

Pool Process Appeal Procedure

2/23/16

For additional authorization of Pool/General funds or Non-general funds beyond those approved at Preliminary to be considered, the Agency must provide the following:

1. Demonstration that the project did not change in scope or extent:
 - a. Copies of Documents that the pricing was based upon. Electronic documents (PDF on disk) are acceptable for cost review.
2. Demonstration of due diligence in maintaining the budget approved at Preliminary:
 - a. A complete list of all accepted and rejected VE items.
 - b. The bid tab. If the project is CM at Risk, submit the GMP proposal complete with subcontractor bid tabs.
3. Demonstration of the project budget impact:
 - a. Complete a CR-2 for the Appeal Request.
 - i. Download the CR-2 from the Forms Center and open the document.
 - ii. Enable Macros.
 - iii. On the Project Data Tab select "Appeal" from the Dropdown Box in the Upper Right Corner of the sheet.
 - iv. Complete the Appeal Tab along with the remainder of the CR-2 and include any justification on the Summary Tab. (The Appeal tab is only visible when "Appeal" is selected from the dropdown box on the Project Data tab.

The information above shall be provided by the Agency along with a cover letter from the Agency outlining the increase in Pool Funds/General Funds requested, Non-general Funds proposed, and the reason for the request. This letter shall be addressed to:

Christopher L. Beschler
Director
Department of General Services
Commonwealth of Virginia