



Administration

Construction Contract Change Orders

Interscope + Training



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State Construction Office
Department of Administration

Project Types and Approval Levels

PROJECT TYPE	PROJECT DESCRIPTION	OBJECT	OBJECT SUBTYPE
A1	Agency Project > \$500K	CHANGE ORDER	CHANGE ORDER SCO
A2	Agency Project < \$500K (State Debt)	CHANGE ORDER	CHANGE ORDER AGENCY
A3	Agency Project < \$500K (No State Debt)	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
C1	CC Project < \$500K	CHANGE ORDER	CHANGE ORDER AGENCY (*)
C2	CC Project > \$500K	CHANGE ORDER	CHANGE ORDER SCO
C3	CC Project > \$500K <= \$4M	CHANGE ORDER	CHANGE ORDER AGENCY
C4	CC Project > 4M (State Debt)	CHANGE ORDER	CHANGE ORDER SCO
C5	CC Project > 4M (No State Debt)	CHANGE ORDER	CHANGE ORDER AGENCY
F1	Foundation Project/Other	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
F2	Foundation Project/Other	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
G	Federal Oversight Project	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
H1	Hospital Project > \$500K	CHANGE ORDER	CHANGE ORDER SCO
H2	Hospital Project < \$500K	CHANGE ORDER	CHANGE ORDER AGENCY (*)
P1	Performance Contracts	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
P2	Performance Contracts	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
U1	UNC Project > \$2M	CHANGE ORDER	CHANGE ORDER SCO
U2	UNC Project > \$500K < \$2M	CHANGE ORDER	CHANGE ORDER AGENCY
U3	UNC Project > \$500K < \$1M	CHANGE ORDER	CHANGE ORDER AGENCY
U4	UNC Project < \$500K	CHANGE ORDER	CHANGE ORDER NO WORKFLOW
U5	UNC Project < \$500K	CHANGE ORDER	CHANGE ORDER NO WORKFLOW

Construction Contract Change Order For Formal Projects

The construction change order process provides an electronic process for submitting and approving changes to projects with construction costs over \$500,000 and is controlled by a work flow that requires the sequential execution of the steps by the respective parties. Change orders for smaller projects are not processed electronically, but use a simple spreadsheet shown at the end of this section, to record change order information.

Only Designers (or InterscopePlus users given the appropriate permission) are allowed to create and submit change orders for review, processing and approval. The electronic change order process is used for all formal projects, both those subject to SCO oversight and University “download” projects.

***NOTE* University change orders follow a slightly different approval process, with the final approval being at the University level rather than at SCO.**

Construction Contract Change Order Processing Steps with SCO Final Approval

Actors: The Designer, the Contractor, the Owner project manager, the SCO project manager (Monitor)

Prerequisites:

1. A project exists with a Project Type that defines SCO final approval for change Orders
2. A design contract has been executed under this project and is “Active”
3. A construction contract has been executed under this project and is “Under Construction”

Workflow Steps:

1. The Designer creates a change order
2. The Designer submits the change order for approval
3. The Contractor reviews and approves it
4. The Designer reviews and approves the Contractor’s approval
5. The Owner Project Manager reviews and approves it
6. The SCO Project Manager reviews and approves it

Construction Contract Change Order Processing Steps with Owner Final Approval

Actors: The Designer, the Contractor, the Owner project manager

Prerequisites:

1. A project exists with a Project Type that defines Owner final approval for change Orders
2. A design contract has been executed under this project and is “Active”
3. A construction contract has been executed under this project and is “Under Construction”

Workflow Steps:

1. The Designer creates a change order
2. The Designer submits the change order for approval
3. The Contractor reviews and approves it
4. The Designer reviews and approves the Contractor’s approval
5. The Owner Project Manager reviews and approves it

Construction Contract Change Order Change Order Entry (no workflow)

Actors: the Owner project manager

1. A project exists with a Project Type that defines no workflow approval for change orders
2. A design contract has been executed under this project and is “Active”
3. A construction contract has been executed under this project and is “Under Construction”

Steps:

1. The Owner Project Manager enters all change orders using a spreadsheet data entry screen.

Formal Projects-Change Orders

Creating the Change Order

NOTE: Each Proposed Change Order (PCO) requires supporting documentation to be uploaded for review and acceptance. A PCO cannot be added without supporting documentation. It is recommended that all supporting documentation be gathered prior to change order entry.

