

Designer Supplemental Agreement

Supplemental Agreement Project Manager 1) Enters Supplement data into PITS 2) Completes **Designer Supplement** checklist 3) SPA Approves **Property and Contract Manager** 1) Transmits Designer Supplemental and instructions 2) Enters offered date in PITS Designer 1) Reviews and signs counterparts 2) Sends to Property and Contract Manager support: · 2 Signed counterparts · Certificate of Insurance **Property and Contract Manager** 1) Receives counterparts & attachments 2) Checks for errors and omissions 3) Enters received date 4) Creates routing memo 5) Adds SBC-1 form 6) Routing memo, and 2 counterparts to Project Manager **Project Manager** 1) Reviews to ensure documents are complete and correct 2) Completes Designer Supplement checklist 3) Logs OK date into PITS 4) Initials Routing memo 5) Takes agreement to Director of Project Management for review and obtains initials on routing memo **SPA** 1) Reviews for compliance w/ statutes, policies, and contracting procedures 2) SPA signatures added to Agreement

3) Initials Routing memo and forwards

