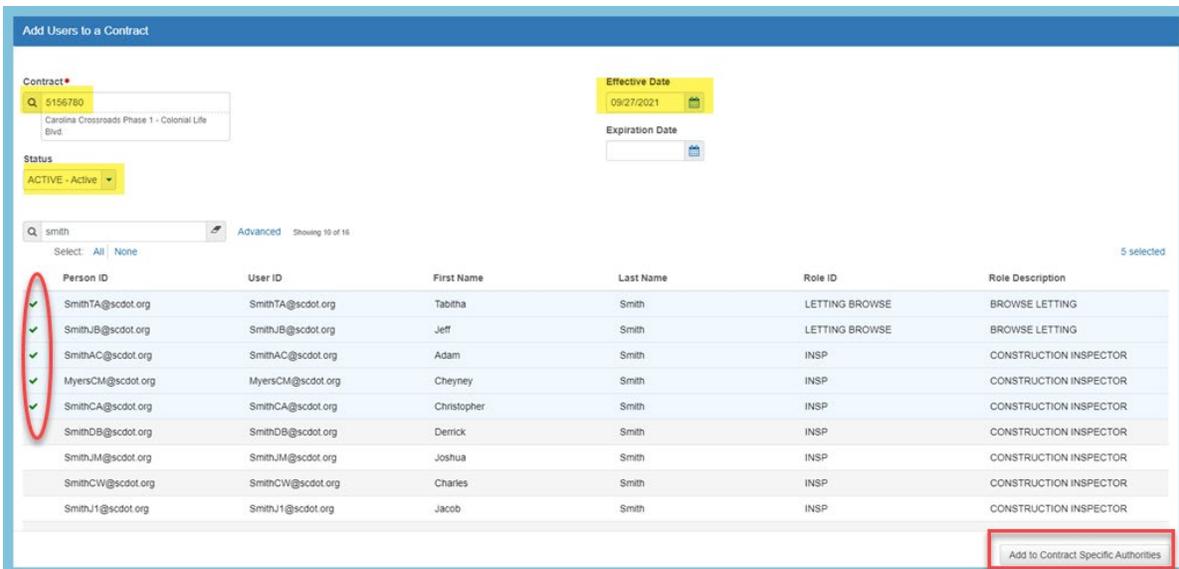


Figure 10 - Add Users to a Contract

## Add Contracts to a User

1. Click the Add Contracts to a User button.
2. Search the User Role and find the user to grant Contract Authority.
3. Select the contract or contracts.
4. Set the Status to Active.
5. Set the Effective Date to today's date.
6. Leave the Expiration Date blank.
7. Click Add Contract Specific Authorities button.
8. Press **Save**.

**User Role \***  
DriggersTW@scdot.org  
INSP

**Effective Date**  
04/03/2023

**Expiration Date**

**Status**  
ACTIVE - Active

Type search criteria or press Enter **Advanced** Showing 10 of 193  
Select: All None **3 selected**

Contract	Description
0252831	Intersection Improvements - SC 19 (Aiken Co)
0259611	Preservation - I-20 (Aiken County)
0264280	Emergency Repair - I-20 Culvert (Aiken Co)
0291282	Bridge Replacement - SC 421 (Little Horse Creek)
0459000	Reconstruction/Rehabilitation - Anderson Co
0462710	Emergency Culvert Replacements - Anderson Co.
0463170	Reconstruction/Rehabilitation - Anderson County
0463220	Reconstruction/Rehabilitation - Anderson Co
0463420	Safety Improvement - Anderson County
0486510	Intersection Improvement - S-34 (Anderson Co)

Add to Contract Specific Authorities

Figure 11 - Add Users to a Contract

## Removing Contract Specific Authority

### Expiring Contract Authority

To remove Contract Authority from a user, it is NOT recommended to expire a user. Once the Expiration Date is reached, it cannot be cleared and a new record must be created in order for the user to ever have Contract Authority again.

1. In the Expiration Date field, enter a future date.

The screenshot shows the 'Contract Administration Summary' page for 'Contract: 4084120 - Intersection Improvements - SC 262'. The 'Contract Specific Contract Authority' section is expanded, showing a table with one entry. The 'Expiration Date' field for this entry is highlighted with a red box, and a red arrow points to it. The 'Status' is currently set to 'ACTIVE - Active'.

Figure 12 - Expiring Contract Authority

2. Click **Save**.

### Setting the Status to Inactive

This is the recommended method to remove contract authority as contract authority can easily be granted back to the user by setting the Status back to Active.

1. Set the Status to Inactive.

The screenshot shows the 'Contract Administration Summary' page for 'Contract: 4084120 - Intersection Improvements - SC 262'. The 'Contract Specific Contract Authority' section is expanded, showing a table with one entry. The 'Status' dropdown menu is highlighted with a red box, and a red arrow points to it. The 'Status' is currently set to 'INACTIVE - Inactive'.

Figure 13 - Setting the Status to Inactive

2. Press **Save**.



# Need Support?

*For all AASHTOWare Project  
related support, please contact:*

## **Construction Support**

[AWPConstSupport@scdot.org](mailto:AWPConstSupport@scdot.org)

## **Materials Support**

[AWPMaterialsSupport@scdot.org](mailto:AWPMaterialsSupport@scdot.org)

## **Additional Support**

*For training and additional resources please visit*

<https://www.scdot.org/business/aashtowareproject.aspx>



**South Carolina Department of Transportation**