After logging in, the designer selects the Active Construction Contracts tab on his/her Home screen, then selects the contract for which the Change Order (CO) will be entered and clicks on it.



CONTRACT	DEPARTMENT	AGENCY	PROJECT	DESIGNER	CONTRACTOR	TYPE	STATUS	\$ORIGINAL	\$CURRENT	ORIG DAYS	CUR DAYS	PROJECTED COM	
1	12-09901-01A-1	Administration	State Construction Office	Blount Street Historic Houses Exterior	HAGERSMITH DESIGN P.A.	Progressive Contracting Company, Inc.	Painting Contract	Under	\$222,275.00	\$246,440.33	120	135	2015-08-26

Use the **SCO File#** to identify the correct Construction Contract and double click to open.

Formal Projects-Change Orders

Creating the Change Order

Select the Construction Contracts Tab

Program #: 1518 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)

Project #: 9901 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)

Design #: 12-09901-02 - Kirwan Architecture, PLLC

Package: 12-09901-02B - Jenkins & Wilson House - Exterior Repairs & Painting

Detail | SCHEDULE - Planned and Actual | Plan Reviews | **Construction Contracts** | Monthly Progress | Weekly Inspection | Electrical Certificates and Inspections | Construction Closeout | Evaluations | Milestones

Action Close

Package B

Oversight: L - Limited SCO Oversight

Plan Review: Full Oversight

* Title: Jenkins & Wilson House - Exterior Repairs & Painting

* Type: Painting

* Status: Closeout

Status Reason:

Square Footage: 0

Plan Location: plans on shelf

* County: WAKE

* Description: Jenkins & Wilson House - Exterior Repairs & Painting (Combined from Bid Package A of SCO#1209901-04) (Combined with SCO#1209901-02 as Bid Package B)***

Designer Rep: Ms. Alicia Kirwan
Kirwan Architecture
Office Phone No. 919-820-2404
Office Fax No.
Cell Phone No.

Bidding/Construction Contracts

Approved for Bid: 2014-06-06 Formal Contracts? N

Approved for Award: 2014-10-20 * Award Type: Single Prime

Construction Administration

* Project Monitor: aeaton2

Monthly Conference: 3 Mon

Percent Complete: 100%

Final Punchlist: Complete

Fees / Funds

Liquidated Damages (day): 0

CD Cost Estimate: 0

Plan Deposit:

Total Change Orders: \$8,890.38

Total Construction Contract: \$165,550.38

Archive Information

Archive Date: / /

Archive Box#:

Micro Film#:

Uploads | Comments | Project Managers | ProjectManagers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
	2014-10-24 15:35:47	PACKAGE	AL-12-09901-02B(informal).pdf	Award	null
	2014-06-18 10:49:27	PACKAGE	doa9901-02B.pdf	CD Review	eobermeyer

Formal Projects-Change Orders

Creating the Change Order

Select the Contract you wish to create a change order.

Program #: 1518 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)

Project #: 9901 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)

Design #: 12-09901-02 - Kirwan Architecture, PLLC

Package: 12-09901-02B - Jenkins & Wilson House - Exterior Repairs & Painting

Detail / SCHEDULE - Planned and Actual / Plan Reviews / **Construction Contracts** / Monthly Progress / Weekly Inspection / Electrical Certificates and Inspections / Construction Closeout / Evaluations / Milestones

Close

CONTRACT#	CONTRACTOR	TYPE	STATUS	\$ORIGINAL	\$CURRENT	ORIG DAYS	CUR DAYS	PROJECTED COMPL	MBE AMT (AWARD)	MBE PCT (AWARD)
1	12-09901-02B-2 - Diversified Contracting, Inc.	General Contract	Under	\$156,660.00	\$165,550.38	90	139	2015-03-22	\$39,200.00	25

1 found New Construction Contract Export

Uploads / Comments / Project Managers / ProjectManagers

Delete?	DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY
	2014-10-24 15:35:47	PACKAGE	AL-12-09901-02B(informal).pdf	Award	null
	2014-06-18 10:49:27	PACKAGE	doa9901-02B.pdf	CD Review	eobermeyer

2 found Delete Selected Files Upload Files

9/27/2016 9:42:17 AM InterscopePlus 2.1_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem

