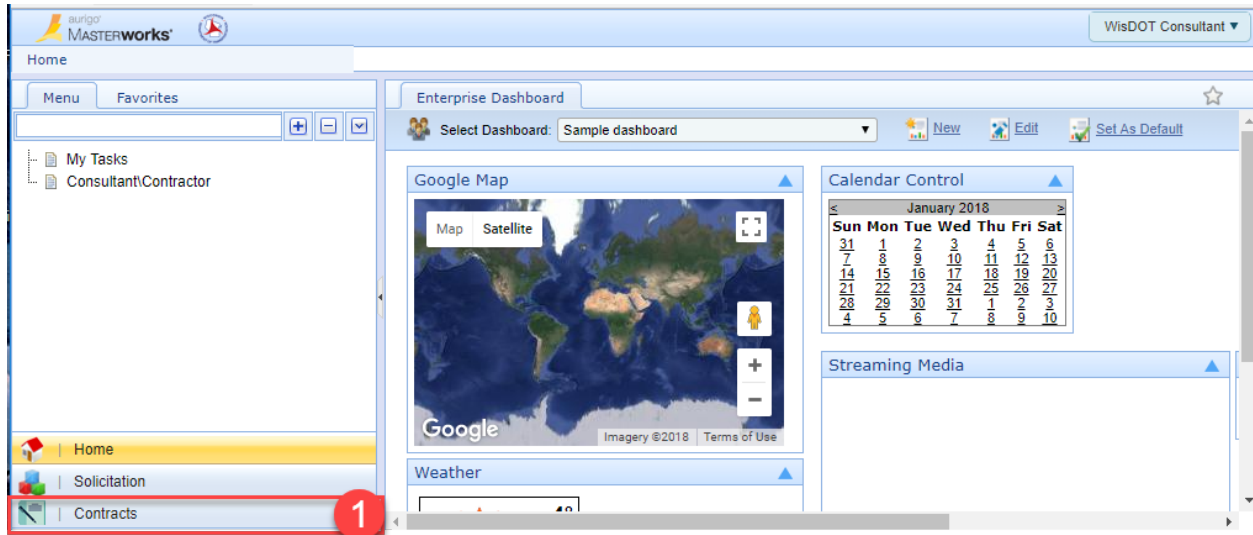


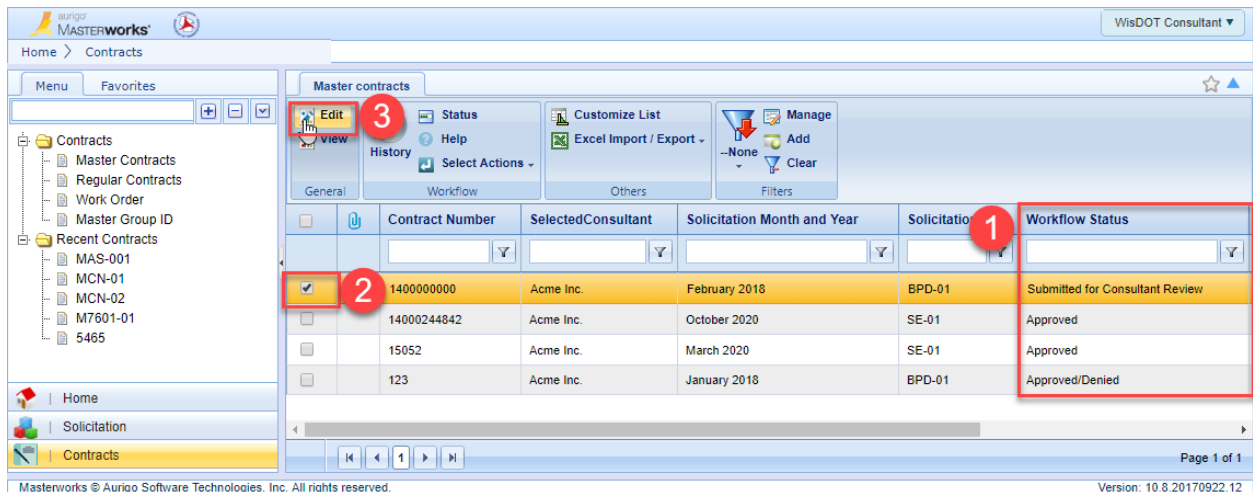
Consultant – Contract Approval

Note - to approve a contract you will need to have the role of “Contract User” assigned to you. Your Consultant Administrator may assign this role to the required users.

To approve a contract in Masterworks, first [log in](#). From the “Home” screen navigate to the “Contracts” module (1).



In the “Contracts” module you will be able to see all of the contracts your firm has with WisDOT. Contracts requiring your attention will have a workflow status of “Submitted for Consultant Review” (1). To begin the approval process, select the contract you would like to review using the checkbox next to the contract number (2). Select “Edit” (3).



You may now review the contract signature page and any standard/special provisions (1). You may approve the contract by selecting “Reviewed” in the workflow actions (2). You may also send the contract back to WisDOT by selecting “Request to Revisit” if changes need to be made.

Master contracts

Ball In Court
Request to Revisit
Reviewed

**MASTER CONTRACT BETWEEN
 THE WISCONSIN DEPARTMENT OF TRANSPORTATION
 AND AWARDED CONSULTANT FOR**

Contract Number : *	Bimonthly Solicitation Title :		
Solicitation ID : *	Awarded Consultant : *		
Solicitation Month and Year :	Master Group Type :		
Original Contract Start Date :	Original Contract Completion Date :		
Solicitation Type :	Master Contract ID :		
Master Type :			

Description of Services : To provide an example contract to demonstrate the contract approval process

WisDOT Department Representative

Contact Name	Title	Work Address	Email	Telephone
Mitch Patoka	CS Engineer	4802 Sheboygan Ave	Mitchell.Patoka@dot.wi	555-555-5555

Consultant Representative

Contact Name	Work Address	Email	Telephone
WisDOT Consultant	4802 Sheboygan Ave Madison, WI 53707	wisdotconsultant@gmail.com	5555555555

Compensation for all services provided by CONSULTANT under terms of the contract shall be for an amount not to exceed : \$

Attachments

Document Name	Url/Link	Title	Uploaded By	Uploaded Date	Delete	File Size
masterSpecialty.pdf	NA	Standard Provisions	Mitch Patoka	01/04/2018 11:57 AM	Delete	188.34KB