How do I Execute A Billable Project?

Step 1: Contacting FOS
Contact the applicable Planner Estimator (PE) to discuss and review your request or project:

- Installation of new wire or plumbing to support new equipment or furniture
- Installation of carpet
- Interior renovation
- Painting
- Upgrade lighting
- Electrical upgrades
- Laboratory plumbing upgrades
- ADA or Life Safety compliancy upgrades
- Classroom project upgrades

Step 2: The Project Scope
Now that the scope of your project has been defined, here is what you can expect from the PE:

1. Provide you with a Order of Magnitude cost estimate
2. Receive your Purchase Order
3. Contact Contract Services for building plans if needed
4. Provide you with a final project cost
5. Depending on the scope of your project, your PE may forward your project to Contract Services.
6. Identify the contractor; in house staff or outside vendor

Step 3: Project Coordination and Construction Options

PE coordinates your Project using “vendors”:

1. Your PE obtain bids from 3 vendors.
2. The desired vendor is selected.
3. Your PE issues a RIAS PO to the vendor
4. Your PE will coordinate all groups and or vendors involved with your project; i.e. REHS, Material Services, outside vendors
5. Your Project will be assigned a Work Request Number for billing purposes.
6. Electronic billing will occur weekly.

Contract Services coordinates your project using vendors:

1. Your PE turns your project over to Contact Services who has the responsibility of:
   - ordering all materials
   - scheduling all applicable vendors
   - assigning a Work Request Number for billing purposes
   - coordinate with REHS or Material Services
   - provide weekly electronic billing
2. Your PE keeps abreast project developments.