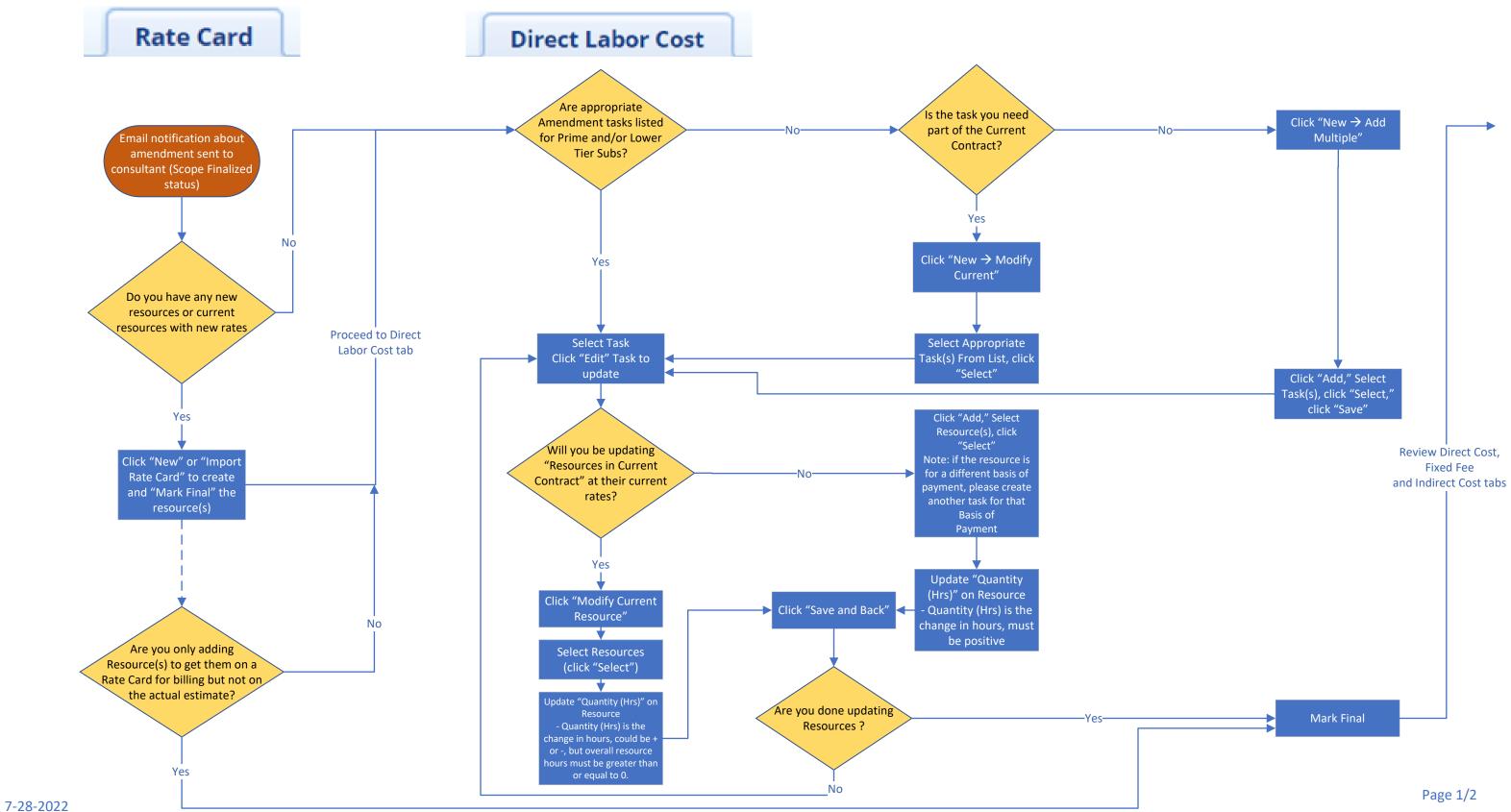# Masterworks Consultant Amendment Estimate

Consultant Estimate Workflow for "Update Contract" Amendment in "Scope Finalized" status

