Adding a Consultancy

Consultancies can only be created and appear on *planned work* (e.g. replacement/refurbishment work or minor work).

To <u>add a consultancy</u>, complete the following steps:

1. Long left-click on the required job to access the <u>Quick Menu</u>.

2. Select <u>Consultants</u>. (**Note**: The *Consultant Details* window is displayed. Refer example below).

3. Complete the required fields. (**Note**: Key fields will be greyed out and cannot be amended).

4. Complete the <u>Fixed Price</u> field for the consultancy. (**Note**: The consultancy *Fixed Price* will be added to the main job's fixed price to give a new total *Fixed Price*. The *Fixed Price* is provided by the FM. (On receipt of the acceptable formal tender recommendation from the FM, the Agency Representative will provide written acceptance of the recommended offer submitted and will approve the works to proceed and approve the extension of any consultancy services for contract administration of the construction phase, by increasing the agreed fixed price in FAMIS accordingly).

5. The date in the <u>Planned Start</u> field must be changed before the ⟨Submit⟩ button is enabled.

6. Click the ⟨Submit⟩ button or ⟨Cancel⟩ to exit or ⟨Print⟩ to print.