Formal Projects-Change Orders

Creating the Change Order

1. From the Construction Contract Screen
2. Select the Change Orders Tab
3. Add Change Order

1. Construction Contract #: 12-09901-02B-2 - Diversified Contracting, Inc.

2. Change Orders

CHANGE ORDER #	DAYS	AMOUNT	RECEIVED	LAST STATUS	STATUS	CONTRACTOR	DESCRIPTION
1	49	\$6,736.57	01/30/2015 08:24	02/24/2015 08:00	Approved	Diversified Contracting, Inc.	
2	0	\$2,153.81	02/20/2015 16:46	02/25/2015 08:13	Approved	Diversified Contracting, Inc.	

3. Add Change Order

2 found

Comments Uploads Project Managers

DATE	USER_ID	NAME	TEXT
8/19/2016 10:30:38 AM	System	Interscope	Construction Contract Milestones synced by DB Migration
7/27/2015 3:20:39 PM	cerceg	Carol Erceg	Construction Contract updated on Jul 27 2015 3:20PM by cerceg
6/18/2015 4:21:20 PM	cerceg	Carol Erceg	Construction Contract updated on Jun 18 2015 4:21PM by cerceg
6/18/2015 4:15:32 PM	cerceg	Carol Erceg	Construction Contract updated on Jun 18 2015 4:15PM by cerceg

1/27/2016 9:44:34 AM InterscopePlus 2.1_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office

Add Comment Report a Problem

Formal Projects-Change Orders

Creating the Change Order

Fields in **Red** are required

HINT: To add more PCOs, use 'Action> Save' to create the change order first.

Program #: 1518 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)
 Project #: 9901 - State Construction Office - Blount Street Historic Houses Exterior Repairs (Multiple Projects)
 Design #: 12-09901-02 - Kirwan Architecture, PLLC
 Package: 12-09901-02B - Jenkins & Wilson House - Exterior Repairs & Painting
 Construction Contract #: 12-09901-02B-2 - Diversified Contracting, Inc.
NEW CHANGE ORDER:
 Detail

Action Close

Status
 Package Status: Closeout
 Contract Status: Under Construction
 Status: Creating
 Status Date:
 Date Received:
 Last Update:
 Total Days: 0
 Total Amount:

Designer Summary

1. Schedule Items affected by this change: Required
 2. Can Contractor mitigate the change without requiring a contract time extension: ▼
 3. List contractors needing a contract time extension due to this change:
 4. Are additional costs incurred by reason of the time extension? (if so, include in items 5&6 below): ▼

5. Estimated Cost of Change:

Contractor	Designer
<input type="text"/>	<input type="text"/>

6. Estimated time extension field cost (\$), if any:

<input type="text"/>

Description:

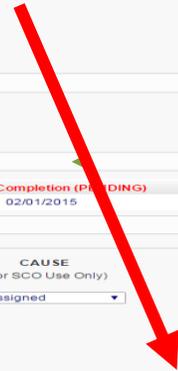
Project Financial Worksheet Summary

Project Financial Worksheet Summary

Assigned Funds	\$0
Total Committed:	\$956,003.08
Available to Commit:	-\$956,003.08
This Change:	
Available to Commit After this Change:	-\$956,003.08

[Worksheet Detail](#)

To upload files, select "Upload Files"



Cost Summary - Note: "Revised Contract" days and amounts are pending final approval.

	CONTRACT START		CHANGE ORDERS (APPROVED)	=	CURRENT CONTRACT	(+/-)	THIS ORDER	=	Revised Contract (PENDING)
Construction Days	90	+	0	=	90	(+/-)	0	=	139
Cost (\$)	\$156,660	+		=	\$156,660	(+/-)		=	\$165,550.38

Schedule Summary - Note: "Revised Completion" date is pending final approval.

