**XIII. Hire the Contractor**

What is it: Proofing a contract red book

Who is involved: Senior PM or Director

Forms: Red book created by the PM

**Verify**

Executive Summary

* Addressed to the right people (< $100,000 or > $100,000) )
* Project number
* Project name
* Project description is understandable to someone unfamiliar with the project and the industry.
* That the math works (verify against the PFA and Financial Summary)
* If additional funding is requested make sure date of request is included.
* If someone other than low bidder is selected be sure explanation is included as to why the apparent low bidder was not selected.

Financial Summary

* Contract amount is in the pending column and highlighted
* Math works (formulas have not been over written)
* Funding is reflected.

Contracts

* Correct contract used: GC, CM, JOC, PV, Consultant, short form or regular
* Project name and number are on cover
* Contract sum matches bid, executive summary and financial summary
* Unit prices, and alternates included in contract if applicable.
* Allowances defined in contract amount if applicable.
* Nothing has been crossed out or written in.
* Signed by agent of the company. Verify same person signed bonds.

PFA

* Math is correct and matches financial summary (When estimated to complete is added to uncommitted funds it should equal the balance on the PFA summary.)

Bid tab

* Highlight selected bidder
* Was low bidder selected? IF not is explanation included.

Bid

* Does bid match contract sum?
* Are unit prices and alternates included in contract?
* If an allowance is it clearly included in the base bid value

Draft Req

* Correct contractor
* Correct account
* Commodity code included
* Project number and name
* Correct terms

Bonds

* Payment and Performance
* Signed (by agent of the company). Verify same person signed contract.
* Stamped

Insurance certificate

* Verify not expired
* Certificate holder should be Risk Management and their address.
* Copy to be sent to Risk Management for review