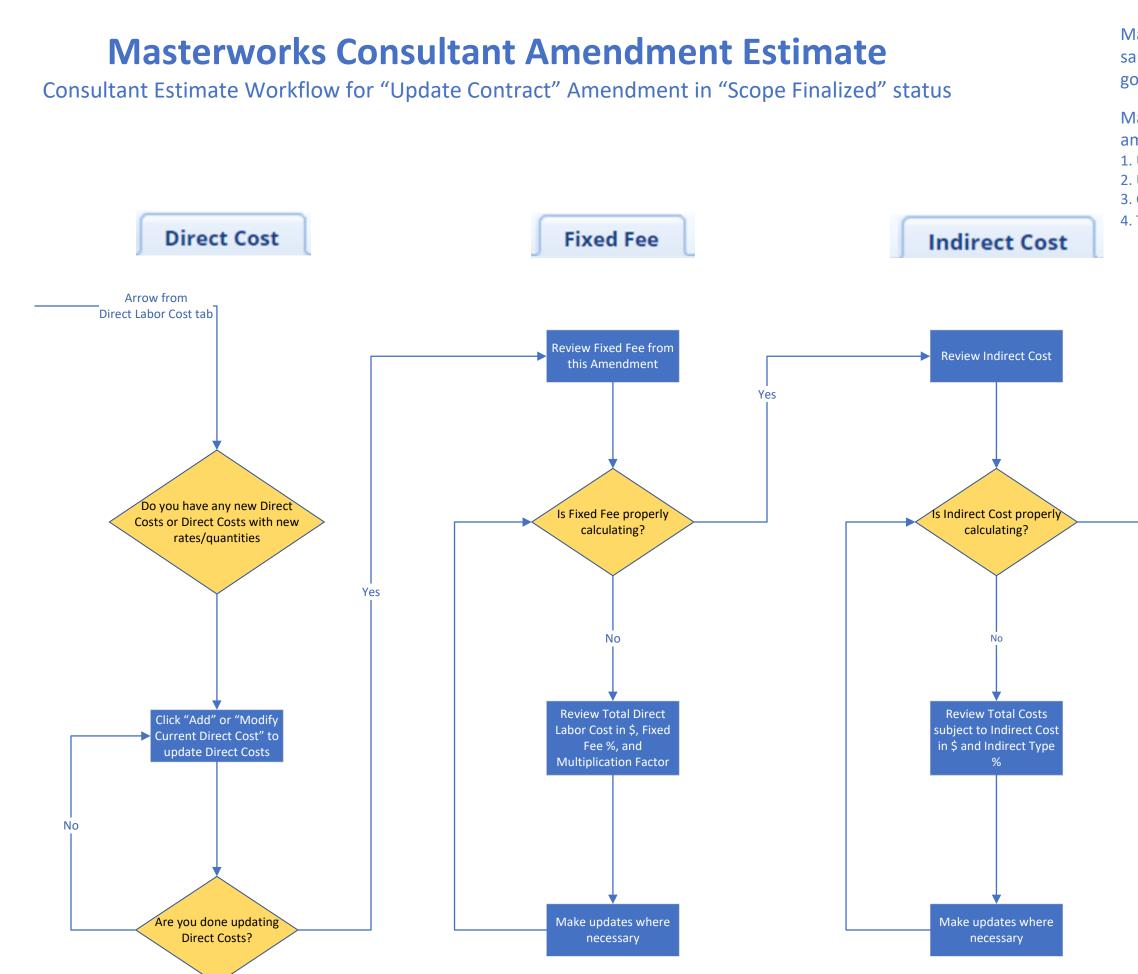**WisDOT Masterworks Amendment Types:**
1. Update Contract
2. Update Contract Completion Date Only
3. Cancel Contract
4. Terminate Contract

Definitions:
Add: Includes any information not on a previously "Approved" contract (including amendments).
Current: Includes any information on a previously "Approved" Contract (including amendments).

Rate Card

Email notification about amendment sent to consultant (Scope Finalized status)

Do you have any new resources or current resources with new rates — No → Proceed to Direct Labor Cost tab

Yes ↓

Click "New" or "Import Rate Card" to create and "Mark Final" the resource(s)

Are you only adding Resource(s) to get them on a Rate Card for billing but not on the actual estimate? — No

Yes

Direct Labor Cost

Are appropriate Amendment tasks listed for Prime and/or Lower Tier Subs? — No → **Is the task you need part of the Current Contract?** — No → **Click "New → Add Multiple"**

Yes ↓ (Amendment tasks)

Is the task you need part of the Current Contract? — Yes ↓

Click "New → Modify Current"

↓

Select Appropriate Task(s) From List, click "Select"

Click "New → Add Multiple" → **Click "Add," Select Task(s), click "Select," click "Save"**

Select Task Click "Edit" Task to update

Will you be updating "Resources in Current Contract" at their current rates? — No → **Click "Add," Select Resource(s), click "Select" Note: if the resource is for a different basis of payment, please create another task for that Basis of Payment**

Yes ↓

Click "Modify Current Resource"

↓

Select Resources (click "Select")

↓

Update "Quantity (Hrs)" on Resource - Quantity (Hrs) is the change in hours, could be + or -, but overall resource hours must be greater than or equal to 0.

Update "Quantity (Hrs)" on Resource - Quantity (Hrs) is the change in hours, must be positive

→ **Click "Save and Back"**

↓

Are you done updating Resources? — No → (back to Select Task)

Yes → **Mark Final**

Review Direct Cost, Fixed Fee and Indirect Cost tabs

Masterworks Consultant Amendment Estimate
Consultant Estimate Workflow for "Update Contract" Amendment in "Scope Finalized" status

Masterworks amendment workflows are the same as original consultant contracting when goal is to update the contract amount.

Masterworks amendment modules used for each amendment type:
1. Update Contract – Solicitation – Delivery Contracts
2. Update Contract Completion Date Only – Delivery Contracts
3. Cancel Contract – Delivery Contracts
4. Terminate Contract – Solicitation – Delivery Contracts

Direct Cost

Fixed Fee

Indirect Cost

"Publish" estimate when ready

Arrow from Direct Labor Cost tab

Do you have any new Direct Costs or Direct Costs with new rates/quantities

Review Fixed Fee from this Amendment

Review Indirect Cost

Is Fixed Fee properly calculating?

Is Indirect Cost properly calculating?

Yes

Yes

No

No

Click "Add" or "Modify Current Direct Cost" to update Direct Costs

Review Total Direct Labor Cost in $, Fixed Fee %, and Multiplication Factor

Review Total Costs subject to Indirect Cost in $ and Indirect Type %

No

Are you done updating Direct Costs?

Yes

Make updates where necessary

Make updates where necessary