CONTRACT START		ORIGINAL DAYS		ORIGINAL COMPLETION DATE		PRIOR APPROVED CO DAYS		PRIOR APPROVED COMPLETION DATE		THIS ORDER		Revised Completion (PENDING)
11/03/2014	+	90	-	02/01/2015	+	0	-	02/01/2015	+	0	-	02/01/2015

PCO Breakdowns

PCO #1

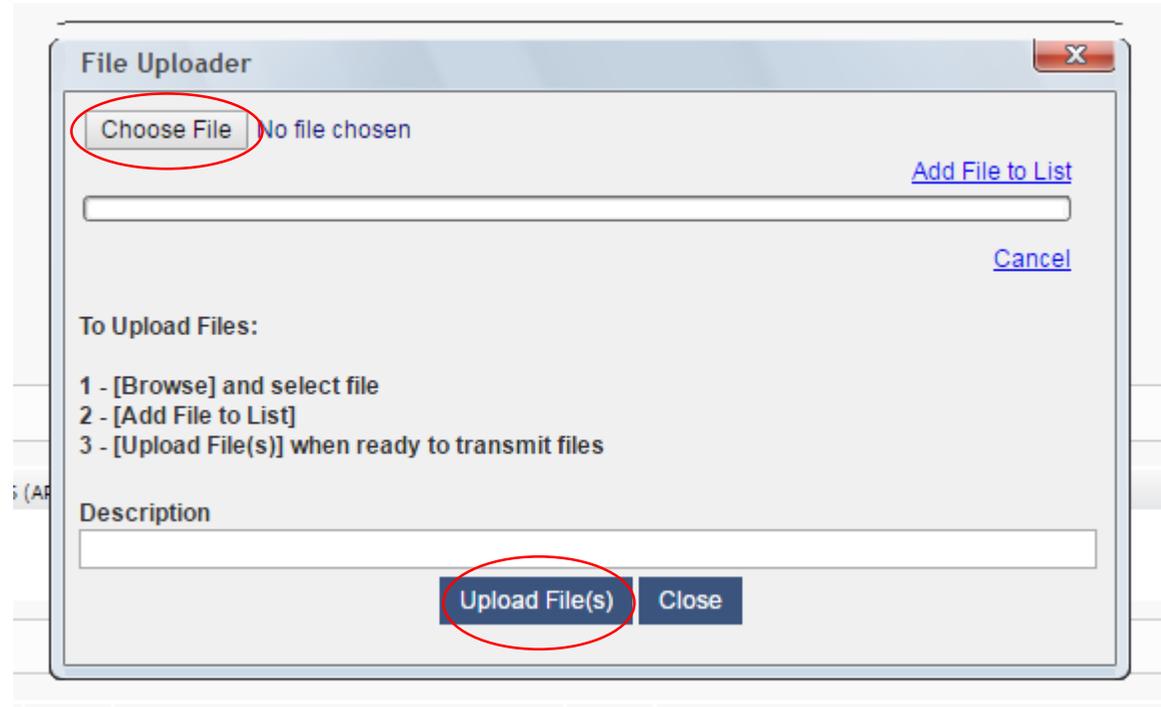
DESCRIPTION OF PCO (Provide adequate detail to enable SCO to properly assign the cause codes)	REASON(S) FOR CHANGE(S) (Provide adequate detail to properly justify cause codes)	PCO COST	# DAYS	CAUSE (For SCO Use Only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Unassigned ▼

Upload Files

Formal Projects-Change Orders

Creating the Change Order

In the File Uploader window, select Choose File to browse for the file to upload.



When the file is selected, it will be uploaded to the window. Upload as many files as necessary. Add a description and click “Upload Files”.

Formal Projects-Change Orders

Creating the Change Order

After it is saved, it will show as Change Order # (with the next sequential number) under status and the Work Flow icon appears.

Change Order added successfully

Design #: 15-11026-01 - SCO Designer
 Package: 15-11026-01A - Enlarge conference room
 Construction Contract #: 15-11026-01A-1 - SCO Contractor
 Change Order #: 1

Detail

★
Workflow
Action
Close

Status
 Package Status: Under Construction
 Contract Status: Valid Contract
 Status: Created
 Status Date: 4/21/2015 2:50:00 PM
 Date Received:
 Last Update: 4/21/2015 2:50:00 PM
 Total Days: 0
 Total Amount: \$1,000

Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	CREATE	N	DESIGNER	SCO Designer	scoDesigner	04/21/2015 14:50		Created	
2	SUBMIT	Y	DESIGNER	SCO Designer					
3	APPROVE	N	CONTRACTOR	SCO Contractor					
4	APPROVE	N	DESIGNER	SCO Designer					
5	APPROVE	N	OWNER	St. Construction					
6	APPROVE	N	SCO	St. Construction					

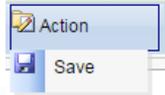
Designer Summary

- Schedule Items affected by this change:
- Can Contractor mitigate the change without requiring a contract time extension:
- Select the Contractors that will need a contract time extension due to this change:
- Are additional costs incurred by reason of the time extension? (if so, include in items 5&6 below):

	Contractor	Designer
5. Estimated Cost of Change:	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Estimated time extension field cost (\$), if any:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Formal Projects-Change Orders

Creating the Change Order

The Designer may continue to make changes to the Change Order using  up until the time that the Change Order is submitted.

