Navigate to the **Delivery Contracts** module and expand the **Contracts** folder. It contains four links: **Master Contracts** to view master contracts, **Regular Contracts** to view contracts from bimonthly and construction fair solicitations and small purchase and sole source requests and **Work Order** to view work orders. Consultants cannot view the **Master Group ID** link.

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Navigate to the appropriate **Master Contracts/Regular Contracts/Work Order** module. Contracts/Work Orders requiring consultant approval have a **Workflow Status** of "Submitted for Consultant Review."

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To view the contract, check the box next to the contract and click **View**.

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Pelivery Contracts	Page 1 of 1									Page 1 of 1
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Review the contract. The **Current Negotiation** link will take you to the negotiation. The attachments section contains the standard and special provisions. Click **Cancel** to return to the list page. (picture next page)

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	Construction Fair Title	e:* August 2020		Co	ntract Function :	: Construction	Services		
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	Consultant Estimate IE):* CF-CE-BPD-01-	1740	Awarded Pr	Driginal Contract	te ezintimenet	orporation		
	Created	By: Mitch Patoka		C	ompletion Date :	07/01/2021			
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	Projects								
	Project ID	Project Description	Project Limits	Route	Count	tv	Account Code	Contract Amount for	
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	4	ney, rupuncu ma uca			40.110	onage county	0/00/20	1,100,400.00	
	Description of Service	 Provide constructio Amherst. 	n engineering, including pr	oject leader, for th	e reconstruction of	of the US 10 - CTH	B interchange in		
		WisDOT Departm	nent Representative						
	U	Contact Name	Title	Work Addr	ess Ema	ail	Telephone		
		Mitch Patoka	Project Manager	4822 Madis Way 4th Flo	on Yards or South mitcl	hell.patoka@aurig	(608)266-1744		
	1								
	4	Consultant Repr	esentative						
		Contact Name	Work Addr	ess	Email	Tele	phone		
		Alpha One	1 Alpha Way Amherst, W	54406	alpha1@alpha.co	om (555	i)555-5555		
	Consultant Services to performed at Departm	to be ents							
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Check the box next to the contract/work order and click **Select Actions**. Clicking **Reviewed** will approve the contract. Clicking **Request to Revisit** will send it back to WisDOT for revisions.

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Pelivery Contracts]					Page 1 of 1		
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Clicking Reviewed is signing the contract and obligating the firm to perform the services.

Click **OK** on the acknowledgement box.

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