

Creating and Finding OC-25's in Interscope

Go to the Interscope website at

<http://interscope2.doa.state.nc.us:8080/interscope/logon.action?>

Log in using your ID and password or *Request Logon* information to create a username and password.

Once you have access to Interscope and log in –

Go to the blue toolbar at the top and click on the **Cost Estimates** drop down arrow.

You are given two options – **Find** and **New**.

HOW TO CREATE A NEW OC-25

Click on **New**.

Select **Department and Division**.

Fill in **Project Title**.

The **Status** should remain *Pending* until you have reviewed your completed OC-25 and change it to *Submitted*.

Fill in **City or Location**.

Select **Cost Estimate Class**.

Select **Package Type**.

Select **Date Submitted**.

Fill in **Description and Justification**.

Scroll down to **CURRENT ESTIMATED CONSTRUCTION COST* (breakdowns)** and fill in necessary information (Quantity, Unit of Measure, Cost Per Unit, etc). If there is something that does not fall in any of the pre-populated categories, you may create a new blank line by clicking on the green + symbol in the upper right hand corner. This will add a new blank line for you to fill out. You may also delete lines by clicking on the red x symbol.

Example of adding a line:

If you click on the line described as asbestos, then click on the "add symbol," a new blank line will populate under the asbestos line. When the new line populates, you will have the option to choose the type of work being done on the project (ex: land requirement, site demolition, construction, etc).

For each line you choose, select **Quantity, Unit of Measure** and **Cost Per Unit**. Once you click on the next line, the **TOTAL** will automatically populate for the information put in the previous line.

For **ESTIMATED CONSTRUCTION COSTS**, there are five options:

1. Contingencies
2. Design Fee
3. Commissioning Fee
4. Advance Planning
5. Fixed Owner Cost

You must click on either percentage or total for each of the **ESTIMATED CONSTRUCTION COSTS** before you input each number. You can also toggle back and forth between the percentage and total options. For example, you can elect to put a percentage for Contingencies, then a total for the Design Fee.

Next, you have the option of putting a number in for **Escalation %**. Put the number of months to the mid-point of construction, then elect the correct percentage that corresponds with the number of months you used.

Finally, you have the option of adding **attachments** and/or **comments** to your OC-25.

Once complete, scroll back to the top of the page and click on **Save** (upper right hand corner).

PLEASE NOTE: Saving an OC-25 does not mean you are submitting it. Saving creates a draft for you to review. In order to submit your OC-25, you must change the status to Submitted.

HOW TO FIND AN OC-25

******Typically, you will only be able to access OC-25 information for your specific Department and/or Division.***

Click on **Find**.

Fill in **Biennium End** year. Note: We use only odd numbered years for OC-25's.

On the right side of the page, select **Department**. Once you select the appropriate Department, the drop down beneath will give you options to select a **Division**.

For a more specified search, you can add more information such as Title, Status, Approval Date, Description, Approved By, or Submit Date.

Click **Search** on the bottom left hand corner.

Once you find the OC-25 you are searching for, you can open it by clicking **View** on the left hand side of the page.

***If you need to go back to the results of your query, DO NOT click "Back." This may cause you to get an error message. To get back to the previous page, you can click **Cancel** on the top right hand side of the page. This should bring your Query back.

If you have any questions about how to submit an OC-25, please contact Alicia Lopez at 919-807-4126 or alicia.lopez@doa.nc.gov.