Cost Summary - Note: "Revised Contract" days and amounts are pending final approval.

	CONTRACT START	+	CHANGE ORDERS (APPROVED)	=	CURRENT CONTRACT	(+/-)	THIS ORDER	=	Revised Contract (PENDING)
Construction Days	30	+	0	=	30	(+/-)	0	=	30
Cost (\$)	\$135,000	+	\$0	=	\$135,000	(+/-)	\$1,000	=	\$136,000.00

Schedule Summary - Note: "Revised Completion" date is pending final approval.

CONTRACT START	+	ORIGINAL DAYS	=	ORIGINAL COMPLETION DATE	+	PRIOR APPROVED CO DAYS	=	PRIOR APPROVED COMPLETION DATE	+	THIS ORDER	=	Revised Completion (PENDING)
04/03/2015	+	30	=	05/03/2015	+	0	=	05/03/2015	+	0	=	05/03/2015

PCO Breakdowns

PCO1

DESCRIPTION OF PCO

(Provide adequate detail to enable SCO to properly assign the cause codes)

Add data connection for projector

REASON(S) FOR CHANGE(S)

(Provide adequate detail to properly justify cause codes)

Original design was for all wireless internet. Projector requires hard wired connection

PCO COST

1,000

DAYS

0

DESCRIPTION	FILE NAME	UPLOADED BY	DATE	
Contractors Proposal	Change Order Proposal 04-06-15.xlsx	scodesigner	4/21/2015 2:49:48 PM	Delete

The Designer may choose to *abandon or delete* the Change Order using the Action button.

However, ***once it is submitted, no changes or deletions are allowed.***



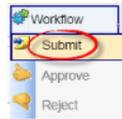
Upload Files

Formal Projects-Change Orders

Submitting the Change Order for Review

❖ To complete this workflow step, the Designer must submit the Change Order to initiate its review and approval by other Project participants. Up to this point, no other Project participant has been involved in the Change Order processing.

❖ Submit the Change Order by selecting the



. A Confirmation window will appear to confirm this action. Select **Yes** to continue or **No** to return.

❖ The Change Order workflow is updated and processes any Alerts that are defined for this step.

❖ The system is configured to send Alerts to the Owner, Contractor and Project Monitor. An Alert is sent for each logon associated with each project role.

1 alerts created for users: scocontract
Change order has been submitted by scodesigner

Design #: 15-11026-01 - SCO Designer
 Package: 15-11026-01A - Enlarge conference room
 Construction Contract #: 15-11026-01A-1 - SCO Contractor
 Change Order #: 1

