Professional Services Release 3

USER GUIDE

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PS – User Acceptance Testing (UAT)

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1 Request User Authorization (Internal KYTC / External KYTC)

Overview: This document is to serve as a User Guide for the Professional Services (PS) application.

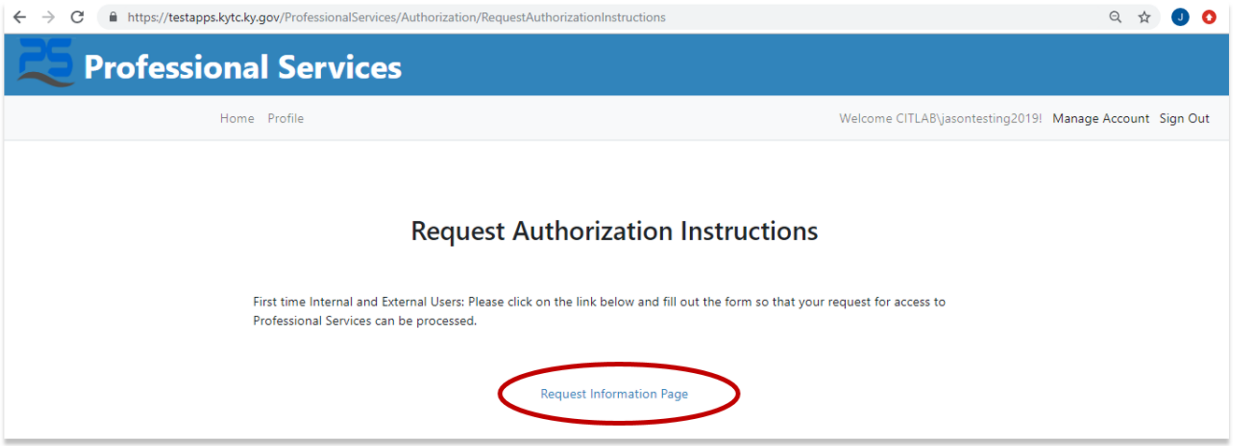
- All authenticated users must undergo a one-time authorization process to gain access to the PS application.
- Internal KYTC user will request access to the PS application using single sign-on with their Active Directory (AD) credentials.
- External users will first need to create a Kentucky Online Gateway (KOG) account. The external user will use their KOG credentials (email address and password) to request authorization to the Professional Services application.
- **Kentucky Online Gateway URL:** https://kog.chfs.ky.gov/home
- Application Approval / Denial of PS access is handled through a "Manage User" Exceptions List role.

1.1 Request User Authorization to PS (Internal KYTC)

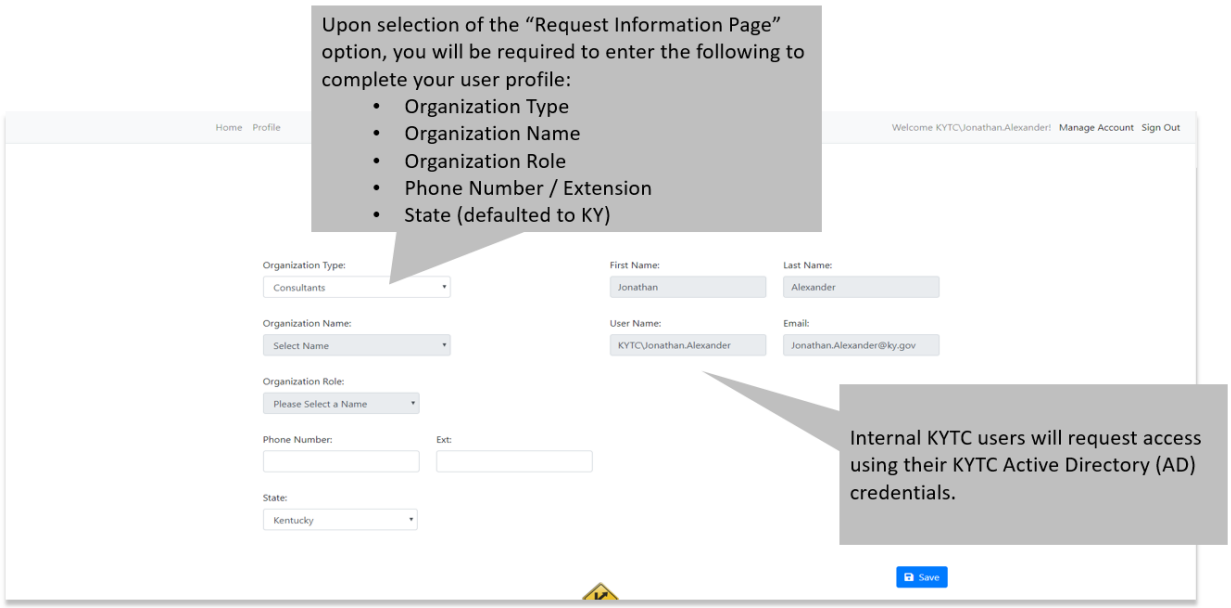
Internal KYTC users (on the KYTC network) must request user authorization to access the PS application, in order to perform day-to-day operations assigned to them. The Internal KYTC PS application URL is: https://apps.intranet.kytc.ky.gov/professionalservices

Access User Permission to PS (Internal KYTC):

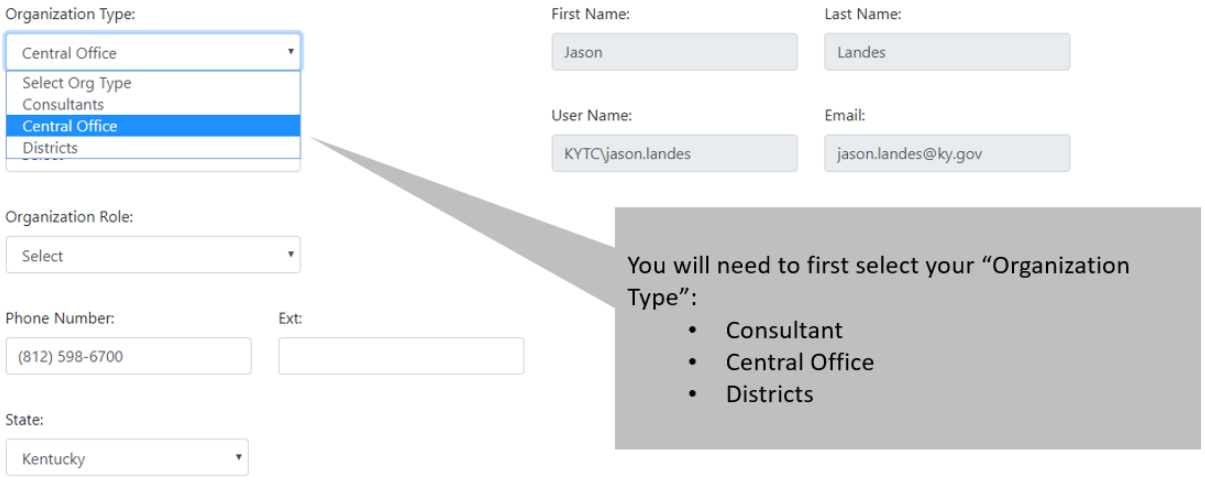
- An internal KYTC user shall request access to PS using their Active Directory (AD) account.
    - Selection of the following link will prompt users to enter in their KYTC Active Directory (AD) credentials: https://apps.intranet.kytc.ky.gov/professionalservices



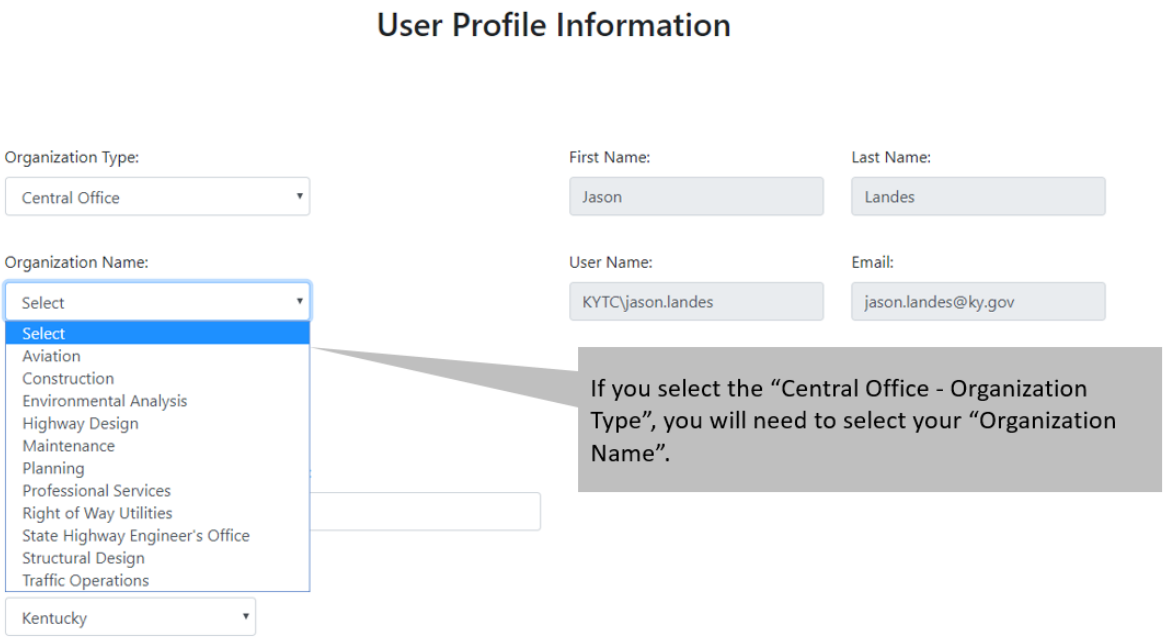
- Upon selection of the "Request Information Page", the user shall be required to select their:
    - Organization Type
    - Organization Name
    - Organization Role
    - Phone Number



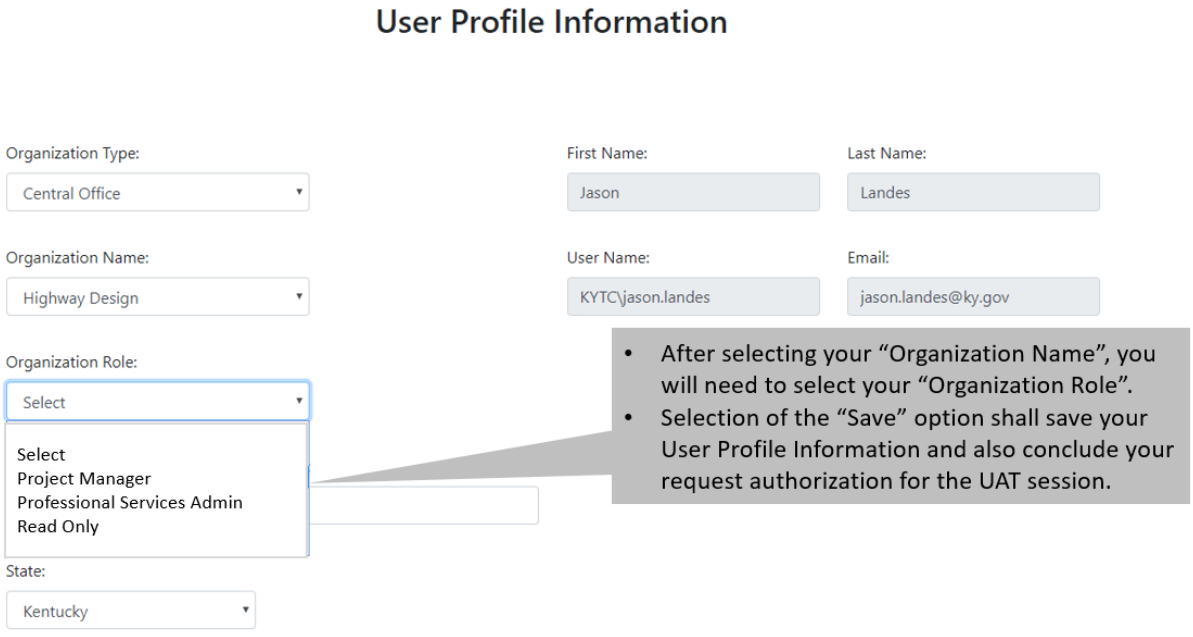
User Profile Information



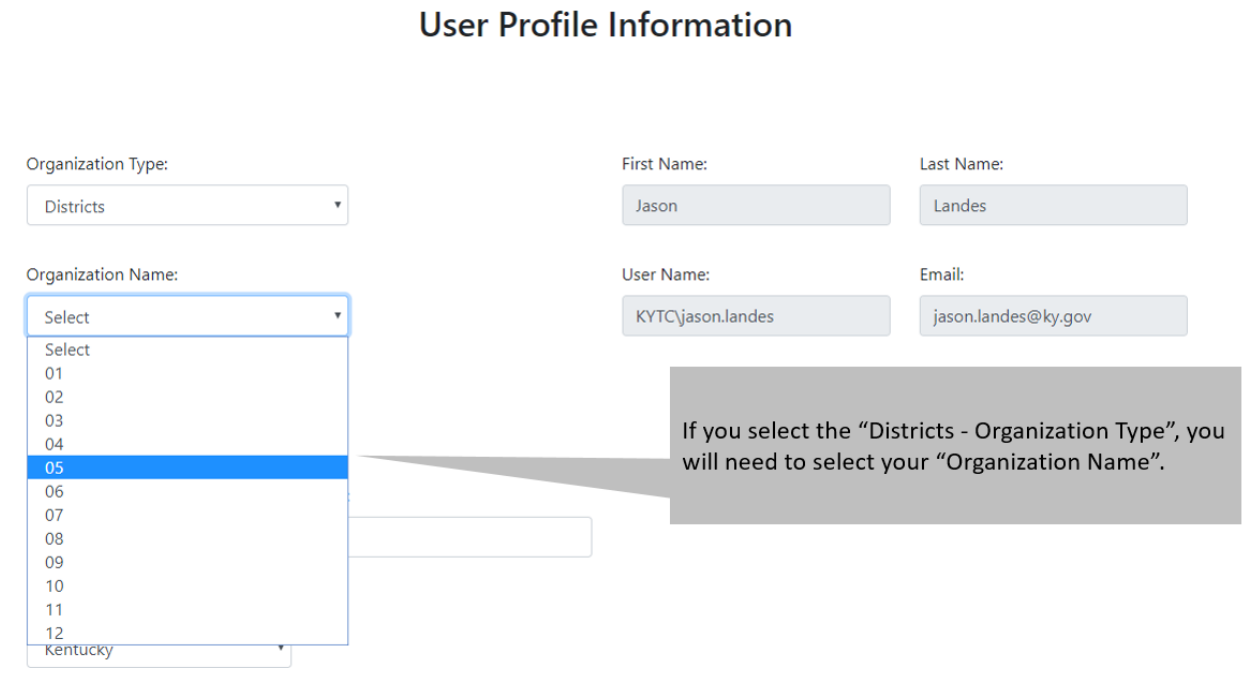
- Selection of the "Central Office" Organization Type will display applicable "Organization Name" options.



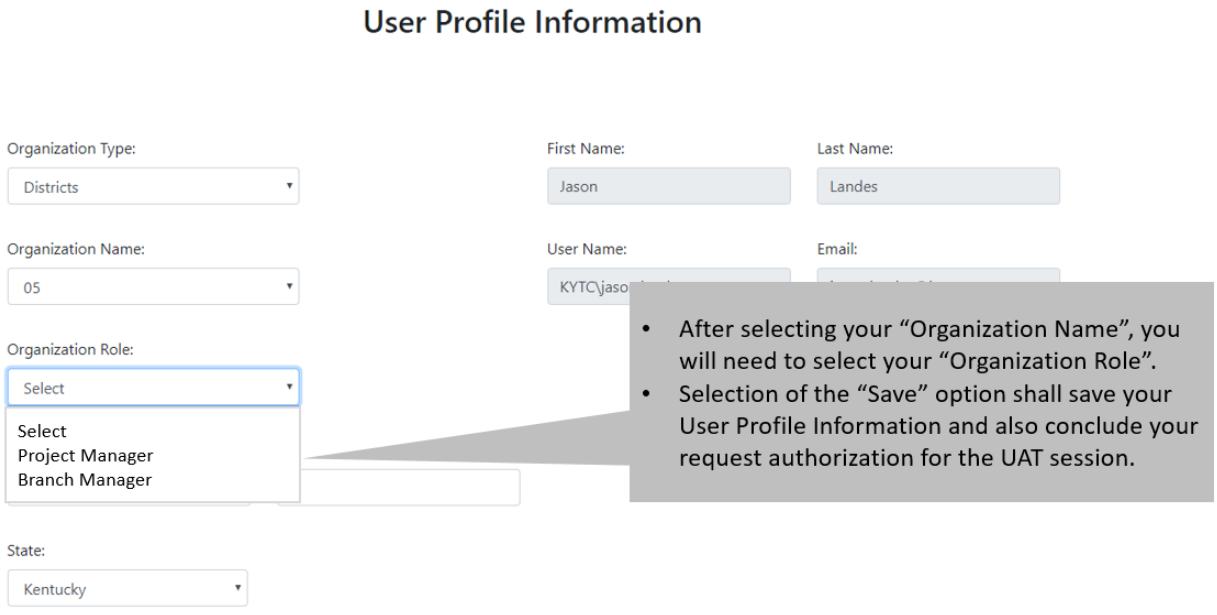
- After selecting the "Organization Name", the user will select their "Organization Role":
  - Project Manager
  - Professional Services Admin
  - Read Only

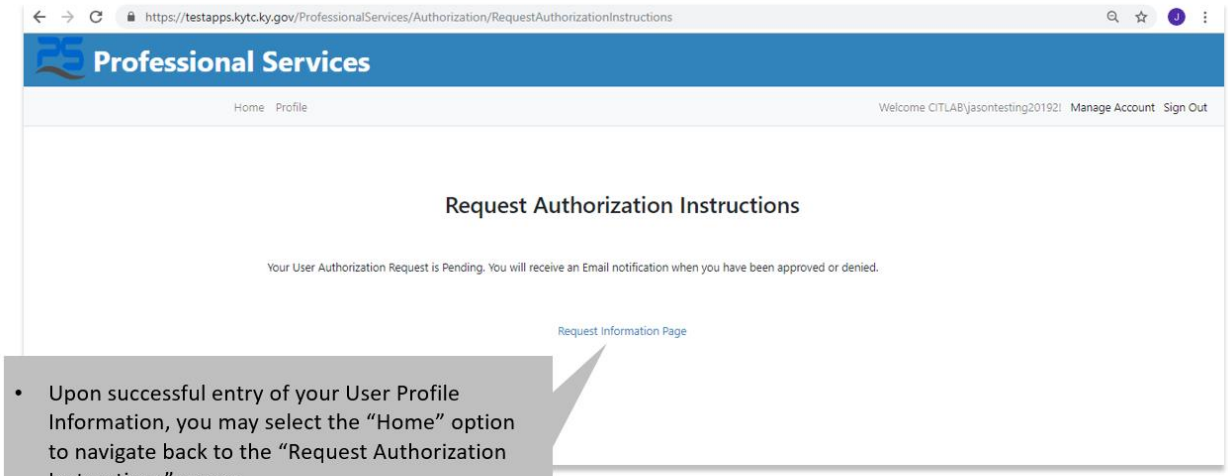


- Selection of the "Districts" Organization Type shall display the applicable "Organization Name" options.



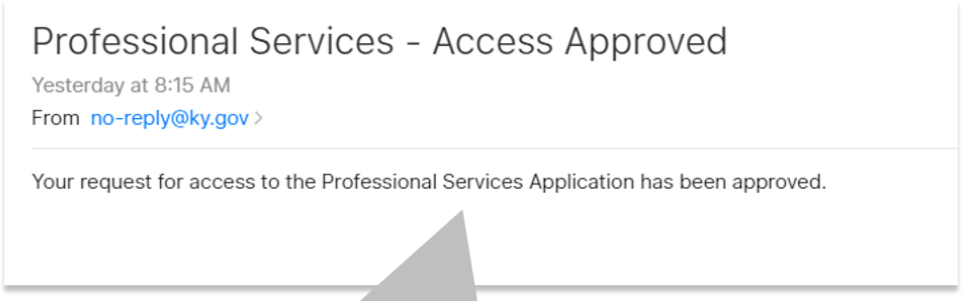
- After selecting the “Organization Name”, the user will select their “Organization Role”:
  - Project Manager
  - Branch Manager





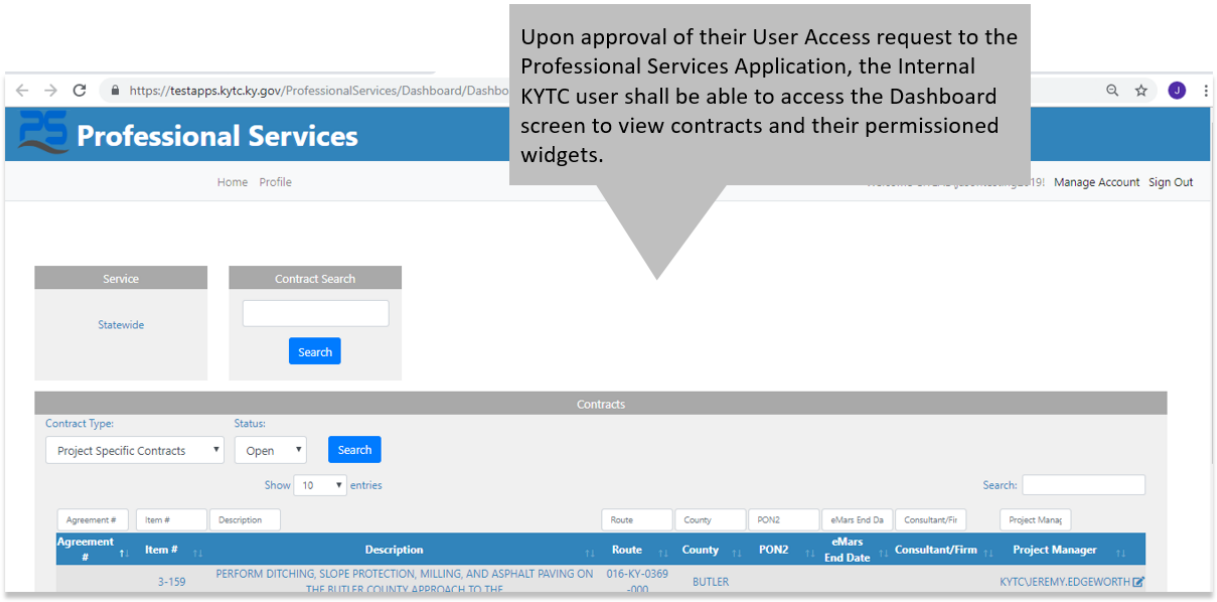
- Upon successful entry of your User Profile Information, you may select the "Home" option to navigate back to the "Request Authorization Instructions" screen.
- You shall see a message indicating that your Authorization request is pending.

- An internal KYTC requestor shall receive an email notification of their authorization request status (Approved / Denied).
    - A Professional Services Admin with Manage Users Exception List permissions will be responsible for approval / denial of Internal KYTC user authorization requests.



Upon approval of their access request to the Professional Services Application, the internal KYTC user shall receive an email confirmation.

- An internal KYTC user than has been granted access to the PS app shall be able to log into the application: https://apps.intranet.kytc.ky.gov/professionalservices



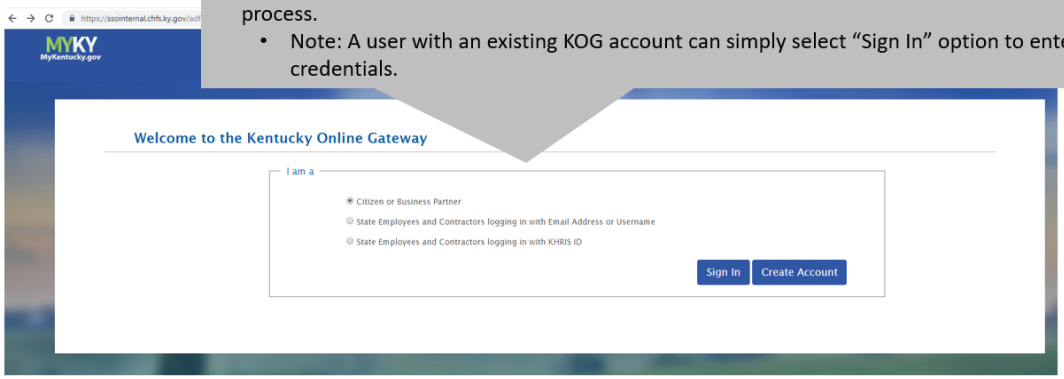
1.2 Request User Authorization to PS (External KYTC)

External KYTC users must request user authorization to access the PS application, in order to perform day-to-day operations assigned to them. **Each external user needing to access the PS application will need to follow the below steps.** The external (non-KYTC user) PS application URL is: https://apps.transportation.ky.gov/professionalservices

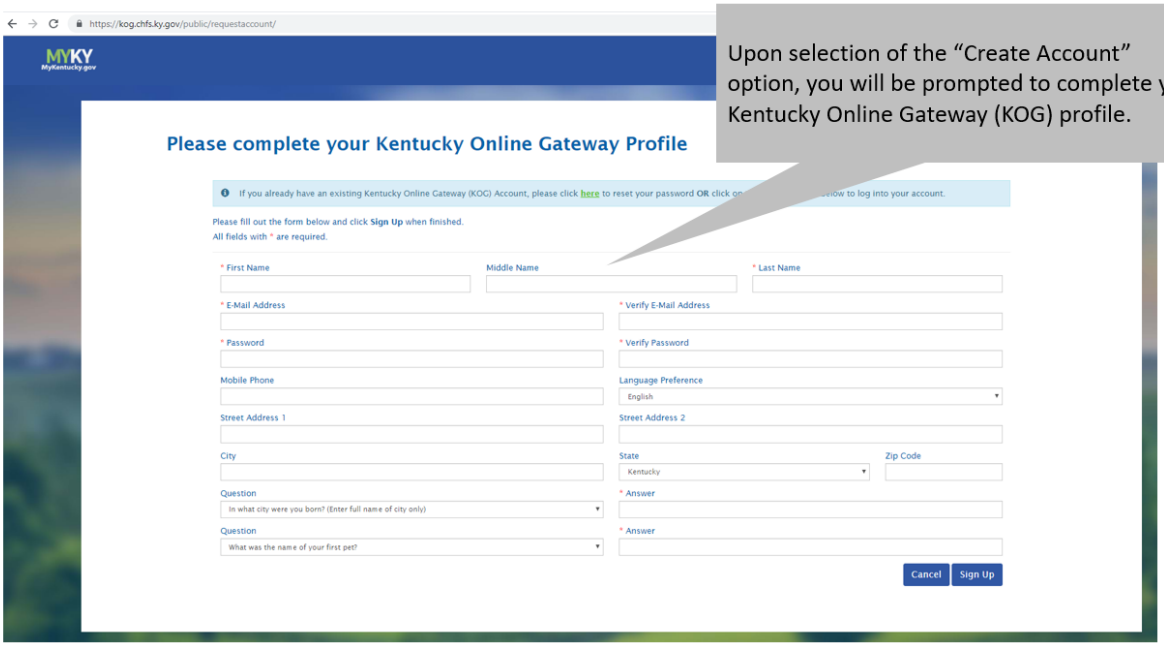
Access User Permission to PS (External KYTC):

- Prior to accessing the PS application (https://apps.transportation.ky.gov/professionalservices), external (non-KYTC) users will be required to have a Kentucky Online Gateway (KOG) profile.
- An external KYTC user can access the PS application through the Kentucky Online Gateway (KOG) (https://kog.chfs.ky.gov/home).
- An external KYTC user, without a KOG profile will NOT be able to access the PS application.

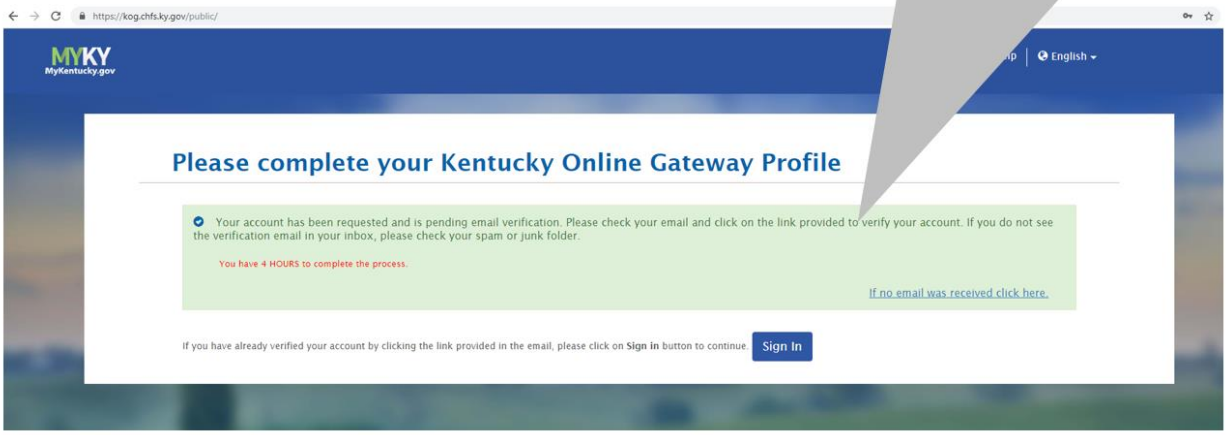
- All first time users of the Professional Services application will be required to request access.
- You will be navigated to the Kentucky Online Gateway (KOG) site: https://kog.chfs.ky.gov/home/
- As an External (non-KYTC) user, you will need to sign-up for a KOG profile to access the Professional Services application.
- Simply select the "Citizen or Business Partner" option, then "Create Account" to begin the sign-up process.
  - Note: A user with an existing KOG account can simply select "Sign In" option to enter their KOG credentials.



Upon selection of the "Create Account" option, you will be prompted to complete your Kentucky Online Gateway (KOG) profile.

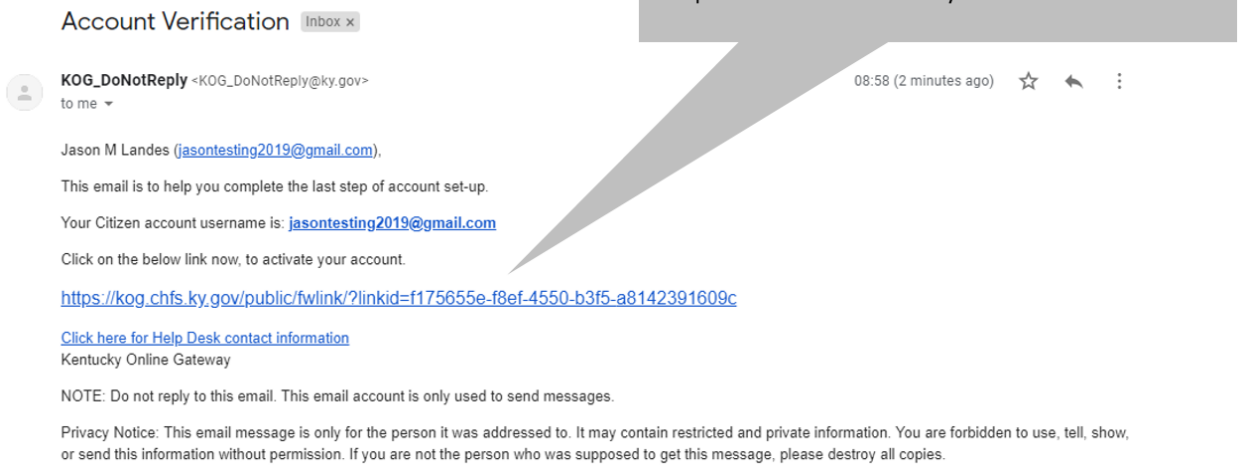


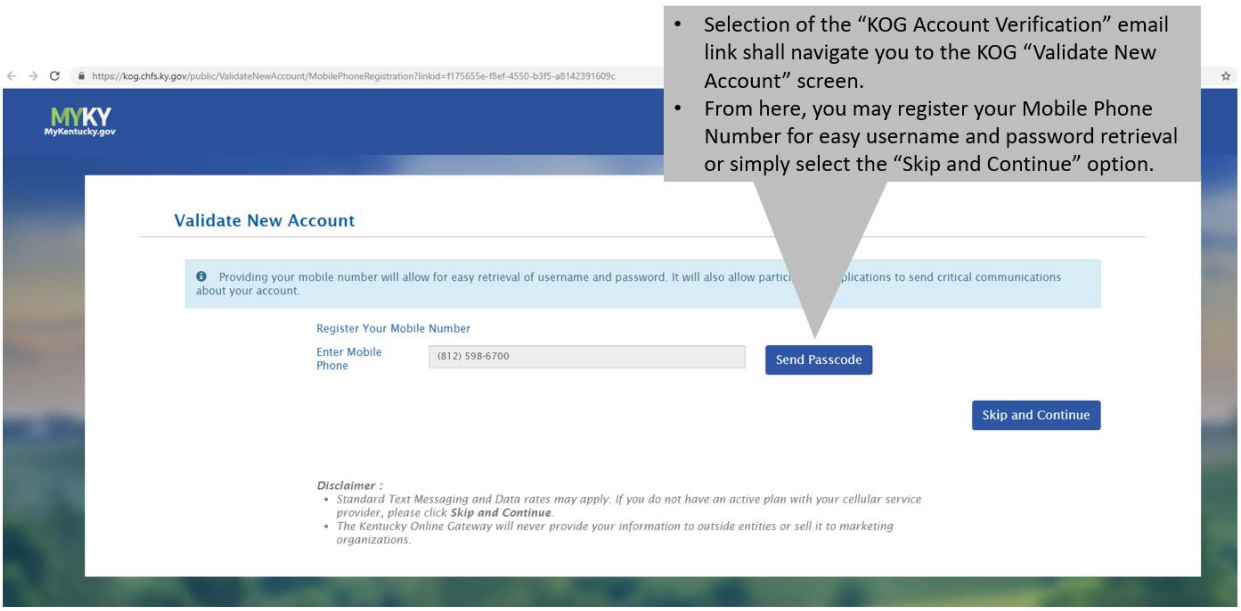
- Upon successful entry of your Kentucky Online Gateway (KOG) profile, you will see messaging indicating that your pending account requires email verification.
- You will need to access the email account that you used when filling out your KOG profile request.
  - Note: You may need to check your email account's spam or junk folders.



- An external KYTC requestor shall receive an email notification of their authorization request status (Approved / Denied).
  - Consultant – System Admin users, with "Manage Users" Exception List permissions will be responsible for approval / denial of their firm's authorization requests.

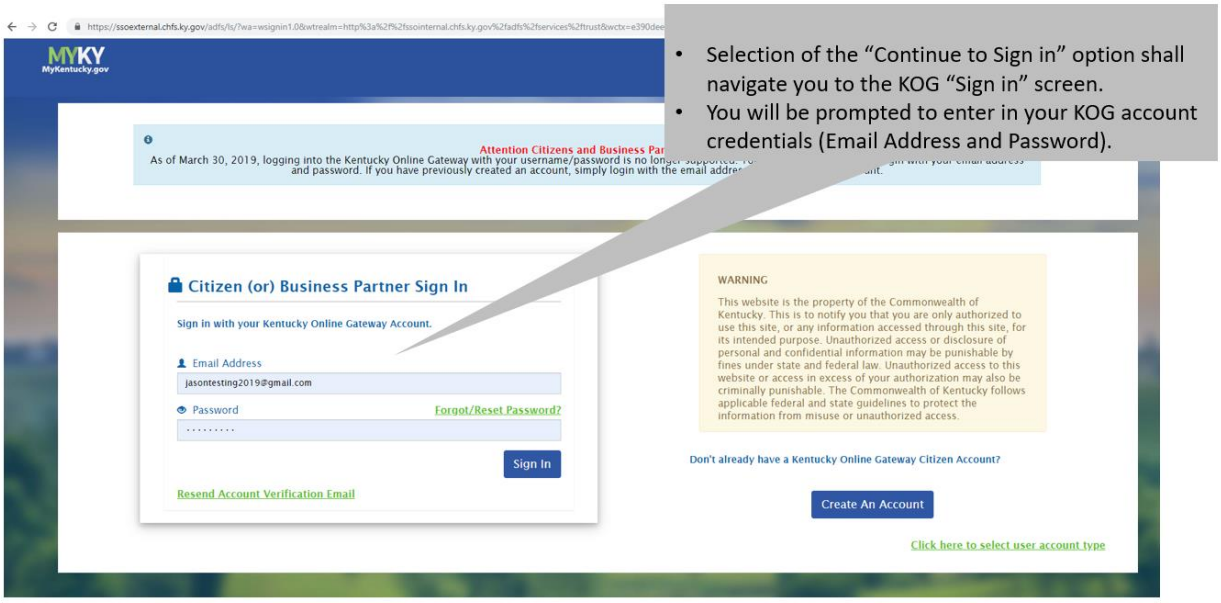
The body of the "KOG Account Verification" email shall contain a link that will need to be clicked on to complete the verification of your KOG account.





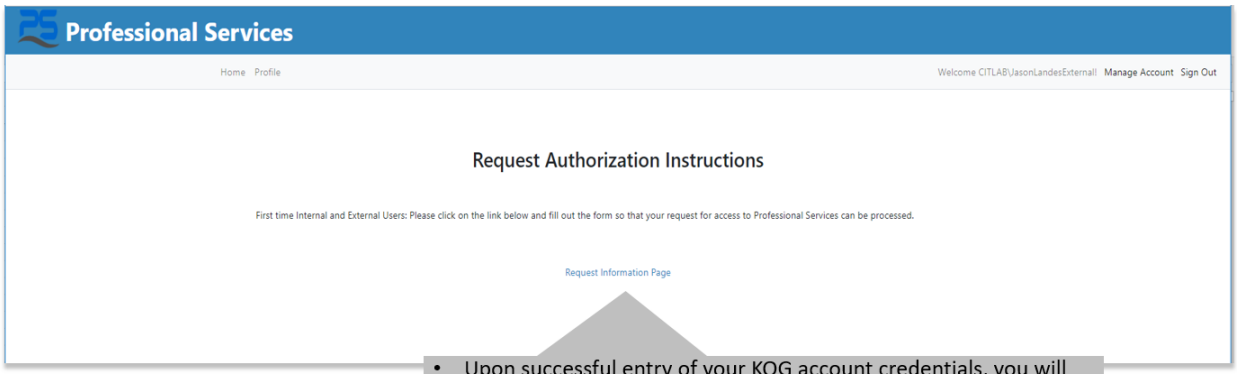
- Selection of the "KOG Account Verification" email link shall navigate you to the KOG "Validate New Account" screen.
- From here, you may register your Mobile Phone Number for easy username and password retrieval or simply select the "Skip and Continue" option.

- An external KYTC user than has been granted access to the PS app shall be able to log into the application using their KOG account credentials.



- Selection of the "Continue to Sign in" option shall navigate you to the KOG "Sign in" screen.
- You will be prompted to enter in your KOG account credentials (Email Address and Password).

- Upon successful entry of the user's KOG account credentials, the will be navigated to the PS application to complete their user authorization request.

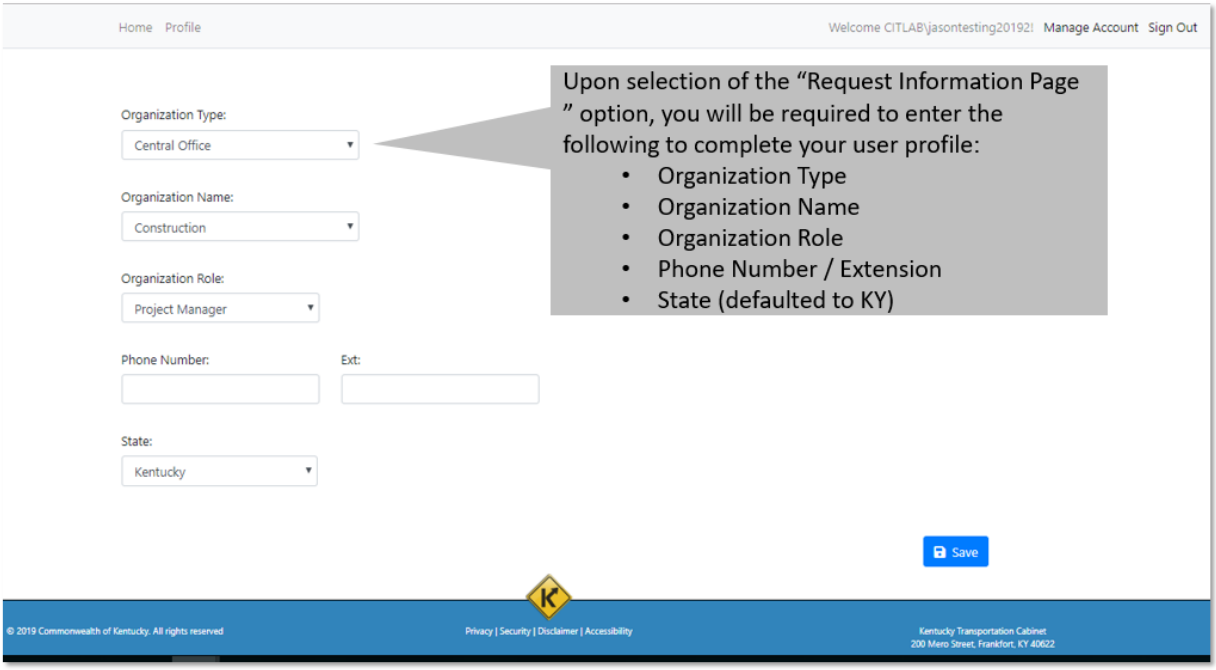


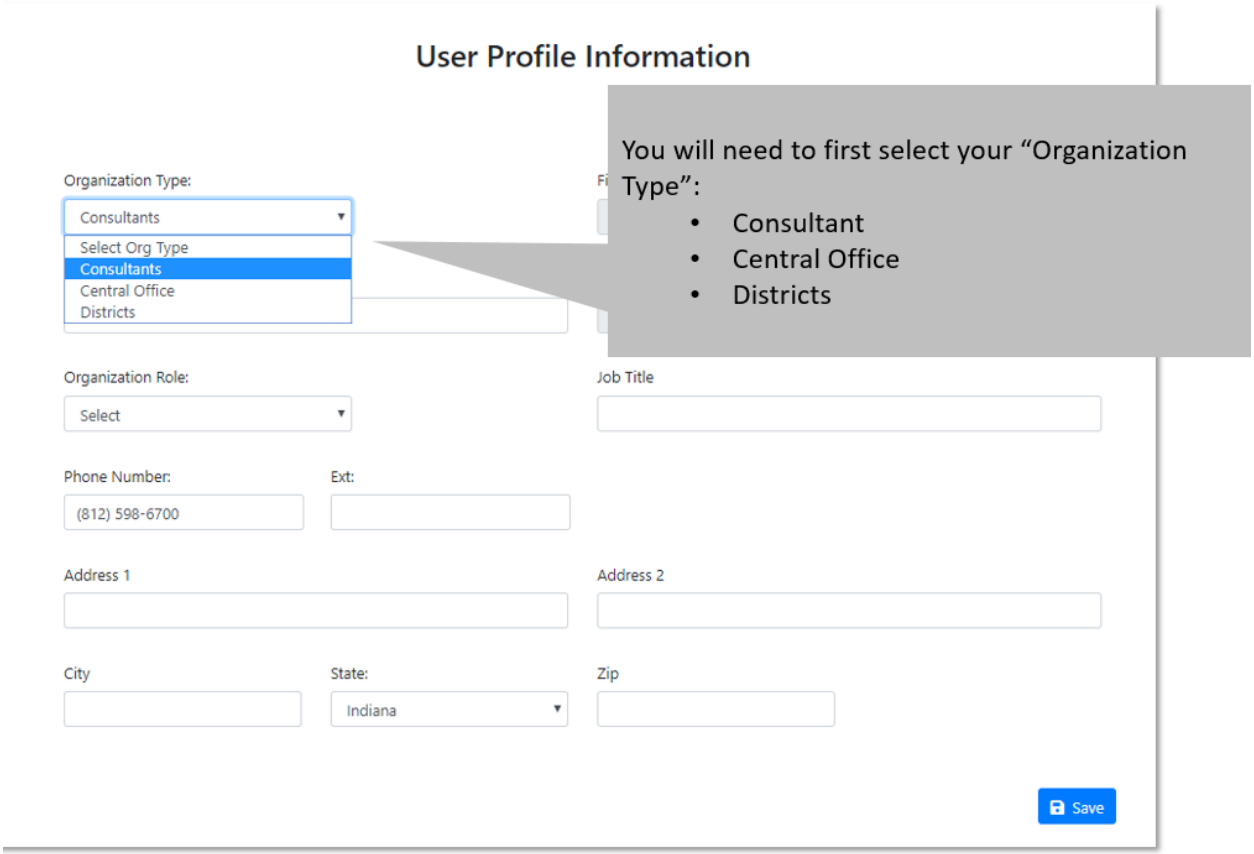
- Upon successful entry of your KOG account credentials, you will then be navigated to the Professional Services application to complete your user authorization request.
- You will now need to enter in your "User Profile Information" that will identify the type of user access you will have within the application.
- Select the "Request Information Page" option.

