ECMS-LP Consultant Agreement Learning Outcomes by Module

1. Navigate within the ECMS Local Projects Application
   - Overview of Manual and Training Session
   - Overview of ECMS
   - Common ECMS Functions
   - Navigation within ECMS
   - Work Queues

2. Perform Agreement Setup
   - Create a Normal, Modified, or Sole Source Agreement
   - Create Municipal Only Agreement
   - Create an Agreement Team
   - Search for an Agreement
   - Edit an Agreement
   - Create Agreement Milestones
   - Create an Agreement Part
   - Edit an Agreement Part

3. Municipal Budgets
   - Create Municipal Budget
     - Create and Submit a Municipal Budget
     - Edit/Delete a Municipal Budget
     - Submit a Municipal Budget
     - Revise an Approved Municipal Budget

4. Publish Advertisement
   - Create and Save an Advertisement
     - Project Specific Non-Construction
     - Project Specific Construction Inspection
   - Edit an Advertisement
   - Review and Submit an Advertisement

5. Review Statements of Interest (SOI)
   - View Statements of Interest

6. Submit Shortlist
- Review shortlist processing

7. Publish Scope of Work
- Create a Scope of Work
- Create a Scope of Work Attachment
- Publish a Scope of Work
- Revise and Republish a Scope of Work
- View Scope of Work Report

8. Publish Municipal Estimate
- Create a Municipal Estimate
- Edit a Municipal Estimate
- Municipal Estimate Versions
- View Municipal Estimate Reports

9. Forum
- Search for Questions and Responses (for an Advertisement and for a Scope of Work)
- Respond to Questions

10. Final Ranking
- Create, Save and Submit a Final Ranking to Negotiation Engineer
- Edit a Final Ranking

11. Review Technical Proposals
- View a Technical Proposal
- View a Technical Proposal Detail Report
- View a Technical Proposal Summary (verify if this is required – it is the same as first objective)
- Extend the Technical Proposal Due Date
- Revise a Technical Proposal

12. Review Price Proposal
- View a Price Proposal Report or Rollup Report
- Reject a Price Proposal
- Revise a Price Proposal

13. Legal Agreements
- Execute a Legal Agreement

- Issue Notice to Proceed for a Part

14. Consultant Evaluations
- Module not being covered in training

15. Supplements & Legal Supplements
- Supplement an Agreement
- Create Supplement Milestones
- Supplement an Existing Part
- Create a New Supplement Part
- View and Edit a Supplement or Supplement Part
- Cancel a Supplement Part
- Delete a Supplement

16. Invoice and Payment Processing
- Search for and View Submitted Consultant Invoices
- Reject Consultant Invoices
- Approve
  - Approve Invoice without entering Municipal Costs
  - Submit Municipal Costs with Invoice
- Create a Municipal Invoice
- Review funding consumption screen