Detail

Workflow Action Close

Status

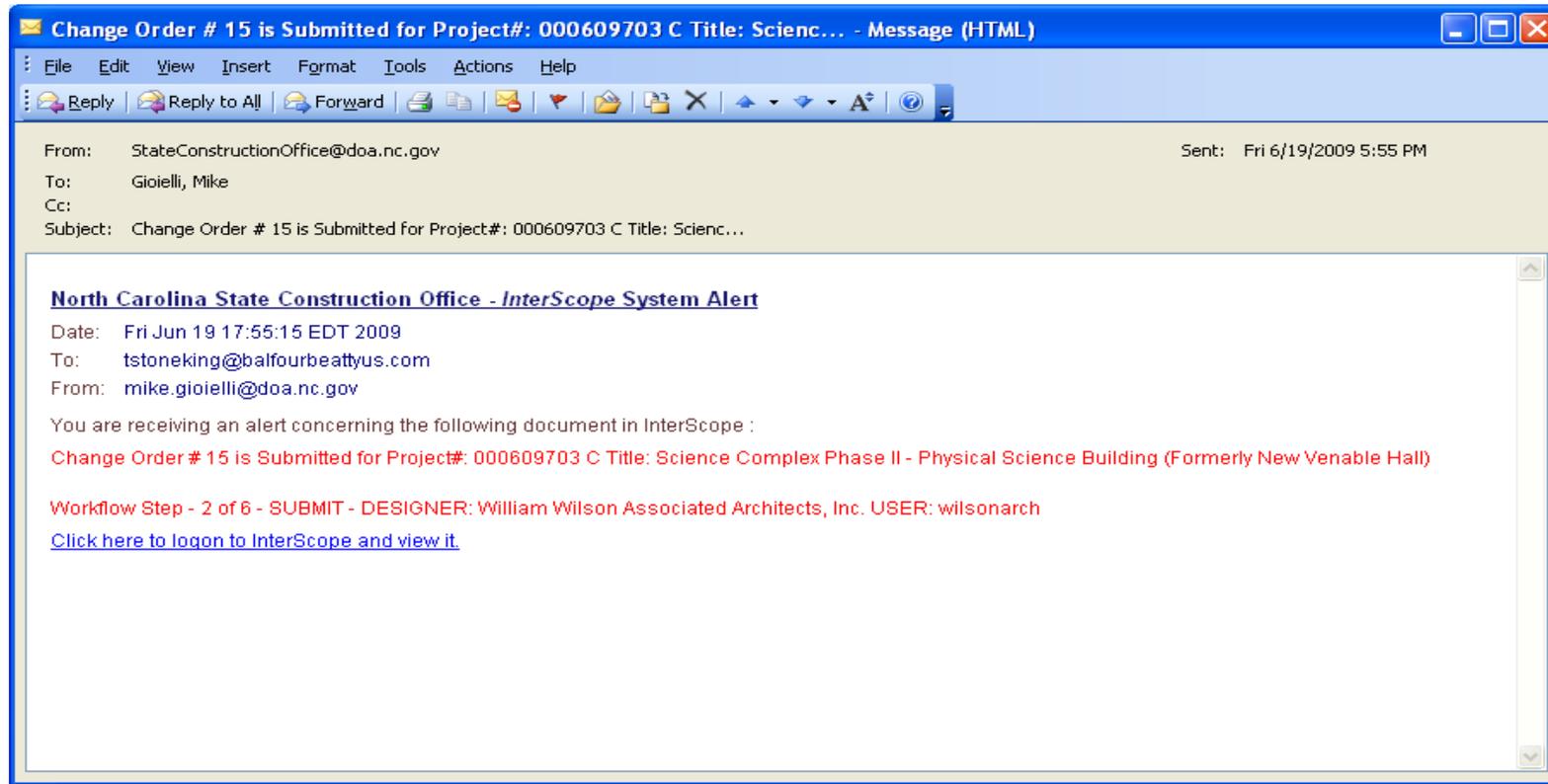
Package Status: Under Construction Status: Submitted Date Received: Total Days: 0
 Contract Status: Valid Contract Status Date: 4/21/2015 2:50:00 PM Last Update: 4/21/2015 2:50:00 PM Total Amount: \$1,000

Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	CREATE	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 14:50		Created	
2	SUBMIT	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 15:41		Submitted	
3	APPROVE	Y	CONTRACTOR	SCO Contractor					
4	APPROVE	N	DESIGNER	SCO Designer					
5	APPROVE	N	OWNER	St. Construction					
6	APPROVE	N	SCO	St. Construction					

Formal Projects-Change Orders Receiving and Responding to the Alert

Each participant will receive an alert via email concerning actions for each Change Order.

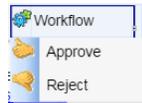


To access the Change Order, simply click on the link at the bottom of the Alert Email. You will be prompted to Logon and are then directed immediately to the Change Order page.

Formal Projects-Change Orders

Reviewing and Approving Change Orders

- Each participant will receive an alert via email concerning actions for each Change Order.
- When the Contractor logs on to InterscopePlus, he/she sees a “Change Orders In Progress” clipboard on his/her Home screen. By selecting a Change Order, he/she can view the Work Flow Activity of that Change Order. Change Orders that are awaiting their action are highlighted in yellow. At this workflow step there are only 2 options that can be performed – **Approve** or **Reject**. They are available from the



- Approving the Change Order moves the process along to the next step in the Workflow.
- Rejecting the Change Order at any step in the Workflow causes the Change Order to be returned to Step 2 where the originator (Designer) can change and resubmit. The workflow is then reset and the audit trail (found at the bottom of the page) maintains a record of the prior workflow events.
- This process continues until the final Workflow Step is completed and the Change Order is marked as Approved (See Status field).
- Alerts are sent to all Project participants as a notification that the Change Order has been officially approved.