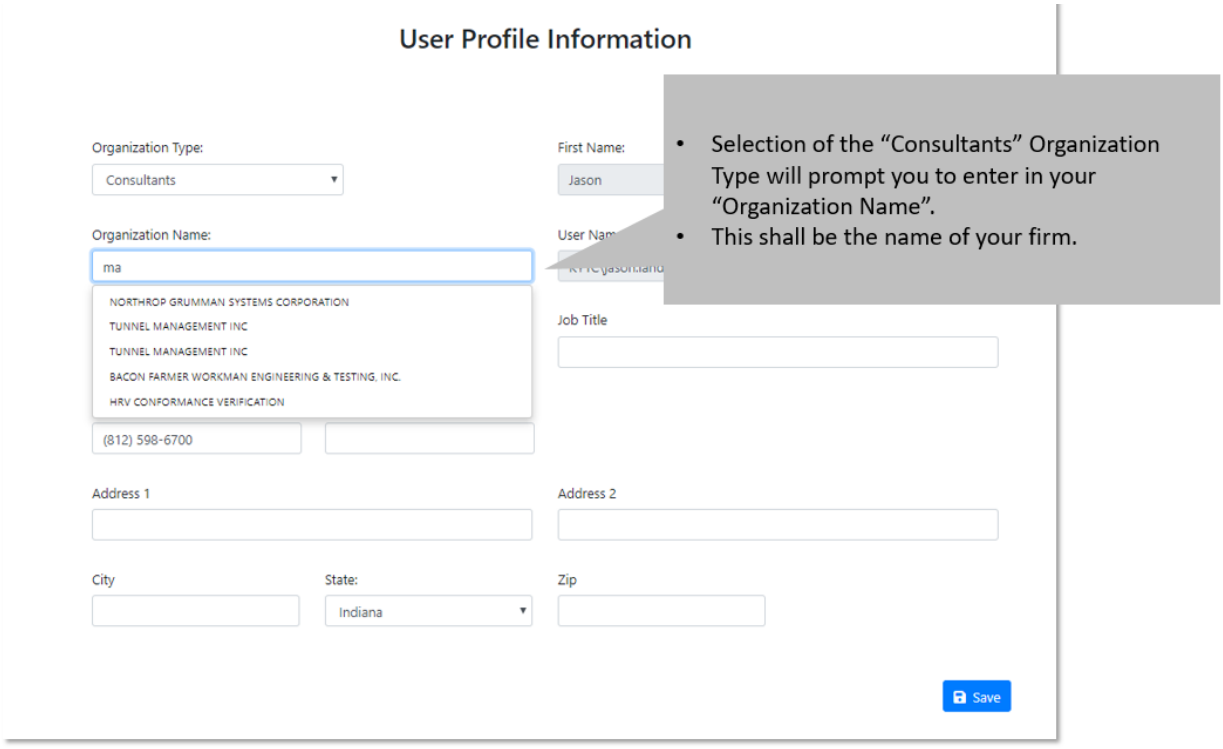
- Consultant firms will have three basic roles in the PS application:
  - System Admin
  - Project Manager
  - Read Only
    - Note: Professional Services will initially approve one System Admin for each Consultant Firm. The System Admin role will be responsible for "Organization Role" approvals for their firm. These roles can be changed at any time by the firm's System Admin or by Professional Services.
- Upon selection of the "Request Information Page", the user shall be required to select their user role information. select their:
  - Organization Type
  - Organization Name (Name of your firm)
  - Organization Role
    - Organization Role shall dictate your permissions within the application:
      - System Admin role can:
        - View / approve user authorization requests for their firm.
        - Provide e-Signatures for contract / modification documents.
        - View contracts assigned to their firm.
        - View and enter values within Estimates assigned to their firm.
        - Request contract modifications assigned to their firm.
        - View / upload contract / mod documents assigned to their firm.
      - Project Manager
        - View contracts assigned to their firm.
        - View and enter values within Estimates assigned to their firm.
        - Request contract modifications assigned to their firm.
        - View / upload contract / mod documents assigned to their firm.
      - Read Only
        - View contracts assigned to their firm.
        - View Estimates assigned to their firm.

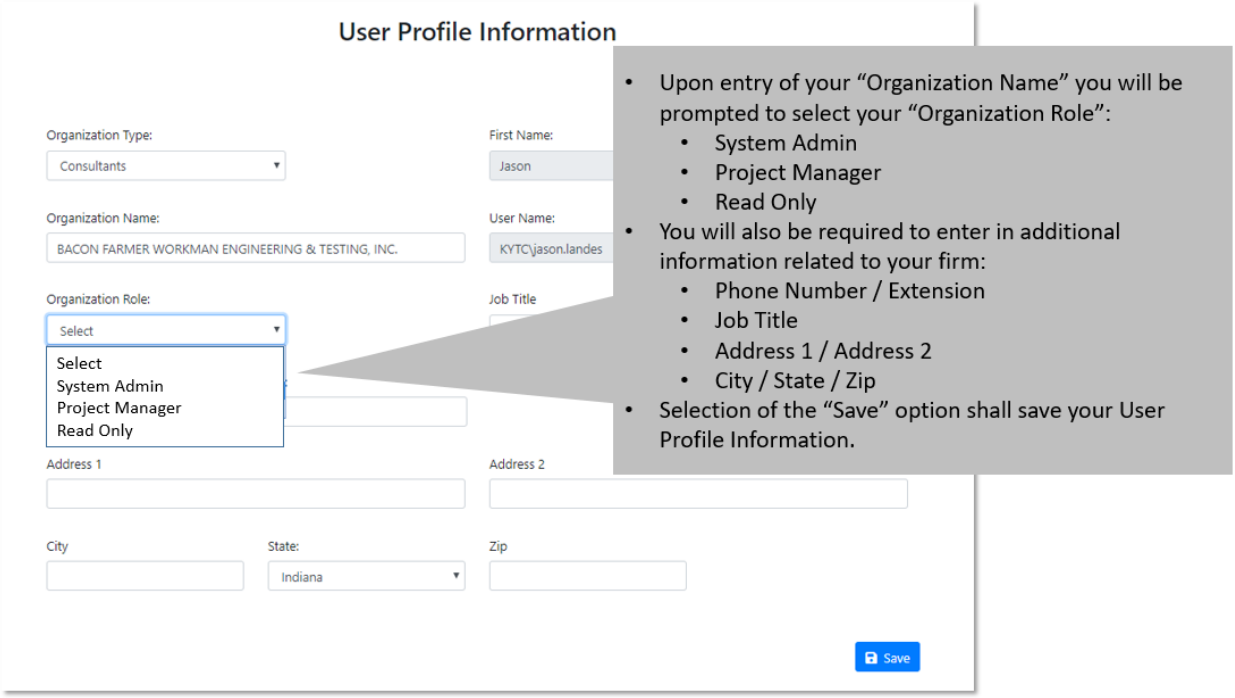
- View contract modifications assigned to their firm.
- View contract / mod documents assigned to their firm.

- Phone Number
- Job Title
- Address 1 / Address 2
- City / State / Zip

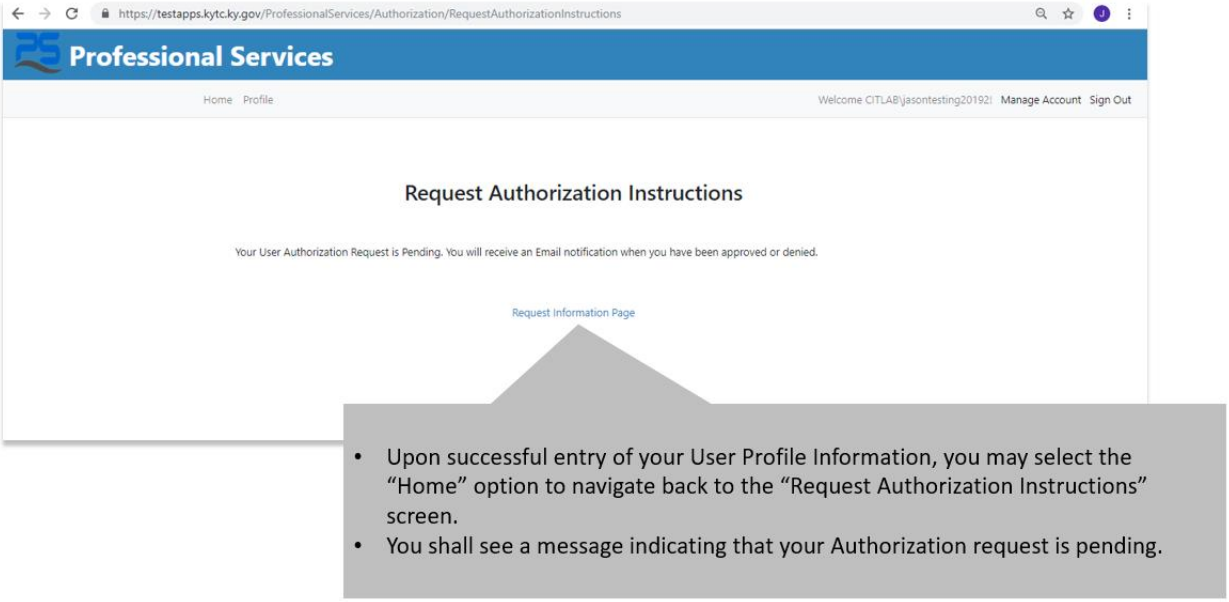



User Profile Information
Organization Type:
Consultants
Select Org Type
Consultants
Central Office
Districts
Organization Role:
Select
Job Title
Phone Number:
(812) 598-6700
Ext:
Address 1
Address 2
City
State:
Indiana
Zip
Save
You will need to first select your "Organization Type":
Consultant
Central Office
Districts

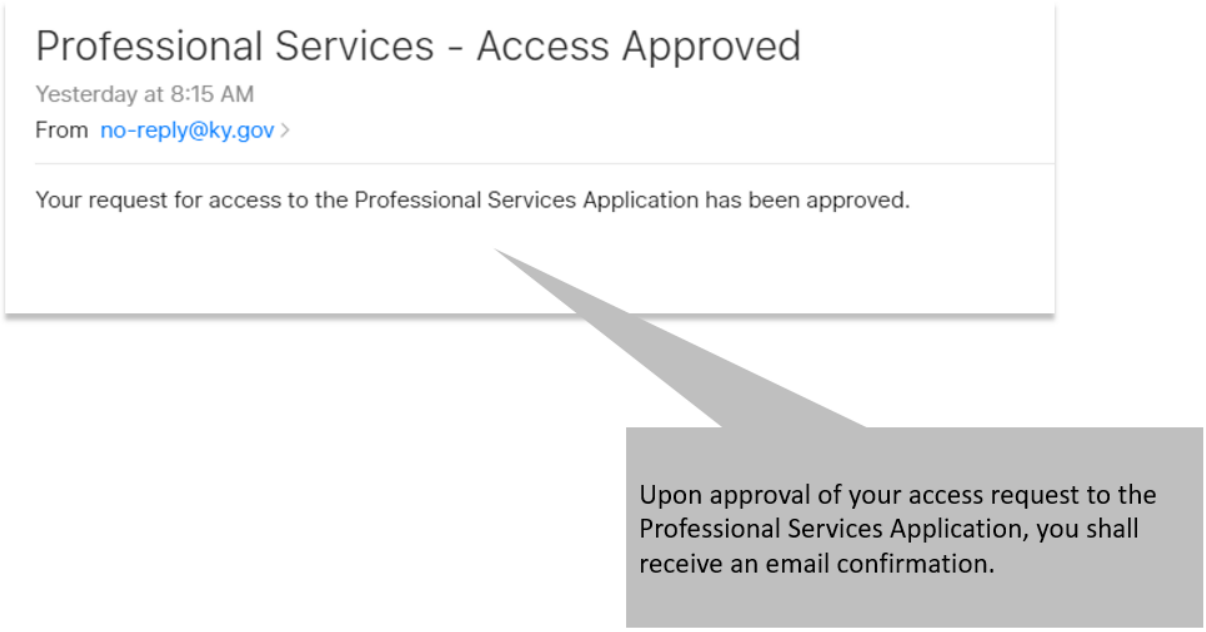

User Profile Information
Organization Type:
Consultants
First Name:
Jason
Organization Name:
ma
NORTHROP GRUMMAN SYSTEMS CORPORATION
TUNNEL MANAGEMENT INC
TUNNEL MANAGEMENT INC
BACON FARMER WORKMAN ENGINEERING & TESTING, INC.
HRV CONFORMANCE VERIFICATION
Job Title
(812) 598-6700
Address 1
Address 2
City
State:
Indiana
Zip
Save
Selection of the "Consultants" Organization Type will prompt you to enter in your "Organization Name".
This shall be the name of your firm.



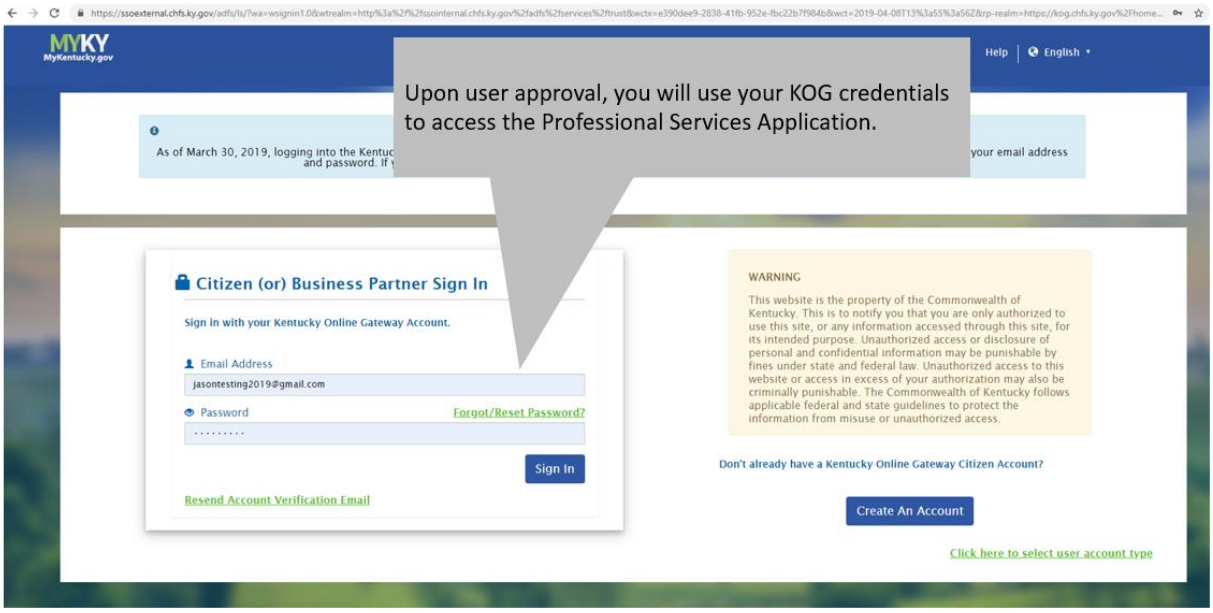
- Upon successful entry of the User Profile Information, the user will be redirected to the "Request Authorization Instructions" screen indicating that their Authorization Request is pending.



- Once the user's Authorization Request has been approved, they shall receive an email notification.
    - If denied access, the user shall also receive an email.

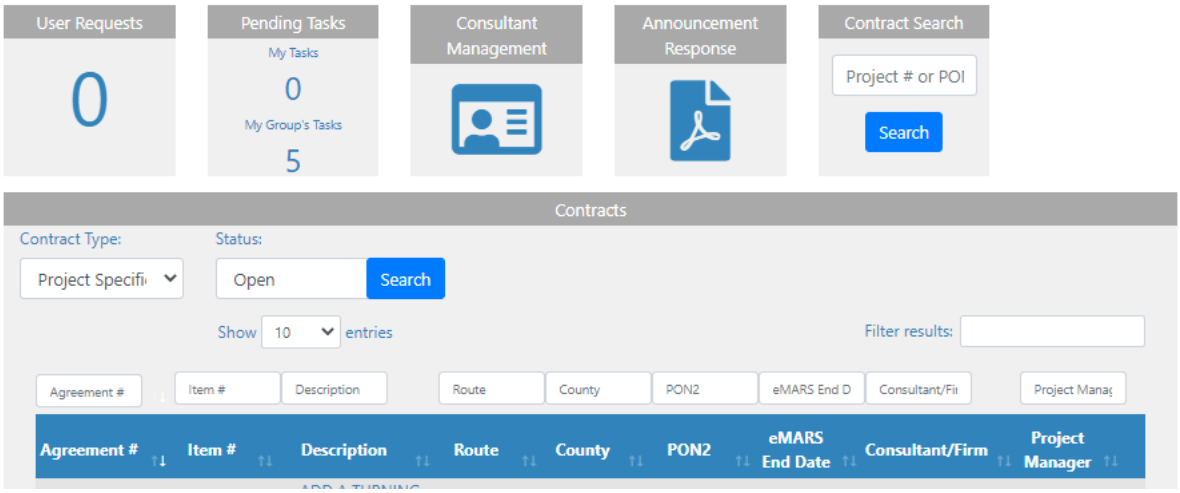


- Upon approval, the external user (non-KYTC) shall be able to access the PS application using their KOG credentials.



2 Dashboard

The PS application Dashboard displays user role based widgets. Each widget performs specific functionality to handle day-to-day processes. If a user does NOT have permissions to use a particular widget, then they shall NOT be able to access that widget. For example, a Consultant role shall NOT be able to access the Bulletin widget, etc.



Based on the individual user's PS role and permissions, the Dashboard screen may display a combination of the following widgets:

Admin	Provides access to administrative functions. These functions include: managing users, managing exceptions (roles), managing type tables, and managing selection committee pools. Users will only see the functions they are authorized for.
Announcement Response	View and respond to open Announcements
Bulletin	An authenticated user with "Bulletins" Exceptions List permissions can select the "Bulletin" option within the Dashboard screen to navigate to the "Bulletins" screen where they can create and manage Bulletins.
Consultant Management	Maintain the firm's consultant information, contact, prequalifications, and job history
Contract Search	A Professional Services Admin (PSA), Project Manager (Central Office), Project Manager (District) can select search for contracts to select one to view or edit.
Create Contract	A Professional Services Admin (PSA) and Project Manager (District) can select the "Create Contract" widget from the Dashboard screen to navigate to the Create Contract screen.
Project Specific Contracts Grid	Display a list of project specific contracts where your firm is the prime consultant
Pending Tasks	All tasks that are awaiting your action. Only Consultant Admins will see "My Group's Tasks"
Statewide Services	Provides the KYTC PSA role and KYTC Central Office – Project Manager access to the Statewide Service feature
Statewide Contracts Grid	Display a list of statewide contracts where your firm is the prime consultant
User Requests	A user with "Manage Users" Exceptions List permissions can select the "User Requests" widget from the Dashboard screen to navigate to the "User Authorization" screen.

3 Administrative Functions

The “Admin Widget” located on the Dashboard provides authenticated users the ability:

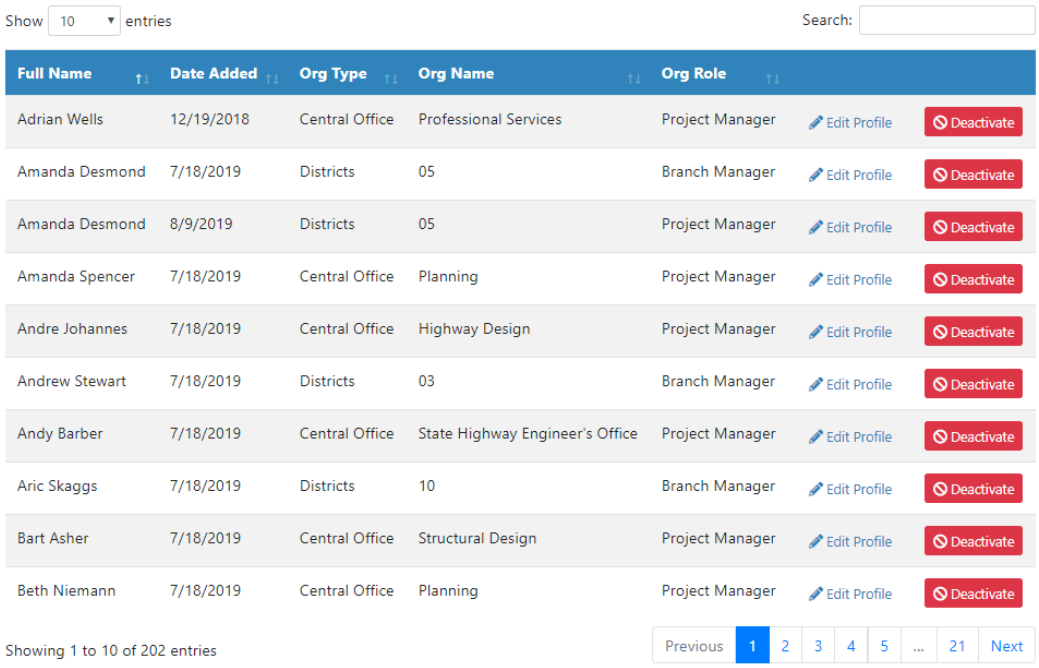
- Manage Users
- Manage Exceptions
- Manage Type Tables
- Manage Selection Committee Pools

3.1 Manage Users

The Manage Users Admin Widget allows authenticated users to edit user profiles and deactivate users. Only users assigned to the “Manage Users” Exception List shall be able to access the Manage Users option within the Admin Widget.

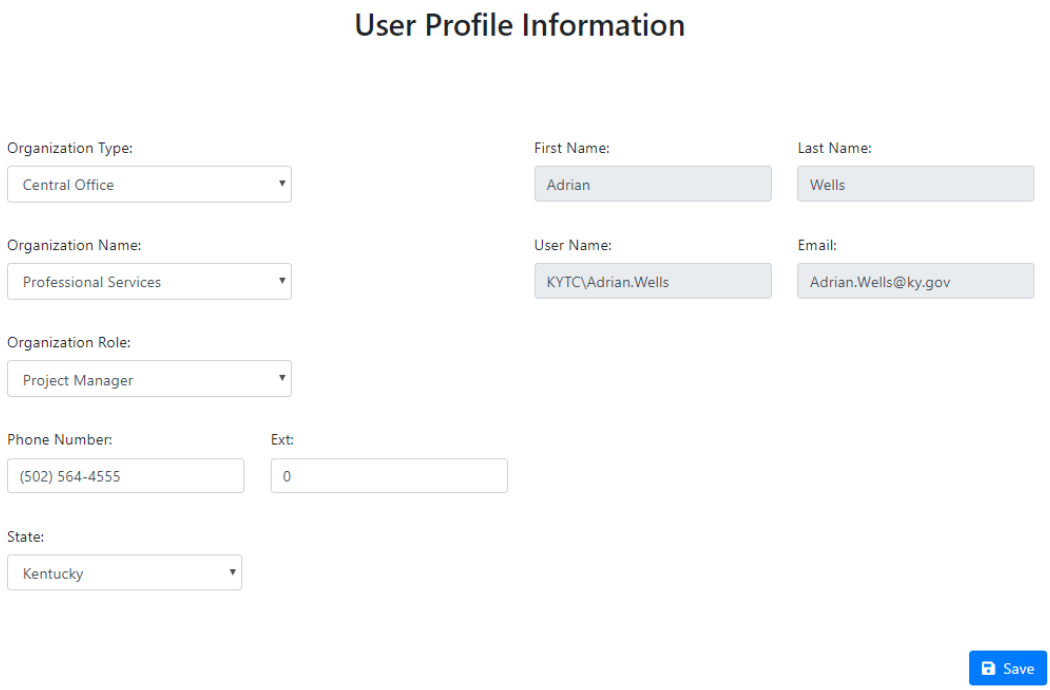
Manage Users Screen:

- Selection of the “Manage Users” option within the Admin Widget shall navigate the user to the “Manage Users” screen.
    - User shall see a “Manage User” grid that displays all of the PS users.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific user.



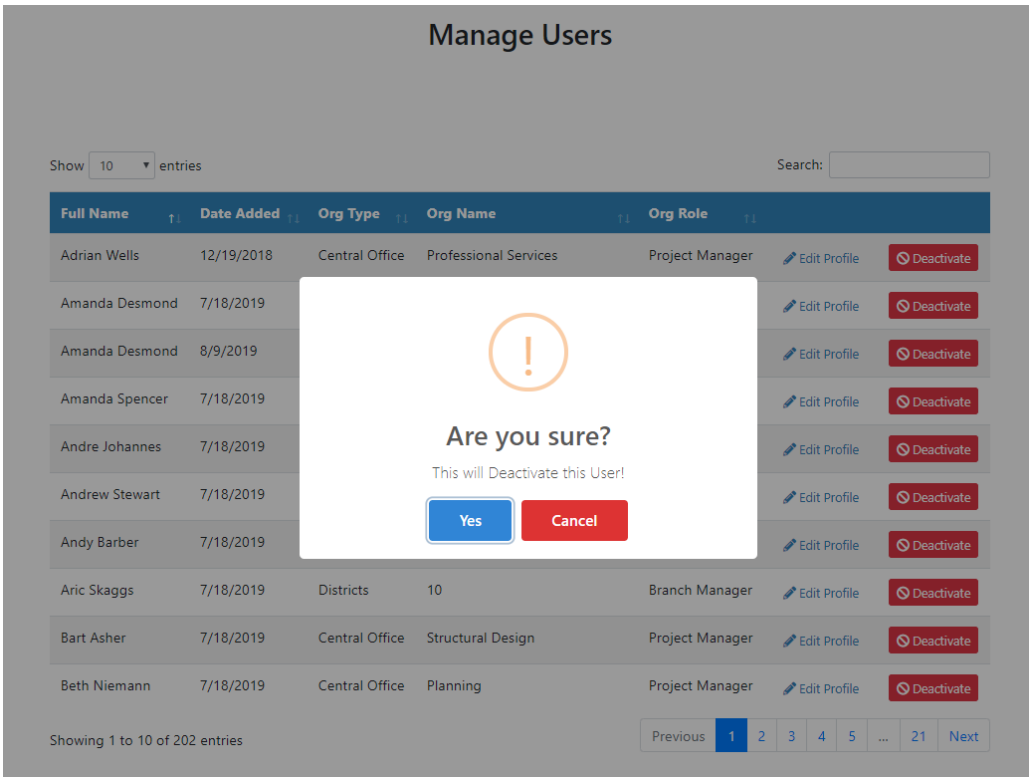
Manage Users Screen – Edit Profile

- Selection of “Edit Profile” option shall navigate user to the “User Profile Information” screen to make updates to the selected user profile record.
- User selection of “Save” option shall save updates to PS application.



Manage Users Screen - Deactivate Users:

- User selection of "Deactivate" option shall display a dialog box – "Are you sure? – This will deactivate this user!"
    - User selection of "Yes" option shall deactivate user from PS application.
        - Deactivated users will be removed from all exception lists.
    - User selection of "Cancel" shall NOT deactivate user.



3.2 Manage Exceptions (Roles)

An Exception List provides users with special authorities or permissions for specific tasks within the PS application. A user with “Manage Exceptions” Exceptions List permissions can add or remove other users to one or many Exceptions Lists.

Only users assigned to the “Manage Users” Exception List shall be able to access the “Manage Exceptions” option within the Admin Widget.

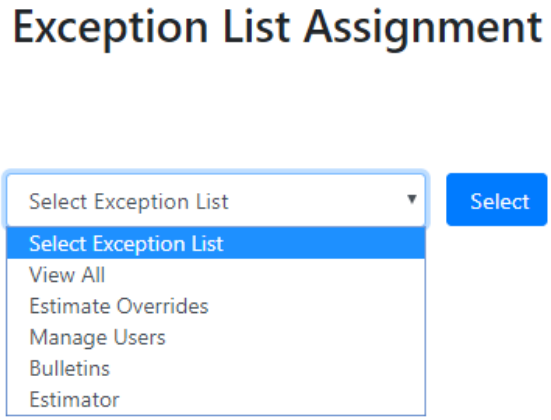
PS Exception List areas include:

- Estimate Overrides
- Manage Users
- Bulletins
- Estimator

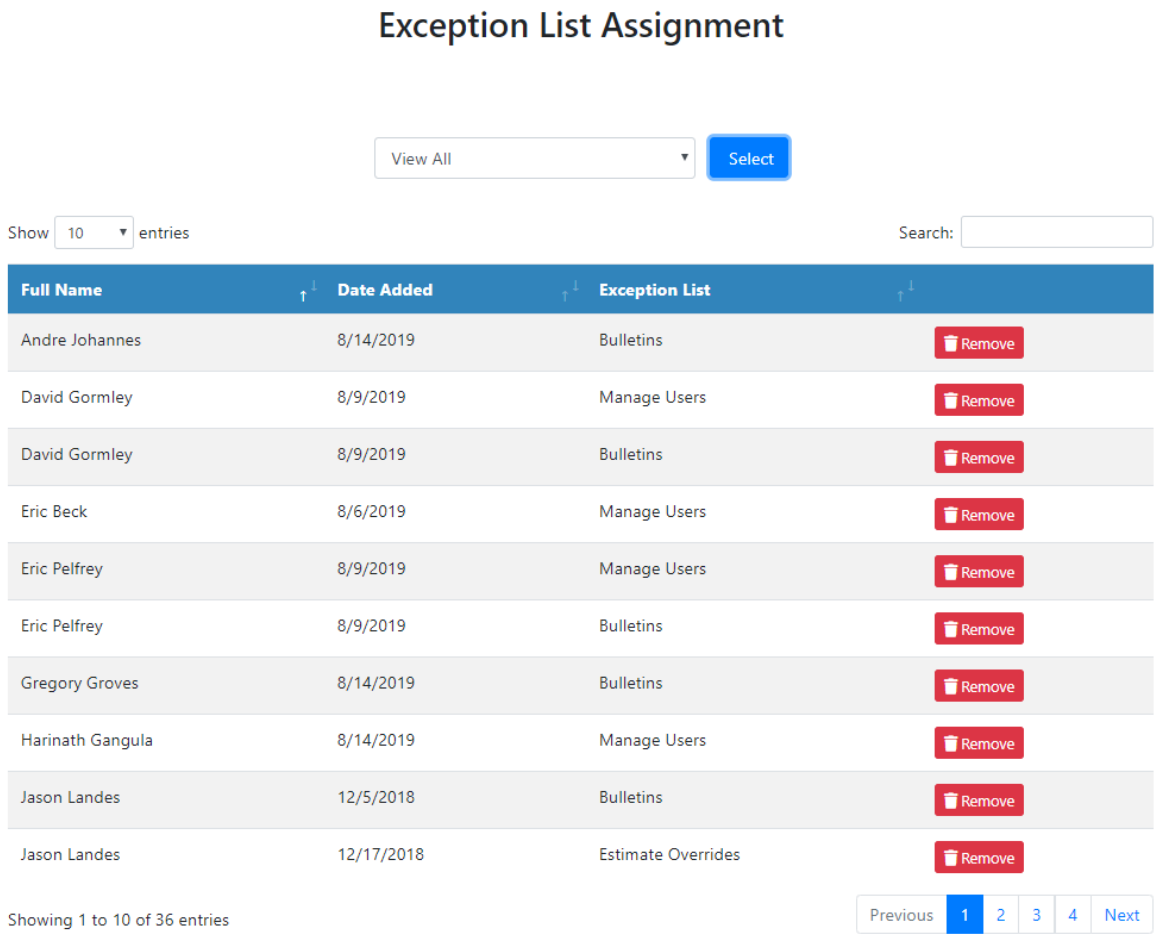
Exception List Assignment Screen:

- Selection of the “Manage Exceptions” option within the Admin widget shall navigate the user to the “Exception List Assignment” screen.

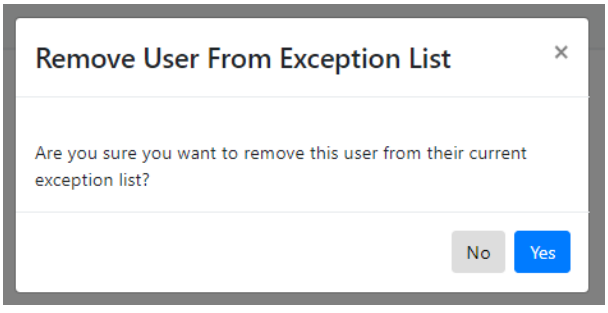
- Selection of the “Select Exception List” option within the “Exception List Assignment” screen shall display a list of available Exception List categories:
    - View All (Displays all Exception List Assignment categories)
    - Estimate Overrides
    - Manage Users
    - Bulletins
    - Estimator



- Selection of the “View All” option shall display all assigned Exception List users in all categories.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific user.



- Selection of the “Remove” option within the grid shall display the “Remove User From Exception List” pop-up window.
    - Selection of the “Yes” option shall remove the user from that Exception List.
    - Selection of the “No” option shall NOT remove the user from that Exception List.



3.2.1 Exception List – Estimate Overrides

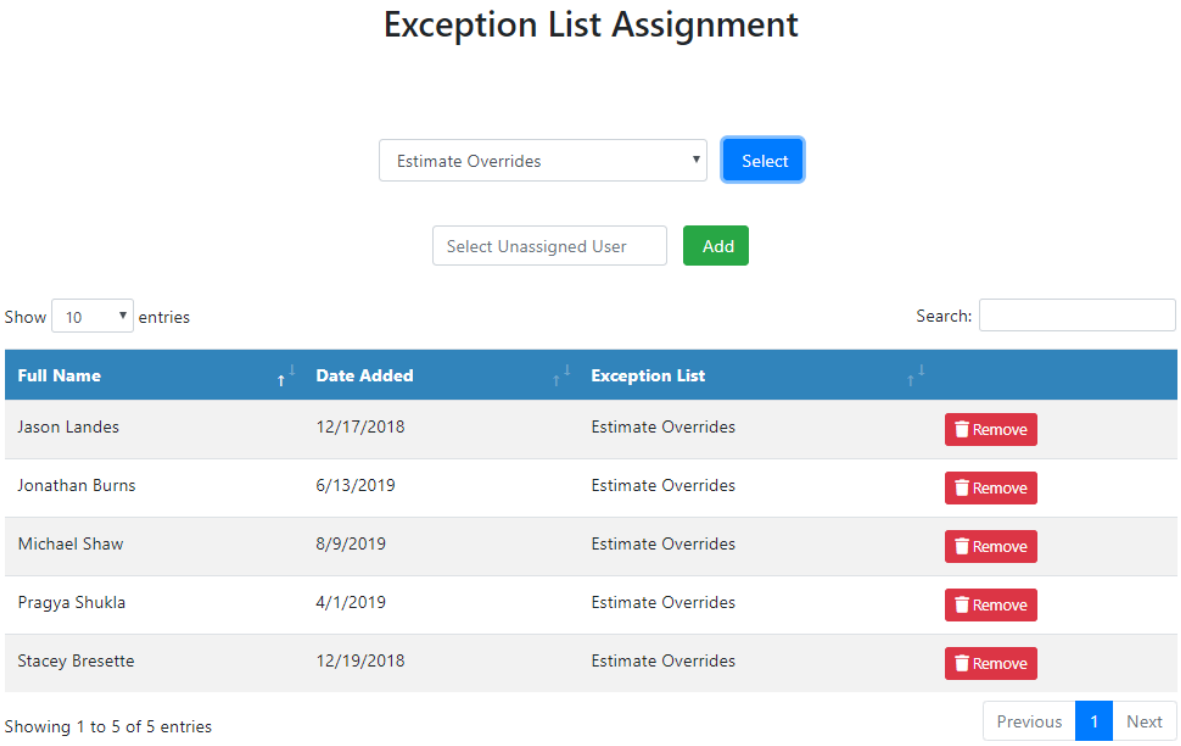
A user with "Estimate Overrides" Exceptions List permissions can update Agreed Units Estimate values after approval as part of the "Agreed Units Approval" Estimates step.

Agreed Units values include:

- Item
- Crew
- Unit Type
- Amount

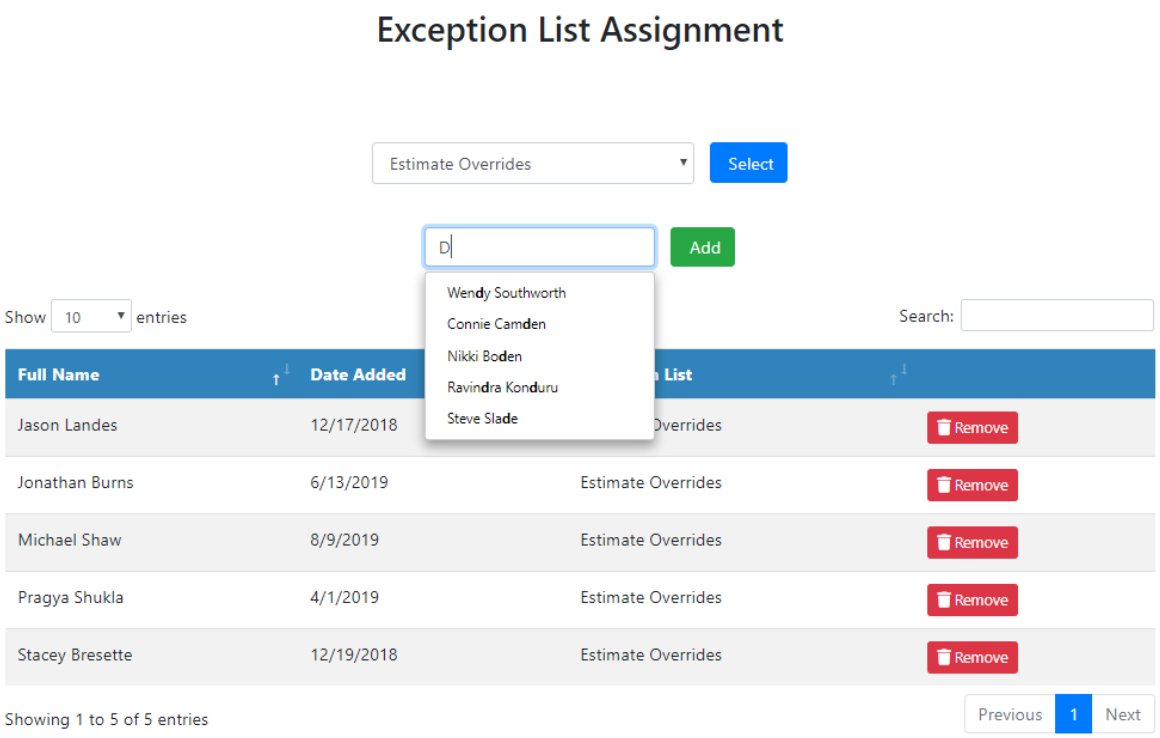
Select "Estimate Overrides" Exception List Category:

- Selection of the "Estimate Overrides" option shall display all assigned users in that category.
  - User shall be able to sort on each column.
  - User shall be able to enter smart search criteria to locate a specific user.



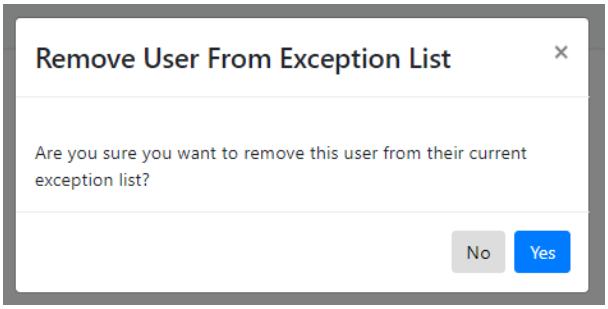
Assign User to "Estimate Overrides" Exception List:

- A user can be added to the "Estimate Overrides" Exception List by typing in a desired user in the "Select Unassigned User" field.
  - User must be an authenticated PS user to display in the search criteria.
  - Upon selection of the "Add" option, the desired user's profile shall be displayed within the "Estimate Overrides" grid.



Remove User from "Override Estimates" Exception List):

- Selection of the "Remove" option within the grid shall display the "Remove User From Exception List" pop-up window.
    - Selection of the "Yes" option shall remove the user from that Exception List.
    - Selection of the "No" option shall NOT remove the user from that Exception List.

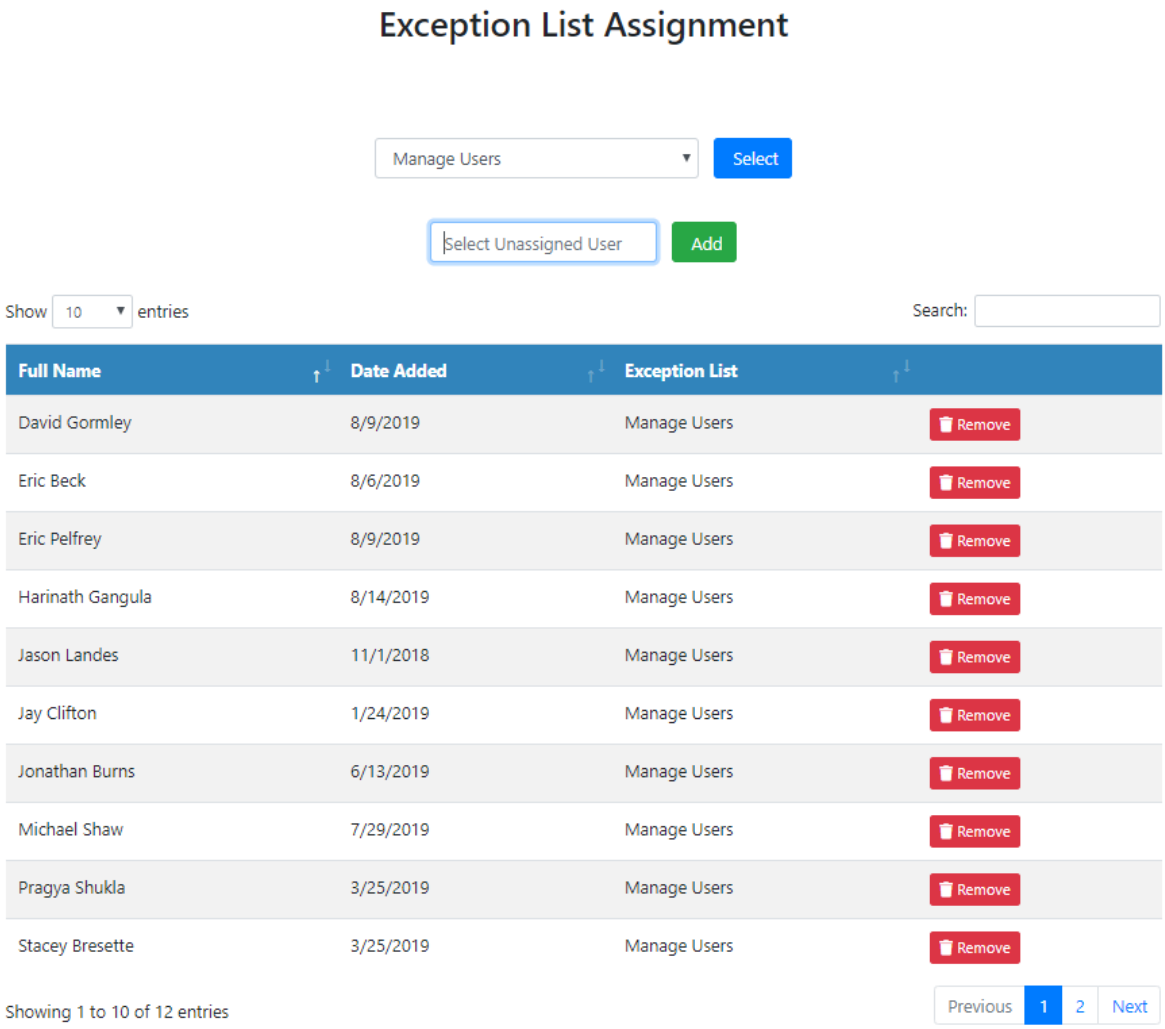


3.2.2 Exception List – Manage Users

The "Manage Users" Exception List category allows authenticated users to edit user profiles and deactivate users.

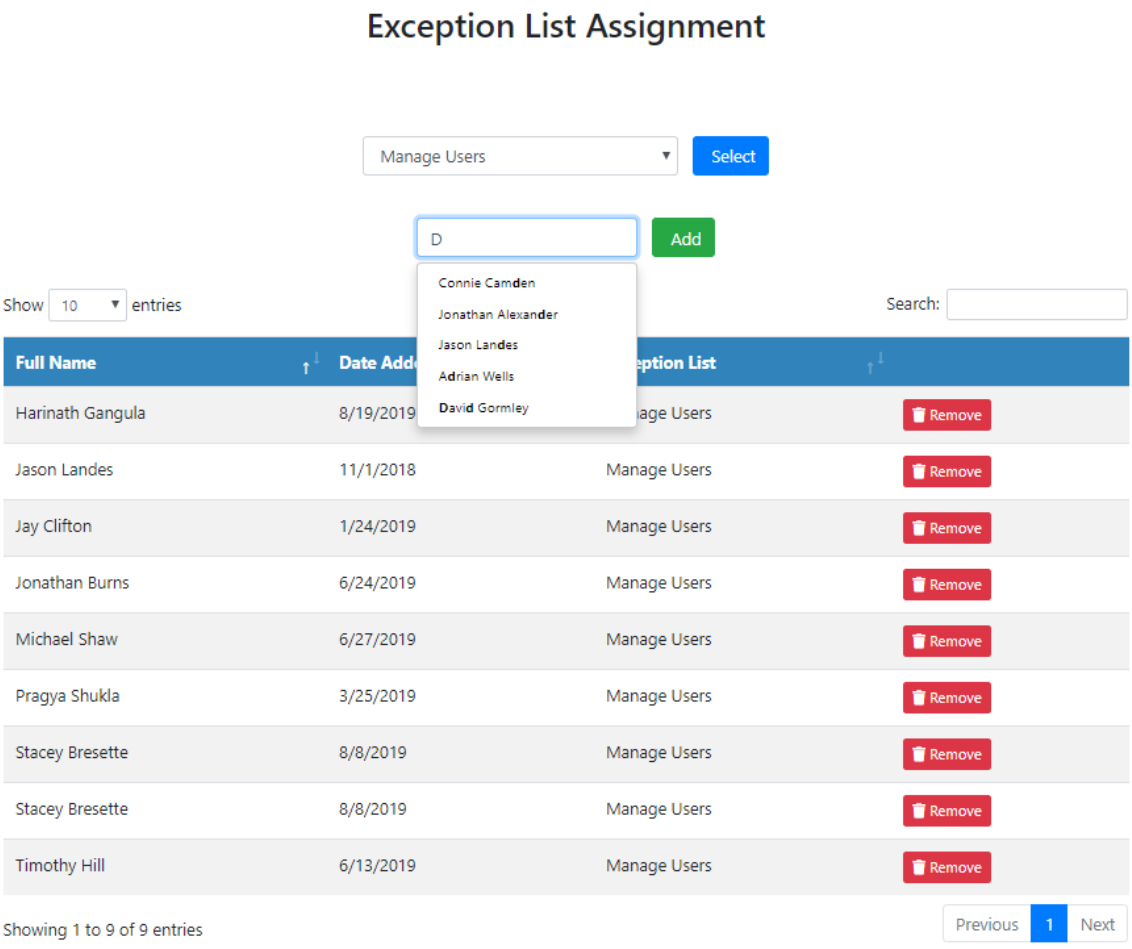
Select "Manage Users" Exception List Category:

- Selection of the "Manage Users" option shall display all assigned users in that category.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific user.



