

BGS-FUNDED PROJECTS

1. A/E Agreements / Supplemental Agreements / Construction Contracts

- a. *Prepared by BGS Project Manager*
- b. *Include proposals for A/E Agreements and Supplemental Agreements in DocuSign for reference. In description of work, include a statement that terms and conditions in referenced proposal are excluded from the agreement.*
- c. *Reviewed by (1) DPDC Director and (2) BGS Construction Project Financial Manager in native file format before circulating through DocuSign*
- d. *Signing Order*
 - i. *Owner: BGS Director (Note: Any conflict of interest, PMD Director would sign)*
 - ii. *Consultant: Consultant*
 - iii. *Reviewed By: Bureau of General Services / BGS Project Manager*
 - iv. *Approved By: DPDC Director (Note: In absence of or if conflict of interest for the DPDC Director, then BGS Director would sign. Any conflict of interest for BGS Director, then DAFS Deputy Commissioner of Operations would sign.)*
 - v. *Send copy to BGS Construction Project Financial Manager for processing.*

2. Change Orders

- a. *Prepared by Consultant using BGS forms*
- b. *Reviewed by (1) DPDC Director and (2) BGS Construction Project Financial Manager in native file format before circulating through DocuSign by Consultant*
- c. *Signing Order*
 - i. *Contractor: Contractor*
 - ii. *Consultant: Consultant*
 - iii. *Owner's Representative: Owner's Representative (if applicable)*
 - iv. *Owner: BGS Director (Note: Any conflict of interest, PMD Director would sign)*
 - v. *Bureau of General Services / BGS Project Manager*
 - vi. *Bureau of General Services / DPDC Director (Note: In absence of or if conflict of interest for the DPDC Director, then BGS Director would sign. Any conflict of interest for BGS Director, then DAFS Deputy Commissioner of Operations would sign.)*

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vii. *send to BGS Construction Project Financial Manager for processing*

3. Applications for Payment

- a. *Prepared by Contractor*
- b. *Reviewed by (1) BGS Project Manager, (2) BGS Construction Project Financial Manager in native file format before circulating through DocuSign*
- c. **Signing Order**
 - i. *Contractor: Contractor*
 - ii. *Consultant: Consultant (signs and certifies payment)*
 - iii. *Owner's Representative: Owner's Representative (if applicable)*
 - iv. *Owner: BGS Director (Note: Any conflict of interest, PMD Director would sign)*
 - v. *Bureau of General Services / BGS Project Manager*
 - vi. *Bureau of General Services / DPDC Director (Note: In absence of or if conflict of interest for the DPDC Director, then BGS Director would sign. Any conflict of interest for BGS Director, then DAFS Deputy Commissioner of Operations would sign.)*

4. Invoices (A/E. Owner's Rep, Testing & Inspection, Commissioning, etc.)

- a. *Reviewed and approved by BGS Project Manager. Sign, date and send to BGS Construction Project Financial Manager for processing.*

AGENCY-FUNDED PROJECTS

1. A/E Agreements / Supplemental Agreements / Construction Contracts

- a. *Prepared by Agency PM, reviewed by BGS Project Manager in native file format before circulating through DocuSign*
- b. *Include proposals for A/E Agreements and Supplemental Agreements in DocuSign for reference. In description of work, include a statement that terms and conditions in referenced proposal are excluded from the agreement.*
- c. **Signing Order**
 - i. *Owner: As designated by Agency*
 - ii. *Consultant: Consultant*
 - iii. *Reviewed By: Bureau of General Services / BGS Project Manager*
 - iv. *Approved By: DPDC Director*

2. Change Orders

- a. *Prepared by Consultant, reviewed by Agency Project Manager (if applicable) and BGS Project Manager in native file format before being entered into DocuSign by the Consultant.*
- b. **Signing Order**
 - i. *Contractor: Contractor*
 - ii. *Consultant: Consultant*
 - iii. *Owner's Representative: Owner's Representative (if applicable)*
 - iv. *Agency / Agency Project Manager (if applicable)*
 - v. *Owner: Agency Representative with approval authority*
 - vi. *Bureau of General Services / BGS Project Manager*

3. Applications for Payment

- a. *Prepared by Contractor, reviewed by Agency Project Manager (if applicable), BGS Project Manager and Consultant in native file format before being entered into DocuSign by the Contractor.*
- b. **Signing Order**
 - i. *Contractor: Contractor*
 - ii. *Consultant: Consultant (signs and certifies payment)*
 - iii. *Owner's Representative: Owner's Representative (if applicable)*
 - iv. *Agency / Agency Project Manager (if applicable)*
 - v. *Owner: Agency Representative with approval authority*
 - vi. *Bureau of General Services / BGS Project Manager*

AGENCY-FUNDED PROJECTS

4. Invoices (A/E. Owner's Rep, Testing & Inspection, Commissioning, etc.)

- a. *Reviewed and approved by Agency Project Manager (if applicable) or BGS Project Manager*

Agency Representative with Approval Authority

- DVEM - DVEM Deputy Commissioner for all documents \$250,000 or greater; Deputy Director of Facilities for all documents under \$250,000.
- DOC – DAFS is the owner with the DOC Commissioner having general control and management
- DIF&W – DIFW Commissioner for their specific properties under their statutes
- DACF – DACF Commissioner for their specific properties under their statutes and the State Constitution. Because this Department was three different Departments that were merged under the LePage Administration for cost savings, it still has statutes on record that specify Bureau Directors in their respective areas having authority through the Commissioner
- DMR – DMR Commissioner for their specific properties under their statutes
- DOT – Commissioner for their specific right-of-ways and property in their statutes