e-Builder Announcement - Master Commitments & Task Authorizations

It is our pleasure to announce that Master Commitments, including IDIQ and Blanket Agreements are now possible in e-Builder! This new functionality coincides well with the renewals or new awards for agreements that expire at the end of December 2016.

**IDIQ Agreements**: As the first phase of implementation of this functionality, the current IDIQ Agreements below have been input into the system.

- Painting – KHM and Cook
- Streamlined Acquisition Designers – Delta, TetraTech, and Beardsley

New IDIQ Agreements for **Special Inspections and Materials Testing Services** will also be added by calendar year end. For these services Project Managers should note that they will utilize the Task Authorization process beginning January 1st and not the formerly used Contract Request Process.

A **Task Authorization Process** is in the final stages of testing, and the first real Task Authorization process will be completed in e-Builder this week.

Project managers on an existing e-Builder projects, you will have the ability to access the IDIQ Agreements and issue Task Authorizations from within their project by initiating a Task Authorization process. The following Task Authorization training sessions will be offered in January:

Thursday, January 5, 8:00-9:30 AM, 101 Humphreys Service Building
Thursday, January 5, 10:00 AM - Noon, 101 Humphreys Service Building
Friday, January 6, 10:00 AM – Noon, 101 Humphreys Service Building
Friday, January 13, 8:00-9:30 AM, 101 Humphreys Service Building

*Folks who may take action in a Task Authorization Process will receive invitations to all four sessions. Please accept your preferred session AND send the response via Outlook so we can have an idea of attendance numbers for each session.*

**Blanket Agreements**: The second phase of implementation will add new Blanket Agreements managed by specific individuals at the University. Several are in the process of being added, and more will be
added in December and January as new agreements are awarded. Others, such as the Grounds Department blankets that expire at the end of September 2017, will be added as new awards are made.

The Task Authorization Process will be used to issue Task Authorizations from within one project managed by the staff person responsible for each blanket agreement. The following Task Authorization training sessions will be offered in December:

Monday, December 19, 9:00 – 10:30 AM, 102C Humphreys Service Building
Wednesday, December 21, 10:30 AM – Noon, 101 Humphreys Service Building
Wednesday, December 21, 1:00 – 2:30 PM, 101 Humphreys Service Building

Folks who issue tasks against blanket agreements and their finance managers will receive Outlook invitations to all three sessions. Please accept your preferred session AND send the response via Outlook so we can have an idea of attendance numbers for each session.

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1 e-Builder roles that take action on the Task Authorization Process include Project Manager, Contracts Manager, Finance Manager, Capital Project Accountant, Facilities Director, Contracts Associate, and the identified Vendor user.