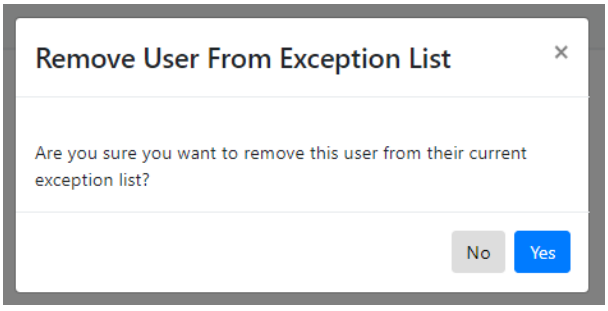
Assign User to "Manage Users" Exception List:

- A user can be added to the "Manage Users" Exception List by typing in a desired user in the "Select Unassigned User" field.
    - User must be an authenticated PS user to display in the search criteria.
    - Upon selection of the "Add" option, the desired user's profile shall be displayed within the "Manage Users" grid.



Remove User from "Manage Users" Exception List:

- Selection of the "Remove" option within the grid shall display the "Remove User From Exception List" pop-up window.
    - Selection of the "Yes" option shall remove the user from that Exception List.
    - Selection of the "No" option shall NOT remove the user from that Exception List.

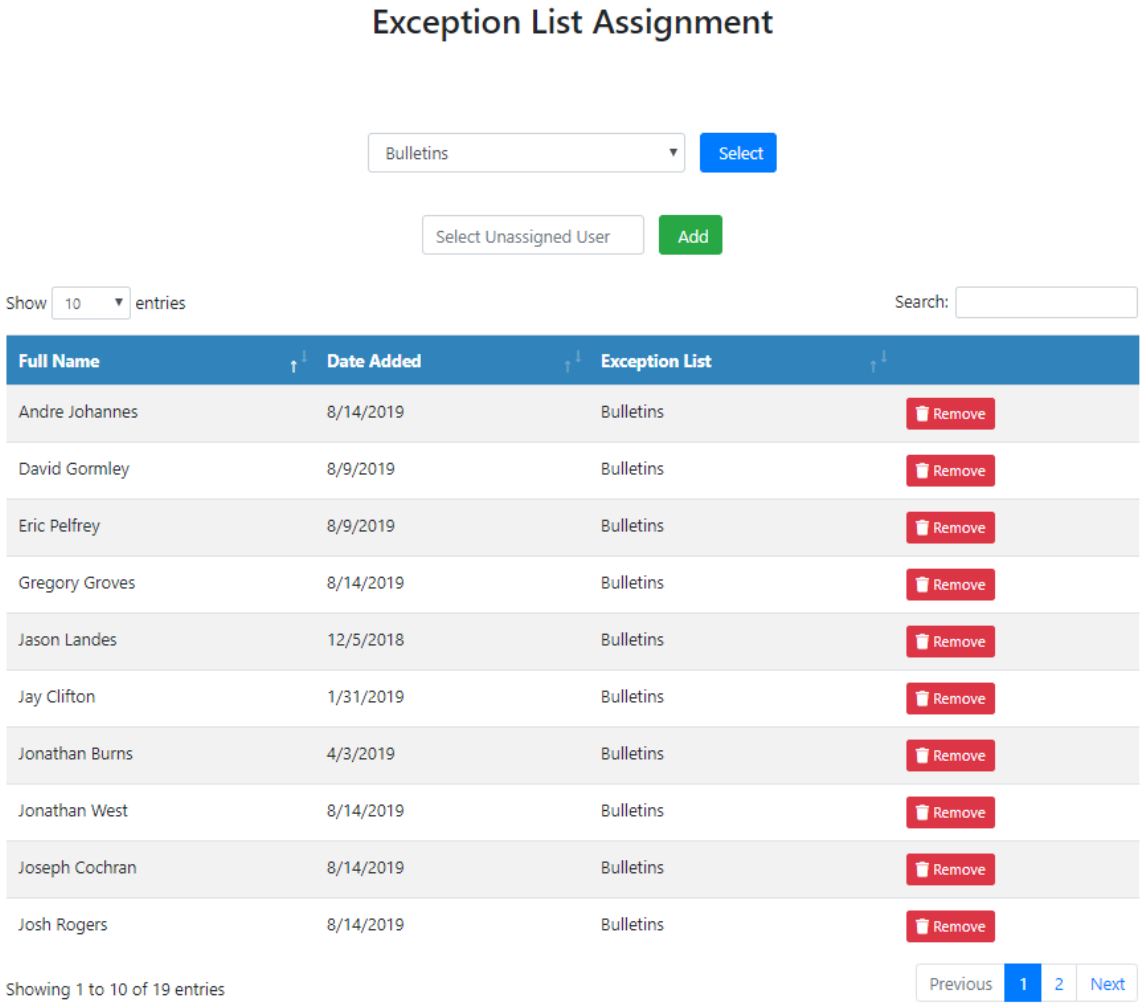


3.2.3 Exception List – Bulletins

A "Bulletin" Exception List user shall be able to access the "Bulletins" widget from the Dashboard. Selection of the "Bulletins" widget shall navigate users to the "Bulletins" screen, where Bulletins are created and edited.

Select "Bulletins" Exception List Category:

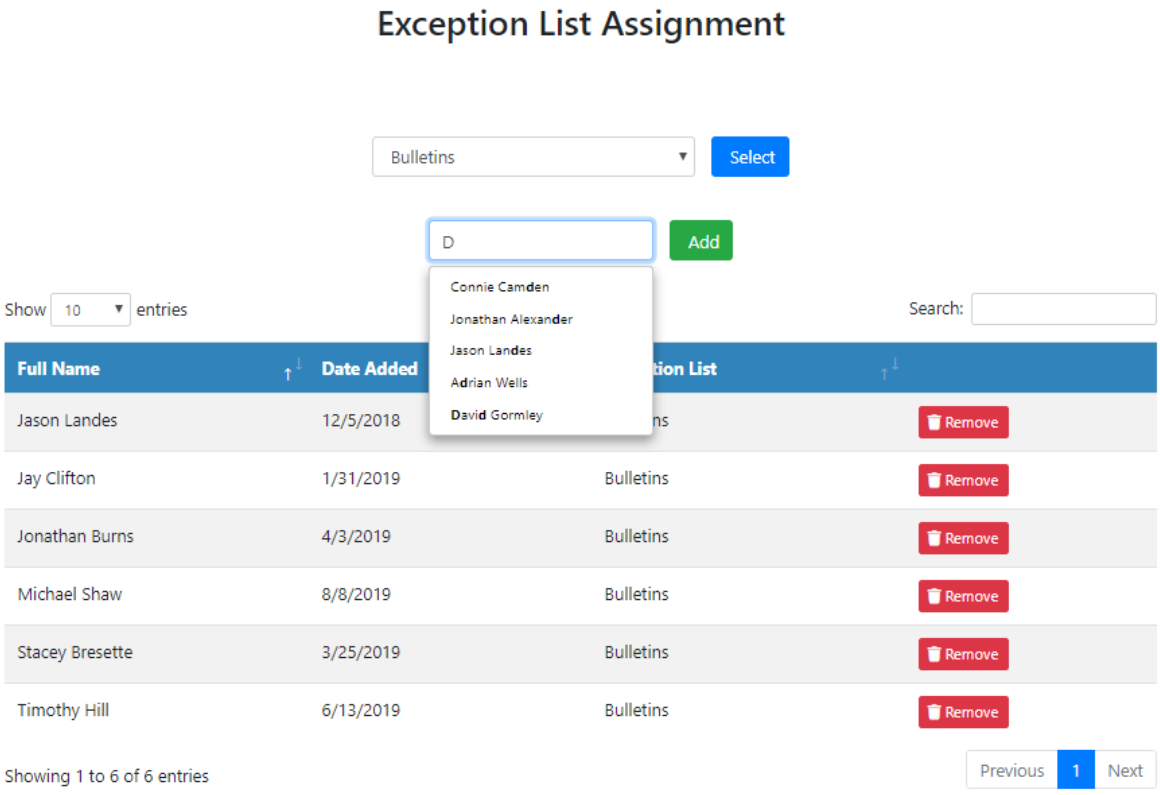
- Selection of the "Bulletins" option shall display all assigned users in that category.
  - User shall be able to sort on each column.
  - User shall be able to enter smart search criteria to locate a specific user.



Assign User to "Bulletins" Exception List:

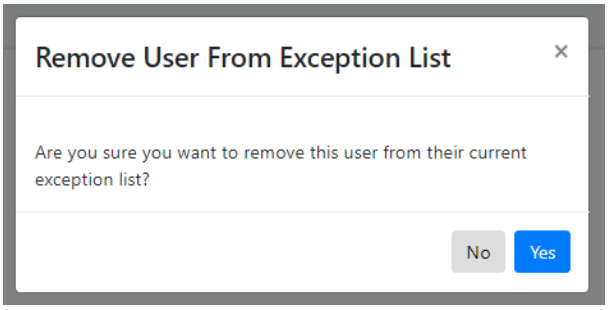
- A user can be added to the "Bulletins" Exception List by typing in a desired user in the "Select Unassigned User" field.
  - User must be an authenticated PS user to display in the search criteria.

- Upon selection of the "Add" option, the desired user's profile shall be displayed within the "Bulletins" grid.



Remove User from "Bulletins" Exception List:

- Selection of the "Remove" option within the grid shall display the "Remove User From Exception List" pop-up window.
  - Selection of the "Yes" option shall remove the user from that Exception List.
  - Selection of the "No" option shall NOT remove the user from that Exception List.



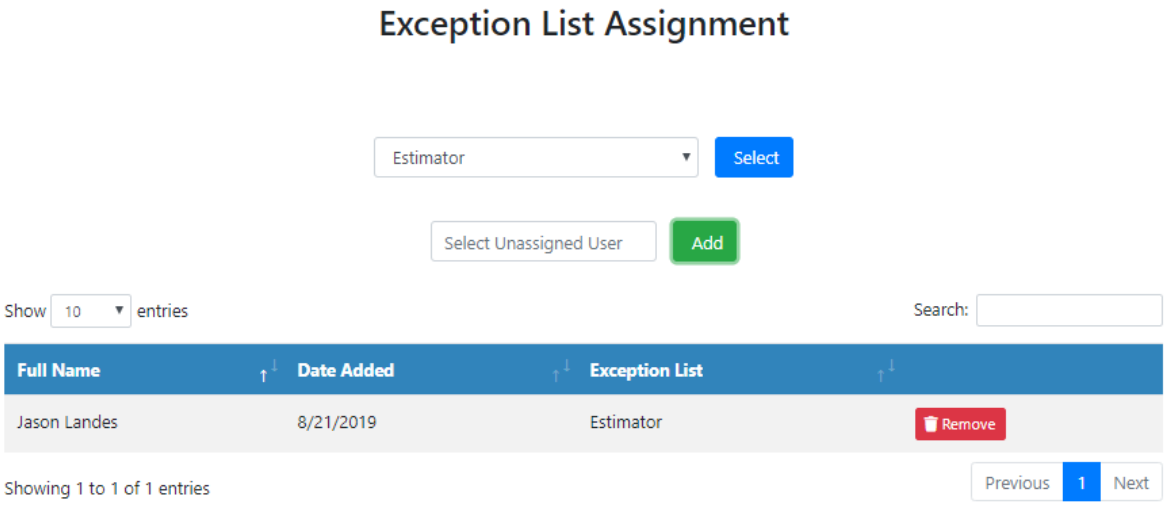
3.2.4 Exception List – Estimator

An "Estimator" Exception List user shall be able to access Estimate worksheets and negotiate Estimates with consultants on behalf of the Professional Services Admin. The Estimator will have full PSA permissions on the Estimate screen only.

In most instances, the “Estimator” user will be a “Read Only” role in the application and only interact with a contract’s Estimate process.

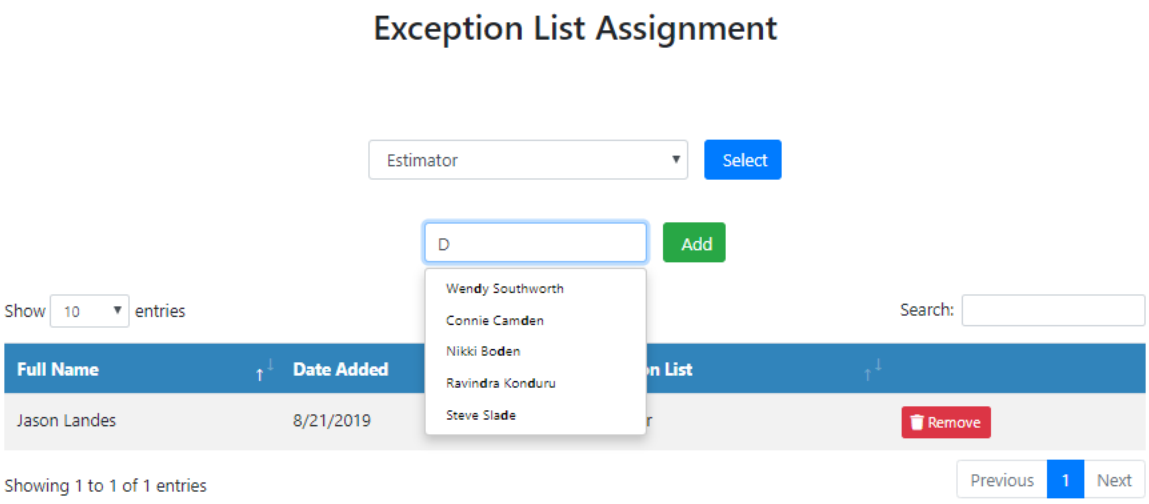
Select “Estimator” Exception List Category:

- Selection of the “Estimator” option shall display all assigned users in that category.
  - User shall be able to sort on each column.
  - User shall be able to enter smart search criteria to locate a specific user.



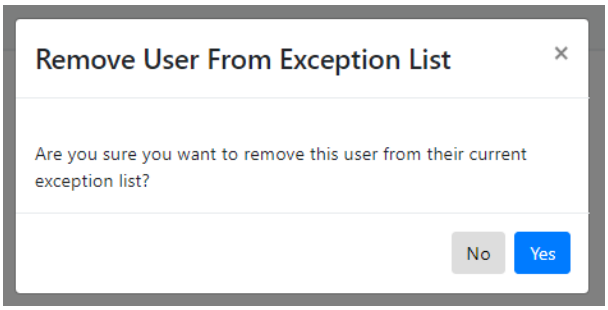
Assign User to “Estimator” Exception List:

- A user can be added to the “Estimator” Exception List by typing in a desired user in the “Select Unassigned User” field.
  - User must be an authenticated PS user to display in the search criteria.
  - Upon selection of the “Add” option, the desired user’s profile shall be displayed within the “Estimator” grid.



Remove User from "Bulletins" Exception List:

- Selection of the "Remove" option within the grid shall display the "Remove User From Exception List" pop-up window.
    - Selection of the "Yes" option shall remove the user from that Exception List.
    - Selection of the "No" option shall NOT remove the user from that Exception List.



4 Handling User Requests

An Internal KYTC user with "Manage Users" Exceptions List permissions shall be able to see the "User Requests" Dashboard widget. The "User Request" widget within the Dashboard shall display the number of pending User Authorization Requests. Within the "User Requests" widget, the user can approve or deny user access to the PS application.

In addition, a user with a Consultant – System Administrator role shall be able to see the "User Requests" Dashboard widget. This role shall see all Consultant – Ready Only, Consultant – Project Manager and Consultant – System Administrator user authorization requests within their own Consulting firm.

Select "User Requests" Widget:

- Selection of the "User Request" widget shall navigate the user to the "User Authorization" screen that displays pending authorization requests within a grid.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific user.

User Requests Widget:

View User Authorization Request:

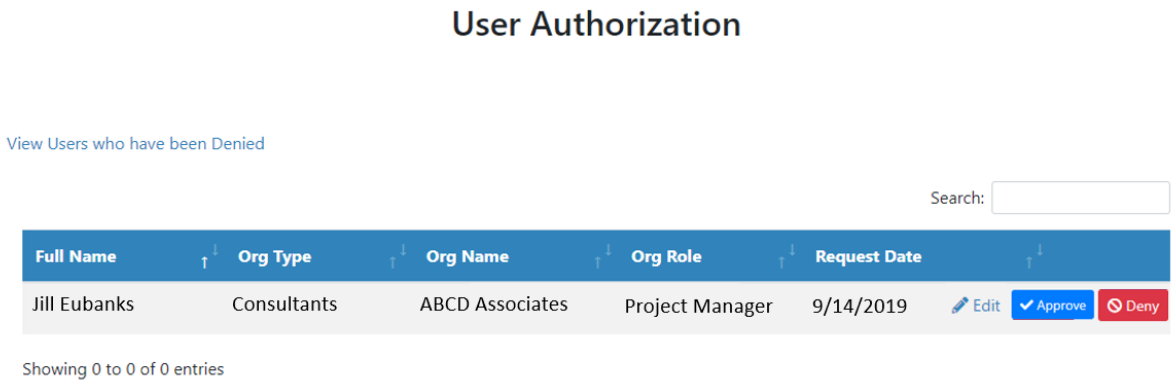
- Selection of "Edit" option within the User Authorization grid shall navigate the user to the "User Profile Information" to review / edit the user's profile.

Approve User Authorization Request:

- Selection of the "Approve" option shall grant user authorization to the PS application.
- Upon user request approval, the Internal / External KYTC requestor shall receive email notification of their authorization.

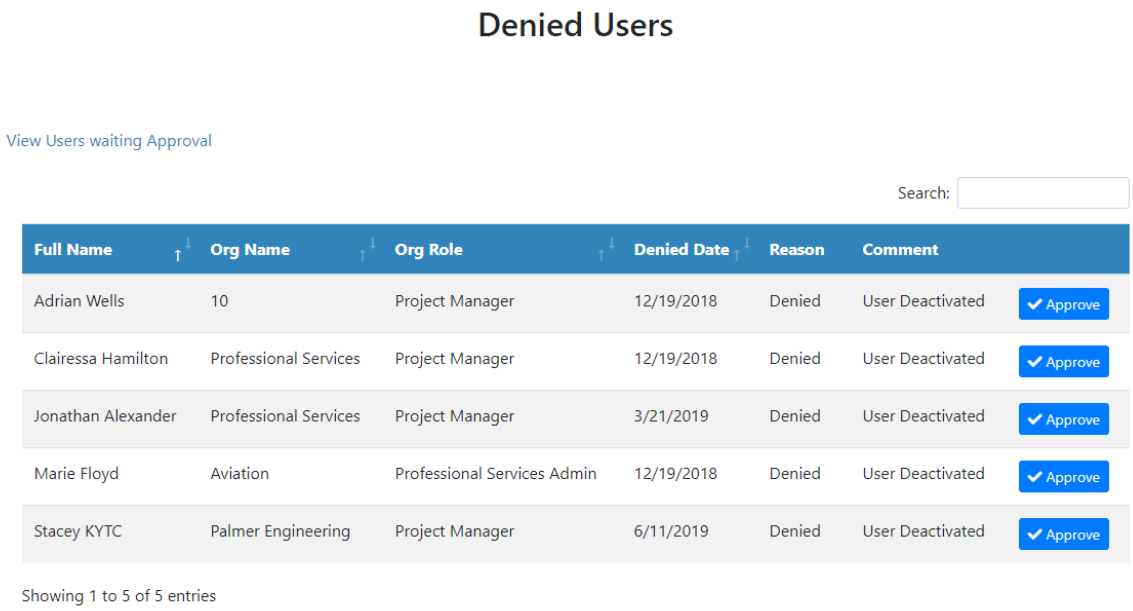
Deny User Authorization Request:

- Selection of the "Deny" option shall NOT grant user authorization to the PS application.
- Upon authorized user request denial, the Internal / External KYTC requestor shall receive email notification of their denied request.
- Authorized users can select the "View Users who have been Denied" link to navigate to the "Denied Users" requests.



View Denied User Authorization Requests:

- Selection of the "View Users who have been Denied" option within the "User Authorization" screen shall navigate the user the "Denied Users" screen that displays the denied user authorization requests within a grid.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific user.
- Selection of the "Approve" option shall grant user authorization to the PS application.
- Upon user request approval, the Internal / External KYTC requestor shall receive email notification of their authorization.
- Selection of the "View User waiting Approval" shall navigate the user back to the "User Authorization" screen.



4.1 Admin Widget – Manage Type Tables

4.2 Admin Widget – Manage Selection Committee Pools

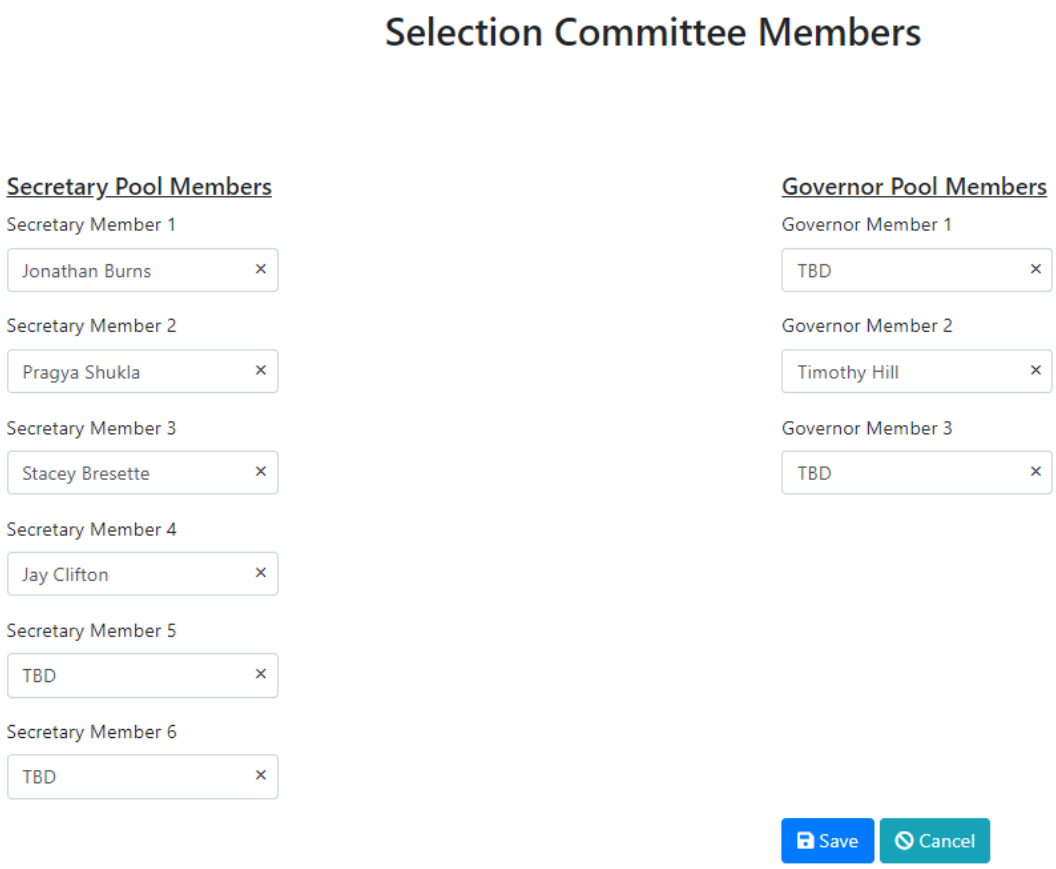
The Manage Selection Committee Pools option allows authenticated user the ability to manage Selection Committee Secretary and Governor Pool members. The Professional Services Selection Committee Pool is a randomly generated 5-person committee that selects the Prime, Second place, and Third place Consultant firms that will perform the services for Project Specific and Statewide projects.

The Selection Committee Pool usually consists of:

- 1 Governor's Pool member (non-KYTC employee)
- 2 Secretary's Pool members (Professional Engineers)
- 2 User Division Pool members (usually PM's)

Selection Committee Pool members typically serve for 2-year cycles. If a Pool member leaves during the middle of a 2-year cycle, the replacement Pool member simply takes over the unoccupied spot for the remainder of the cycle.

The Professional Services Admin (PSA) role shall have access to this widget.

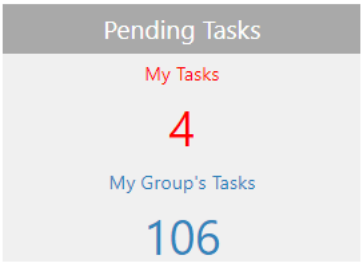


5 Pending Tasks

A "Pending Task" is a unit of work that the user need to complete within the PS application.

- Examples include:
  - Draft Advertisement Approval
  - Request for Primary Consultant to submit an Estimate
  - Request for Secretary to provide an e-signature for a Project Specific Contract Document

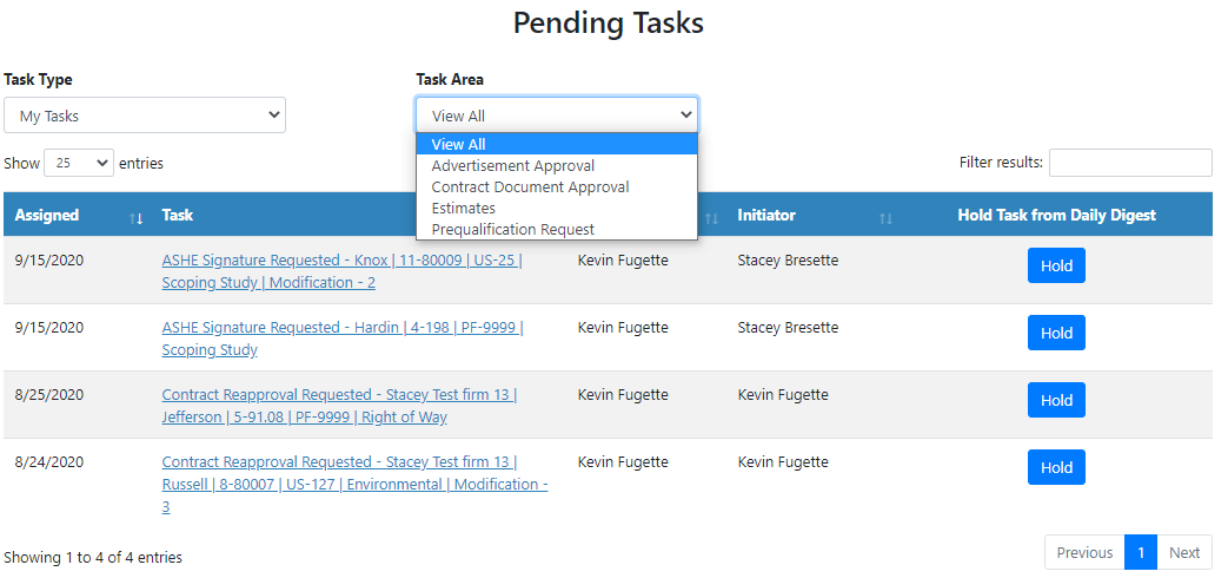
All users will see the number of pending tasks assigned to them in the Pending Tasks tile on the dashboard. Division Directors and System Admins will also see the count of tasks assigned to their group or firm.



Clicking on either of the counts will open a grid of those pending tasks for you to view or take action on.

From this grid, you can perform the following:

- Switch between My Tasks and My Group's Tasks
- Select a Task Area to display
- Filter the results using any text that appears on the screen
- Open a task to take action
- Hold the task so that it does not appear in the Daily Digest



Selecting an option in the Task Name column will take the user to the applicable screen for that approval just as the link in email notifications does.

5.1 Daily Digest

The "Daily Digest" is an email notification indicating all pending tasks that require my action. You will only receive the notification if you have one or more pending tasks.

The email will contain a list of all your pending tasks and a link to open them to take action.

5.1.1 Sample Daily Digest Notification

Subject: Professional Services Daily Digest – Your action is required

The following Professional Services task(s) require your action:

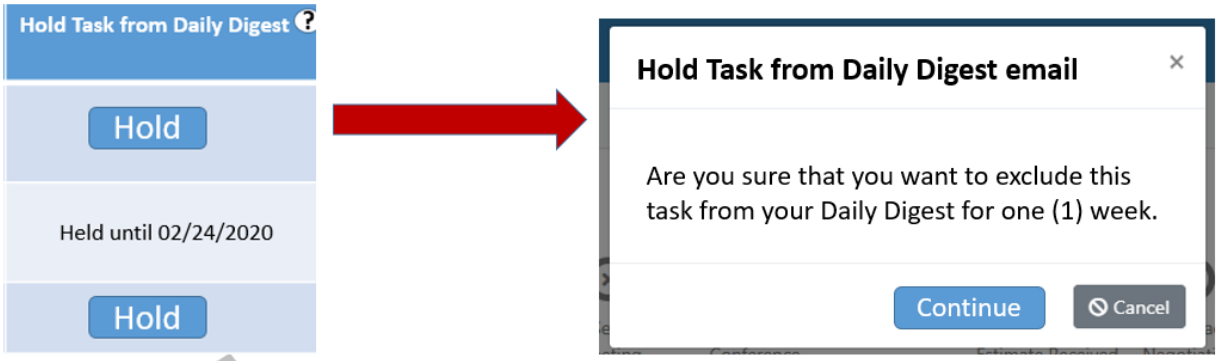
Assigned	Task	Initiator
7/31/2020	There are 8 pending prequalification approvals	N/A
7/30/2020	PS Director Signature Requested - Boyd | 9-20016 | US-23 | Environmental | Modification - 3	Stacey Bresette
7/30/2020	PM/LE Signature Requested - Boyd | 9-20016 | US-23 | Environmental | Modification - 3	Stacey Bresette
7/21/2020	Advertisement Approval Request from Project Manager - 08-01-20-1	Stacey Bresette
7/20/2020	SHE Signature Requested - Franklin | 5-1088 | CO-0 | Right of Way	Stacey Bresette
7/20/2020	ASHE Signature Requested - Franklin | 5-1088 | CO-0 | Right of Way	Stacey Bresette
6/12/2020	Negotiated amounts ready for submission - Star Lord Emporium | STest1.1 | Jefferson | 5-493 | CO-0	Stacey Bresette

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

5.1.2 Holding Tasks from the Daily Digest

The Hold option on the Pending Tasks grid will cause a pending task to not appear in the Daily Digest for one week. Once the week is expired, the pending task will reappear in the Daily Digest if it has not been completed.

Pending Tasks Grid – Hold Daily Digest email



- Upon user selection of the desired task that they would like to exclude from receiving in the Daily Digest email, a confirmation pop-up window shall be displayed.
- Selection of the "Continue" or like option shall hold the selected task from being included in the user's Daily Digest email for one (1) week.
- A task that has been held shall be identified in the "Hold Task from Daily Digest" column as: **"Held until MM/DD/YYYY"**.
- After the hold period has expired (7 days), the "Hold" option shall be displayed and the "Held until…" shall NO longer be displayed.

6 Consultant Management Widget

The Consultant Management widget provides a central location to display Consultant firm contact information. All authenticated PS users will see the Consultant Management widget within the Dashboard.

Consultant Contact records are utilized by the Professional Services group throughout all phases of the prequalification and estimation processes for both Project Specific and Statewide contracts.

Consultant firms will manage their own organization's contact information and employee's contact information within the PS application.

Users in the Consultant Admin and Manage Consultant roles can manage all of the Consultant Firm information. This includes all of the information previously on the TC 40-1 form used for Prequalifications. You may now manage all of that information within the Consultant Management feature. Key areas of information maintained here are:

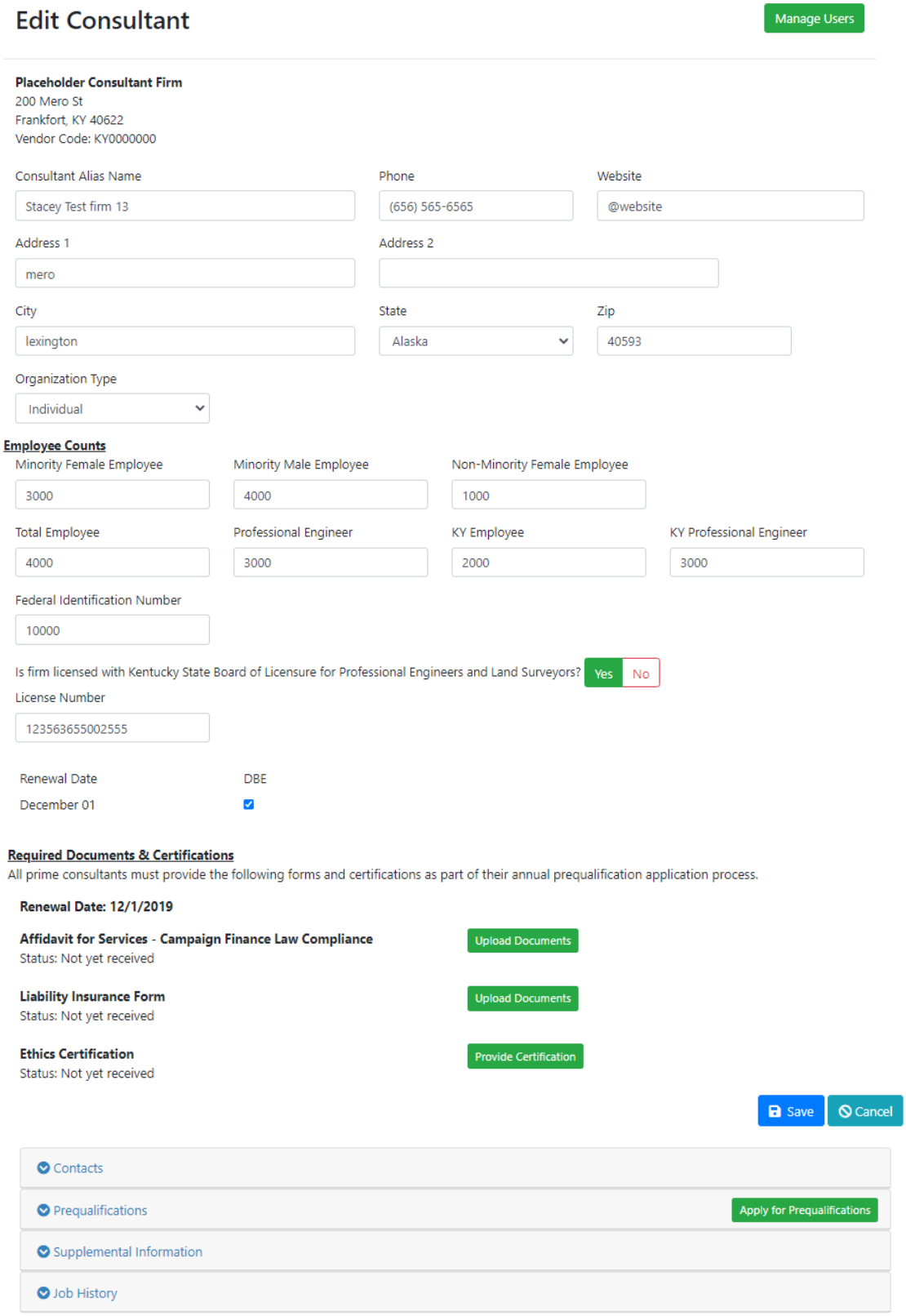
- Firm contact information
- Firm employee counts
- Employee contact cards
- Firm job history

- Supplemental information
- Prequalification
- Required Documents & Certifications

Clicking on the Consultant Management widget will open your firm's Consultant information for you to view or edit depending on your role within the firm.

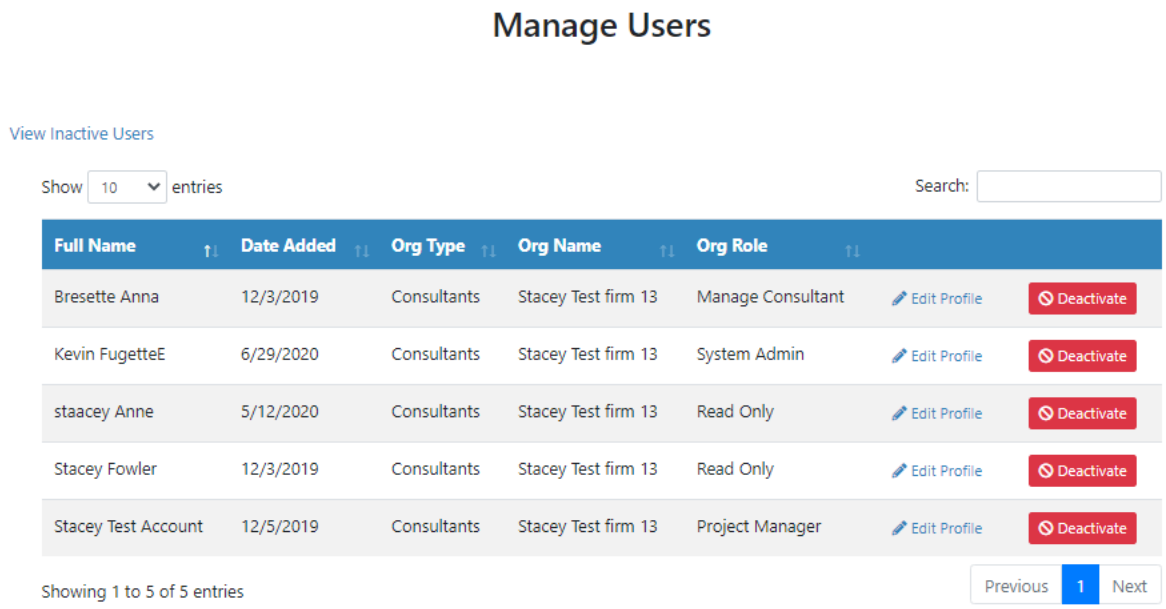
Note: The Required Documents & Certifications section will only display if you have approved prequalification.

6.1 Editing Your Consultant Information



6.1.1 Manage Users

The Manage Users button provides you a list of all users in your firm who can access the system. From here, users in the Consultant Admin role can edit the profiles of the users and manage the roles they are assigned to. You may also deactivate users here.



6.1.2 Firm Information

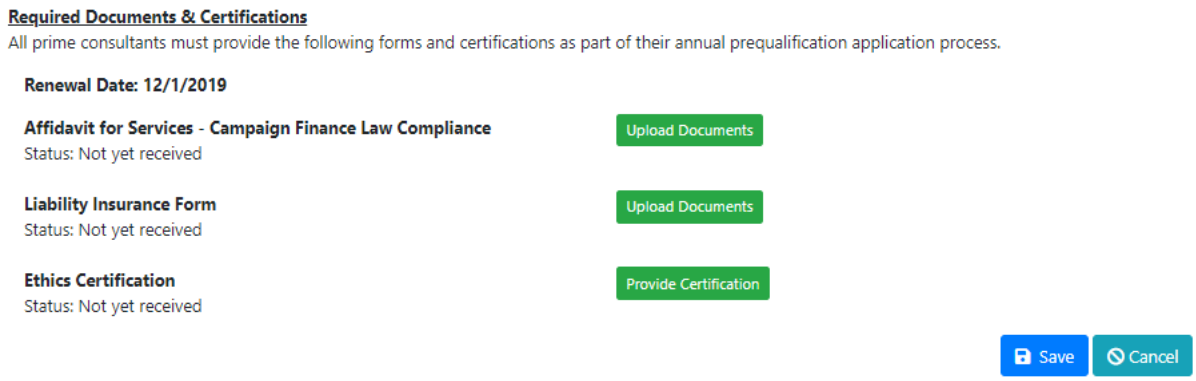
Your firm information is tied to your eMARS account by your vendor code. The information from eMARS cannot be changed in the system. You can update your alias name, phone number, website, address, and organization type here.

You should also keep your employee counts, Federal ID Number and form license number up to date as there are all used in the prequalification process.

6.1.3 Required Documents & Certifications

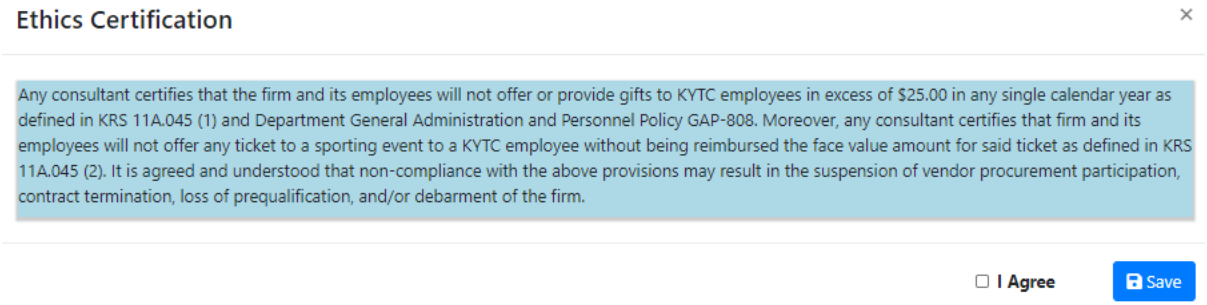
The Required Documents & Certifications section will only display if you have approved prequalification.

Here you will see your renewal date and in odd numbered years, you will be able to certify whether or not there are changes at your firm that affect your prequalification process.



You will need to complete and upload your "Affidavit for Services – Campaign Finance Law Compliance" and Liability Insurance forms as pdf's.

You will also provide your Ethics Certification by clicking on the Provide Certification button, clicking "I Agree". And saving your certification. Once you have saved your Ethics Certification, the button will be replaced by the name of the person agreeing to the certification and the date it was performed.



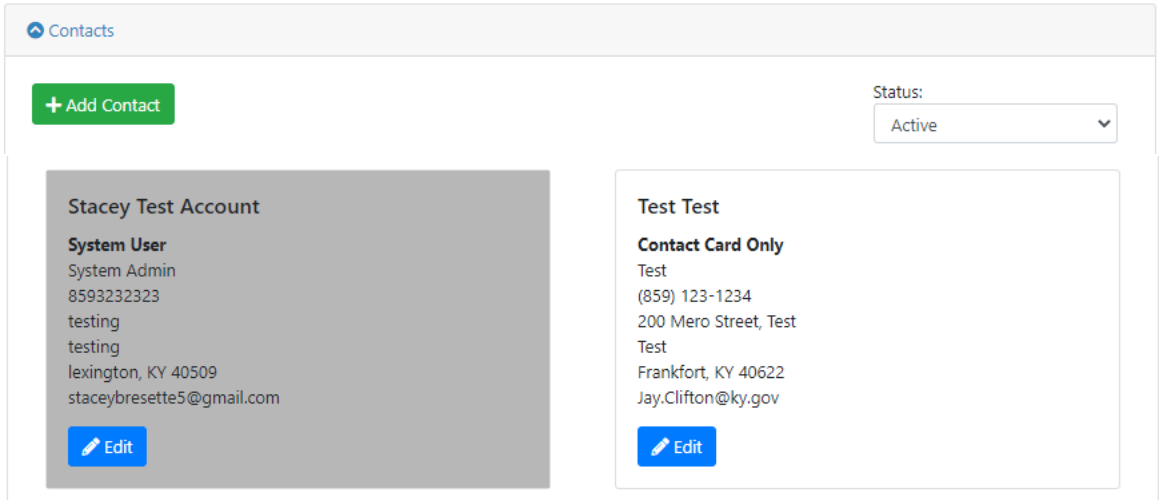
6.2 Contacts

Contact cards provide key information for Consultant employees. There are two type of contact cards: one for users of the system and one for contacts that are not users of the system. Both types of contact cards contain the same information and are used in the prequalification process. *You do **not** need to create contact cards for all of your employees, only the ones that will use the system or are needed to obtain prequalifications.*

Click on the Contacts section to open it.

6.2.1 Viewing your Contacts

The Contacts section displays all of the contacts in your firm. From here you can add, edit, and view a contact. Only users in the Consultant Admin and Manage Consultant roles can add or edit contacts.



