CONSTRUCTION CONTRACT FLOWCHART

1. **Architect / Engineer initiates Contract**

2. **A/E works with Contractor on needed changes**
   - **Contract ready to submit to ACCS?**
     - **Yes**: **A/E sends Contract to ACCS for their review**
     - **No**: Alternate Process (DocuSign)

3. **A/E works with ACCS on needed changes**
   - **Contract ready for signature phase?**
     - **Yes**: ACCS issues Notice to Proceed
     - **No**: **A/E sends Contract for signatures through DocuSign**

4. **Contractor digitally signs contract**

5. **College digitally signs contract**

6. **ACCS digitally signs contract**

7. **A/E receives completed contract through DocuSign**

Legend:
- Process
- Preparation
- Decision
- Alternate Process (DocuSign)