PSC Field Directive (PSC FD) & Associated Amendment Process: Construction Phase ONLY

**Preparation and Approval Process**

1. **Prepare PSC FD**
   - Enter Not To Exceed Amount (NTE) RFI #

2. **Approve/Reject**
   - Approve/Reject (event)

3. **Final Approve/Reject**
   - Final Approved

4. **Send Fully Executed Amendment**
   - Approve in iCS
   - Approve/Reject
   - Send Fully Executed Amendment
   - Revise Not To Exceed Amount (NTE) of the Associated PSC FD & Resubmit
   - Amend PSC FD (PRZM) & Upside

5. **Encumber PSC Amendment**
   - Approve/Reject
   - Send to PRZM

6. **Receive Fully Executed Amendment**
   - Submit (event)
   - Approve/Reject
   - Submit (event)

7. **Final Approve/Reject**
   - Final Approve/Reject

8. **Prepare Professional Service Proposal**
   - For the Fully Executed PSC Amendment from iCS
   - Enter Associated PSC FD

**Approval and Circulation**

- The production, printing, approval, and circulation of an amendment is executed via Upside, ICS, & email.

- SAVP X>$50K
- CC Head X≤$50K
- CC Dir. X≤$25K

- If Amendment results PSC Total Contract X>$1M, Then Requires BOT Approval
- If Amendment results PSC Total Contract X≤$250K, Then Requires SAVP Approval

**Systems Legend**

- PRZM
- FCPWeb
- Upside
- iCS
- Banner

**File Last Updated:** 7/26/2018