6.2.2 Editing a Contact

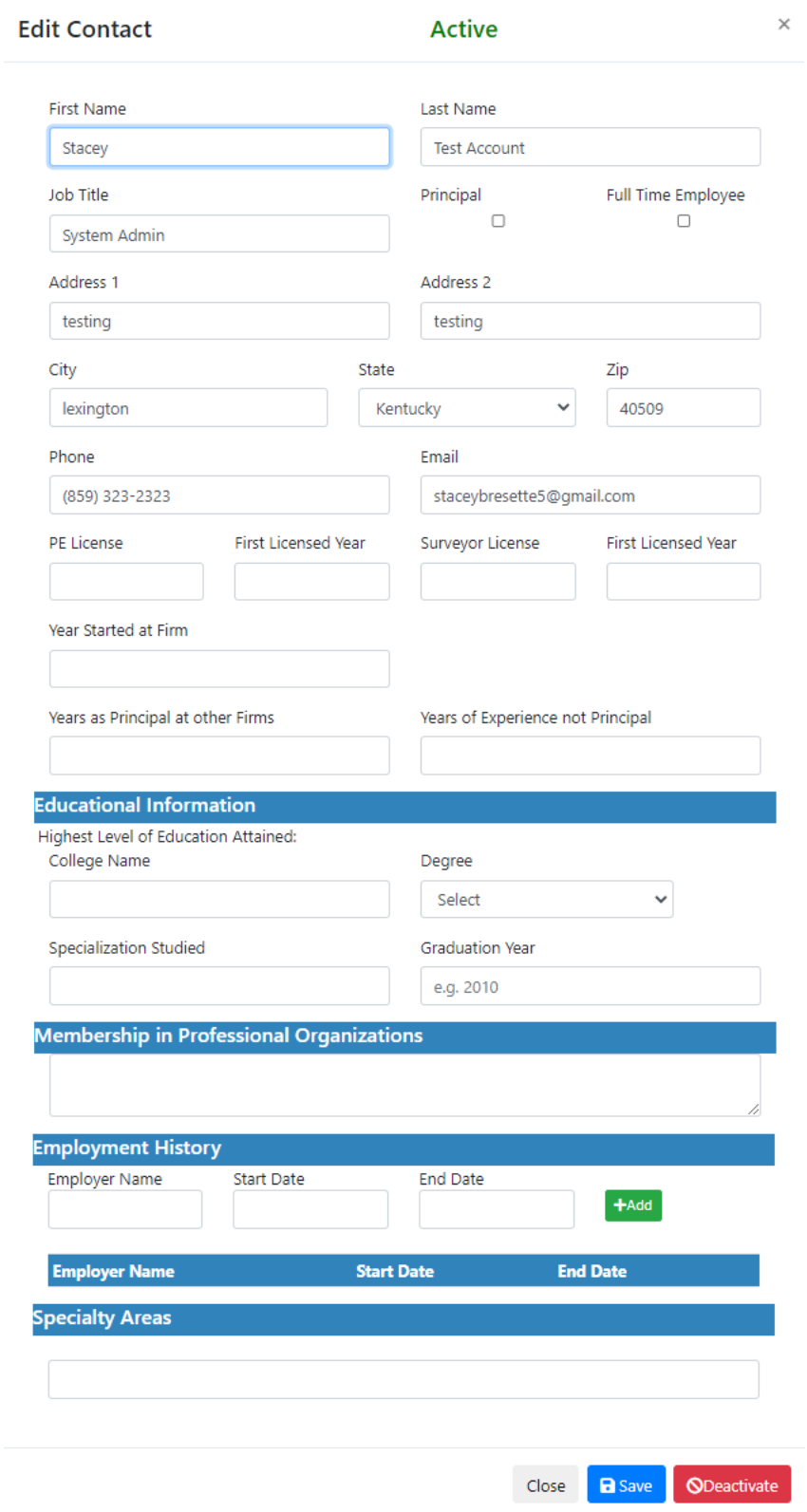
Click on the Edit button to edit a contact's information. This will open a window where you can manage all of the contact's information. This information is used to create a virtual TC 40-1 when you apply for prequalification and should be kept up to date.

When entering Educational Information, you should enter the highest degree obtained as only one entry is allowed per person.

Membership in Professional Organizations is a freeform text field that you enter the membership information however you want.

Specialty Areas are selected from a list of options. You should select all that apply for the individual.

If the individual is a system user, you may also deactivate their account here if you wish. A deactivated account may be reactivated from the Edit Contact screen. Contacts cannot be deleted.

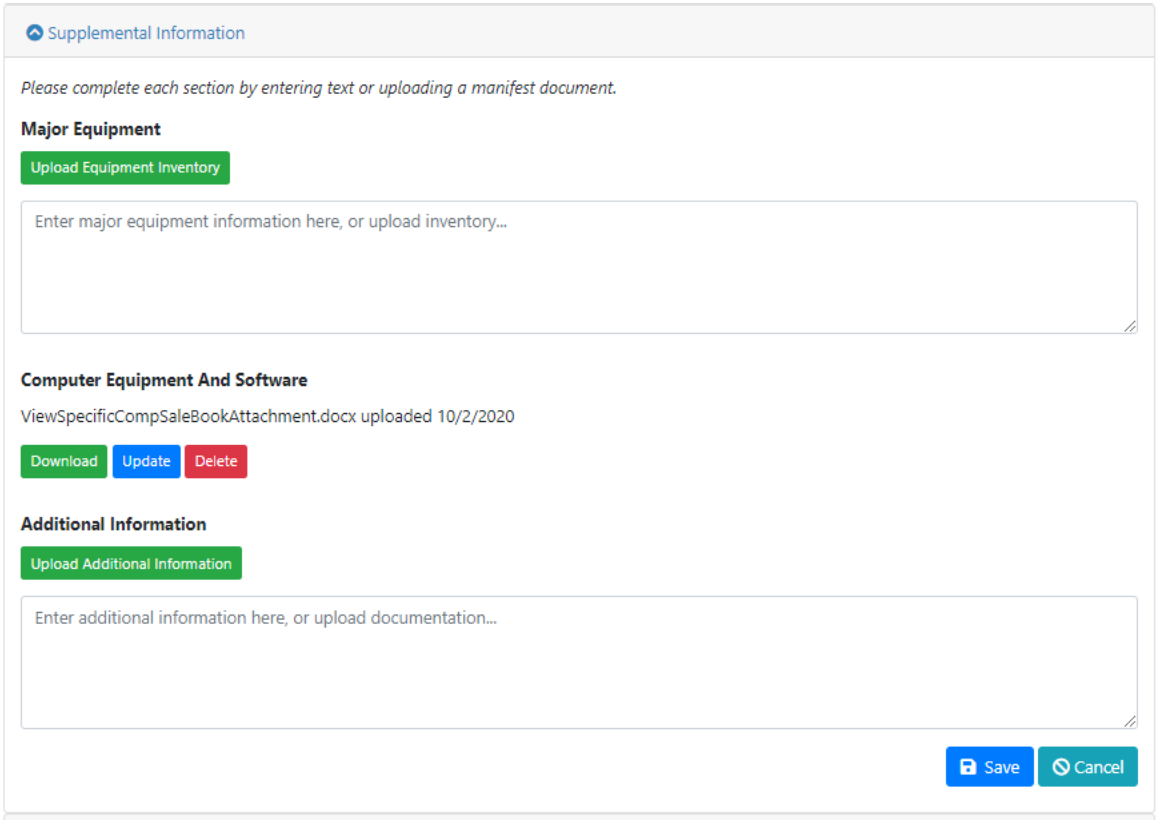

Edit Contact
Active
First Name
Stacey
Last Name
Test Account
Job Title
System Admin
Principal
Full Time Employee
Address 1
testing
Address 2
testing
City
lexington
State
Kentucky
Zip
40509
Phone
(859) 323-2323
Email
staceybresette5@gmail.com
PE License
First Licensed Year
Surveyor License
First Licensed Year
Year Started at Firm
Years as Principal at other Firms
Years of Experience not Principal
Educational Information
Highest Level of Education Attained:
College Name
Degree
Select
Specialization Studied
Graduation Year
e.g. 2010
Membership in Professional Organizations
Employment History
Employer Name
Start Date
End Date
+Add
Employer Name
Start Date
End Date
Specialty Areas
Close
Save
Deactivate

6.3 Supplemental Information

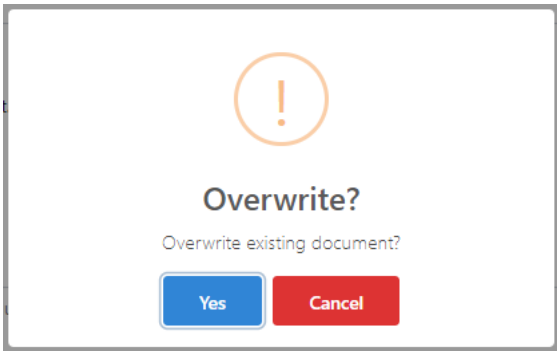
Supplemental Information is for you to put information that is pertinent to your prequalifications. There are three areas:

- Major Equipment
- Computer Equipment and Software
- Additional Information

You add the pertinent information here just as you would have included it in your TC 40-1. Each section has two options for entering the information, a freeform text field or by attaching a document. You cannot have both. Attaching a document will erase the contents of the text field. Only a single document can be attached to each section. If you have attached a document the file name will be displayed and you may download, update, or delete it.



Updating a document will replace the previous version. You will be prompted to verify that you wish to overwrite the existing file before the action is taken.

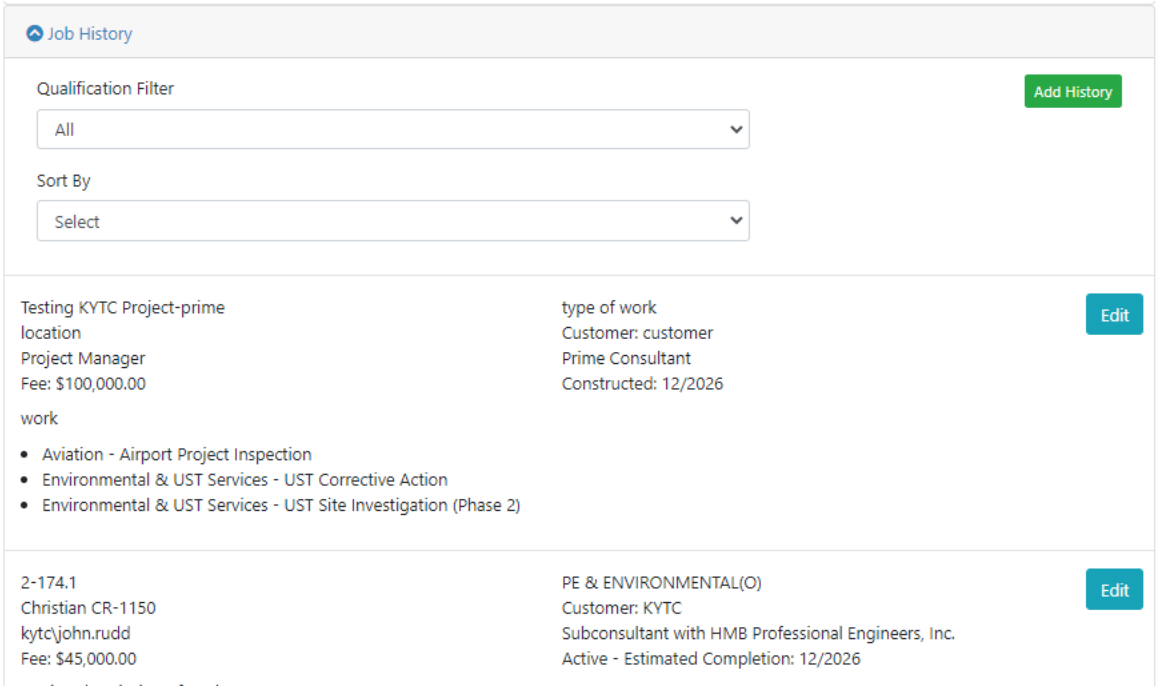


6.4 Job History

Job History allows you to maintain the history information necessary for your prequalifications. *You should not enter every job your firm has worked on, only the ones in support of your prequalifications*.

The TC 40-1 has separate entries for whether you acted as prime or a sub-consultant, and whether the project is active or completed. These have all been combined into a single form to provide consistent entry. We have also included the ability to projects to the prequalification area they are related to.

Expanding Job History displays all of the history you have entered. You may filter by qualification which match the different prequalification areas. From here, you can edit an existing history entry or add a new one.



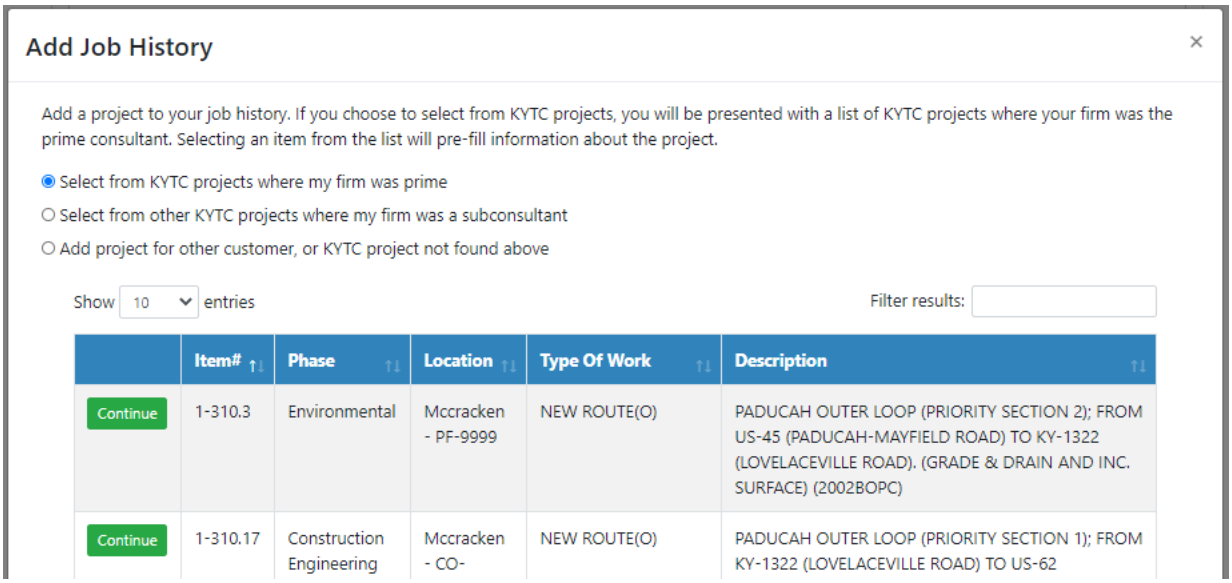
6.4.1 Adding Job History

There are three types of projects you can add:

- KYTC project swhere you were the prime consultant
- KYTC projects where you were a sub-consultant
- Projects for a customer other than KYTC, or KYTC projects that do not show up in either of the two options above.

6.4.1.1 Adding Job History Where You Were Prime Consultant

Selecting Add History will bring up this dialog box.



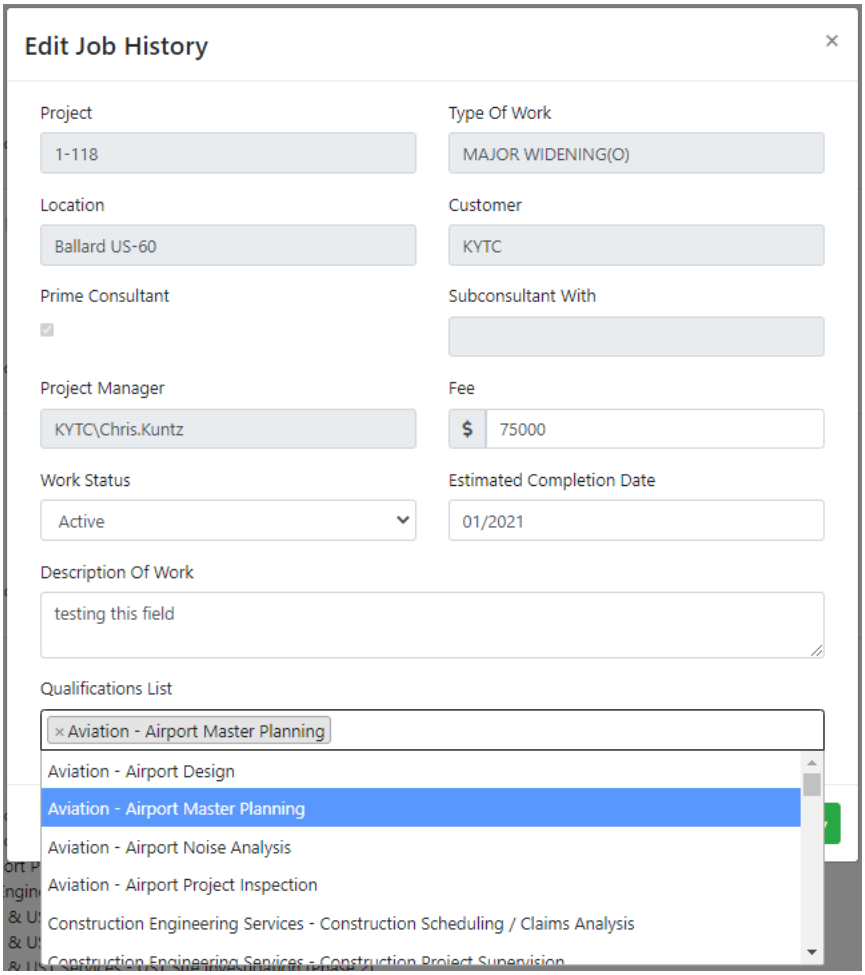
To select from projects your firm was the prime consultant on, select the first option. This will cause a grid to display containing all the projects that your firm was the prime consultant on that have not already been added to your history. Please note that firm mergers may result in an incomplete list of projects being shown here. Select Continue for the project you wish to add. You may only add one project at a time.

Once you have selected a project to add, a new window appears with some of that project's information prefilled from the contract in the Professional Services application. The prefilled fields have a gray background and cannot be changed. You should update the fields that do not have a gray background.

For Work Status, you chose from Active, Firm's Work Completed, or Constructed. Selecting an option other than active will change the Estimated Completion Date heading to just be Completion Date. For the date, you select month and year.

In Description of Work, you should enter a description of the work your firm performed on the project, not a description of the project itself.

In Qualifications List, you will select all of the prequalification areas that this particular job would apply to. The qualification areas are the same as the areas you can be prequalified in.



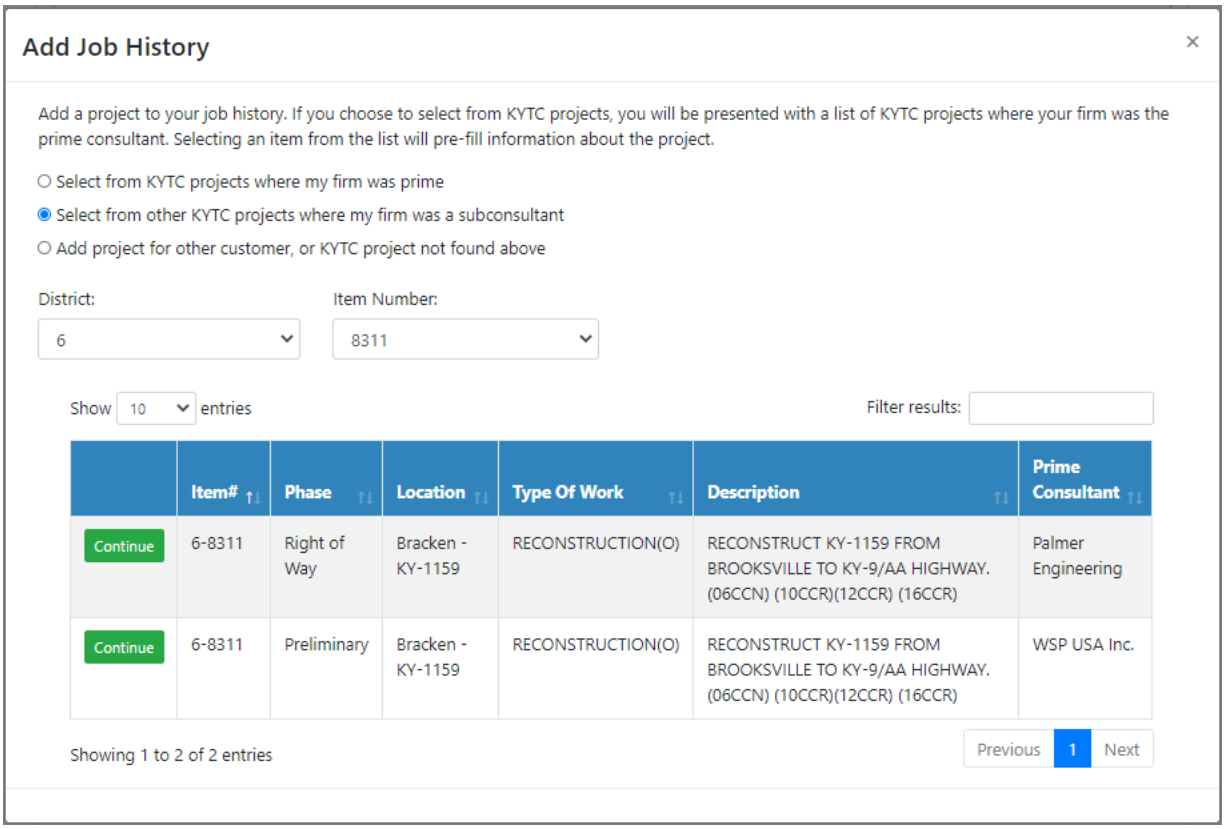
6.4.1.2 Adding Job History Where You Were Sub-Consultant

To select from projects your firm was the sub-consultant on, select the second option. At the prompt, select the district and then the item number from the list for that district. This will cause a grid to display containing all the projects for that district and item number. If a district – item number had multiple contracts, you will see multiple entries for each prime consultant. Select Continue for the project with the prime consultant you subbed to. You may only add one project at a time.

Once you have selected a project to add, a new window appears with some of that project's information prefilled from the contract in the Professional Services application. The prefilled fields have a gray background and cannot be changed. You should update the fields that do not have a gray background.

The Prime Consultant will be pre-filled from the item you selected and cannot be changed.

The rules for updating the remaining fields are the same as if you selected a project where you were the prime consultant.

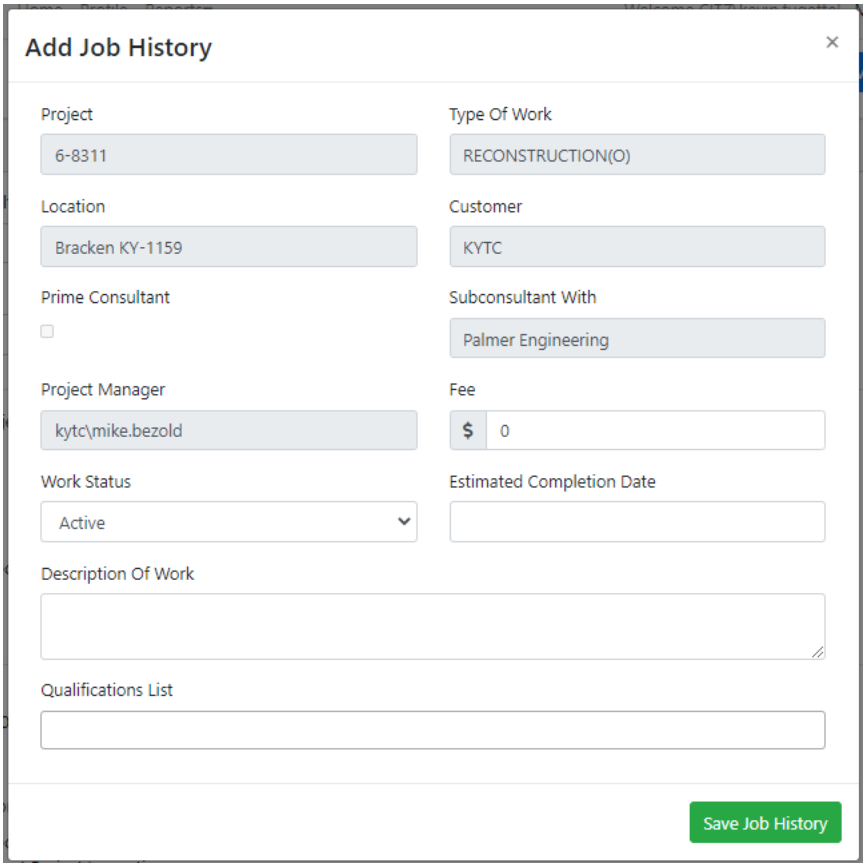


6.4.1.3 Adding Other Job History

To add a project you performed for a customer other than KYTC, select the third option. You would also use the third option to add a KYTC project that you could not add using options 2 or 3. Select Continue and a blank Add History screen will be presented.

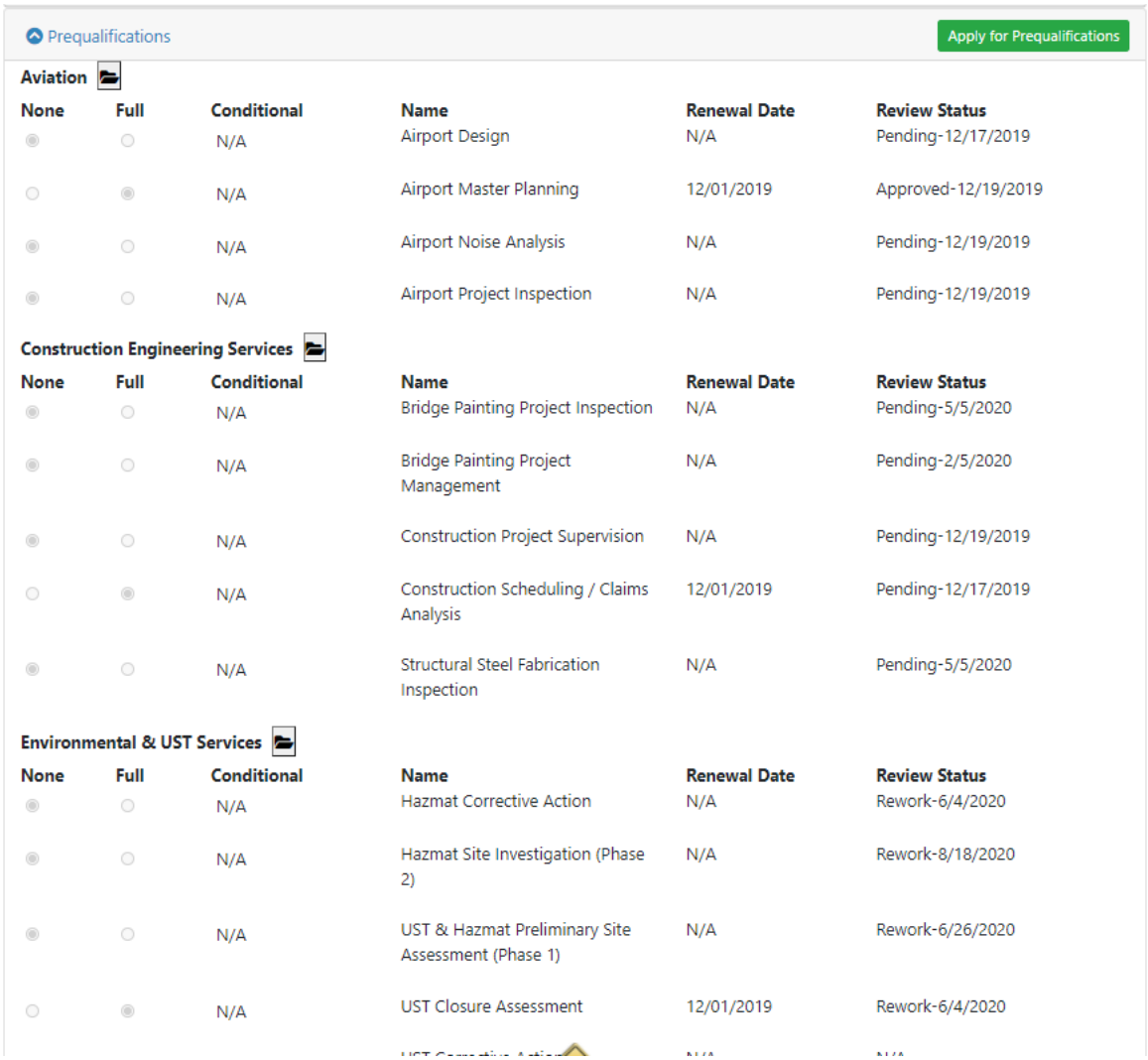
You will need to provide a project identifier, type of work, location, and customer name. If your firm was a sub-consultant, deselect the Prime Consultant check box and enter the name of the prime consultant firm. You should also enter the name of the project manager as freeform text.

The rules for updating the remaining fields are the same as if you selected a project where you were the prime consultant.



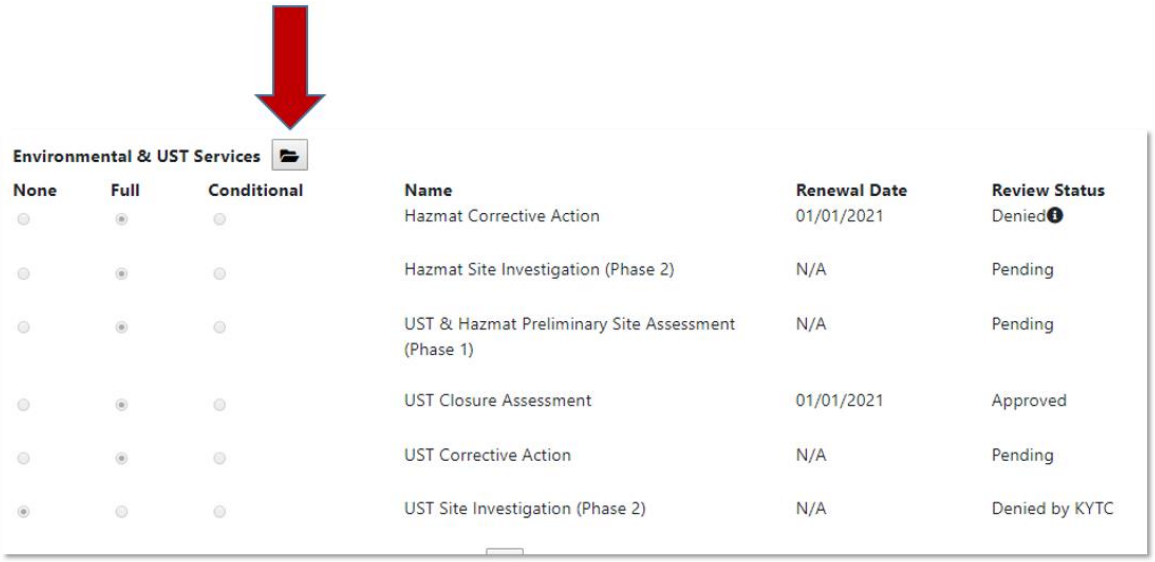
6.5 Prequalification

Prequalification displays all of your prequalifications, renewal date, and review status. You can also apply for prequalifications from here.

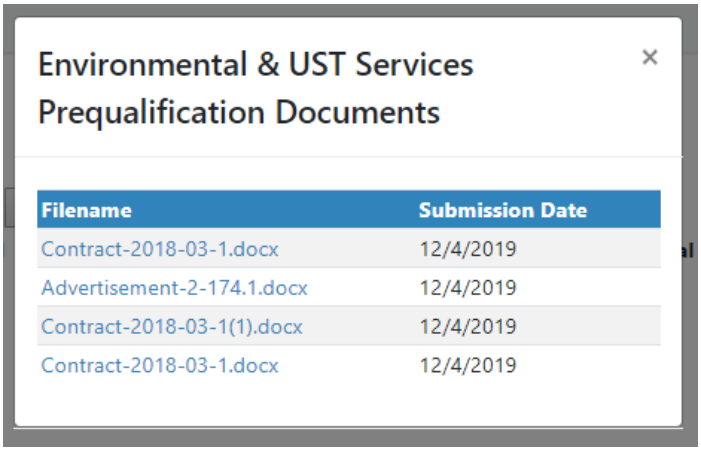


6.5.1 View Prequalification Documents

- Any Professional Services application user with view only access into a Consultant's "Prequalification" tab may select the "Documents" icon to display all Prequalification documents that have been submitted by the firm for that category.



- Upon selection of the "Documents" icon, a "Prequalification Documents" pop-up window shall display for that Prequalification category.
    - Pop-up window shall display the document "Filename" and the "Submission Date" of each related document in descending order of date submission.



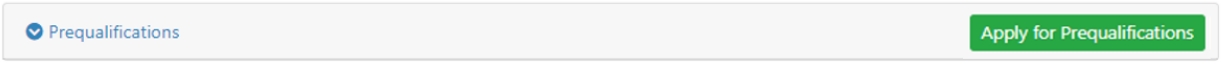
6.5.2 Submitting a Prequalification Request

New and existing prequalified Consulting firms may now submit their Transportation Cabinet Prequalification applications within the Professional Services Prequalification Application portal. A consultant firm may upload electronic documents (in Adobe PDF format) directly to the Prequalification Application portal. A KYTC member will review the application documents and set an approval status (e.g. approved, denied, partially / conditionally approved, etc.) for that Prequalification. In turn, the consultant firm will receive email notifications of their application's approval status. The Professional Services application shall automatically update a firm's Prequalification category based on their approval status (e.g. fully approved or partially / conditionally approved). Please note that the Professional Services group will review all denied applications prior to manually removing a firm's Prequalification.

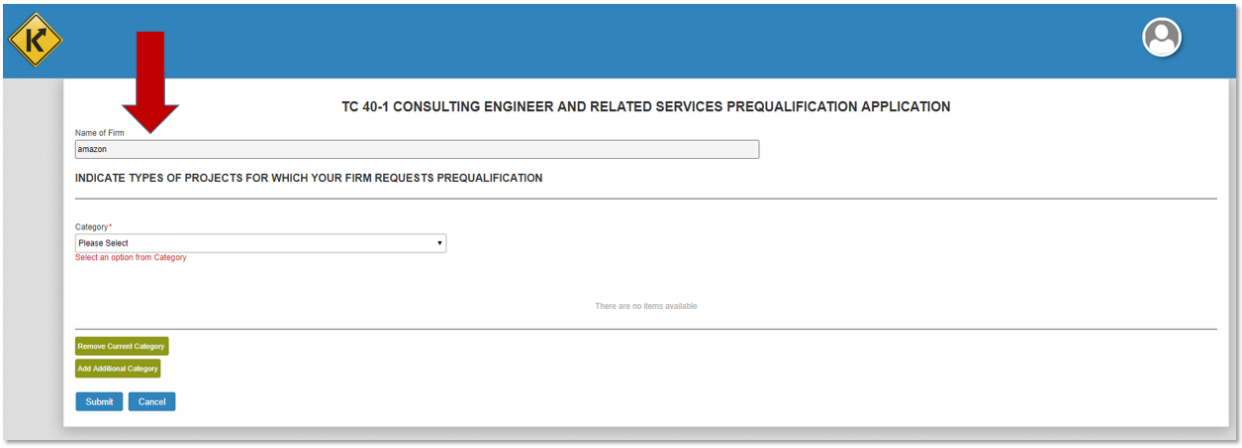
A Consulting firm's annual renewal date (or anniversary date) shall still be the date the Cabinet granted approval of their initial Prequalification. In addition, a Consulting firm will still be required to renew their Cabinet Prequalification within thirty (30) days of their annual renewal date.

6.5.2.1 Select "Apply for Prequalifications" Option

- A Consultant – System Admin role shall see an "Apply for Prequalifications" option within their firm's "Prequalifications" tab.
    - Note: A KYTC PSA user shall also see the "Apply for Prequalifications" option within a firm's "Prequalifications" tab.

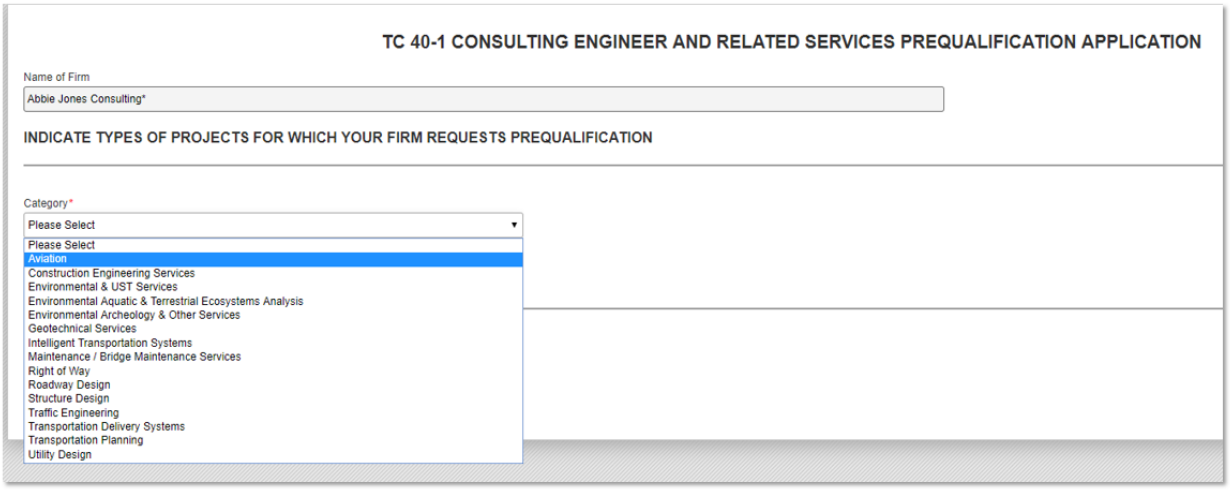


- Selection of the "Apply for Prequalifications" option shall navigate the user to the Prequalification Application screen.
    - Note: The Consulting firm's name shall be displayed in the "Name of Firm" field located in the top portion of the screen.

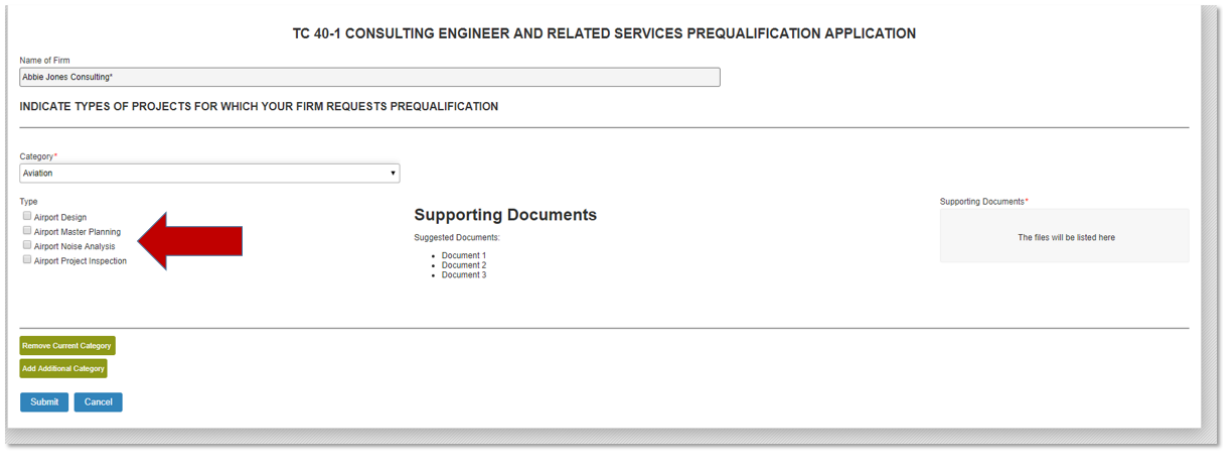


6.5.2.2 Select Prequalification Category

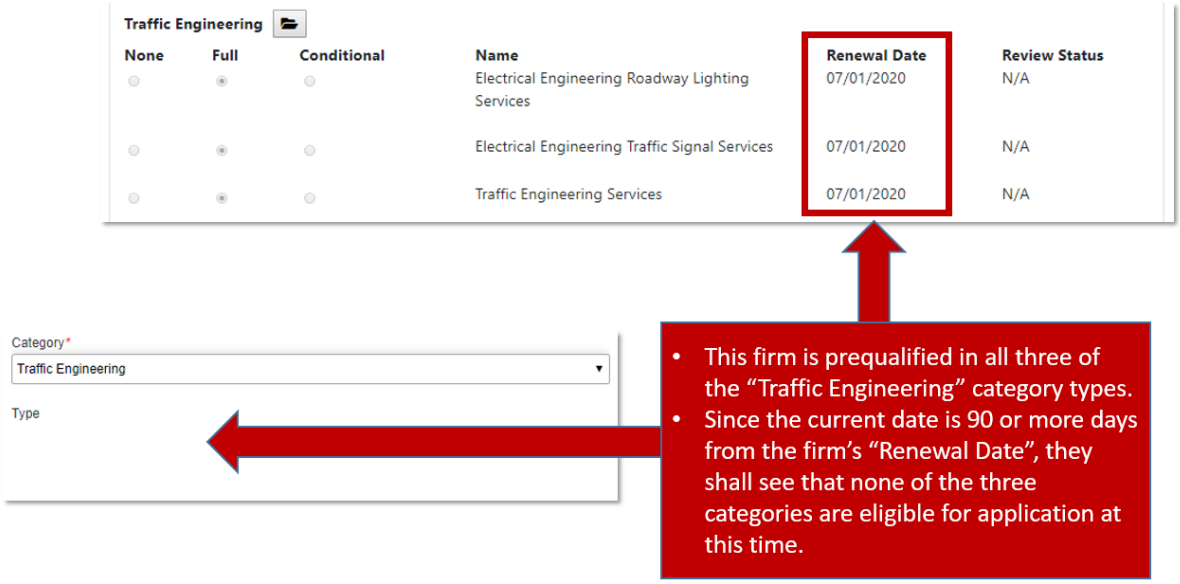
- A Consultant – System Admin shall select the "Category" open to view a list of Prequalification categories that their firm may apply.



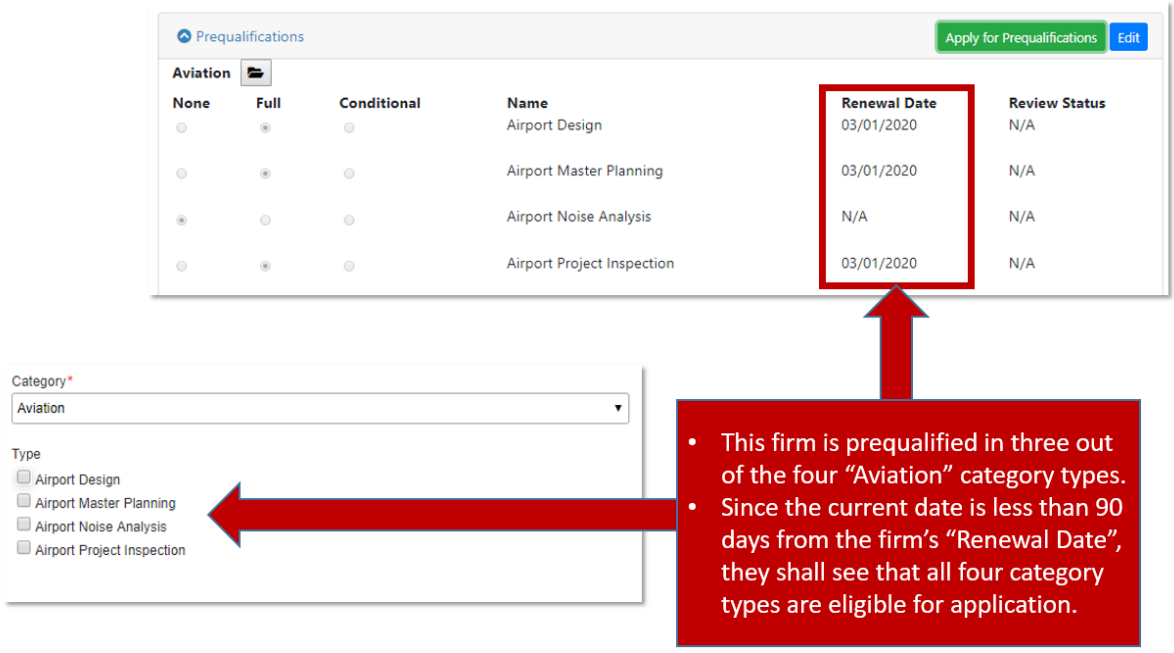
- Upon selection of a Prequalification category, the user shall see a list of Prequalification category service types.
    - For example, under the “Aviation” Prequalification category there are the following service types:
        - Airport Design
        - Airport Master Planning
        - Airport Noise Analysis
        - Airport Project Inspection
-



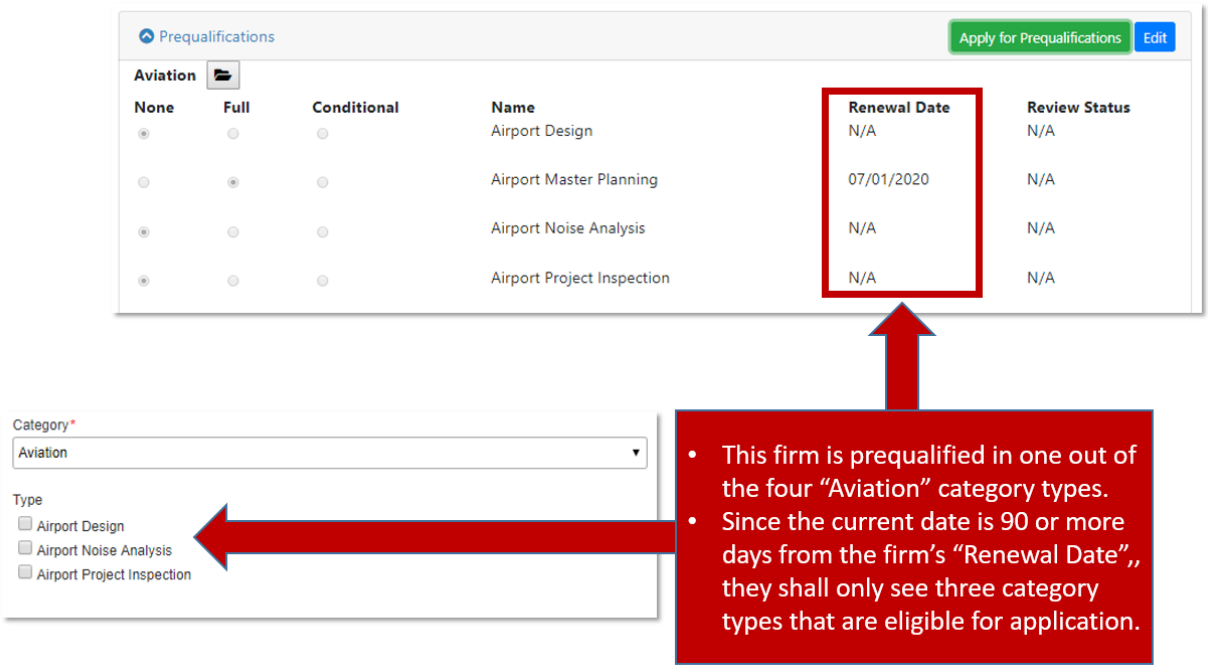
- Based on a their Prequalification approval status, a firm that is already prequalified (and 90+ days from their Renewal Date) or has a pending approval status shall NOT see that service listed below the Prequalification category:
    - **Example 1:** A firm that is prequalified in all category service types -AND- is 90 or more days from their Renewal Date shall NOT see the service type categories.



