

WEEKLY CONTRACTS STATUS REPORT
DEFINITIONS FOR CONTRACT MANAGERS

Revised 3/1/2011

HEADER ROW	MEANING
REPORT DATE	This indicates the date the report is completed (usually a Friday, e.g., March 4, 2011).
WEEK OF	The date is always a Monday (e.g., February 28, 2011). The "Week of" means that this report covers only the events that occur during this week (e.g., February 28, 2011 through March 4, 2011).
OPEN CONTRACTS	This Worksheet only shows contracts that are open. The number in the box represents the number of open contracts.
EXECUTED CONTRACTS	This Worksheet only shows contracts that are completed (i.e., executed) and each contract will show for two (2) weeks from execution. The number in the box represents the number of executed contracts.
COLUMN	MEANING
Contract Number	The Contract number is a 7 digit string of characters, e.g., 22A9999, that is assigned by DPAC. The first two digits indicate the district and the last four digits indicate that this is the 9,999th contract for District 22. The "A" is a sequential holder that changes to "B" when District 22 submits the 10,000th contract request and it is then assigned the number 22B0001. An amendment to a contract is indicated by this format: 22A9999-A01. A task order (TO) for a contract is indicated by this format: 22B0001-TO001.
Description of Work	This is a very brief (3 to 5 word) description of the work to be performed. Examples: "ROW Legal" means a Right of Way Expert Witness contract, or "UC-bat research in Sonoma," or "TO for electrical repair," or "Amendment for time only."
District/Division Contract Manager (CM)	The CM may also be the Requestor who prepares the ADM-0360 package, or the Issuer who creates the RQS in AMS. The CM is the DPAC Acquisitions Analyst's contact from assignment of the CM's service request through contract execution. The CM is responsible for developing the SOW; requesting services; ensuring compliance with contract provisions; monitoring Contractor's progress to ensure work is on schedule, complete and acceptable; approving products and/or services; reviewing invoices; monitoring expenditures; authorizing payments; requesting timely contract renewals or amendments when necessary; and closing out contracts.
Estimated Contract Amount (ECA)	The ECA is the amount indicated in the ADM-0360 package. The amount is an estimate only that is based upon the CM's historical knowledge or survey of the most current marketplace pricing for similar services being requested.
DPAC Acquisitions Analyst (Analyst)	The DPAC Branch Chief assigns the ADM-0360 package to the Analyst to process from solicitation through execution. The Analyst is the CM's contact for the assigned contract number.
Date DPAC Received	This date indicates when DPAC receives and accepts the ADM-0360 package. This cell is blank if the date is unknown.
Estimated Contract Start Date	This date indicates the estimated contract (or amendment or task order) start date agreed upon by both the DPAC Acquisition Analyst and CM, after DPAC receives, accepts and assigns the ADM-0360 package. This cell is blank if the date is unknown or does not apply.
Date Draft Solicitation Sent to CM	This date indicates when the draft solicitation is first sent to the CM. This cell is blank if the contract is an amendment or task order or a solicitation does not apply.
Start Date for Internal Reviews	This date indicates when internal reviews first begin. For information about second or third internal reviews, please refer to the Comments column. Internal reviews include: peer review, DPAC manager review, and legal review.
Out To Bid	This date indicates when the solicitation is advertised or released to potential bidders or proposers. An addendum issued by the Analyst may change (e.g., extend) this date. This cell is blank if a solicitation does not apply.
Addendum #	This means the number of addendums issued by the Analyst. An addendum contains additional instruction or information provided to potential bidders or proposers prior to the submission due date for bids or proposals. This cell is blank if a solicitation does not apply.
Due Date for Bids or Proposals	This date indicates the deadline by which bidders or proposers must submit their bids or proposals. Any bid or proposal submitted after the due date (and time) is rejected. The due date may be changed (i.e., extended) only by an Addendum issued by the Analyst. This cell is blank if a solicitation does not apply.
Date Goals Sent to OBEO for Evaluation	Office of Business & Economic Opportunity (OBEO) evaluates Disabled Veteran Business Enterprise (DVBE) Program goals for state funded contracts or Disadvantaged Business Enterprise (DBE) Program goals and good faith effort for federal contracts. This date indicates when the Analyst sends required goal documents to OBEO for evaluation. This cell is blank if a solicitation does not apply. Note: if there is no goal, CM is responsible for preparing and obtaining a no goals justification approval from OBEO, and including it with the ADM-0360 package submitted to DPAC.
Date Sent for Final Encumbrance	This date indicates when the Analyst sends the final encumbrance to Accounting.

Date Sent for Contractor Signature	This date indicates when the Analyst sends the contract (or amendment or task order) to the Contractor for signatures along with instructions to provide additional required information or documents.
Date Sent to DGS	This date indicates when the Analyst sends the contract to the California Department of General Services (DGS) for review and approval. This cell is blank if DGS review does not apply.
Execution Date	This date indicates when the contract is fully approved (i.e., executed). The execution occurs as of the date of the signature approval from DGS or the Caltrans Contract Officer. Contract work proceeds only upon or after the date of this signature approval.
Comments	This very briefly explains the most critical information impacting the contract for the week of this report, such as information about a protest, delays, or internal reviews. This data may change weekly.