Formal Projects-Change Orders

Reviewing and Approving Change Orders

___ Construction Contract #: 15-11026-01A-1 - SCO Contractor

___ Change Order #: 1

Detail

★ Workflow Action Close

Status
 Package Status: Under Construction Status: Submitted Date Received: Days: 0
 Contract Status: Valid Contract Status Date: 4/21/2015 2:50:00 PM Last Update: 4/21/2015 2:50:00 PM Amount: \$1,000

Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	CREATE	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 14:50		Created	
2	SUBMIT	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 15:41		Submitted	
3	APPROVE	Y	CONTRACTOR	SCO Contractor					
4	APPROVE	N	DESIGNER	SCO Designer					
5	APPROVE	N	OWNER	St. Construction					
6	APPROVE	N	SCO	St. Construction					

Formal Projects-Change Orders

Reviewing and Approving Change Orders

The owner must certify that sufficient funds are available for the change order before approving. Sufficient funding must be reflected in the InterscopePlus system before the change will be approved by SCO.

Project Financial Worksheet Summary	
Assigned Funds	\$150,000
Total Committed:	\$145,000
<hr/>	
Available to Commit:	\$5,000
This Change:	\$1,000
<hr/>	
Available to Commit After this Change:	\$4,000
Worksheet Detail	

The owner certifies that the project's Assigned Funds are adequate to support this change order: Yes

Formal Projects-Change Orders

Change Order Sequencing

- Change orders must be entered, submitted and approved in sequence. There are safeguards in place to check for any outstanding prior change orders before a newer change order can be approved.
- Change orders may also be deleted at any time before submission. The system will review the current sequence of change orders and re-sequence them as appropriate to maintain a consistent ordering.

Informal Project Change Orders

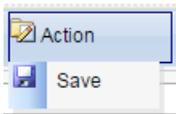
The change order process for informal projects involves making entries to identify the nature of the change, cost, and impact on contract days into a spreadsheet format on the 'Change Order' tab on the construction contract.

Change Orders Summary

	CONTRACT START	+	CHANGE ORDERS (CURRENT)	=	CONTRACT (CURRENT)	(+/-)	CHANGE ORDERS (NEW)	=	CONTRACT (NEW)
Construction Days	45	+	0	=	45	(+/-)	0	=	45
Cost (\$)	\$450,000.00	+	\$0.00	=	\$450,000.00	(+/-)	\$0.00	=	\$450,000.00

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT

Click in the *Description* block and enter the description of the change. Tab to fill in any additional days and tab to enter amount of change. Change orders are automatically numbered in the order entered. You may enter as many change orders as necessary, then



. The changes are reflected in the Change Orders Summary.

Informal Project Change Orders

Construction Contract #: 15-11461-01A-1 - I. L. Long Construction Co., Inc.

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation | **Change Orders**

Action Close

Change Orders Summary

	CONTRACT START	+	CHANGE ORDERS (CURRENT)	=	CONTRACT (CURRENT)	(+/-)	CHANGE ORDERS (NEW)	=	CONTRACT (NEW)
Construction Days	45	+	0	=	45	(+/-)	3	=	48
Cost (\$)	\$450,000.00	+	\$0.00	=	\$450,000.00	(+/-)	\$2,500.00	=	\$452,500.00

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT
	Add additional curb cut	3	2,500.00

On the 'Construction Contract Detail' tab, the total of all change order amounts are also shown.

Contract Amounts

Project Financial Worksheet Summary:

Assigned Funds:	\$498,000
Total Committed:	\$493,606
Available to Commit:	\$4,394
This Contract:	\$452,500
Available to Commit After Contract Approval	\$4,394

[Worksheet Detail](#)

Contract Amounts:

	Amount	Days
Original:	\$450,000.00	45
Change Order:	\$2,500.00	3
Current:	\$452,500.00	48



For More Training Presentations

Please visit our website at <https://ncadmin.nc.gov/businesses/construction/interscope>
And search under “Training Materials”





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Construction Contract Change Orders

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State Construction Office
Department of Administration