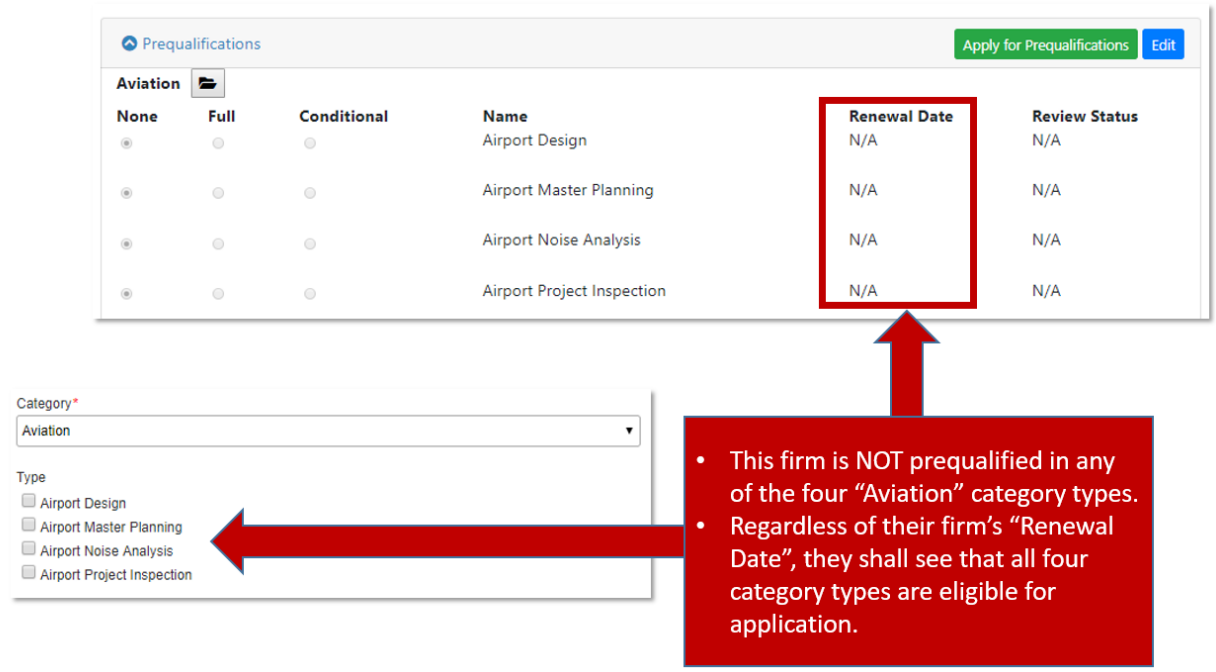
- **Example 2:** A firm that is prequalified in some or all service types -AND- is less than 90 days from their Renewal Date shall see that all category types are eligible for application.



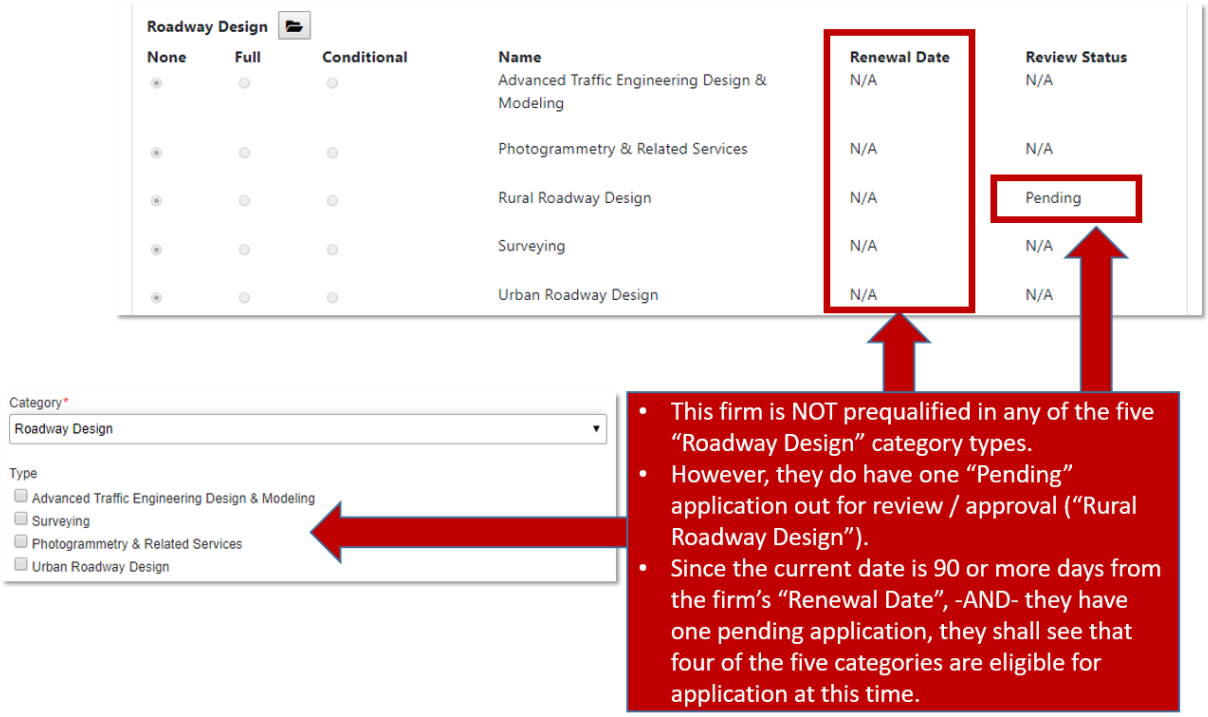
- **Example 3:** A firm is prequalified in at least one service type -AND- is 90 or more days from their Renewal Date shall only be able to apply for the service types that they are NOT qualified.



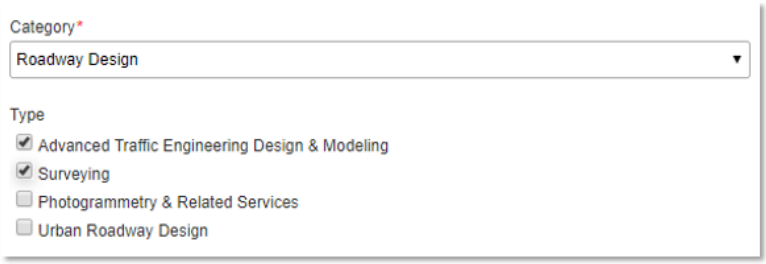
- **Example 4:** A firm that is NOT qualified in any service type shall see all applicable category service types regardless of their Renewal Date.



- **Example 5:** A firm that is NOT qualified in any service type -AND- has at least one pending application request -AND- is 90 or more days from their Renewal Date shall only see the service types that are NOT pending approval.

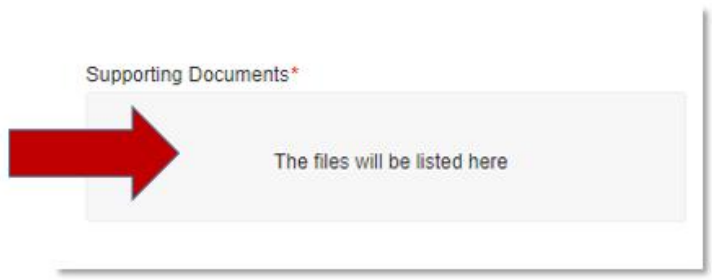


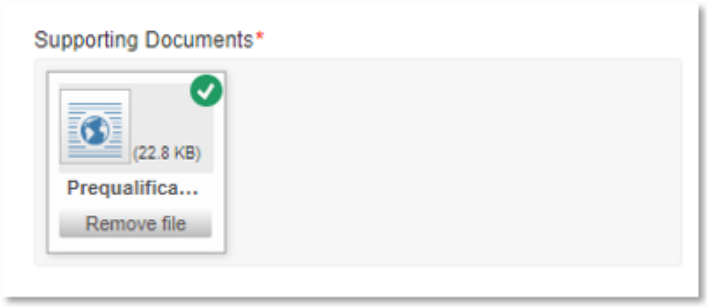
- A firm may select one or more available service types within each Prequalification Category.



6.5.2.3 Upload Supporting Documents

- A Consultant – System Admin user shall be able to upload supporting documents (e.g. PDF, Word, etc.) related to their Prequalification Application within the "Supporting Documents" interface.
- Selecting within "The files will be listed here" screen area of the "Supporting Documents" section shall open your workstation's Document Upload window.
- A user may upload documents by:
    - Selecting the desired file from your computer or drive and selecting the "Open" option within your Document Upload window.
    - Selected the desired file from your computer and then drag and drop the desired file into the "Supporting Documents" section.

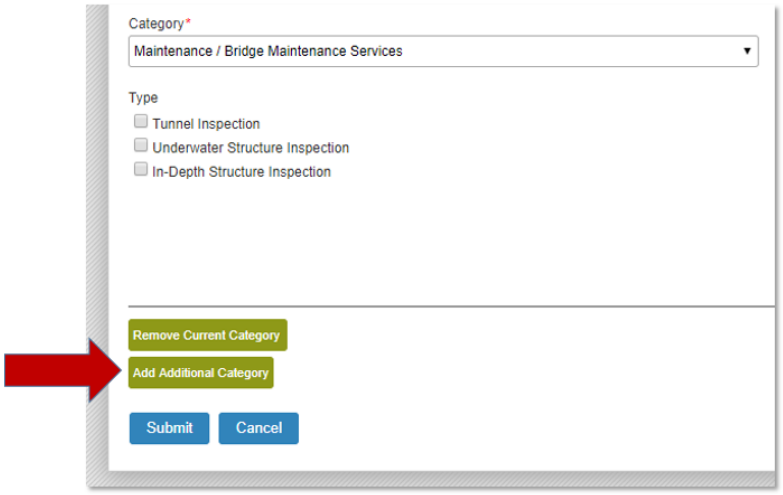


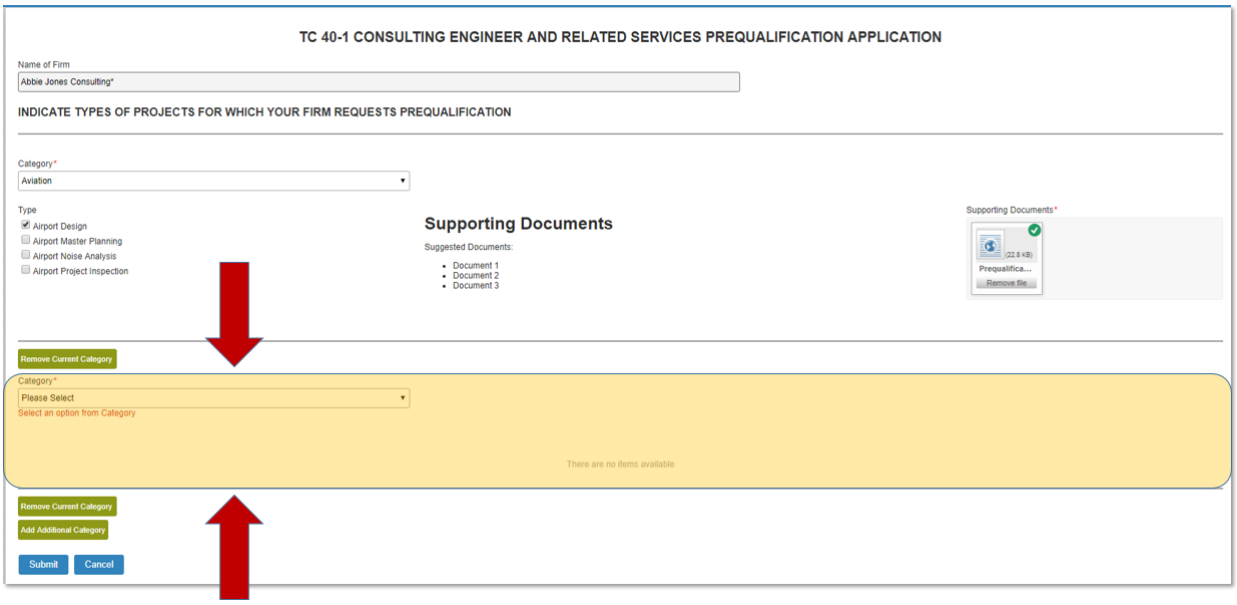


- A Consultant – System Admin user may remove / delete a document by selecting the "Remove file" option within the "Supporting Documents" file icon.
    - Upon successful removal, the file icon shall NO longer display in the "Supporting Documents" section.

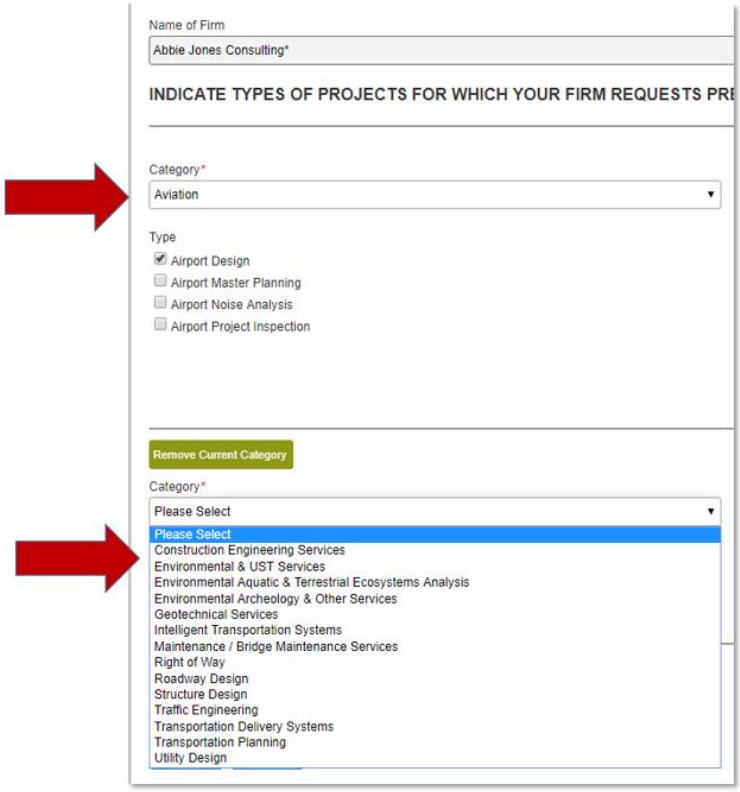
6.5.2.4 Add Additional Category

- A Consultant – System Admin user may add one or many Prequalification Categories (with supporting document sets) to send for approval.
    - For example, a firm may want to send Prequalification applications to all of the following categories for approval in the same session:
        - Aviation
        - Right of Way
        - Roadway Design
        - Transportation Planning
- Selection of the "Add Additional Category" option shall display another "Category" selector underneath the previous Prequalification Category application set.

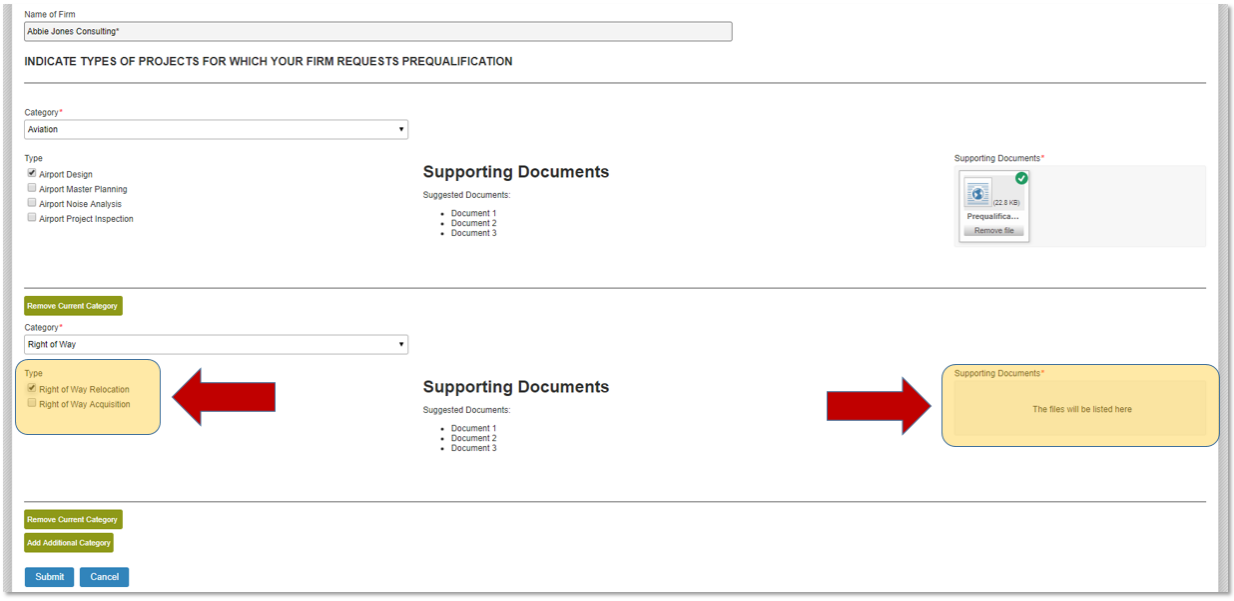




- After selection of the “Add Additional Category” option, the user may select the desired Prequalification category.
    - Note: A user shall NOT be able to select a Prequalification category that was chosen previously within the same session.

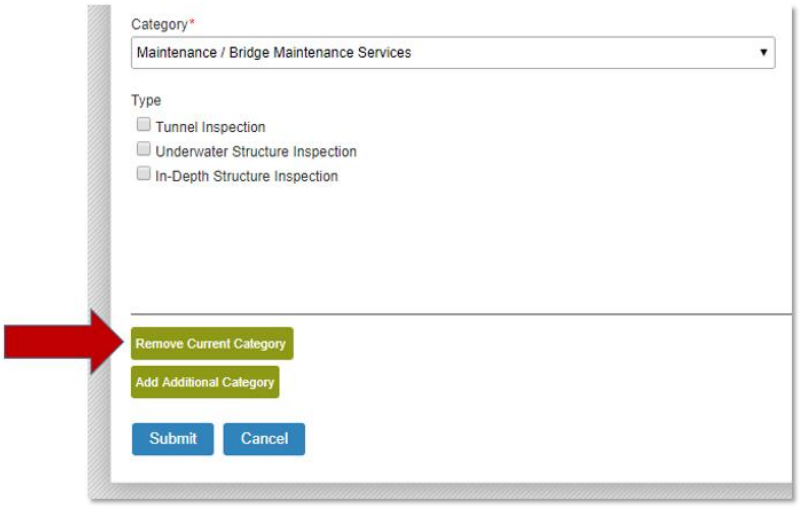


- Upon selection of the additional Prequalification category, the user may select the desired service type(s) and upload the supporting application documentation.

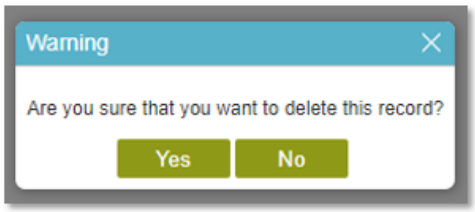


1.1.1.1 Remove Current Category

- A Consultant – System Admin user may remove an existing Prequalification Category (along with supporting documents) via selection of the “Remove Current Category” option.

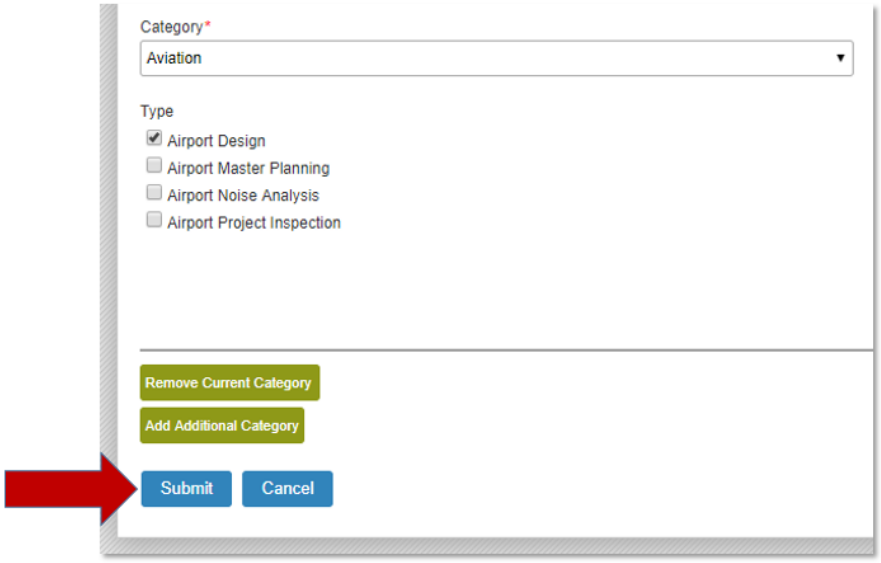


- User selection of the "Remove Current Category" option shall display a "Are you sure that you want to delete this record?" pop-up window.
    - Selection of the "Yes" option shall remove the Prequalification Category record (and all uploaded supporting documentation).
    - Selection of the "No" option shall NOT remove the Prequalification Category record.

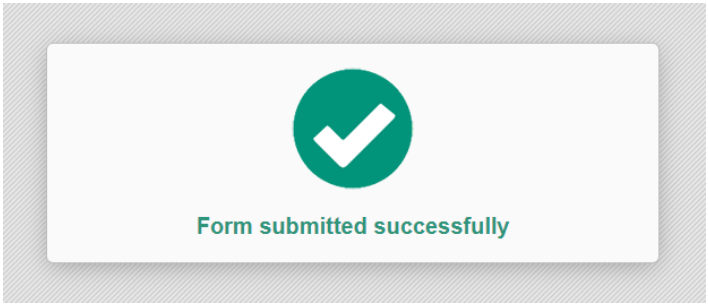


6.5.2.5 Submit Prequalification Application

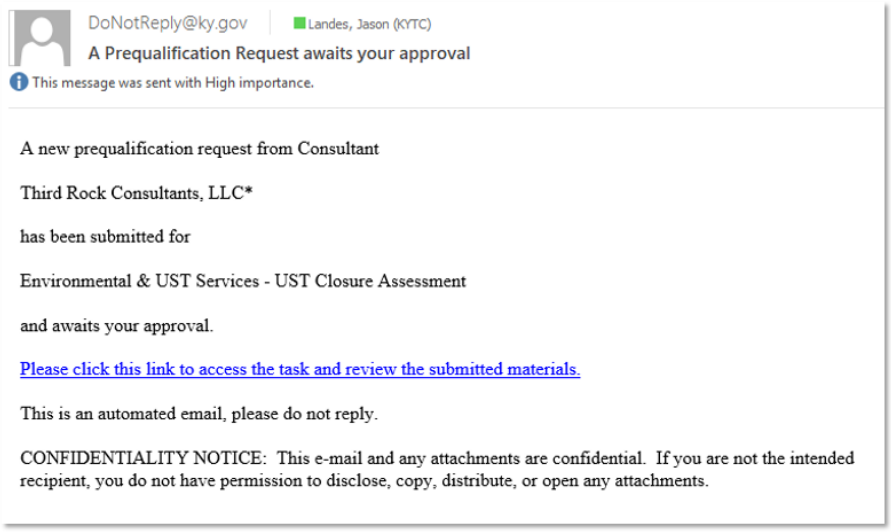
- Upon selection of all the desired Prequalification Category Services and uploading the required supporting documentation, the Consultant – System Admin user may submit their Prequalification applications via selection of the "Submit" button.



- User selection of the "Submit" option shall display the "Form submitted successfully" pop-up message, indicating that the Prequalification application was successfully sent to the desired KYTC approver group(s).
    - Note: Upon display of the "Form submitted successfully" pop-up message, the browser window shall close, thus ending the session.

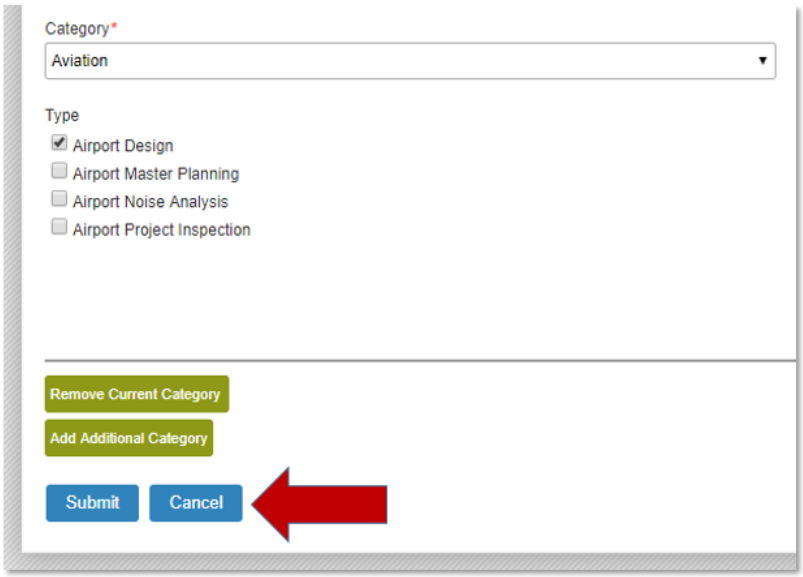


- The system shall send an email notification to the applicable KYTC approver group(s) identifying that a Prequalification request is awaiting their approval.

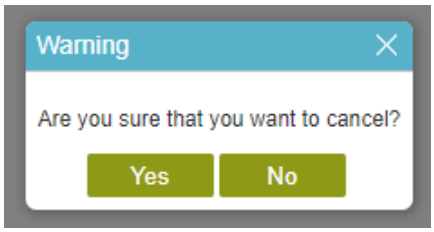


6.5.2.6 Cancel Prequalification Application

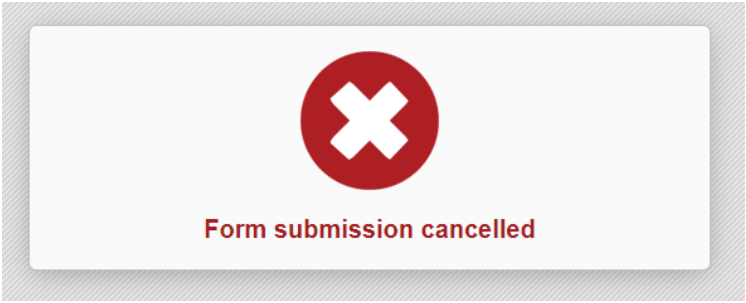
- During the Prequalification application process, a Consultant – System Admin user may decide to not submit or cancel the application via the selection of the "Cancel" option.



- User selection of the "Cancel" option shall display an "Are you sure that you want to cancel?" option:



- Selection of the “Yes” option shall remove / cancel the Prequalification application -AND- display the “Forms submission cancelled” pop-up message.
  - Note: Upon display of the ““Forms submission cancelled”” pop-up message, the browser window shall close, thus ending the session.
- Selection of the “No” option shall NOT remove / cancel the Prequalification application



7 Prequalification Approval

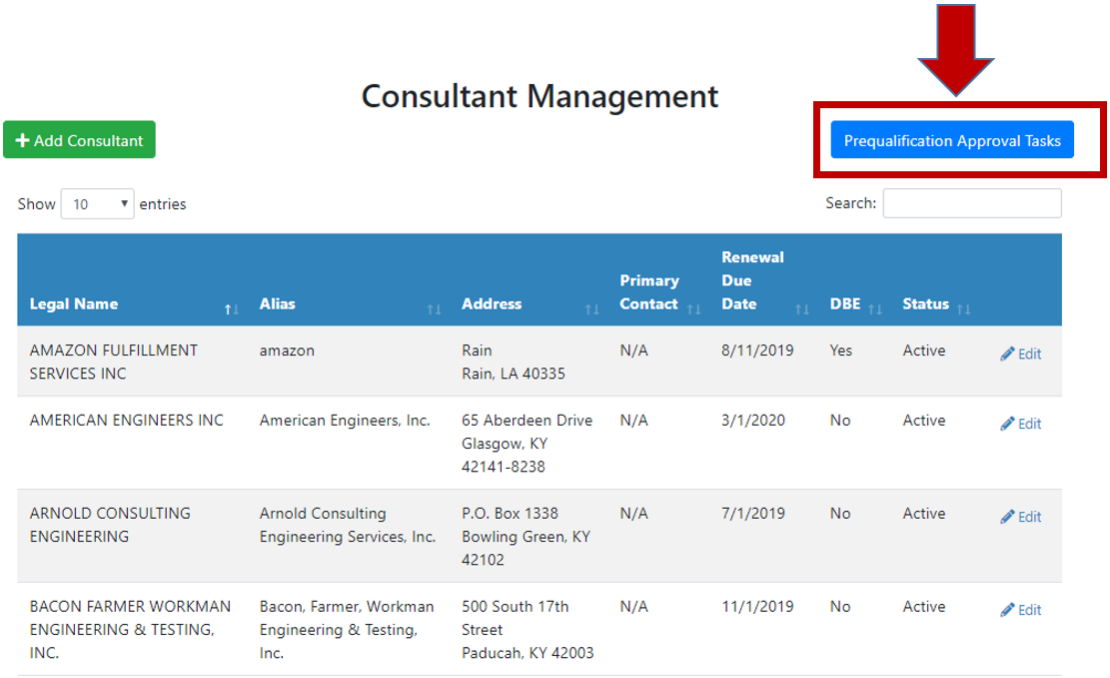
Once a Consultant firm has successfully sent a Prequalification request through the Prequalification Application portal, an email notification is sent directlry to KYTC approvers within each Category Service area.

For example, if a Consultant sent Prequalification applications for the Aviation – Airport Master Planning, Right of Way – Relocation and Transportation Planning – Traffic Forecasting services, then the approver(s) within each KYTC Category Service would receive individual email notifications that indicate a pending application is awaiting approval within their service area.

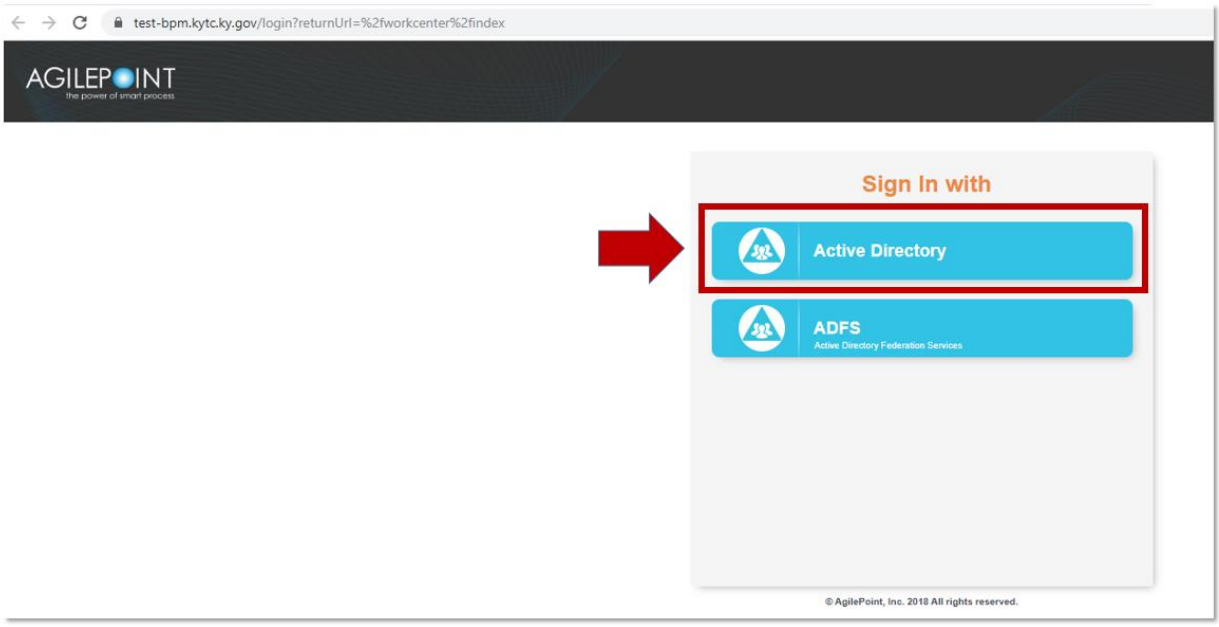
Each KYTC Approver can review their approval requests and determine the status of the Consultant firm’s Prequalification Application.

7.1 Select the "Prequalification Approval Tasks" option

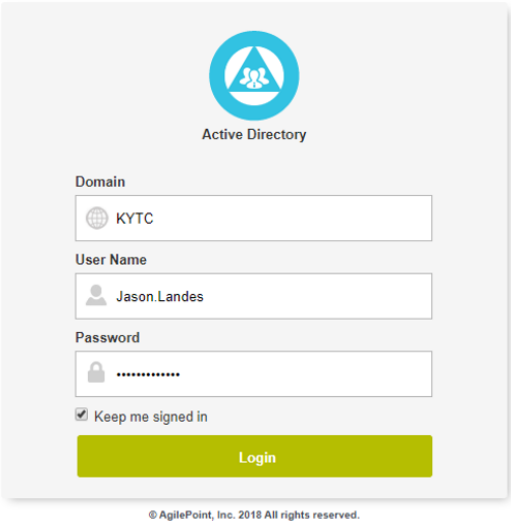
- An Internal KYTC user added to the "Prequalification Approvers" Type Table shall see the "Prequalification Approval Tasks" option within the Consultant Management screen.



- User selection of the "Prequalification Approval Tasks" option shall navigate the Internal KYTC user to their "Prequalification Application Work Center" that displays their Prequalification Approval requests.
    - Please note that first time users shall be navigated to a "Sign In" screen that requires the user to sign in using KYTC Active Directory account.



- User selection of the "Active Directory" shall navigate the user to a "Login" screen that requires the user to enter in the following credentials:
  - Domain – KYTC
  - User Name – Name of KYTC Employee in Active Directory
  - Password – User's Active Directory Password
- Upon entry of the user's Active Directory credentials, the user can select the "Login" option to navigate to the "Prequalification Application Work Center" screen.



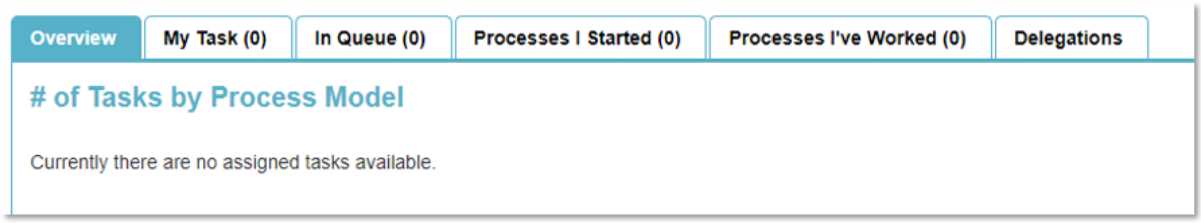
- A Prequalification Approver shall receive notifications from consulting firms that are requesting review of their Prequalification applications.

- A Prequalification Approver shall have access to review a consulting firm's Prequalification application with their assigned Prequalification Category.
- When reviewing a consultant's Prequalification application, a Prequalification Approver shall be able to:
  - Approve Prequalification request
  - Apply a Conditional Approval to a Prequalification request
  - Reject Prequalification request
  - Request a Rework of a Prequalification request

- Selection of the "Prequalification Approval Tasks" option shall navigate the Internal KYTC user to their "Prequalification Application Work Center" that displays their Approval request.

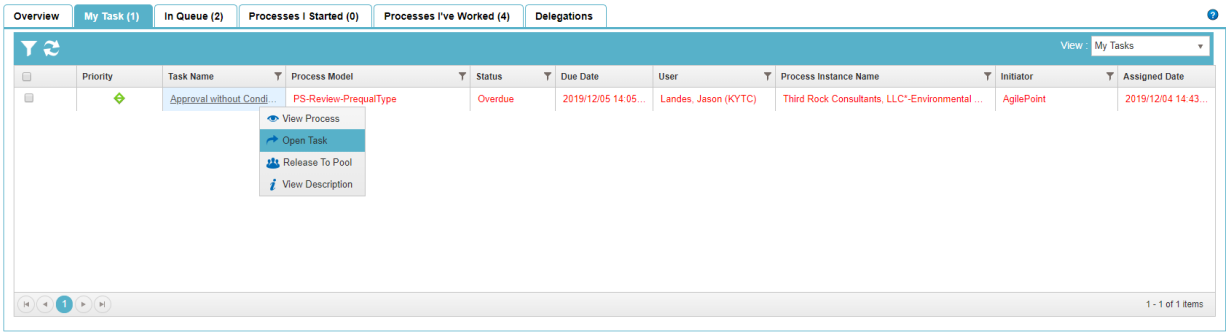
7.2 View Prequalification Application Work Center

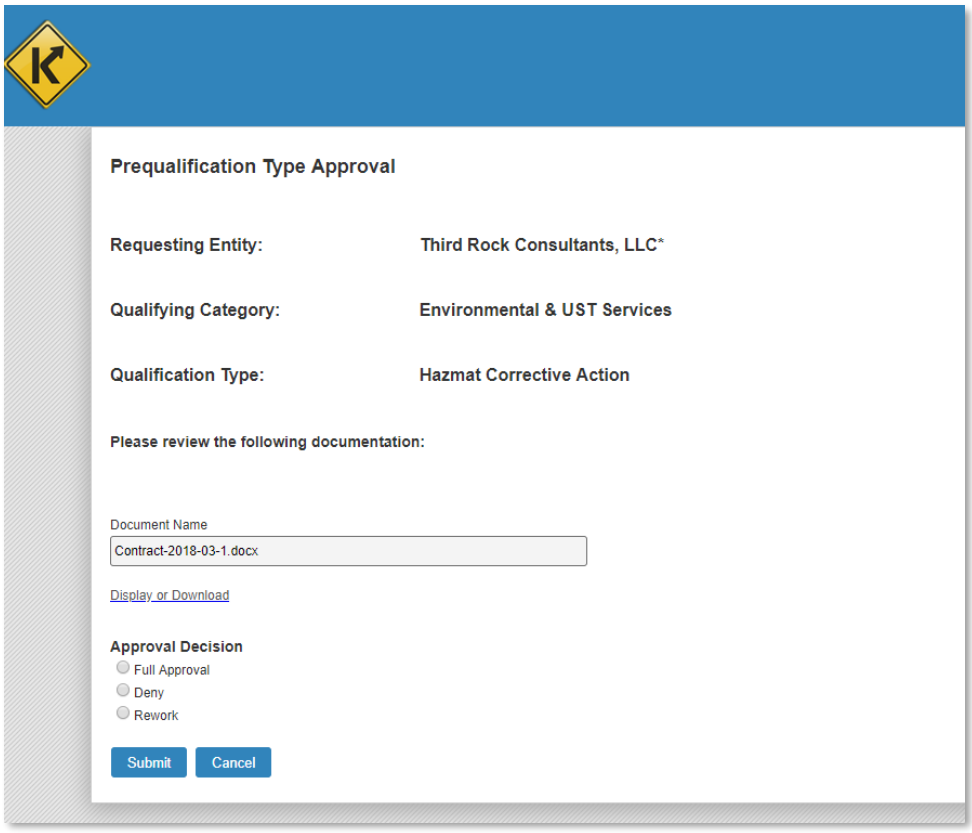
- Internal KYTC users viewing the "Prepublication Application Work Center" shall see the following tabs:
  - Overview – Displays the number of tasks by Process Model (Overdue, Assigned, New)
  - My Task – The user can view and manage the tasks assigned to them.
  - In Queue – The user can view all of the unassigned tasks within their approval pool.
  - Processes I Started – The user can view and manage processes that they started.
  - Processes I've Worked Tab – The user can view and manage their connected processes.
  - Delegations – Allows the user to view and change the tasks that have been delegated.



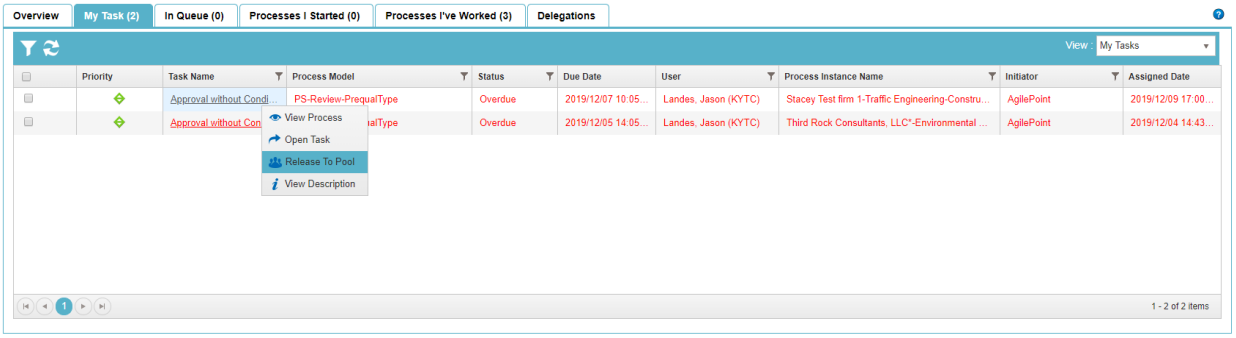
7.3 View "My Task" Tab

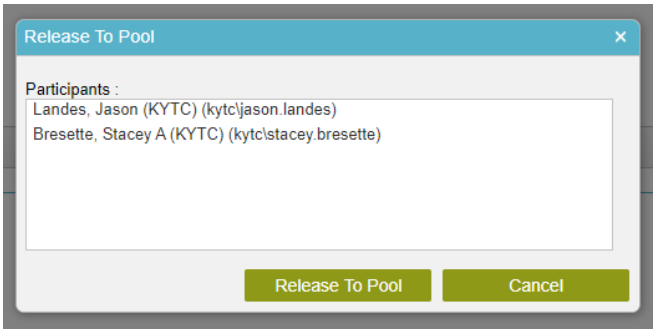
- An Internal KYTC user that has selected the "My Task" tab can see the tasks currently assigned to them.
- User selection of a record in the "Task Name" column within the "My Task" grid shall display the following options:
  - View Process – Selection of this option shall display the approval process of this task.
  - Open Task – Selection of this option shall navigate the user to that Approval Task.

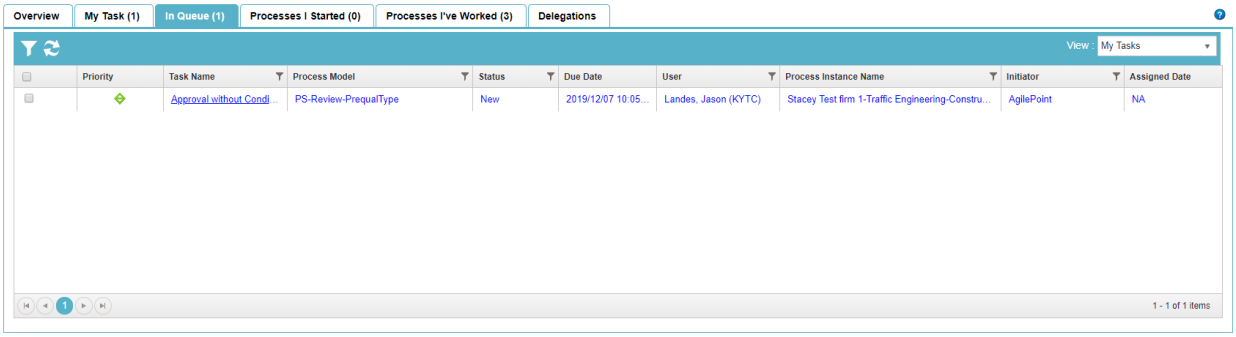




- Release to Pool – Selection of this option shall open a “Release to Pool” pop-up window.
  - Selection of the “Release to Pool” option within the pop-up window shall move this Approval Task into the “In Queue” tab.
  - Any user within this approval pool can pick up and work this Approval Task.