WEEKLY CONTRACTS STATUS REPORT

Report Date		Week of		EXECUTED Contracts													
12/12/2011		December 5, 2011		18													
CONTRACT NUMBER	DESCRIPTION OF WORK	DISTRICT/DIVISION CONTRACT MANAGER (CM)	ESTIMATED CONTRACT AMOUNT	DPAC CONTRACT ANALYST	DATE DPAC RECEIVED	ESTIMATED CONTRACT START DATE	DATE DRAFT SOLICITATION SENT TO CM	START DATE FOR INTERNAL REVIEWS	OUT TO BID	ADDENDUM #	DUE DATE FOR BIDS OR PROPOSALS	DATE GOALS SENT TO OBEO FOR EVALUATION	DATE SENT FOR FINAL ENCUMBRANCE	DATE SENT FOR CONTRACTOR SIGNATURE	DATE SENT TO DGS	EXECUTION DATE	COMMENTS
03A1692-A01	Amend for time only	Shelley Pangman	0	Alice A. Torres	9/21/2011			10/6/2011				10/11/2011	10/11/2011			11/29/2010	Executed
03A1953	Repair Fueling Equipment	Jay Waskowiak	200,000	Alice A. Torres	7/26/2011	11/15/2011	10/7/2011	9/14/2011	10/11/2011	1	10/28/2011		11/7/2011	11/2/2011		11/15/2011	Executed
04A3875	Emergency Hazmat Spill	Laura J. Horan	12,633	Alice A. Torres	9/29/2011	7/26/2011		10/6/2011				10/14/2011	10/14/2011			11/10/2011	Executed
07A3079	Expert Witness	Carol Ann Jenson-Gaylor	12,000	Charles Gray	6/1/2011	5/3/2011	6/13/2011	6/9/2011				6/15/2011	6/15/2011	11/9/2011		12/12/2011	
07A3081	Expert Witness	Carol Ann Jenson-Gaylor	11,500	Charles Gray	6/1/2011	6/8/2011	6/23/2011	6/23/2011				6/27/2011	8/5/2011	11/9/2011		12/12/2011	
07A3107	Expert Witness	Carol Ann Jenson-Gaylor	60,000	Charles Gray	7/20/2011	12/24/2010	7/27/2011	7/21/2011				8/4/2011	8/4/2011	11/9/2011		12/12/2011	
07A3108	Expert Witness	Carol Ann Jenson-Gaylor	50,000	Charles Gray	7/20/2011	8/8/2011	7/22/2011	7/21/2011				8/3/2011	8/3/2011	11/14/2011		12/12/2011	
07A3122	Expert Witness	Carol Ann Jenson-Gaylor	12,000	Charles Gray	8/11/2011	8/8/2011	8/24/2011	8/17/2011				9/1/2011	9/1/2011	11/9/2011		12/12/2011	
07A3124	Expert Witness	Carol Ann Jenson-Gaylor	70,000	Charles Gray	8/11/2011	8/24/2011	8/24/2011	8/17/2011				9/1/2011	9/2/2011	11/9/2011		12/12/2011	
07A3125	Expert Witness	Carol Ann Jenson-Gaylor	70,000	Charles Gray	8/15/2011	8/24/2011	8/24/2011	8/17/2011				8/29/2011	8/29/2011	11/9/2011		12/12/2011	
07A3140	Expert Witness	Carol Ann Jenson-Gaylor	11,500	Charles Gray	8/26/2011	9/1/2011	8/30/2011	8/29/2011				9/7/2011	9/7/2011	11/9/2011		12/12/2011	
08A1916	Trash Collection	Frances Perea	153,600	Anne Luc	1/27/2011	11/15/2011	9/6/2011	6/1/2011	9/15/2011	1	9/29/2011	10/20/2011	10/11/2011	11/8/2011		12/1/2011	12/5 Rec' DGS Approval
08A1966	Expert Witness	Keith Williams	34,500	Charles Gray	4/14/2011	3/17/2011	5/17/2011	5/12/2011				6/28/2011	5/24/2011	11/9/2011		12/12/2011	
11A1718-A01	Transient	John Keener	450,000	Betty Graham	10/21/2011	11/19/2009		10/27/2011				10/31/1944	10/31/2011			12/1/2011	
11A1966	Septic Tank Pumping	Rick Alloway	52,500	Anne Luc	1/30/2011	11/1/2011	8/22/2011	5/14/2011	9/13/2011	1	9/27/2011	10/25/2011	10/6/2011			12/2/2011	
11A1972	Landfill/Dump Sites	Rick Alloway	94,000	Anne Luc	8/31/2011	8/31/2011	9/8/2011	5/17/2011	9/19/2011		10/4/2011	10/24/2011	10/10/2011	11/8/2011		11/23/2011	11/30 Rec' DGS Approval
12A1362	Expert Witness	Jane Levy	10,000	Charles Gray	4/26/2011	6/1/2011	5/18/2011	5/17/2011				6/7/2011	6/7/2011	12/2/2011		12/12/2011	
12A1378	Carpet Replacement	Karen Reed	150,000	Anne Luc	7/27/2011	11/14/2011	9/13/2011	9/14/2011	9/23/2011		10/12/2011		11/17/2011	10/21/2011		11/22/2011	