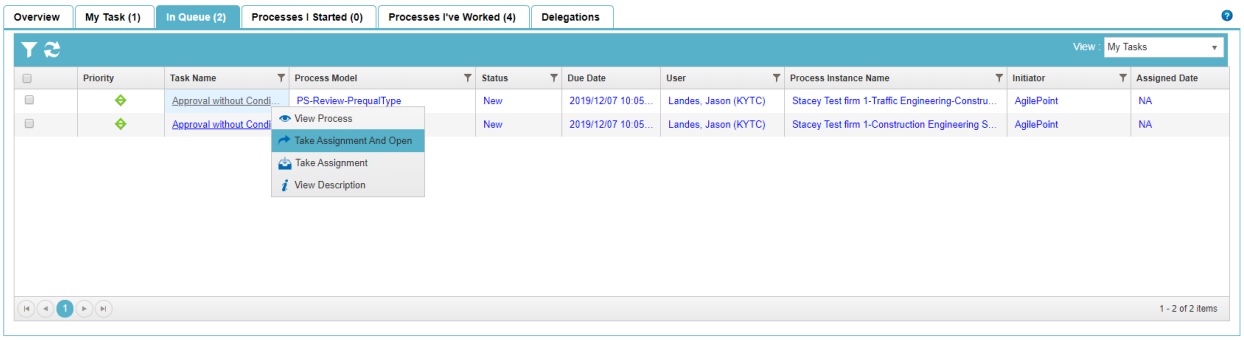


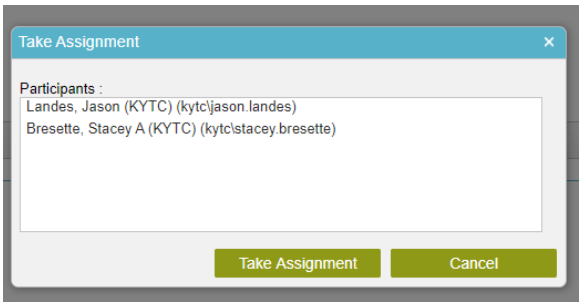


- View Description – Not applicable

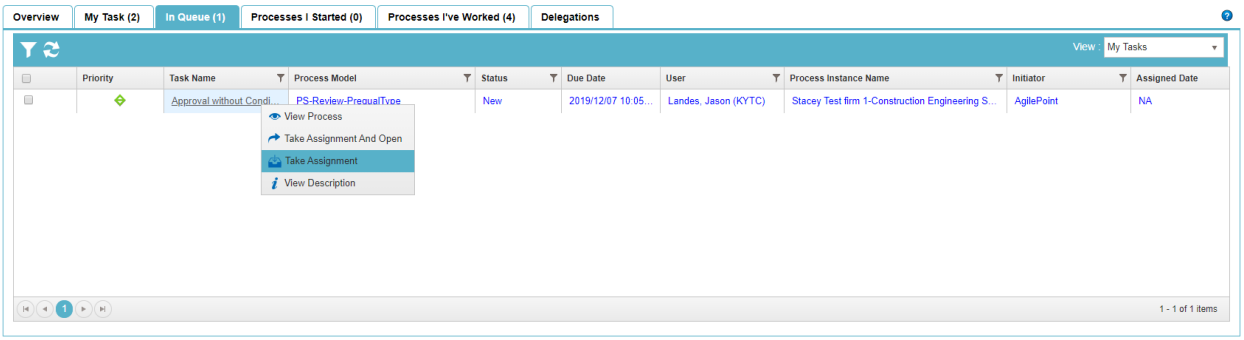
7.4 View "In Queue" Tab

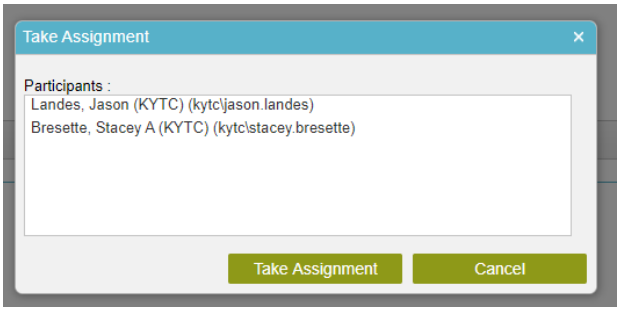
- An Internal KYTC user that has selected the "In Queue" tab can see the tasks currently assigned to them.
- User selection of a record in the "Task Name" column within the "In Queue" grid shall display the following options:
  - View Process – Selection of this option shall display the approval process of this task.
  - Take Assignment and Open – Selection of this option shall open a "Task Assignment" pop-up window.
    - Selection of the "Take Assignment" option within the pop-up window shall move the Approval Task into the user's "My Task" tab.

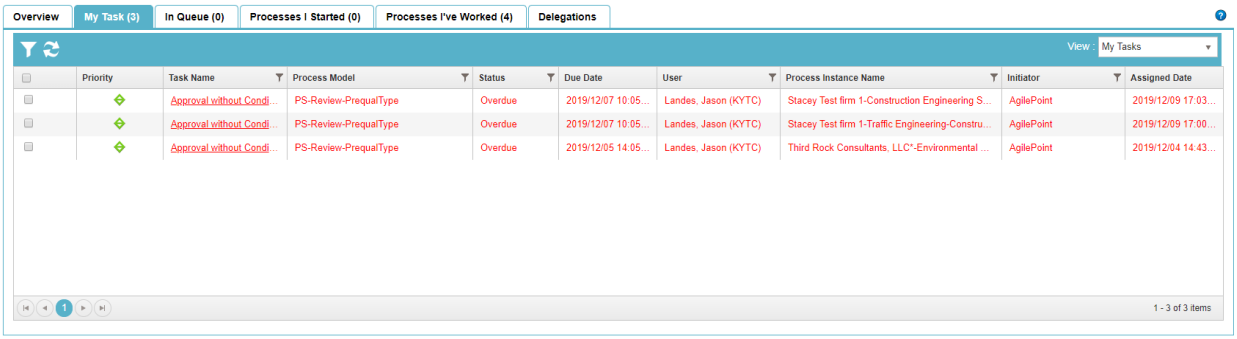




- Take Assignment - Selection of this option shall open a “Task Assignment” pop-up window.
  - Selection of the “Take Assignment” option within the pop-up window shall move the Approval Task into the user’s “My Task” tab.



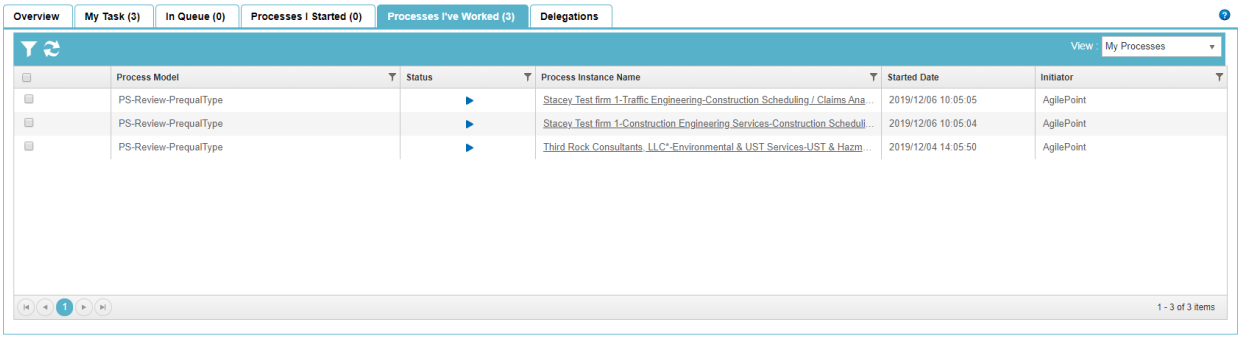




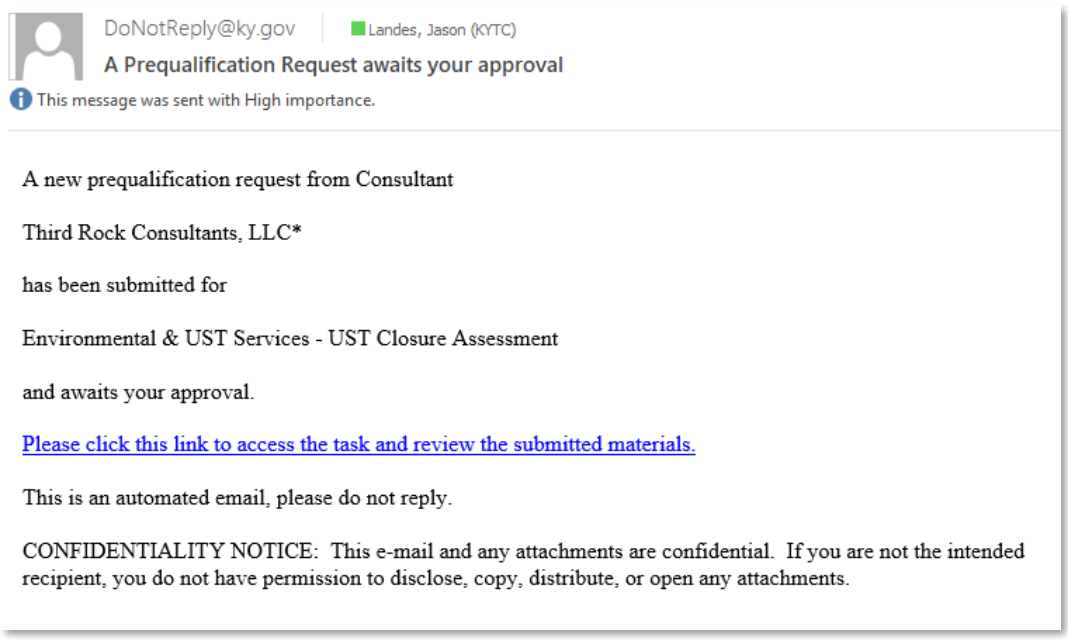
- View Description – Not applicable

7.5 View "Processes I've Worked" Tab

- An Internal KYTC user that has selected the "Processes I've Worked" tab can view Approval Tasks that they have already worked.



7.6 View Prequalification Request Email Notification



DoNotReply@ky.gov | Landes, Jason (KYTC)

A Prequalification Request awaits your approval

This message was sent with High importance.

A new prequalification request from Consultant

Third Rock Consultants, LLC*

has been submitted for

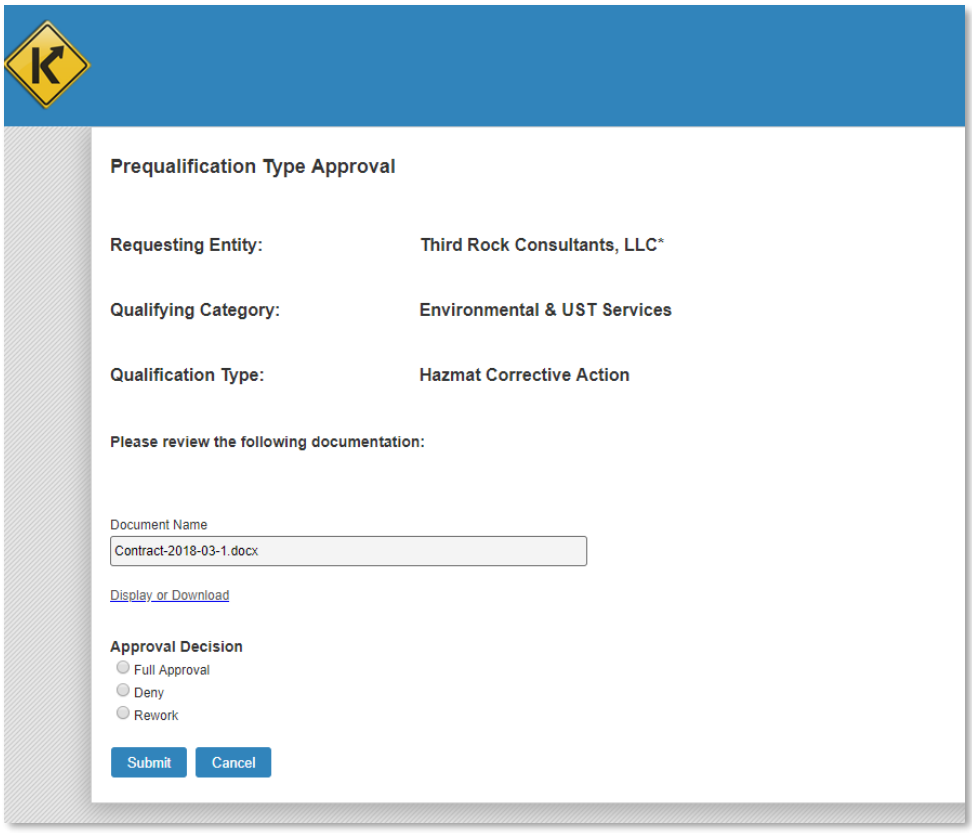
Environmental & UST Services - UST Closure Assessment

and awaits your approval.

Please click this link to access the task and review the submitted materials.

This is an automated email, please do not reply.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential. If you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments.



Prequalification Type Approval

Requesting Entity:	**Third Rock Consultants, LLC***
Qualifying Category:	**Environmental & UST Services**
Qualification Type:	**Hazmat Corrective Action**

Please review the following documentation:

Document Name

Contract-2018-03-1.docx

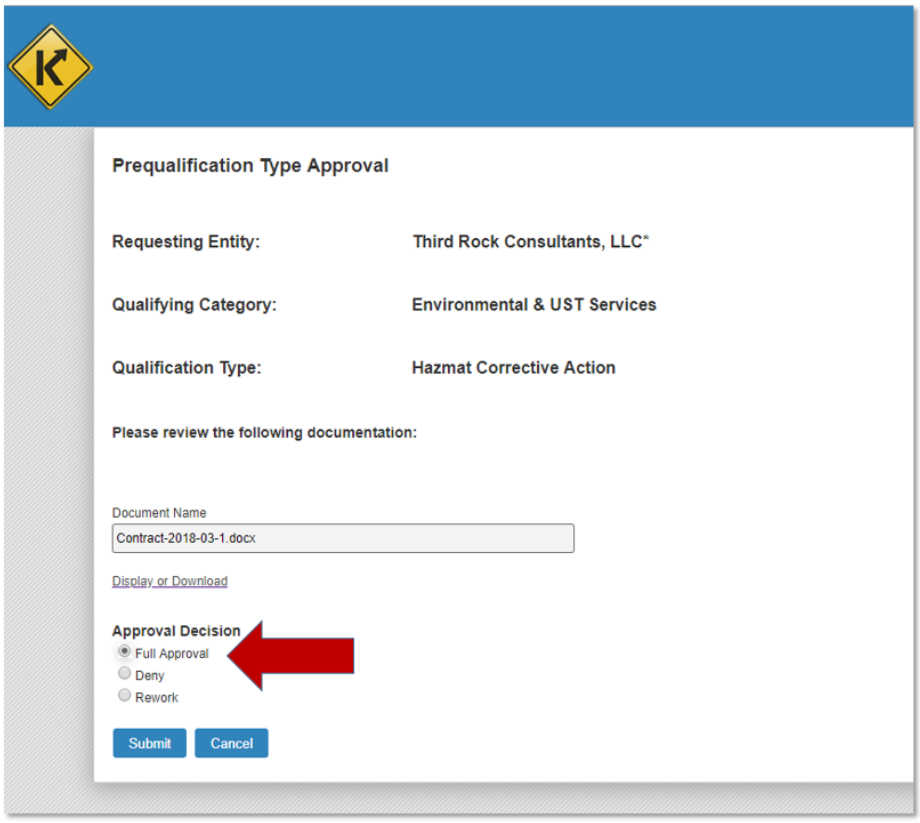
Display or Download

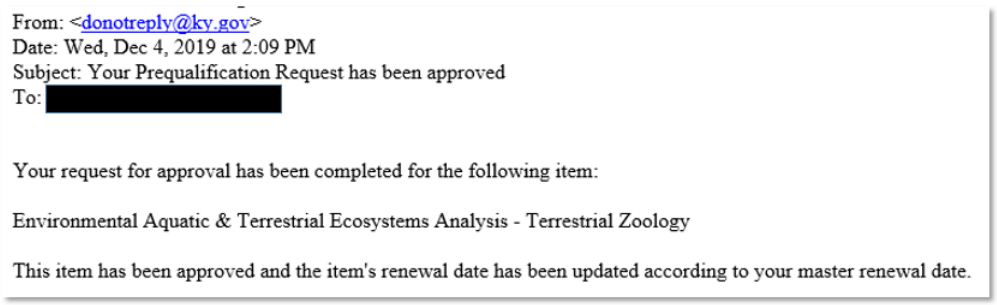
Approval Decision

- Full Approval
- Deny
- Rework

Submit Cancel

7.7 Full Approval



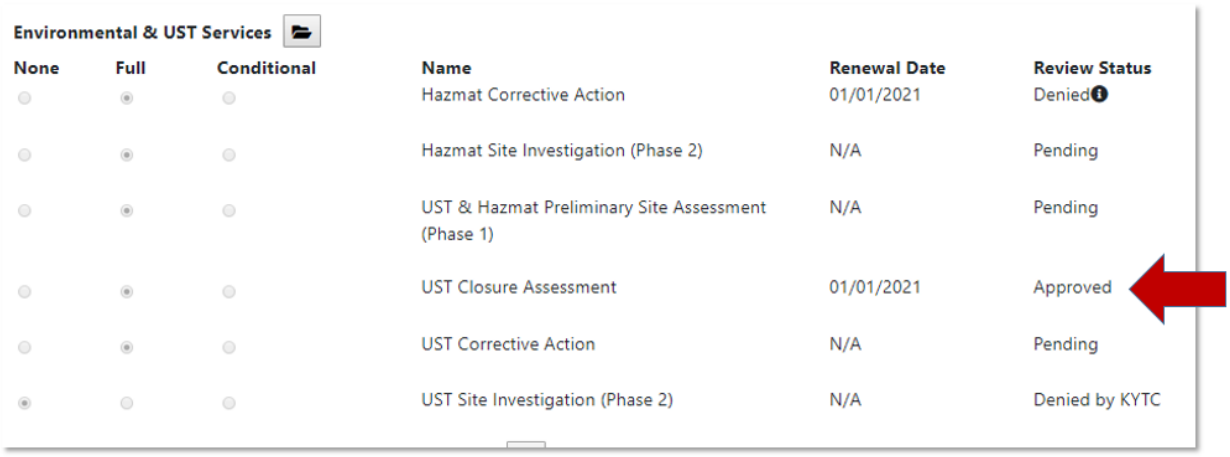


From: <donotreply@ky.gov>
Date: Wed, Dec 4, 2019 at 2:09 PM
Subject: Your Prequalification Request has been approved
To: [redacted]

Your request for approval has been completed for the following item:

Environmental Aquatic & Terrestrial Ecosystems Analysis - Terrestrial Zoology

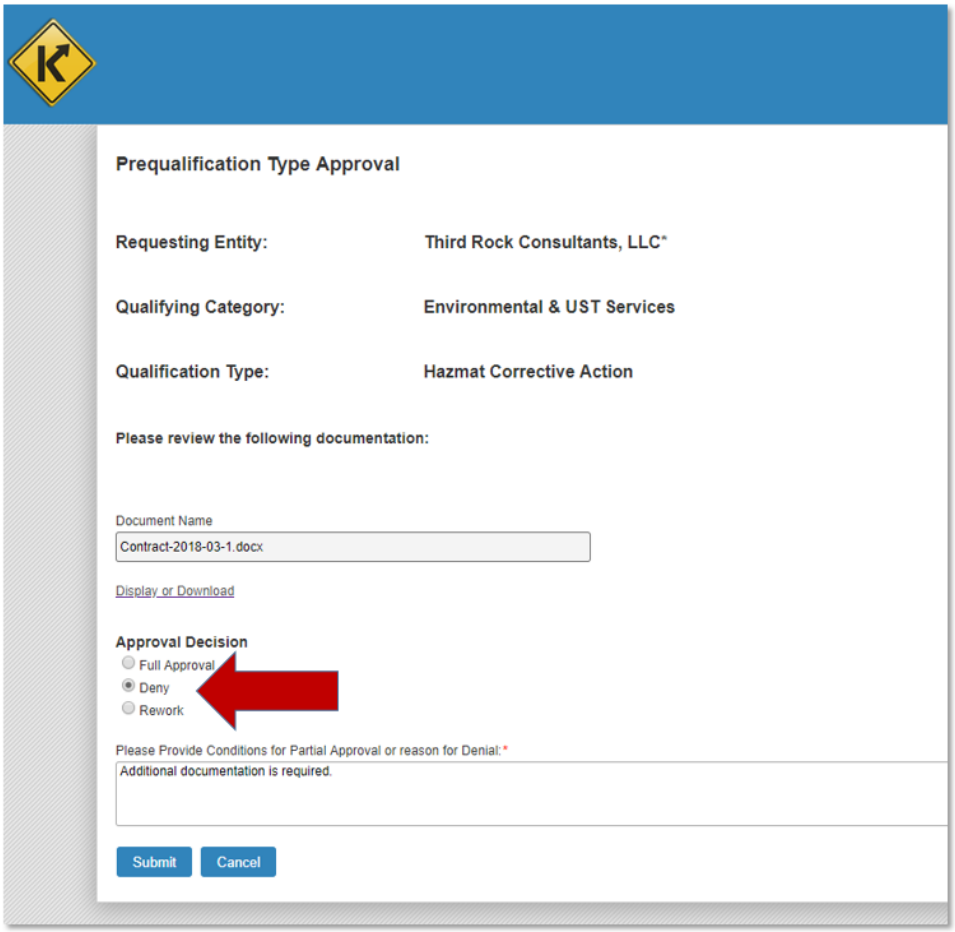
This item has been approved and the item's renewal date has been updated according to your master renewal date.



Environmental & UST Services

None	Full	Conditional	Name	Renewal Date	Review Status
○	◉	○	Hazmat Corrective Action	01/01/2021	Denied
○	◉	○	Hazmat Site Investigation (Phase 2)	N/A	Pending
○	◉	○	UST & Hazmat Preliminary Site Assessment (Phase 1)	N/A	Pending
○	◉	○	UST Closure Assessment	01/01/2021	Approved
○	◉	○	UST Corrective Action	N/A	Pending
◉	○	○	UST Site Investigation (Phase 2)	N/A	Denied by KYTC

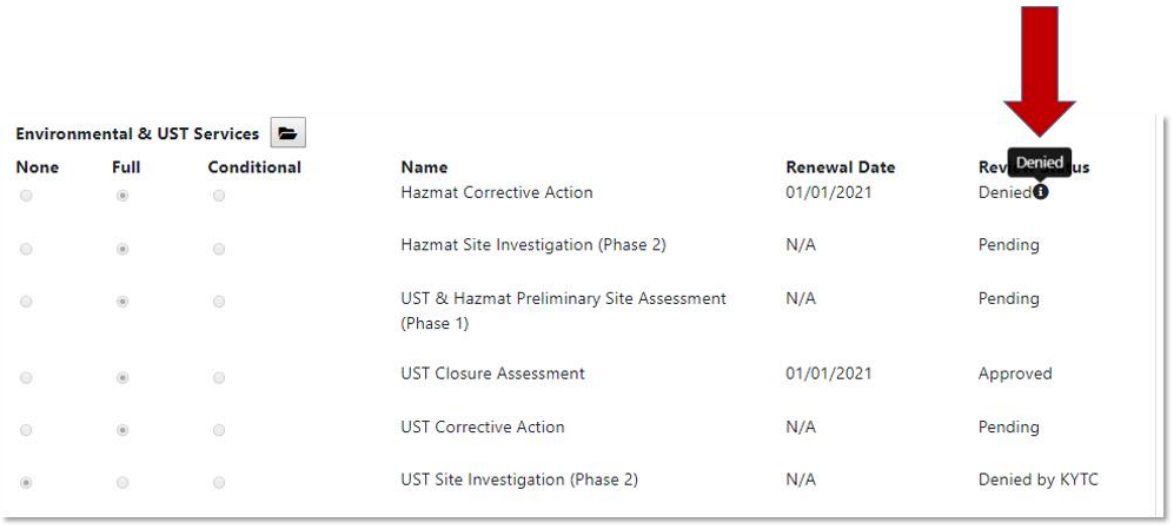
7.8 Deny



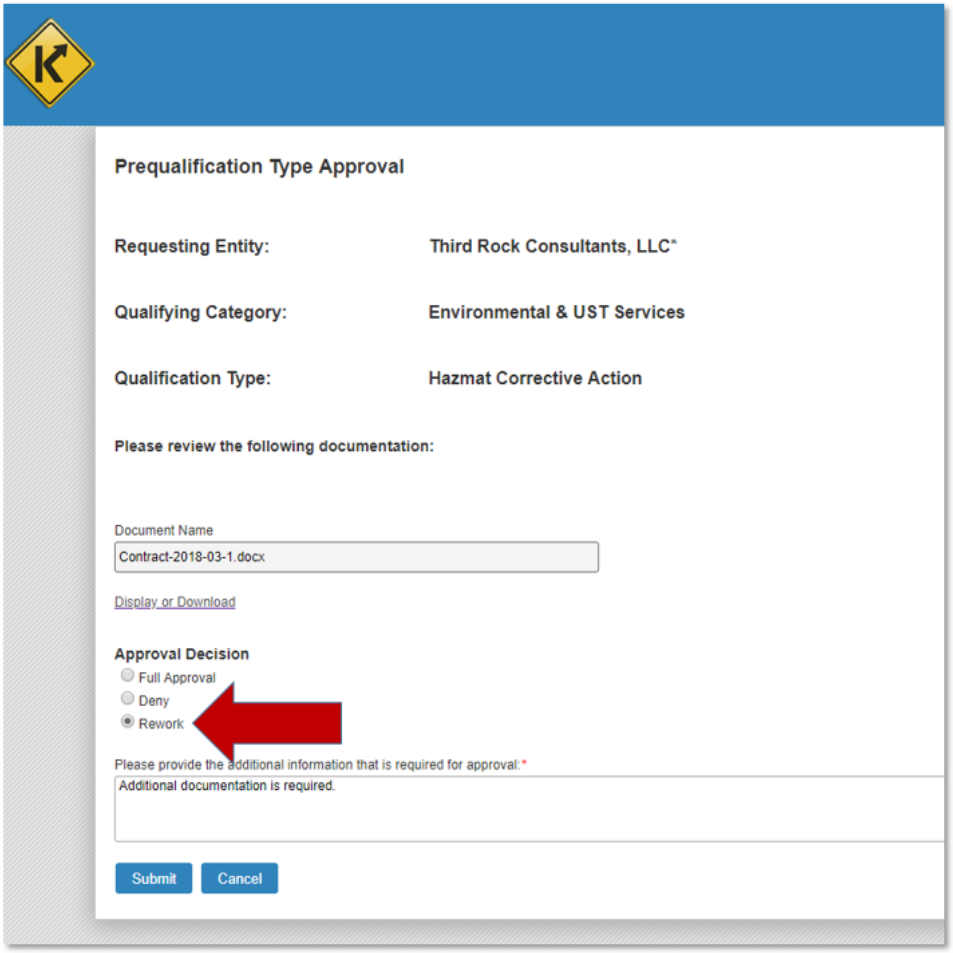
From: <DoNotReply@ky.gov>
Date: Wed, Dec 4, 2019 at 2:19 PM
Subject: Your Prequalification Request has Been Denied
To: [redacted]

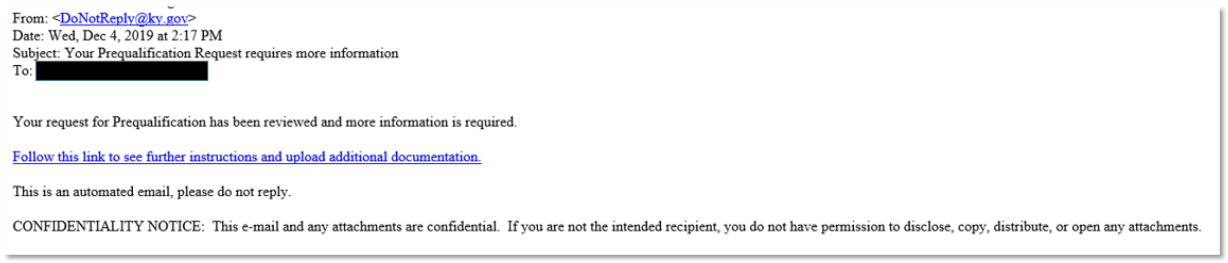
Your request for approval has been denied for the following item:

Environmental & UST Services - UST Site Investigation (Phase 2)


Environmental & UST Services
None
Full
Conditional
Name
Renewal Date
Rev Denied us
Hazmat Corrective Action
01/01/2021
Denied
Hazmat Site Investigation (Phase 2)
N/A
Pending
UST & Hazmat Preliminary Site Assessment (Phase 1)
N/A
Pending
UST Closure Assessment
01/01/2021
Approved
UST Corrective Action
N/A
Pending
UST Site Investigation (Phase 2)
N/A
Denied by KYTC

7.9 Rework


Prequalification Type Approval
Requesting Entity:
Third Rock Consultants, LLC*
Qualifying Category:
Environmental & UST Services
Qualification Type:
Hazmat Corrective Action
Please review the following documentation:
Document Name
Contract-2018-03-1.docx
Display or Download
Approval Decision
Full Approval
Deny
Rework
Please provide the additional information that is required for approval:*
Additional documentation is required.
Submit
Cancel



From: <DoNotReply@ky.gov>
Date: Wed, Dec 4, 2019 at 2:17 PM
Subject: Your Prequalification Request requires more information
To: [redacted]

Your request for Prequalification has been reviewed and more information is required.

Follow this link to see further instructions and upload additional documentation.

This is an automated email, please do not reply.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential. If you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments.

8 Bulletin Widget

Bulletins are a collection of Advertisements posted monthly on the Professional Services website for consultants to respond and inquire about. The Bulletin is comprised of the projects that Professional Services will procure services for in that particular month. The Bulletin widget allows the user to manage bulletins and group projects under the appropriately scheduled bulletin.

The PS application will automate Bulletin ID's 3 months in advance. This will auto populate the Bulletin, Month and Advertisement Date. The Advertisement Date is always the second Tuesday of the month at 9:00 a.m. (EST).

Only KYTC users added to the "Bulletins" Exception List can invoke the creation of a Bulletin under special circumstances (ex. Bulletin needed outside of normal schedule, etc.).

8.1 Select Bulletin Widget

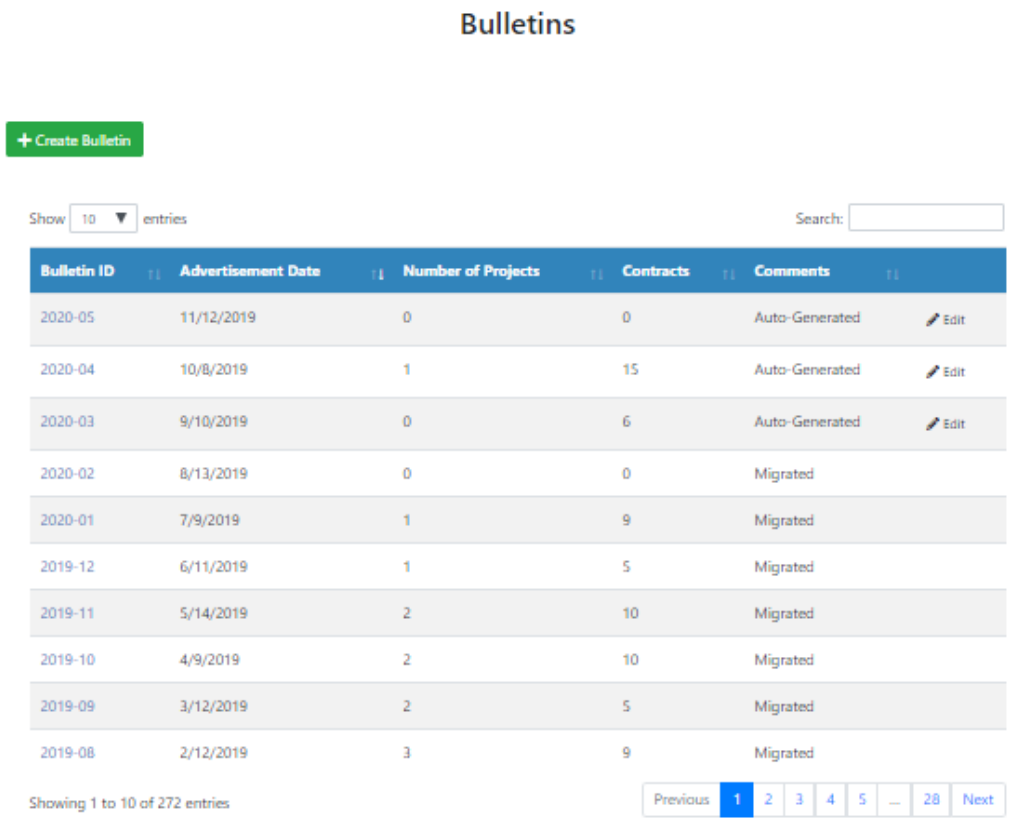
Select Bulletin Widget:

- Selection of the "Bulletin" widget from the Dashboard shall navigate the user to the "Bulletin" screen.

8.2 Bulletin Screen

Bulletin Screen:

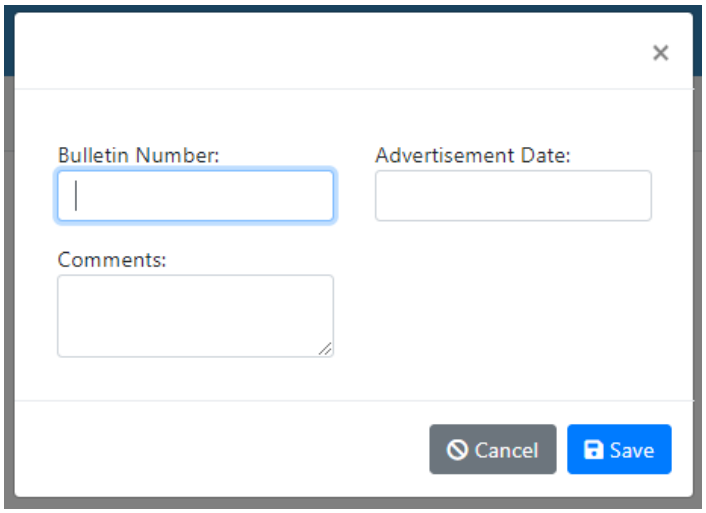
- The “Bulletin” grid displays view all Contracts and Projects that have been associated with that particular bulletin month.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific Bulletin record.
    - Selection of the “Bulletin ID” within each row shall navigate the user to the ‘Bulletin Project Grid” for that Bulletin



8.3 Create Bulletin

Create Bulletin (KYTC PSA user):

- The authenticated user shall see a “Create Bulletin” option on the “Bulletins” screen.
- Selection of the “Create Bulletin” option from the Bulletin screen shall display a pop-up window prompting the user to enter Bulletin related information:
    - Bulletin Number
    - Advertisement Date
    - Comments
        - Upon selection of “Save” option, the new Bulletin shall be saved to the application and display within the Bulletin grid.
        - Upon selection of “Cancel” option, the new Bulletin record shall NOT be saved to application and will NOT be displayed within the Bulletin grid.



8.4 View / Edit Bulletin

View / Edit Bulletin:

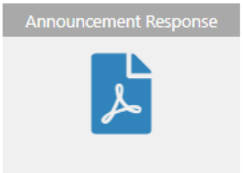
- Selection of the "Edit" option next to a Bulletin listing in the Bulletin grid shall display an "Edit" pop-up window that displays the following:
  - Bulletin Number (not editable)
  - Advertisement Date (editable)
  - Comments (editable)
    - Upon selection of the "Save" option, the edits made to the Bulletin record shall be saved to the PS application.
    - Upon selection of the "Cancel" option, edits made to the Bulletin record shall NOT be saved to the PS application.

9 Announcement Response

The Announcement Response Portal provides Consultants a convenient way to see open contracts available for response and to submit their responses.

9.1 Accessing the Announcement Response Portal

The Announcement Response widget provides access to the Announcement Response Portal which is a central location to display Announcements that a Consultant firm can submit a response.



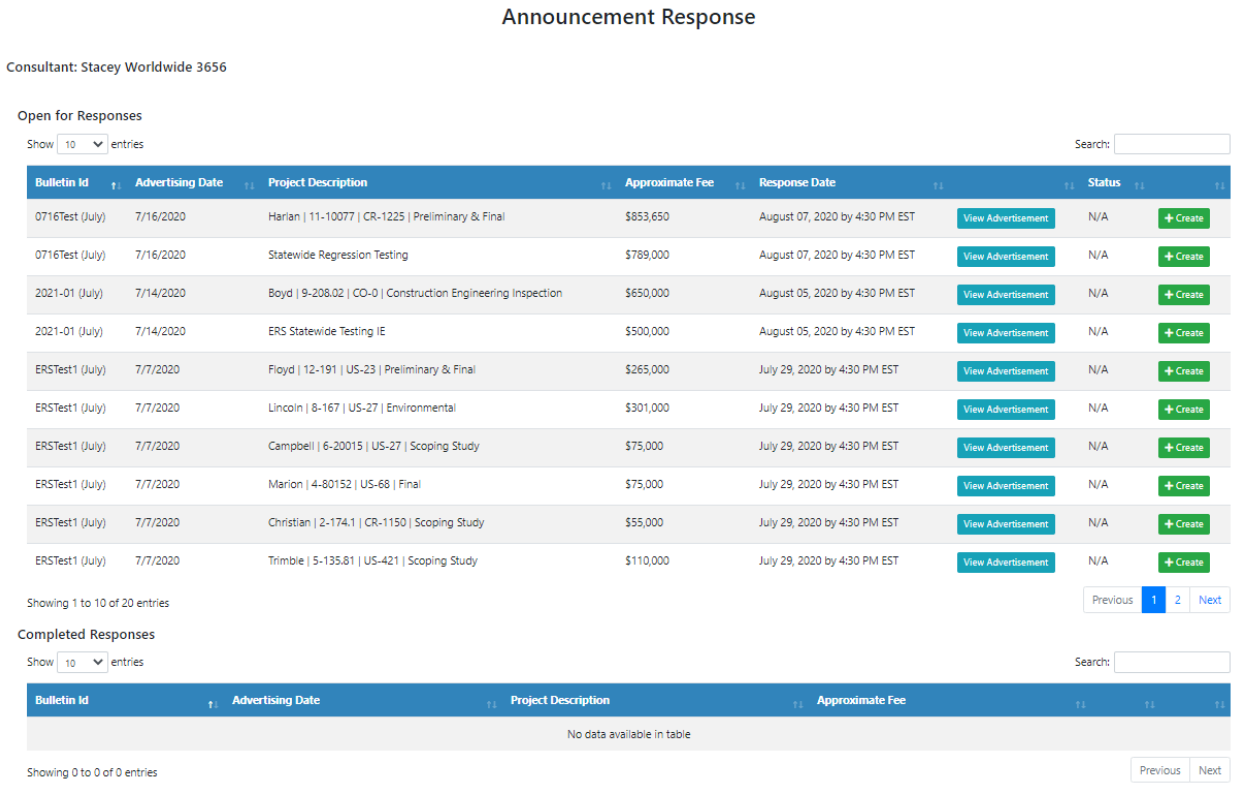
The following users will see the Announcement Response widget within their Dashboard:

- Consultant – Read Only

- Consultant – Project Manager
- Consultant – System Admin
- KYTC PSA
- KYTC Selection Committee Member

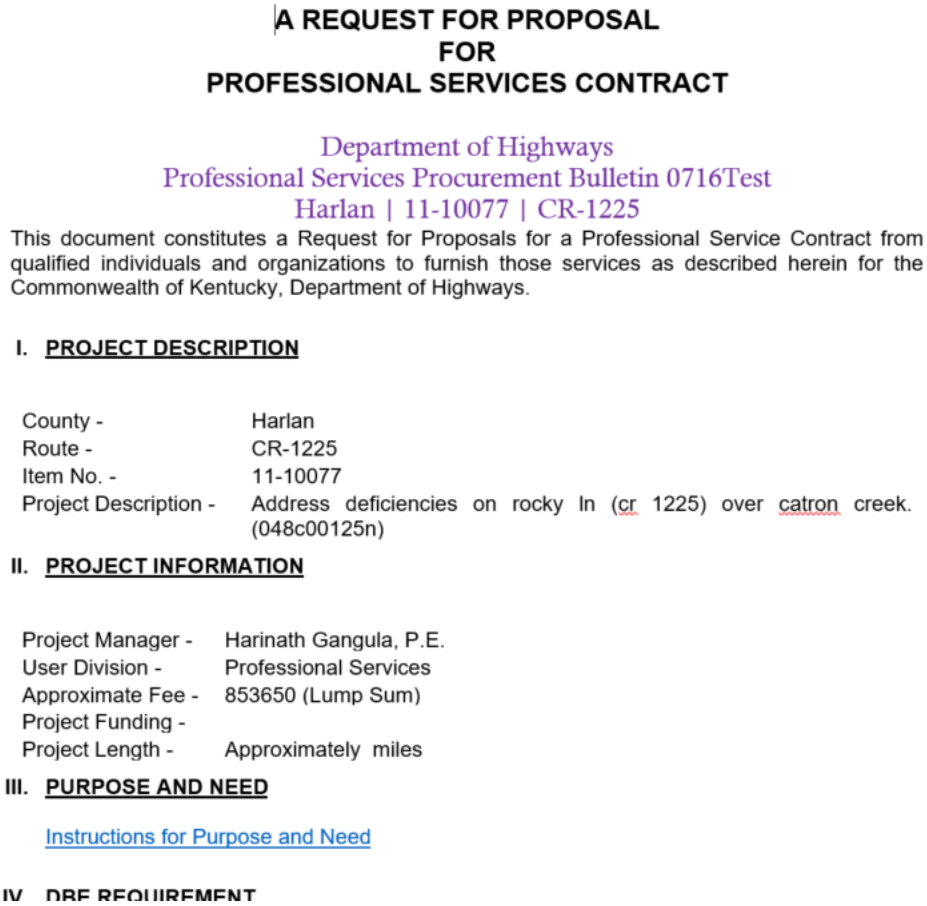
9.2 Announcement Response Portal

The Announcement Response Portal presents all the contracts open for response sorted by the Response date. From here you may view the advertisement, see the status of any response you have started, create a new response, or update a response you previously started. Responses will appear here until 4:30 pm on the Response date at which time they will move to the Completed responses section. You can only have one response to a contract and you may update it up until the 4:30 pm deadline regardless of the response status.



9.3 View an Advertisement

View Advertisement will download the advertisement for viewing. A partial sample of an advertisement is provided below.



A REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES CONTRACT

Department of Highways
Professional Services Procurement Bulletin 0716Test
Harlan | 11-10077 | CR-1225

This document constitutes a Request for Proposals for a Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

County -	Harlan
Route -	CR-1225
Item No. -	11-10077
Project Description -	Address deficiencies on rocky ln (cr 1225) over catron creek. (048c00125n)

II. PROJECT INFORMATION

Project Manager -	Harinath Gangula, P.E.
User Division -	Professional Services
Approximate Fee -	853650 (Lump Sum)
Project Funding -	
Project Length -	Approximately miles

III. PURPOSE AND NEED

Instructions for Purpose and Need

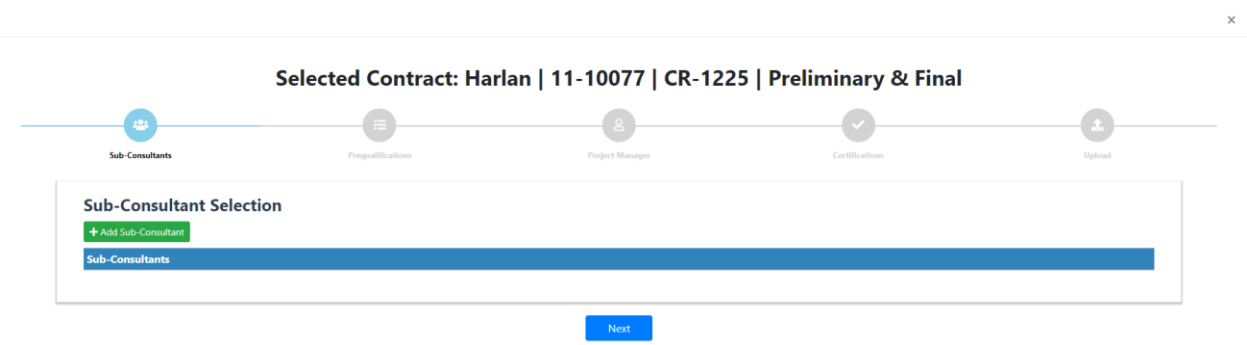
IV. DBE REQUIREMENT

9.4 Responding to an Announcement

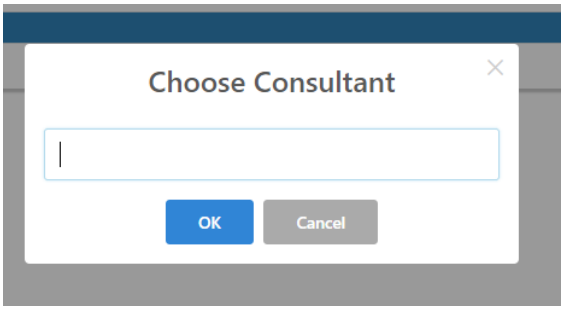
In the Announcement Response Portal, announcements you have not started a response to will display a "Create" button. If you have already started a response, an "Edit" button will appear instead. Both buttons will take you to the Sub-Consultant Selection page for the selected contract. Your updates are automatically saved as you navigate between pages of the contract response. You do not have to complete a section before moving to a different section, however, your response will not be complete until all sections have been satisfied.

9.4.1 Sub-Consultant Selection

On the Sub-Consultant Selection page, you will add Sub-Consultants that you will be including in your response. The page will display any sub-consultants you have added to the response. To add a sub-consultant, click on the "Add Sub-Consultant" button.



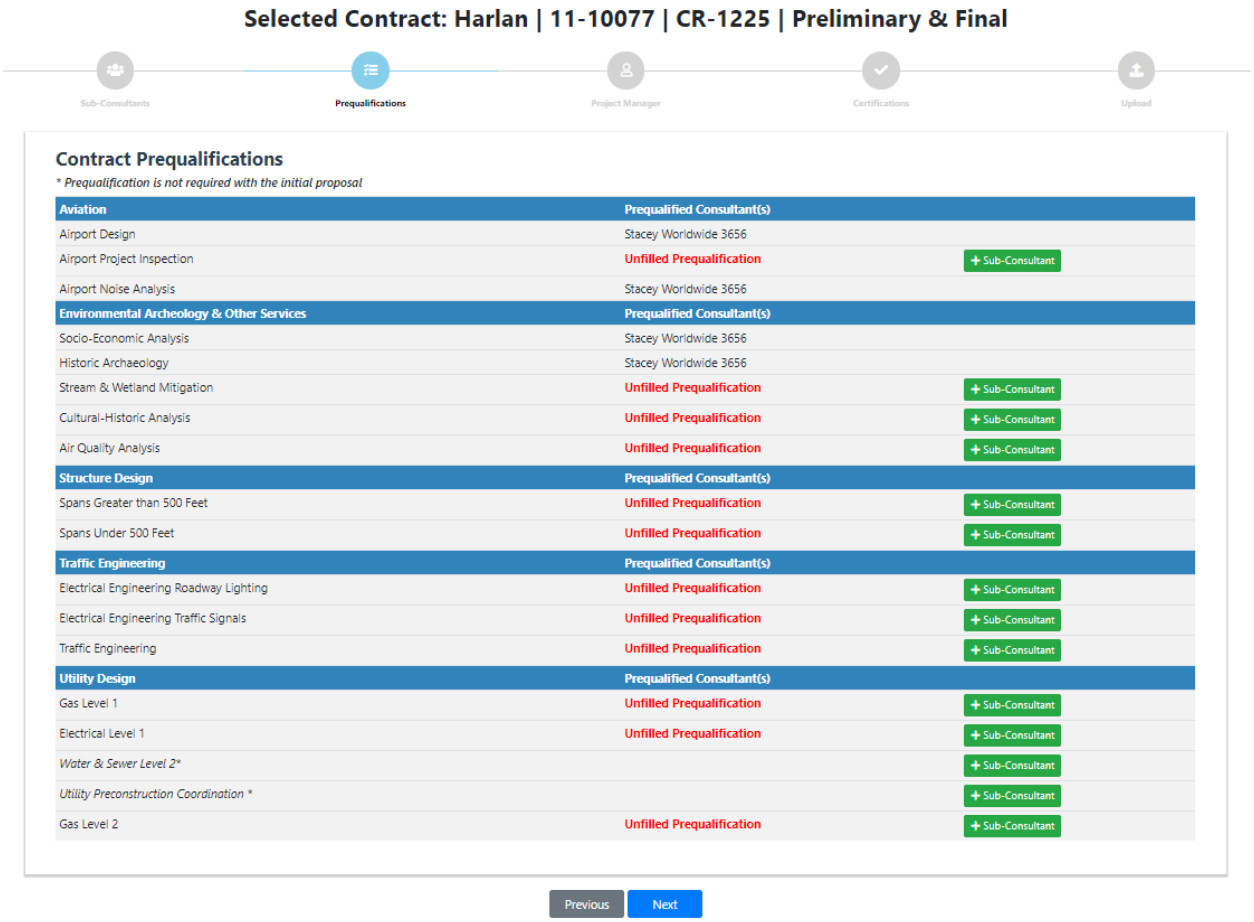
After clicking the “Add Sub-Consultant” button, a small pop-up will appear. Start typing in the consultant’s name that you want to add as a sub and the smart text field will display a drop-down of the consultant’s whose name matches what you typed. Select the consultant you want from the drop-down list and click “OK” to add them to your response.



Clicking the “Next” button will take you to the Prequalifications page.

9.4.2 Prequalifications

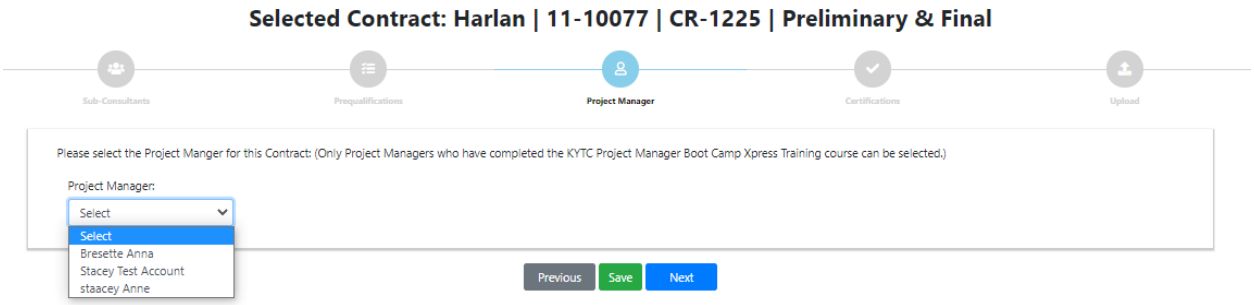
The Prequalifications page displays all of the prequalifications required to respond to the contract. Prequalifications that appear in italics with an asterisk are optional and not required. Your prequalifications and those of your sub-consultants will automatically be matched against the contract requirements. Each prequalification can have more than one consultant filling the requirements. You can use the “+ Sub-Consultant” button to add consultants to any of the prequalifications. All of the required prequalifications must have at least one consultant with matching qualifications for the response to become complete.



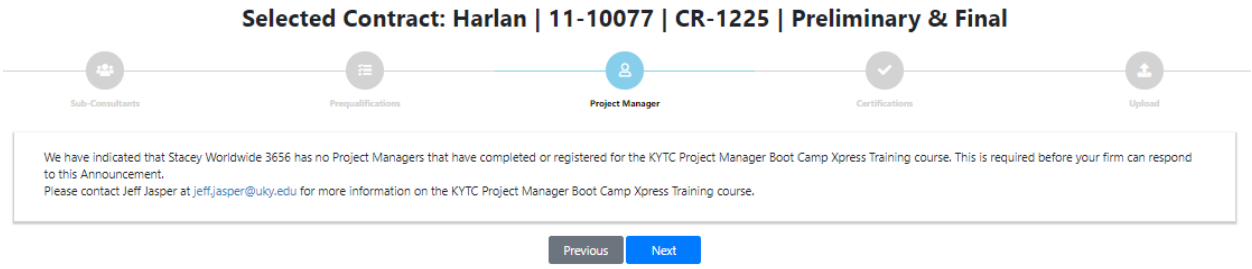
Clicking “Previous” will take you back to the Sub-Consultant Selection page. Clicking “Next” will take you to the Project Manager page.

9.4.3 Project Manager

The Project Manager page allows you to select which of your project managers that have completed the KYTC Project Manager Boot Camp Xpress training you use for the contract. The drop-down list allows you to select from project managers in your firm who have completed the training. You must select a trained project manager for project specific contracts before your submission can become complete. Statewide contracts do not require a project manager who has completed the training.



If there are no project manager's in your firm that completed the training, the following message will appear:

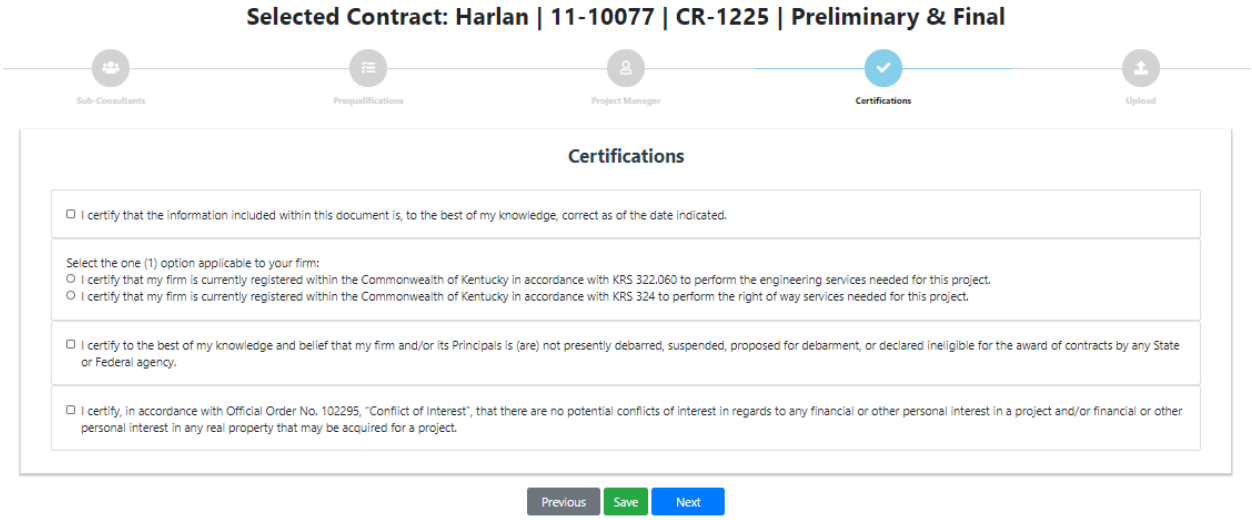


Clicking "Previous" will take you back to the Prequalification page. Clicking "Next" will take you to the Certifications page. The "Save" button allows you to save your progress and exit the response prior to certifying the response and uploading a document.

9.4.4 Certifications

The Certifications page allows you to provide the certifications that are required to submit a response.

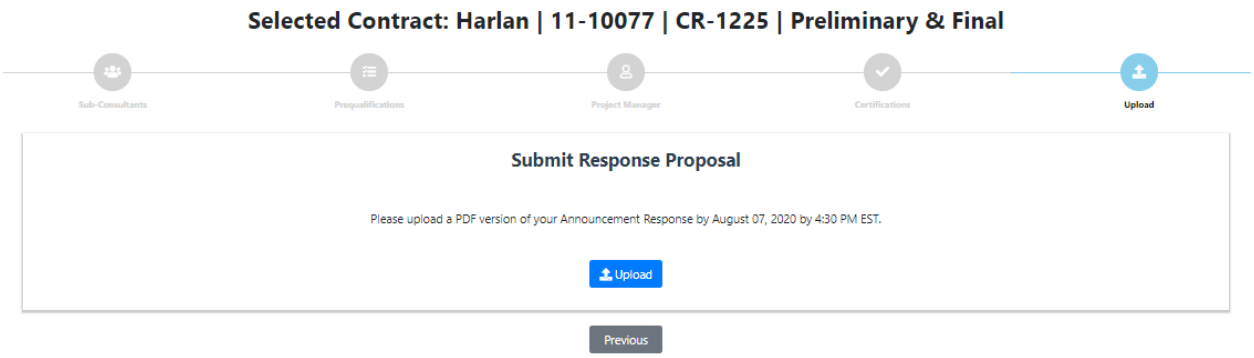
Note: The KRS 324A certification is intended for property appraisers only.



Clicking "Previous" will take you back to the Project Manager page. Clicking "Next" will take you to the Upload page. The "Save" button allows you to save your progress and exit the response prior to uploading a document.

9.4.5 Upload

The Upload page allows you to upload your response document to the system. If the criteria on all the other pages have been met, you response will be marked as complete once you upload the document. You may update your response at any time prior to 4:30 pm on the Response date. This page only allows you to upload pdf's, no other file type may be uploaded. No files larger than 100mb will be accepted.



9.5 Viewing Completed Responses

The Completed Responses section displays all previously completed responses after the contract Response date. Completed responses will appear here after 4:30 pm on the Response date. You may view your completed responses and the associated advertisement, but you may not update them.

10 Statewide Service Widget

The Division of Professional Services procures consultant-engineering services defined by Statewide Contracts or “Other” Statewide Contracts. Regular Statewide Contracts are generally on 2-year project life cycles, while “Other” Statewide Contracts have variable project life cycles. The Professional Services Admin role may create a new Statewide Service at any time.

Users shall NOT manually create Statewide Service Advertisement / Request for Proposal (RFP) document. Instead, the Professional Services application will create an Advertisement / RFP document once the “Advertisement Date” value of that Statewide Service is within 90 days or less.

Each individual Statewide Service may have one or many contracts tied to that service. The number of Statewide Contracts created will correlate to number of “Firms” entered when the Statewide Service is created / edited. (e.g. 3 Firms = 3 Contracts, etc.).

The Statewide Services screen allows the user to:

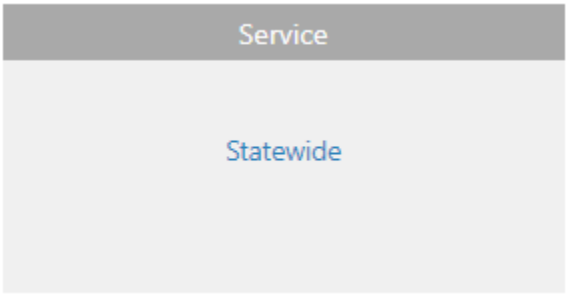
- Monitor Advertisement dates
- Make updates to existing Statewide Services
- Add new Statewide Service

The KYTC PSA role and KYTC Central Office – Project Manager shall have access to the Statewide Service widget.

10.1 Select Statewide Widget

Select Statewide Service Widget (KYTC PSA and Central Office – Project Manager):

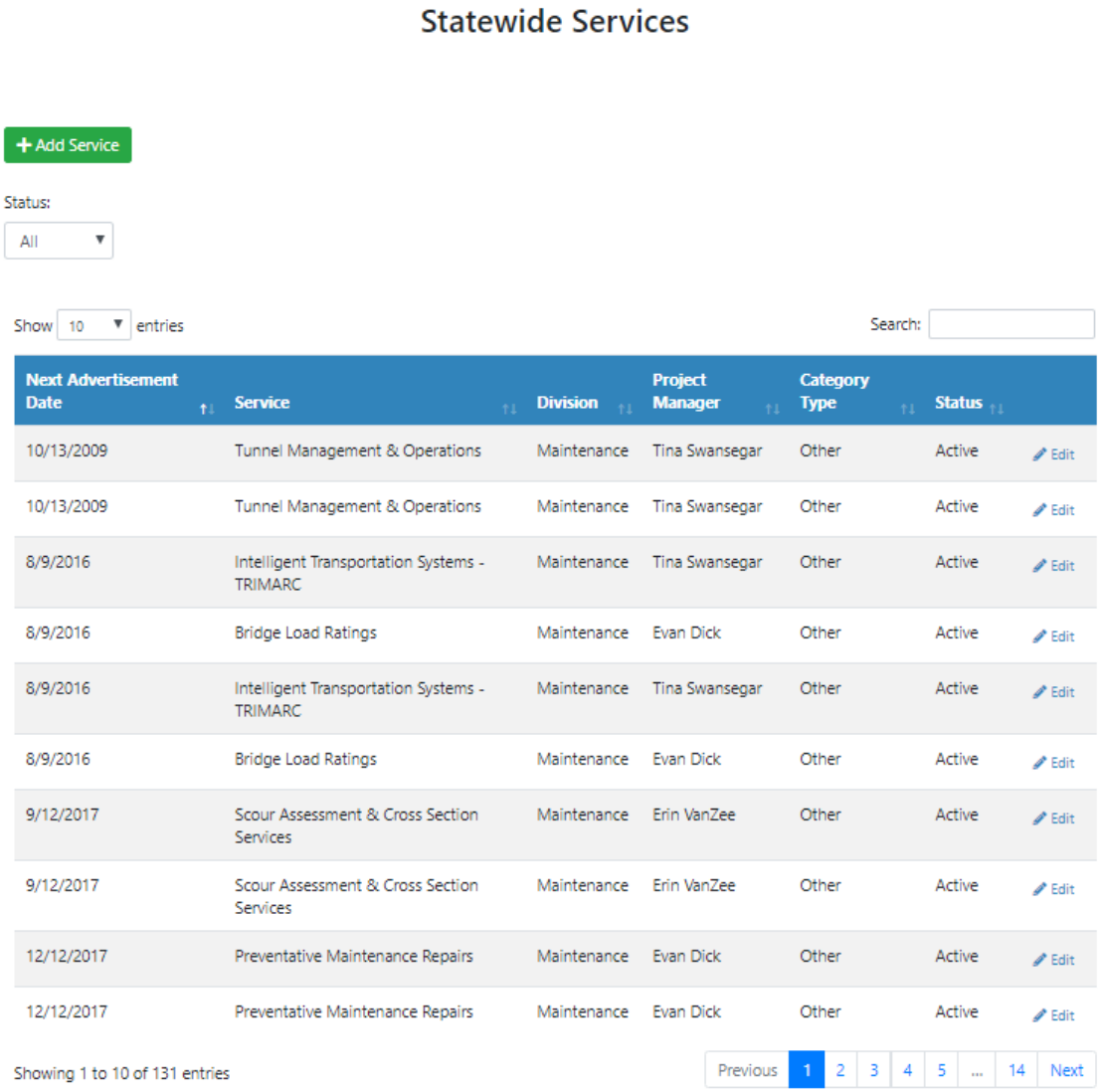
- Selection of the “Statewide Service” widget from the Dashboard shall navigate the user to the “Statewide Service” screen.



10.2 Statewide Service Grid

Statewide Service Grid (KYTC PSA and Central Office – Project Manager):

- Selection of the “Statewide Service” widget shall navigate the user to the “Statewide Services” grid.
    - User shall be able to sort on each column.
    - User shall be able to enter smart search criteria to locate a specific Consultant firm record.
    - User shall be able to filter the gird based on the “Status” of the Statewide Service:
        - All
        - Active
        - Inactive

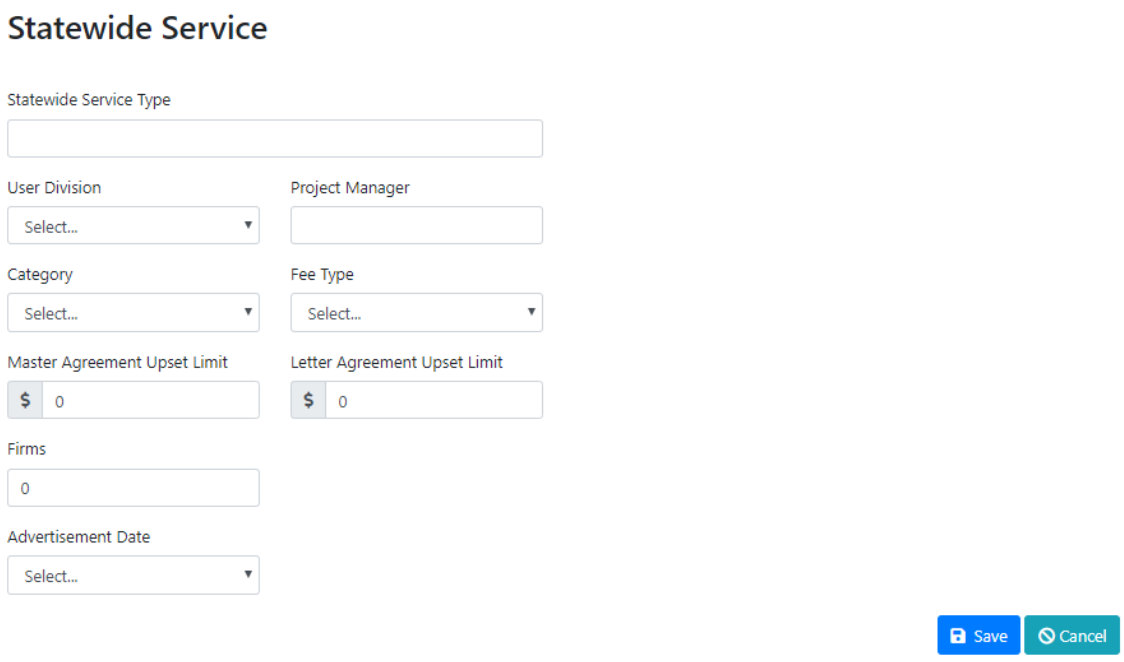


10.3 Add Statewide Service

Add Statewide Service (KYTC PSA):

- Selection of the "Add Service" option within the Statewide Services screen shall navigate the user to the "Add Statewide Service" screen.
- User shall be able to enter the following:
    - Statewide Service Name
    - User Division
    - Project Manager (KYTC)

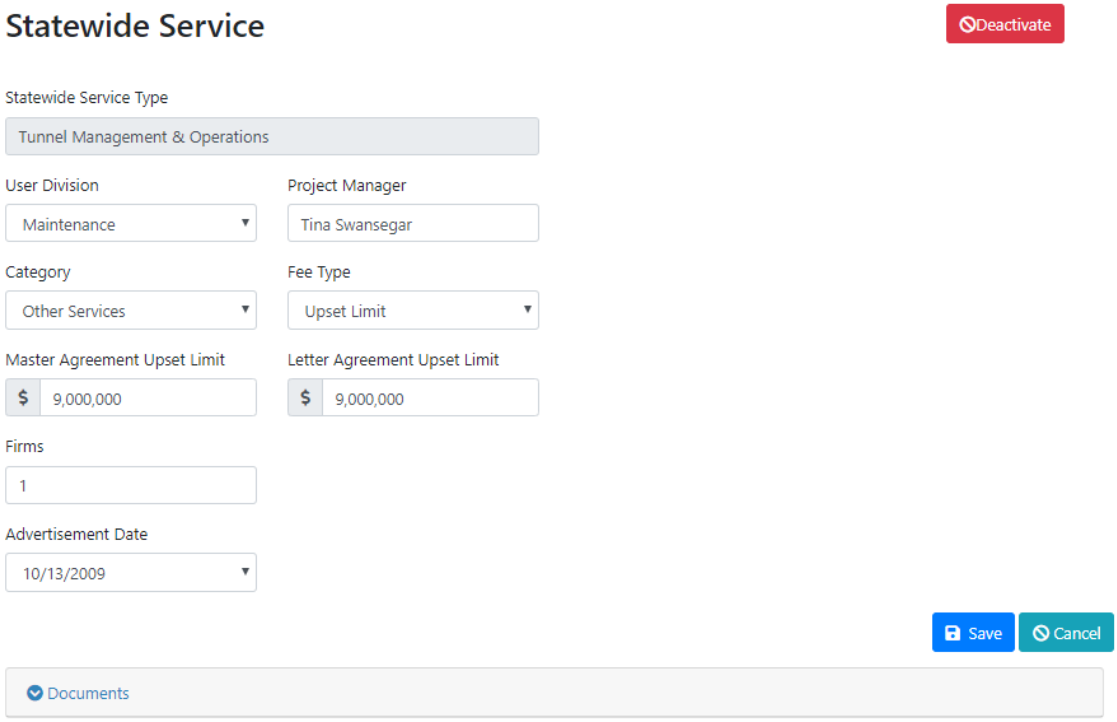
  - Category
    - Regular Statewide
    - Other Services
  - Fee Type
    - Upset Limit
    - Lump Sum
    - Specific Rate of Compensation
    - Cost Plus Fixed Fee
  - Firms (Number value indicates the number of Contracts that will be created for that Service)
  - Advertisement Date
- Selection of the “Save” option shall save the Statewide Service to the PS application.
  - The newly created Statewide Service shall be displayed within the “Statewide Service” grid.
  - The Statewide Contracts that are created with the new Statewide Service shall display in the “Contracts - Statewide Contracts” grid within the Dashboard.
- Selection of the “Cancel” option shall NOT save the Statewide Service to the PS application.
- When a new Statewide Service is created, the system will auto-create an Advertisement / RFP document template.
  - This document will serve as the template for all subsequent Advertisments / RFP documents for that that Statewide Service.
- If the Statewide Service is created with an “Advertisement Date” value that is within 90 days or less of the date created, the system will also create an Advertisement document.



10.4 View / Edit Statewide Service

View / Edit Statewide Service (KYTC PSA and Central Office – Project Manager):

- Selection of the “Edit” option within “Statewide Services” grid shall navigate the user to the Statewide Service screen.
    - A Central Office – Project Manager shall only be able to view the Statewide Services they are assigned as the Project Manager.
    - The assigned Central Office – Project Manager shall NOT be able to edit the Statewide Service.
    - The assigned Central Office – Project Manager shall be able to view / edit / regenerate the “Advertisement” document for that Statewide Service.
- The KYTC PSA user shall be able to edit the Statewide Service as needed.
    - Selection of the “Save” option shall save the edits made to the Statewide Service to the PS application.
    - Selection of the “Cancel” option shall NOT save the edits made to the Statewide Service to the PS application.

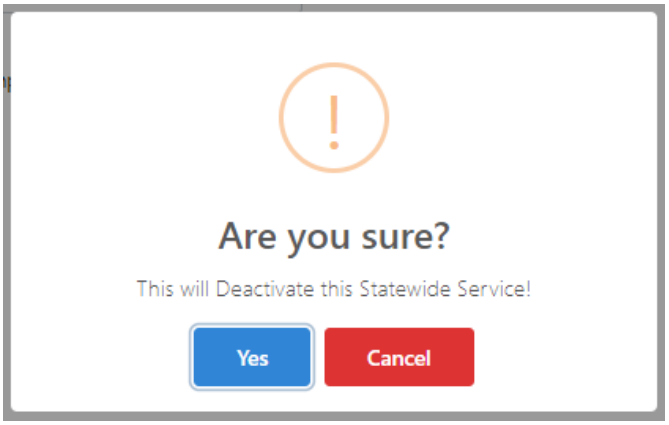


10.5 Deactivate Statewide Service

Deactivate Statewide Service (KYTC PSA):

- The KYTC PSA user shall be able to see a “Deactivate” option within the Statewide Service screen.
- Selection of the “Deactivate” option shall display a “Are you sure? – This will Deactivate this Statewide Service!” pop-up window.
    - Selection of “Yes” option shall deactivate the Statewide Service.

- Selection of “Cancel” option shall NOT deactivate the Statewide Service.



10.6 Statewide Service – Documents Tab

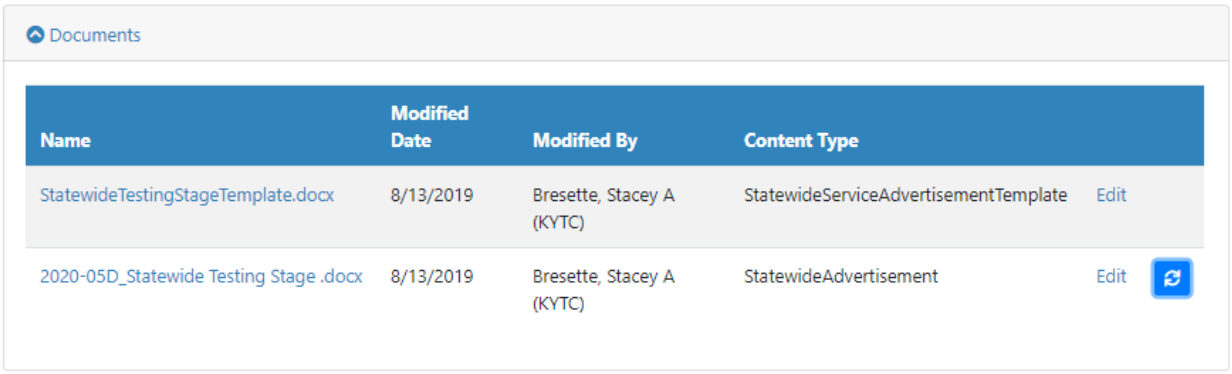
Statewide Service - Documents Tab (KYTC PSA and Central Office – Project Manager):

- The “Documents” tab contains applicable documents for that Statewide Service.
- When a new Statewide Service is created, the system will auto-create an Advertisement / RFP document template.
  - This document will serve as the template for all subsequent Advertisments / RFP documents for that that Statewide Service.
- If the Statewide Service is created with an “Advertisement Date” value that is within 90 days or less of the date created, the system will also create an Advertisement document.
- The Document tab within the Statewide Service screen shall contain the Advertisement / RFP document template and, if applicable, the Advertisement document for that Statewide Service.

10.6.1 Edit Document

Edit Document (KYTC PSA and Central Office – Project Manager):

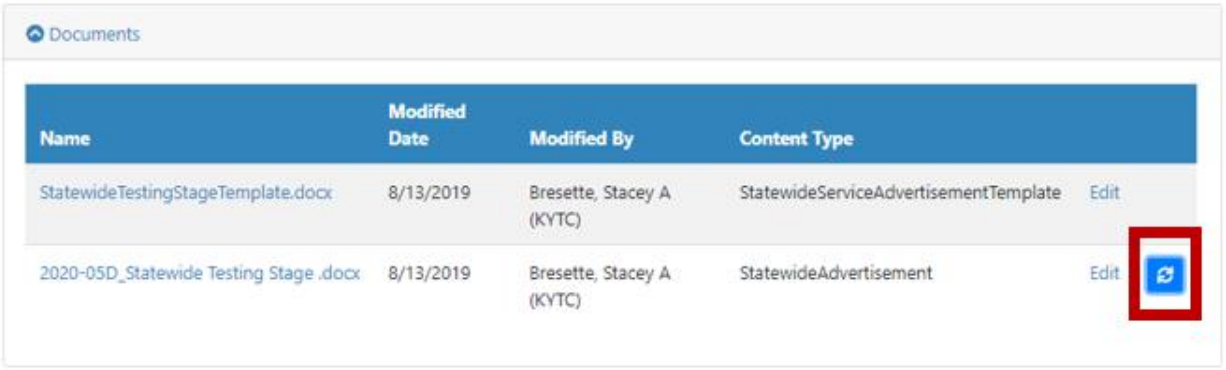
- Selection of the “Edit” option next to a document within the “Documents” tab shall open the document within the SharePoint application.
- Document updates made shall be saved within SharePoint.

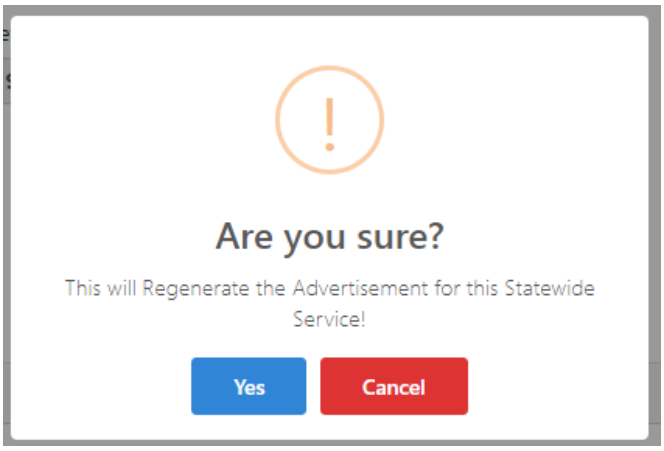


10.6.2 Regenerate Statewide Service Advertisement Document Template

Regenerate Statewide Service Advertisement Document Template (KYTC PSA and Central Office – Project Manager):

- If changes are made to the base Statewide Service, the user may select the "Regenerate" option next to update the Advertisement / RFP document template for that Statewide Service.
- Selection of the "Regenerate" option shall display the "Are you sure? – This will Regenerate the Advertisement for this Statewide Service!" pop-up window.
    - Selection of the "Yes" option shall regenerate the Advertisement / RFP document template for that Statewide Service.
        - All subsequent Advertisement / RFP documents created by the PS application shall reflect the new template.
    - Selection of the "Cancel" option shall NOT regenerate the Advertisement / RFP document template for that Statewide Service.

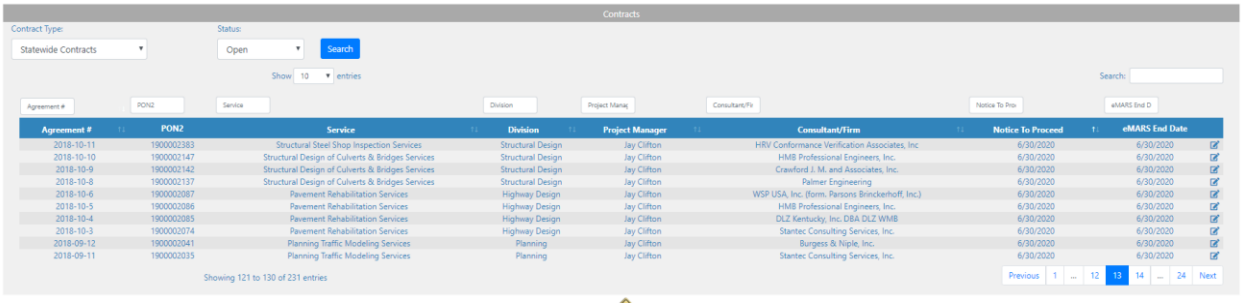




11 Statewide Service Contract Screens

Statewide Contract details are viewed by selecting the desired contract within the "Statewide Contracts" grid. Each individual Statewide Contract screen shall display the following:

- Statewide Contract details
- Milestone Progress Bar
- Schedule
- Modifications tab
- Documents tab
- Selection Committee tab
- Comments tab

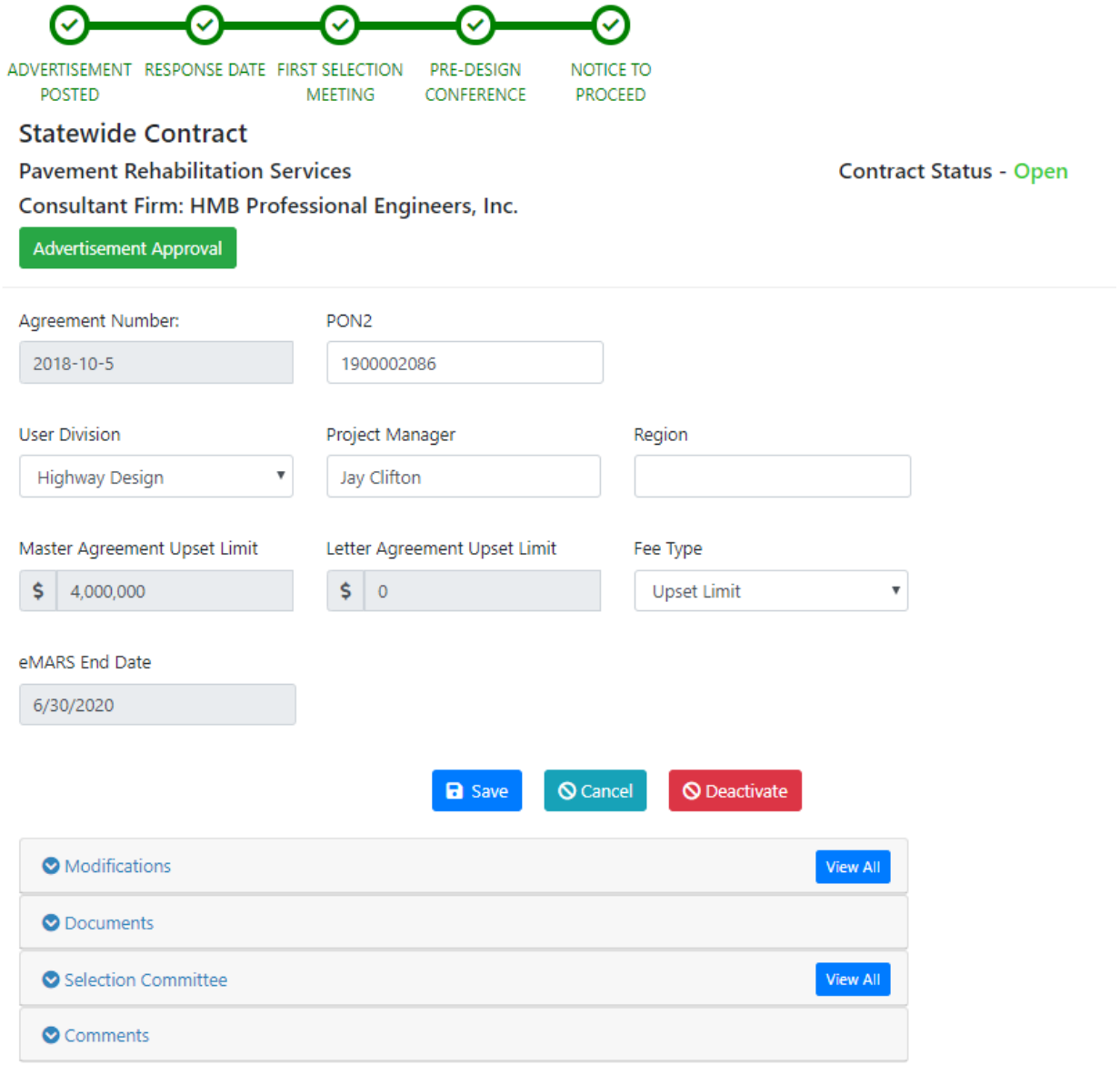


11.1 View / Edit Statewide Contracts

View / Edit Statewide Contracts:

- All KYTC users (PSA, Central – Project Manager, District - Branch Manager, District – Project Manager, Location Engineer, User Division Director and Read Only roles) shall be able to view all Statewide Contracts.
- Only the KYTC – PSA role shall be able to edit a Statewide Contract.
- Statewide Contract fields shall be locked after the Prime Consultant has been selected for the contract.

- Master Agreement Upset Limit and Letter Agreement Upset Limit fields shall NOT be editable after the “Notice to Proceed” Schedule Event is completed.
- Upon selection of the “Save” option, the edits made to the Statewide Contract shall be saved to the PS application.
- Upon selection of the “Cancel” option, edits made to the Statewide Contract shall NOT be saved to the PS application.

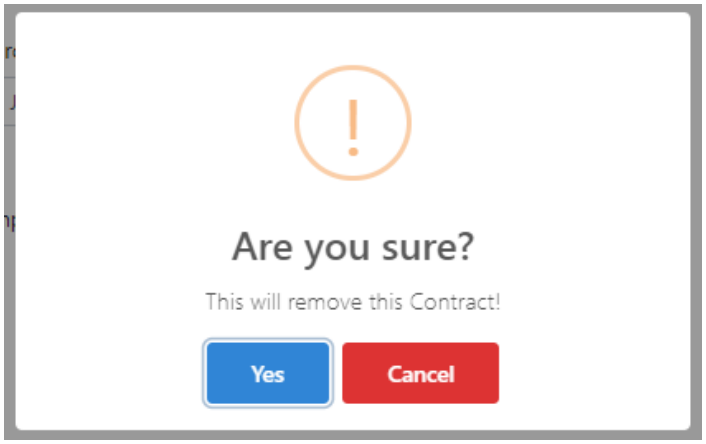


11.2 Deactivate Statewide Contract

Deactivate Statewide Contract (KYTC – PSA):

- The KYTC – PSA role shall be able to see a “Deactivate” option within the Statewide Contract screen.

- Selection of the “Deactivate” option shall display the “Are you sure? – This will remove this Contract!” pop-up window.
    - Upon selection of the “Save” option, the Statewide Contract shall be removed from the PS application.
    - Upon selection of the “Cancel” option, Statewide Contract shall NOT be removed from the PS application.



11.3 Statewide Contract - Milestone Progress Bar

Statewide Contract - Milestone Progress Bar:

The Milestone Progress Bar displays along the top of the Statewide Services Contract screen. The Milestones depicts when key contract events are completed (e.g. Response Date, Fee Proposal, Notice to Proceed, etc.)

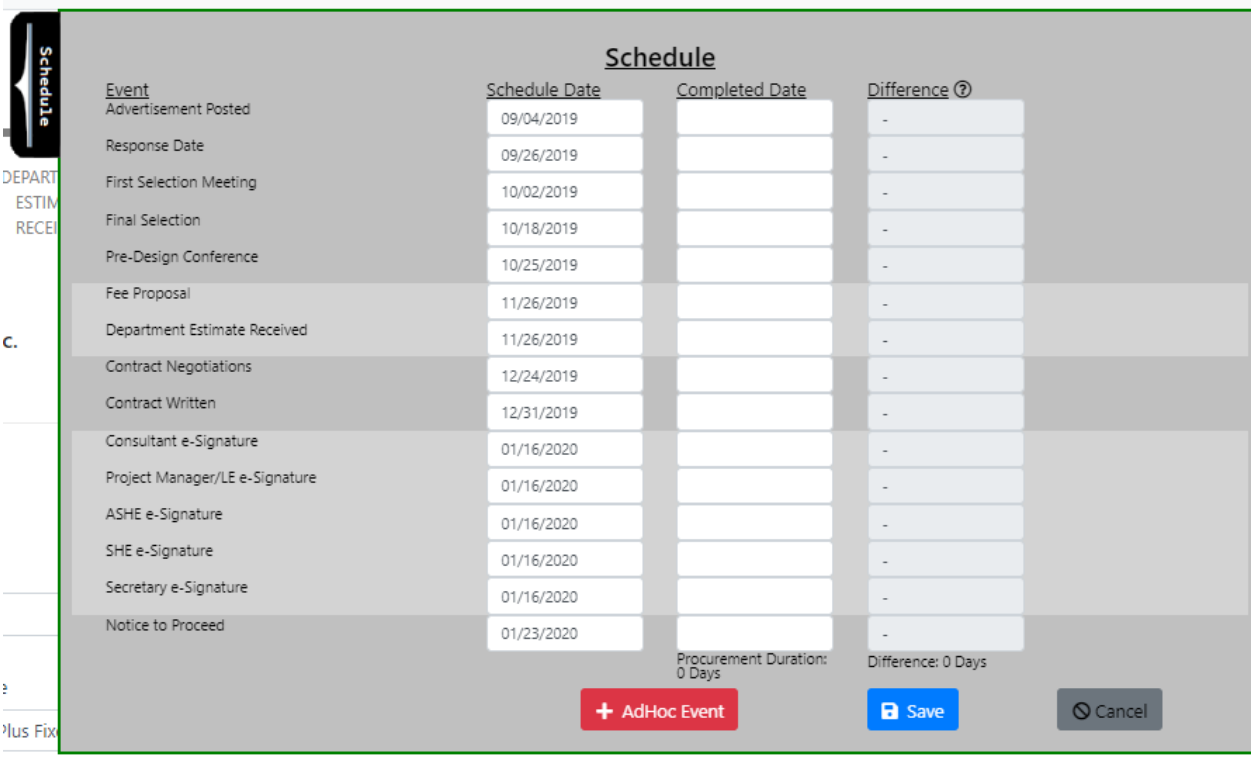
11.4 Statewide Contract - Schedule

Schedule:

The Schedule displays along the right side of the Statewide Contract screen. Selection of the “Schedule tab” shall display the Schedule fly-out.

The Schedule displays the Event Dates for each contract based on offset work days or the number of days expected to complete a given contract event. For example, once the “Response Date” event is completed, the “First Selection” event should be completed within 6 days after, etc.

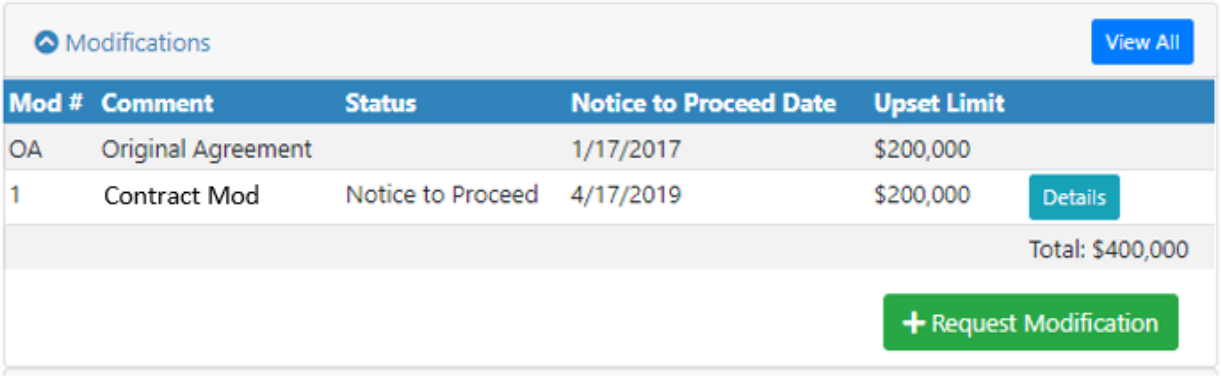
The Schedule also displays the “Completed Date” for each event and the “Difference”, or the days ahead of or behind the scheduled event due date.



11.5 Statewide Contracts – Modifications Tab

Modifications Tab:

The Modifications Tab displays a grid of all the Contract Modifications for a given Statewide contract. Users may also request a Contract Modification from this tab or view details of an existing Modification.



11.6 Statewide Contract – Documents Tab

Documents Tab:

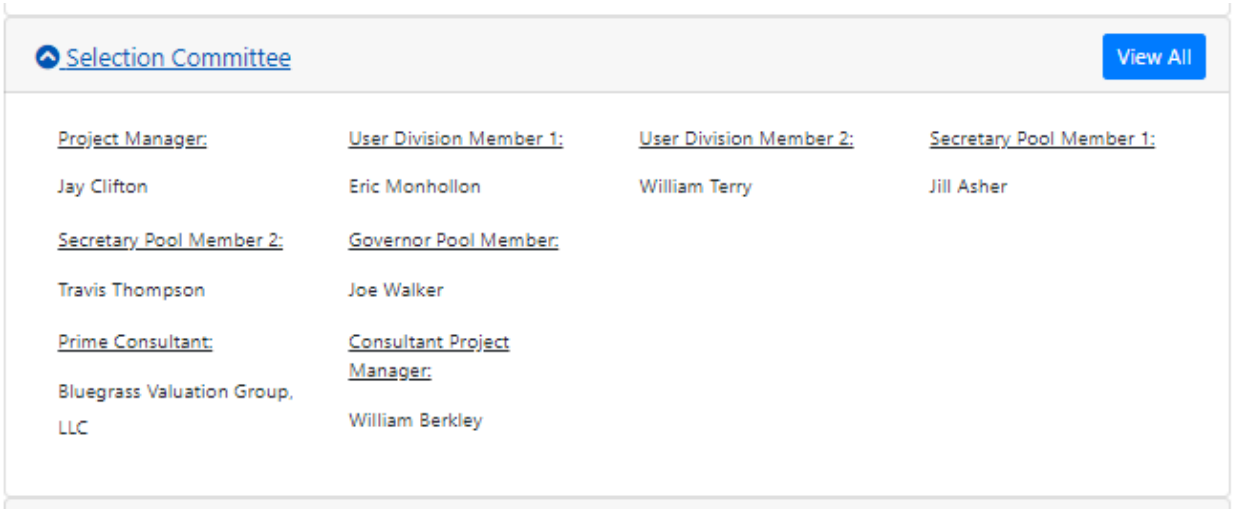
The Documents Tab displays applicable documents for each Statewide Contract (e.g. Advertisement / RFP, Contract, Notice to Proceed, etc.). Users may upload, edit and delete documents based on their user role.

11.7 Statewide Contracts – Selection Committee

Selection Committee:

The Selection Committee Tab displays the following:

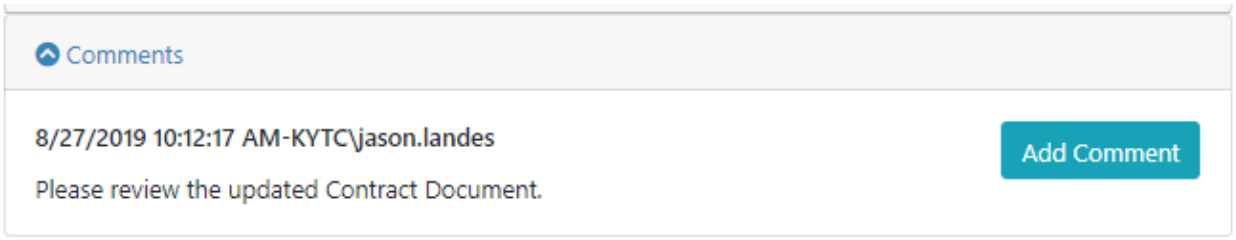
- Selection Committee Pool members
  - 1 Governor's Pool member (non-KYTC)
  - 2 Secretary's Pool members (Professional Engineers)
  - 2 User Division Pool members (normally KYTC Project Managers)
- KYTC Project Manager
- Prime Consultant Firm Name
- Consultant Project Manager



11.8 Statewide Contracts – Comments Tab

Comments Tab:

The Comments Tab allows users to add Comments or reminders related to the Statewide Contract.



12 Advertisement Approval – Statewide Services

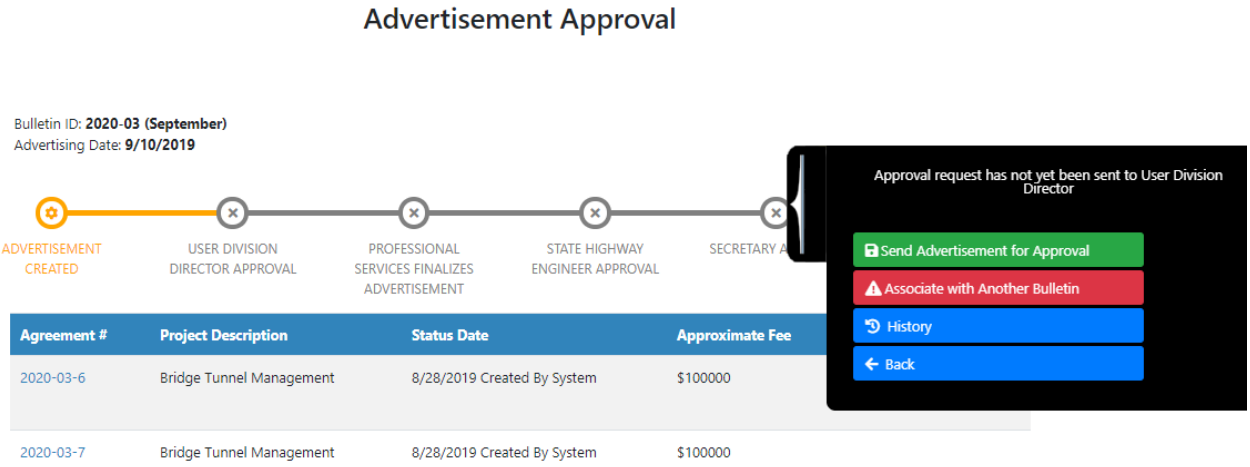
The monthly Procurement Bulletin will contain one or many Advertisements / RFPs containing both Project Specific and Statewide projects. Each individual Advertisement is reviewed and approved by KYTC before being packaged into the monthly Bulletin. Once packaged, the Bulletin is posted to the Professional Services website (indicated by a Bulletin ID).

Prior to Bulletin posting, a Statewide Services Advertisement requires a series of KYTC approvals. Each approval step shall be initiated within the PS application. KYTC users are notified of pending approval requests via email notifications. Each email notification contains information related to the Advertisement and links that navigate the user to the appropriate Advertisement Approval page based on their user role.

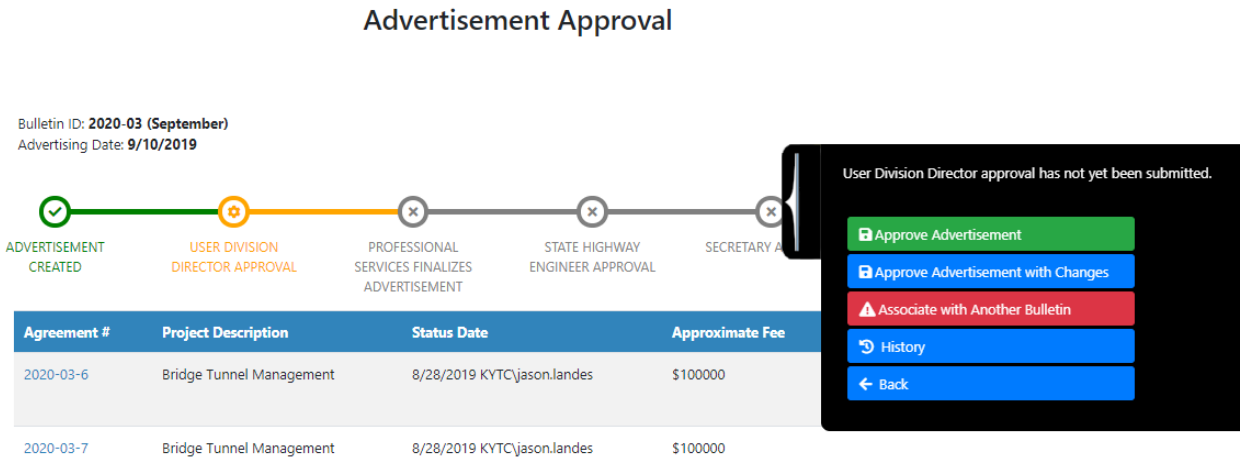
In most instances, a KYTC Central Office Project Manager will initiate the internal KYTC Advertisement approval process. However, there will be instances that the KYTC PSA or PS Director roles will need to create an Advertisement and expedite its approval to include as part of the monthly Procurement Bulletin.

The KYTC Statewide Advertisement approval process contains the following steps (i.e. Happy Path):

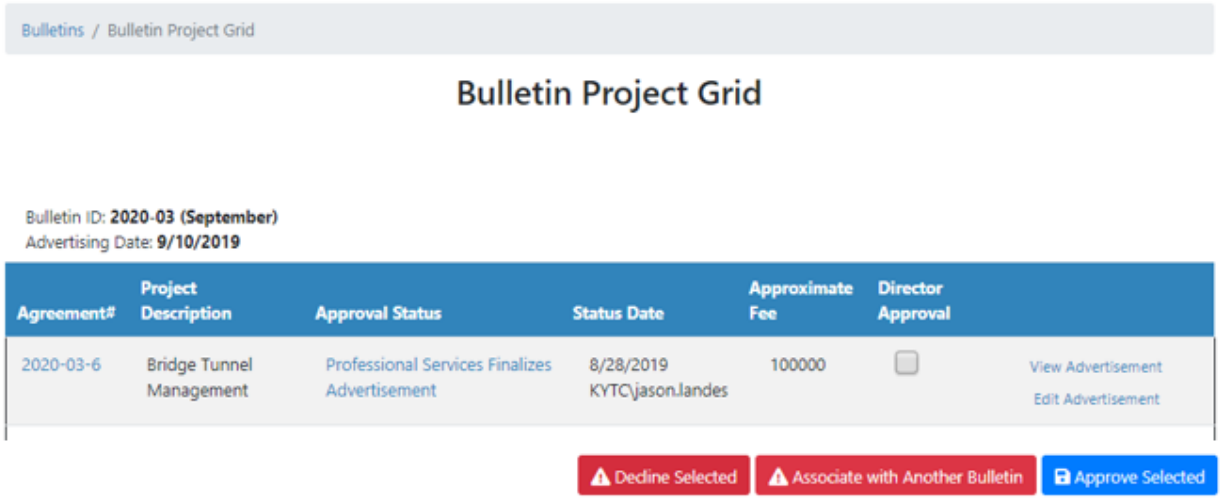
- KYTC Project Manager selects the “Advertisement Approval” option within the Statewide Contract screen that navigates them to the “Advertisement Approval” screen.
    - KYTC Project Manager initiates the approval process by selecting the “Send Advertisement for Approval” fly-out option within the “Advertisement Approval” screen.
        - PS system sends an email approval request to the KYTC User Division Director (UDD) for that contract.



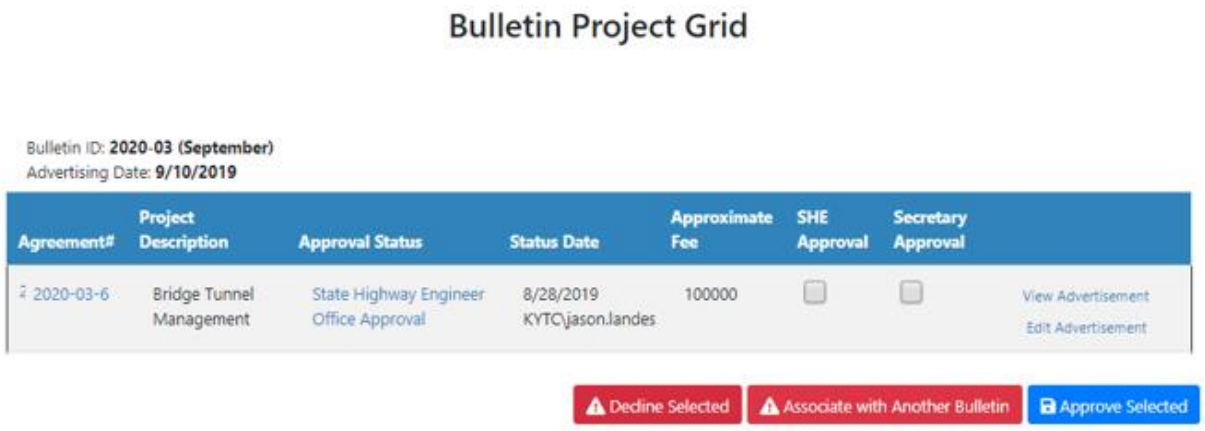
- Upon receipt of the email approval request, the KYTC User Division Director (UDD) selects a link that navigates them to the appropriate “Advertisement Approval” screen.
    - KYTC User Division Director (UDD) may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC User Division Director (UDD) selects the “Approve Advertisement” fly-out option within the “Advertisement Approval” screen.
    - PS system sends an email approval request to the KYTC Professional Services Director.



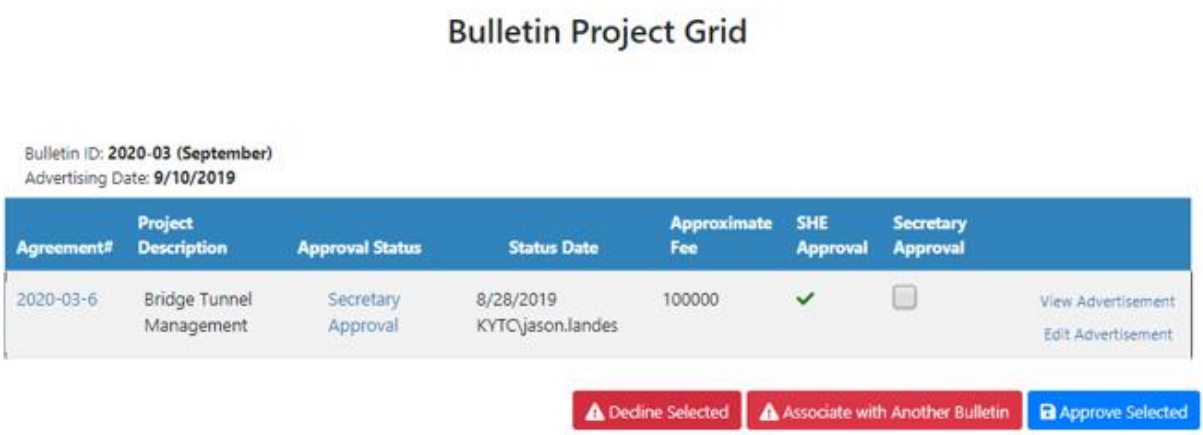
- Upon receipt of the email approval request, the KYTC Professional Services Director selects a link that navigates them to the “Bulletin Grid” screen.
    - KYTC Professional Services Director may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC Professional Services Director selects the “Director Approval” option within the within the “Bulletin Grid” screen and then the “Approve Selected” option.
    - PS system sends an email approval request to the KYTC State Highway Engineer (SHE) and KYTC Secretary offices.



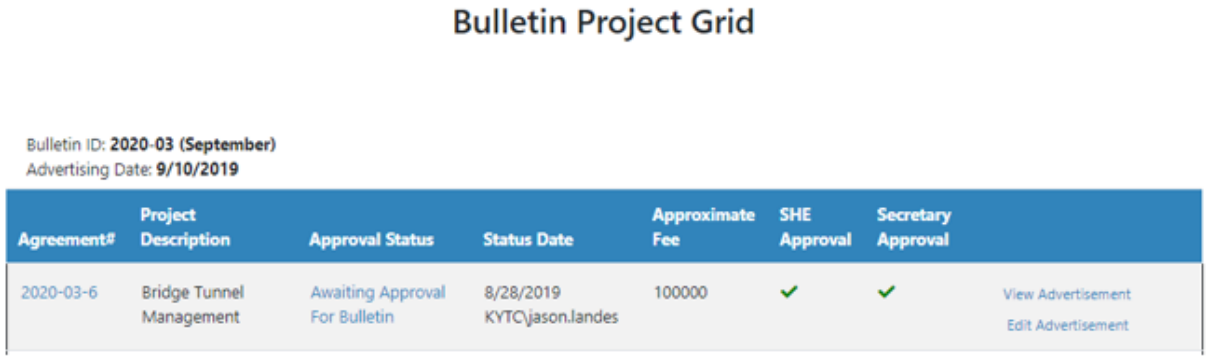
- Upon receipt of the email approval request, the KYTC State Highway Engineer (SHE) selects a link that navigates them to the "Bulletin Grid" screen.
    - KYTC State Highway Engineer (SHE) may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC State Highway Engineer (SHE) selects the "SHE Approval" option within the within the "Bulletin Grid" screen and then the "Approve Selected" option.
    - PS system sends an approval email to the KYTC Professional Services Director.
        - Note: This step may be concurrent with the "Secretary" approval step.



- Upon receipt of the email approval request, the KYTC Secretary selects a link that navigates them to the "Bulletin Grid" screen.
    - KYTC Secretary may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC Secretary selects the "Secretary Approval" option within the within the "Bulletin Grid" screen and then the "Approve Selected" option.
    - PS system sends an approval email to the KYTC Professional Services Director.
        - Note: This step may be concurrent with the "SHE" approval step.



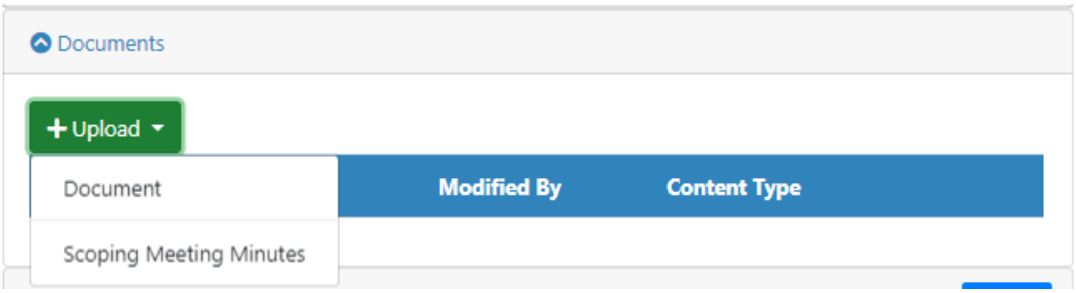
- Upon approval from both the KYTC SHE and Secretary Offices, the KYTC Professional Services group will package all of the approved Advertisements for that month into the Bulletin.
- KYTC Professional Services group will post the Procurement Bulletin to the Professional Services website on the Advertisement Date.



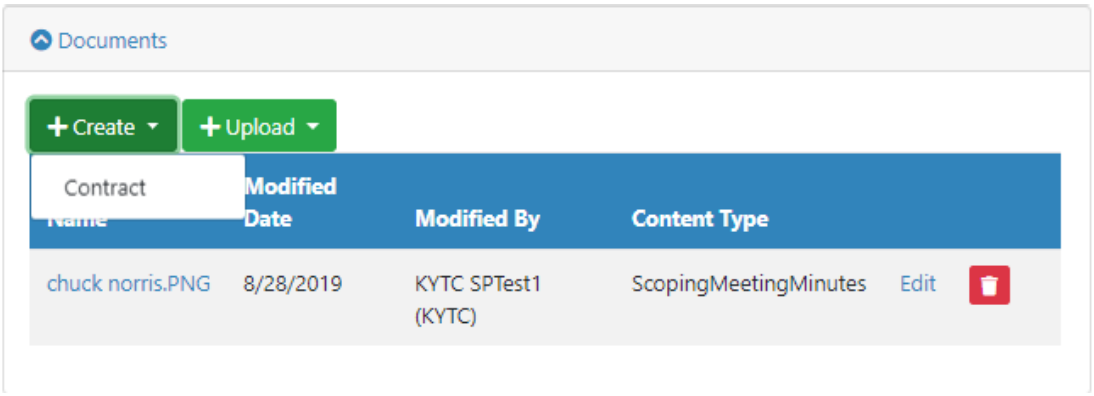
13 Create Statewide Contract Document

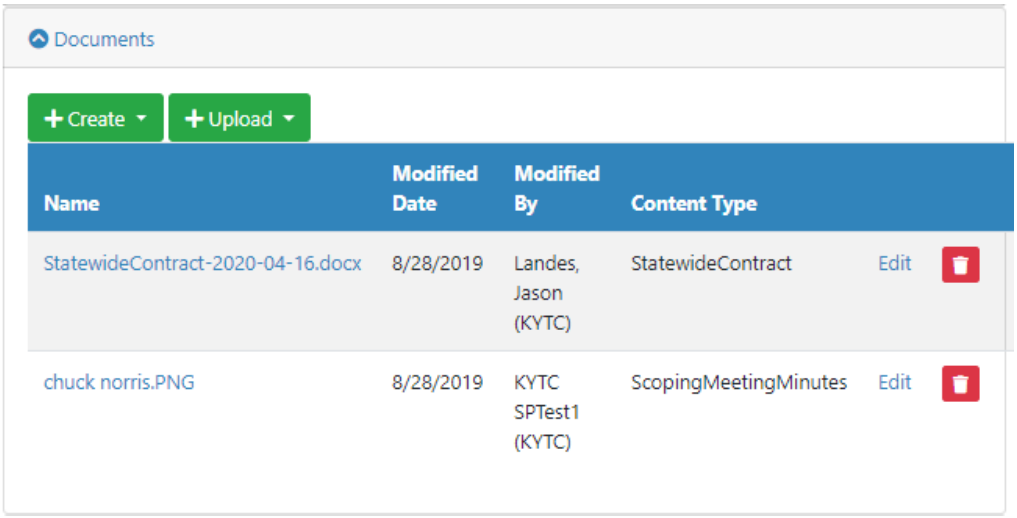
Once the KYTC Selection Committee has selected Prime Consultant for a Statewide Contract, the Primary Consultant shall be able to view the contract within the Contracts grid on the Dashboard. Upon selection of the Statewide Contract within the grid, the user shall be navigated to the Statewide Contract screen.

The Prime Consultant Project Manager shall be able to upload their “Scoping Meeting Minutes” document via the “+ Upload” option within the “Documents” tab.



Upon upload of the "Scoping Meeting Minutes" document, the Primary Consultant Project Manager shall be able to generate the Statewide Contract document via the "+ Create" option within the "Documents" tab.





14 Statewide Contract Document Approval

This release of the Professional Services application will feature a manual Statewide Contract document Approval process that will occur mostly outside of the application. Please note that a future release of the Professional Services application will feature a more automated Statewide document approval process with an application interface, email notifications, etc.

14.1 Approve Draft Statewide Contract Document

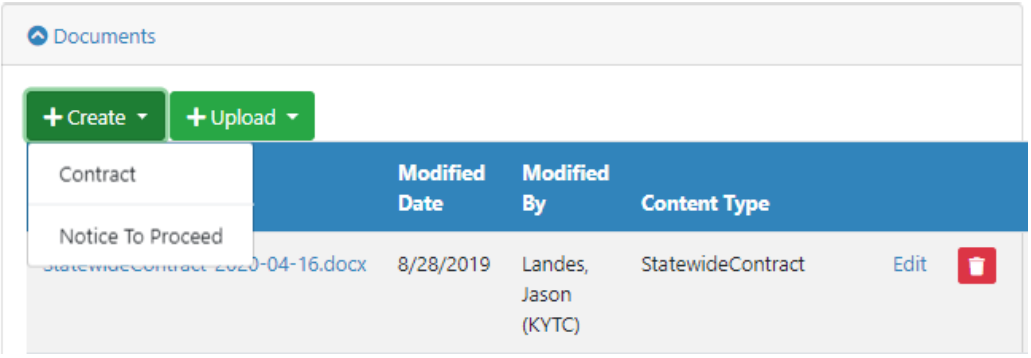
Statewide Contract Document Approval – Approve Draft Contract (Primary Consultant PM and Internal KYTC):

- Upon creation of the draft Statewide Contract document, the Primary Consultant Project Manager will notify the Professional Services group that the Contract document is ready for review.
- The KYTC Professional Service Admin reviews and approves the draft Statewide Contract document and sends email approval requests to the following:
    - Primary Consultant Project Manager
    - KYTC Assistant State Highway Engineer (ASHE)
    - KYTC State Highway Engineer (SHE)
    - KYTC Secretary
- Primary Consultant Project Manager shall approve / approve with revisions / decline draft Statewide Contract document.
- KYTC ASHE shall approve / approve with revisions / decline draft Statewide Contract document.
- KYTC SHE shall approve / approve with revisions / decline draft Statewide Contract document.
- KYTC Secretary shall approve / approve with revisions / decline draft Statewide Contract document.
- Once draft Statewide Contract document approvals are received, the KYTC Professional Services Admin shall send an email notification to the Prime Consultant Project Manager and KYTC Project Manager indicating that the Statewide Contract document is approved.

14.2 Create Draft Notice to Proceed Document

Statewide Contract Document Approval – Create Draft Notice to Proceed (KYTC Professional Services Admin):

- The KYTC Professional Services Admin shall select the “Notice to Proceed” option from the “Documents” tab to generate the draft Notice to Proceed document.
- The KYTC Professional Services Admin shall send an email notification to the KYTC Professional Services Director to review the Notice to Proceed document.



14.3 Approve Draft Notice to Proceed Document

Statewide Contract Document Approval – Approve Notice to Proceed (KYTC Professional Services Director):

- The KYTC Professional Services Director shall review / approve the Notice to Proceed draft document.
- Upon approval of the Notice to Proceed document, the KYTC Professional Services Director shall send an email notification to the Primary Consultant Project Manager, KYTC Project Manager, KYTC Location Engineer and KYTC Professional Services Admin.

15 Statewide Contract Modifications

When the Primary Consultant or KYTC determines that a Statewide Contract requires a fee increase (or decrease), a schedule adjustment or both, a Contract Modification shall be requested.

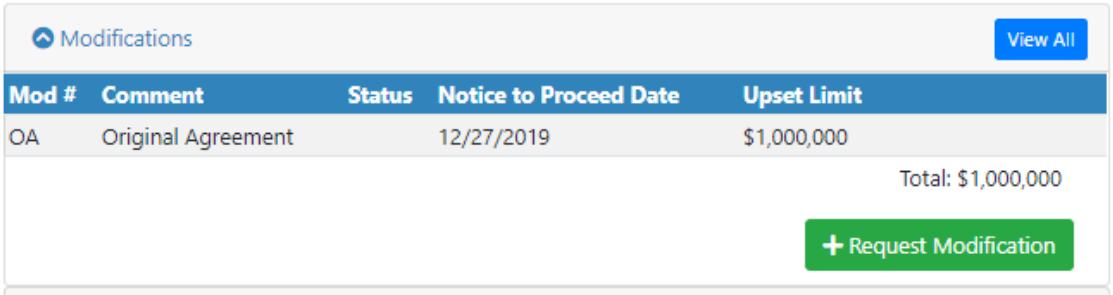
15.1 Statewide Contract Modification – Time Extension Only

A Statewide Contract Modification with Time Extension Only is requested when additional time is required to complete the work.

15.1.1 Request Statewide Contract Modification – Time Extension Only

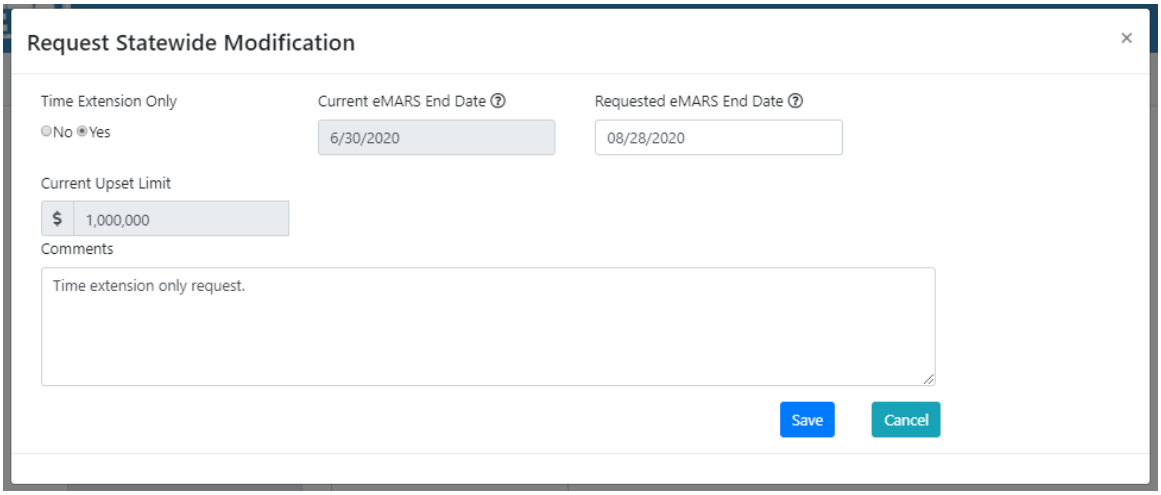
Request Statewide Contract Modification – Time Extension Only (Primary Consultant Project Manager:

- The Primary Consultant Project Manager can begin the process of requesting a Statewide Contract Modification by selecting the "+ Request Modification" option within the Statewide Contract's "Modifications" tab.
    - Note: The KYTC Project Manager or KYTC Professional Service Admin may also request a Modification as needed.
- Selection of the "+ Request Modification" option shall display the "Request Statewide Modification" pop-up window.



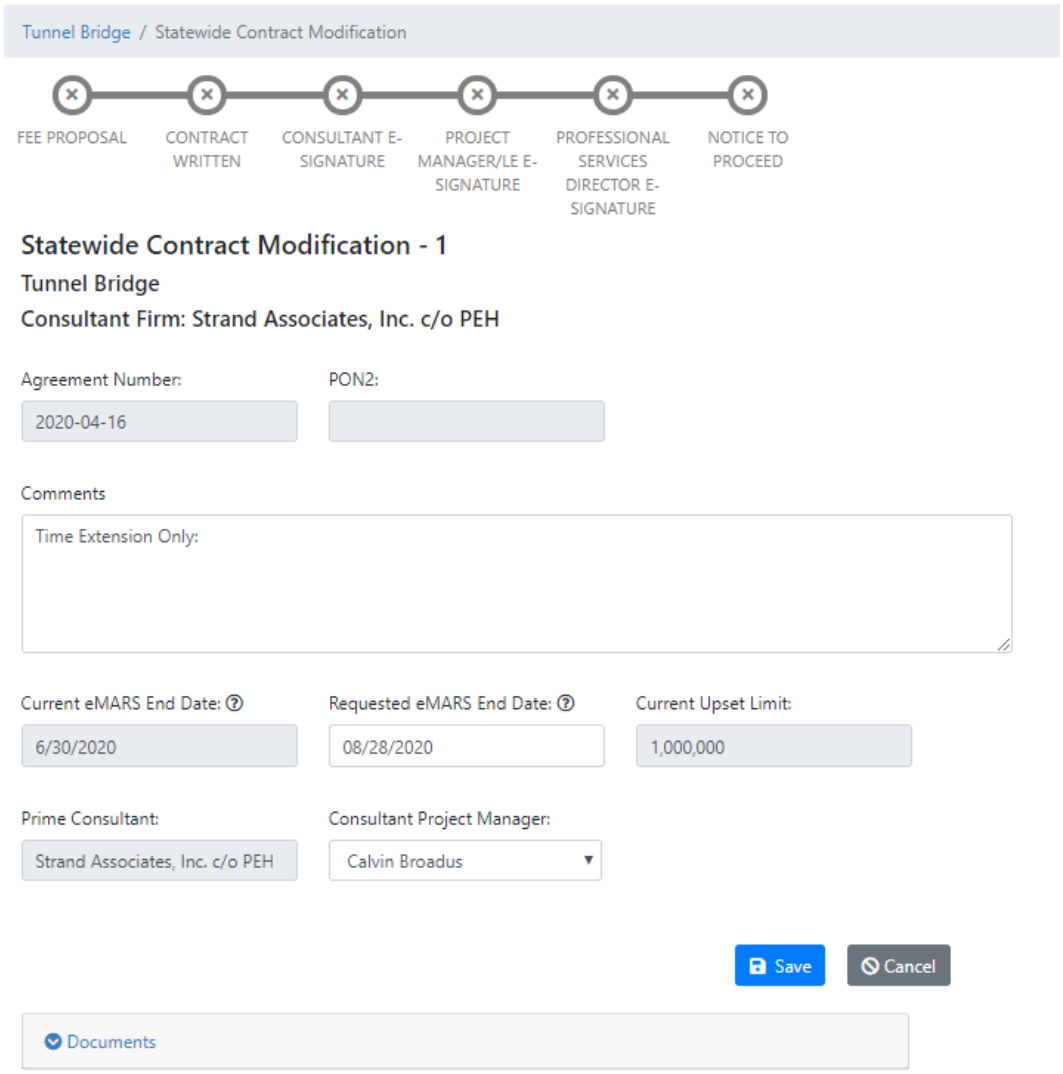
- The user is required to enter the following fields:
    - Time Extension Only

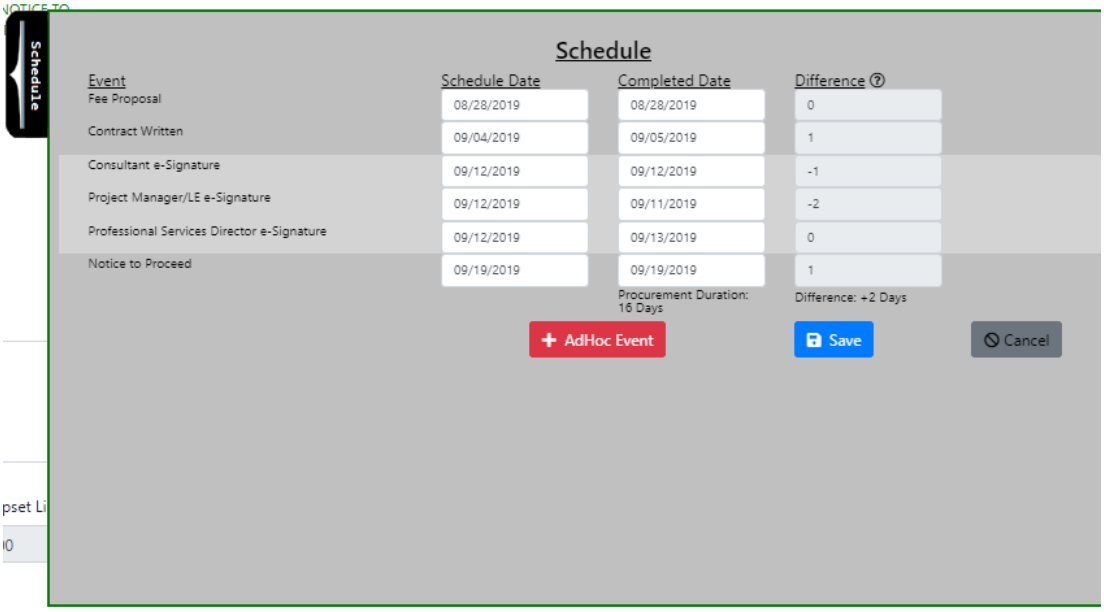
        - Toggle to “Yes” indicates a Time Extension Only Modification.
    - Requested eMARS End Date
        - The Calendar shall default to +12 months from the current date of request.
    - Comments
- Selection of the “Save” option shall save the Contract Modification to the PS application.
- Selection of the “Cancel” option shall NOT save the Contract Modification to the PS application.



15.1.2 Statewide Contract Modification – Time Extension Only Screen

- Upon selection of the “Save” option, the user shall be navigated to the Statewide Contract Modification – Time Extension Only screen.
- Each individual Statewide Contract Modification screen shall display the following:
    - Statewide Contract Modification – Time Extension Only details
    - Milestone Progress Bar
    - Schedule
    - Documents tab
- User may update the following fields as needed:
    - Comments
    - Requested eMARS End Date
    - Consultant Project Manager
- Selection of the “Save” option shall save the Contract Modification to the PS application.
- Selection of the “Cancel” option shall NOT save the Contract Modification to the PS application.

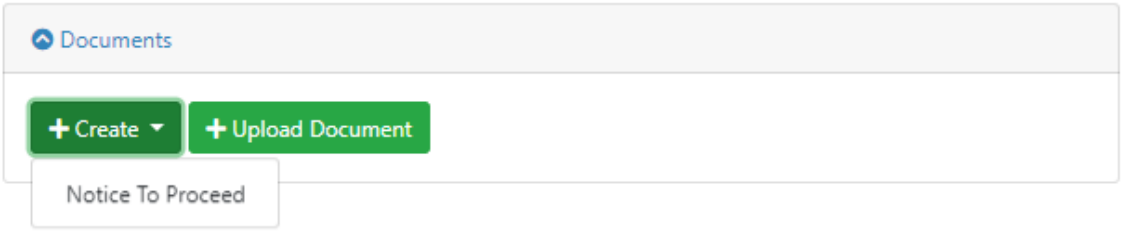

Tunnel Bridge / Statewide Contract Modification
FEE PROPOSAL
CONTRACT WRITTEN
CONSULTANT E-SIGNATURE
PROJECT MANAGER/LE E-SIGNATURE
PROFESSIONAL SERVICES DIRECTOR E-SIGNATURE
NOTICE TO PROCEED
Statewide Contract Modification - 1
Tunnel Bridge
Consultant Firm: Strand Associates, Inc. c/o PEH
Agreement Number:
2020-04-16
PON2:
Comments
Time Extension Only:
Current eMARS End Date:
6/30/2020
Requested eMARS End Date:
08/28/2020
Current Upset Limit:
1,000,000
Prime Consultant:
Strand Associates, Inc. c/o PEH
Consultant Project Manager:
Calvin Broadus
Save
Cancel
Documents

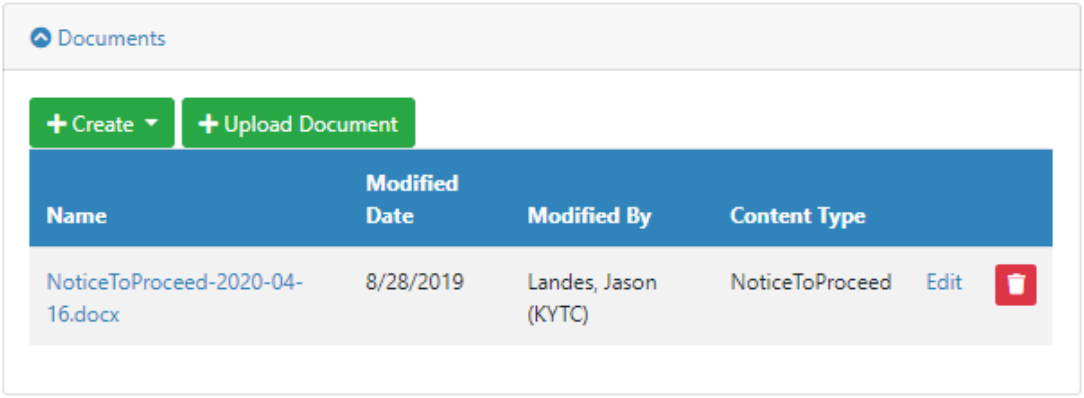


15.1.3 Create Draft Notice to Proceed Document

Create Draft Notice to Proceed (PSA):

- Once the requested Contract Modification has been approved, the draft Notice to Proceed document shall be created.
- The KYTC Professional Services Admin shall select the “Notice to Proceed” option from the “Documents” tab to generate the draft Notice to Proceed document.
- The KYTC Professional Services Admin shall send an email notification to the Professional Services Director requesting that they review the Notice to Proceed document.





15.1.4 Approve Draft Notice to Proceed Document

Approve Draft Notice to Proceed Document (PS Director):

- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the Professional Services Director shall send an email notification to the following:
    - Primary Consultant Project Manager
    - KYTC Project Manager
    - KYTC Location Engineer
    - Professional Services Admin

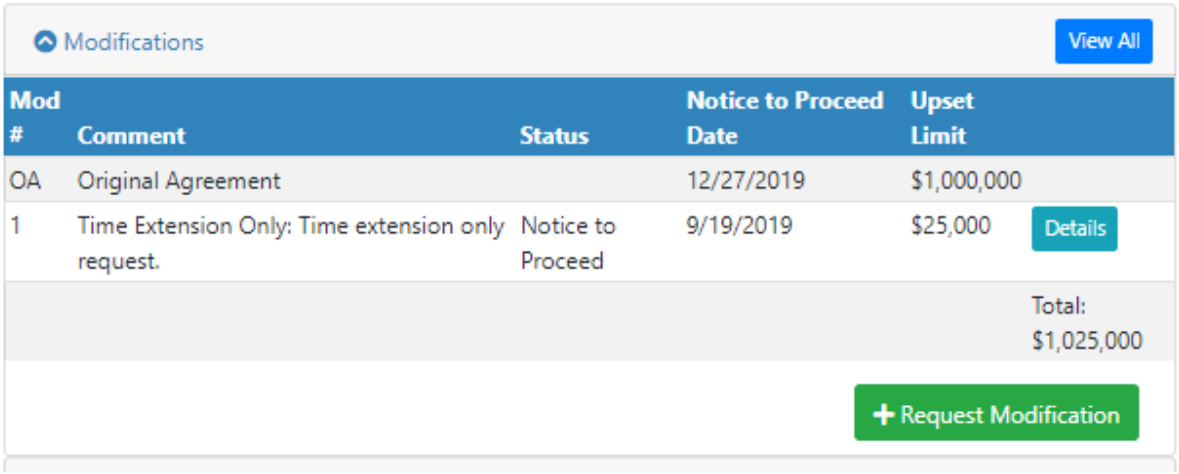
15.2 Statewide Contract Modification with Fee

A Statewide Contract Modification with Fee can be requested when a fee increase (or decrease) is required. Additional time may also be requested in this type of Modification.

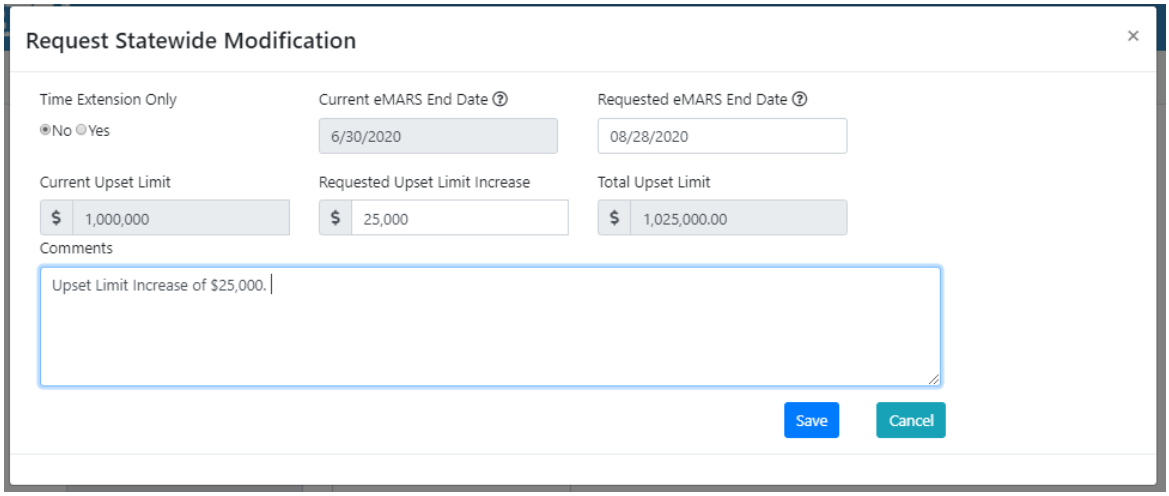
15.2.1 Request Statewide Contract Modification with Fee

Request Statewide Contract Modification with Fee (Primary Consultant Project Manager:

- The Primary Consultant Project Manager can begin the process of requesting a Statewide Contract Modification by selecting the "+ Request Modification" option within the Statewide Contract's "Modifications" tab.
    - Note: The KYTC Project Manager or KYTC Professional Service Admin may also request a Modification as needed.
- Selection of the "+ Request Modification" option shall display the "Request Statewide Modification" pop-up window.



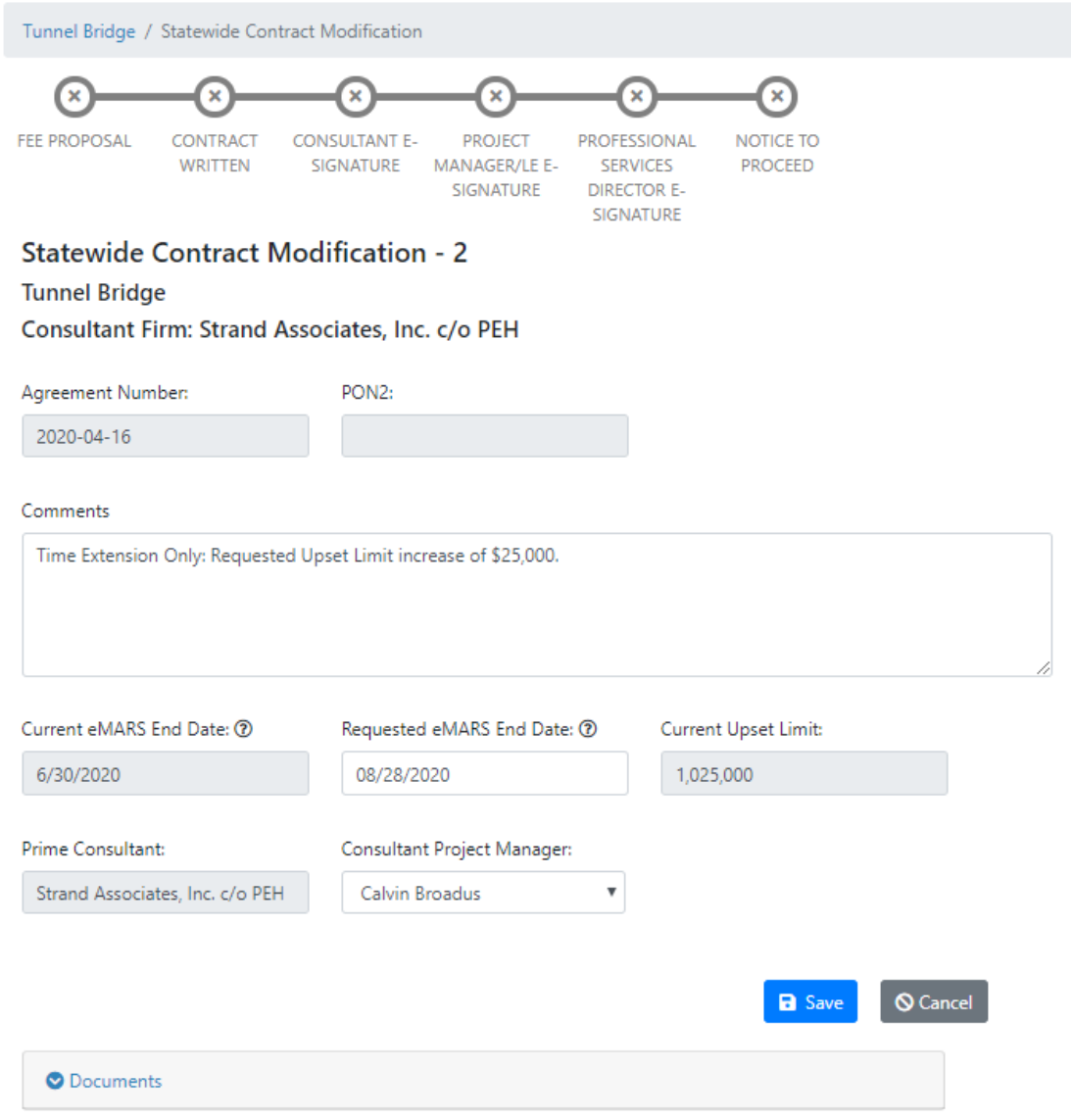
- The user is required to enter the following fields:
  - Time Extension Only
    - Toggle to "No" indicates a Modification with Fee.
    - Note: A Modification with Fee may also include a Time Extension request.
  - Requested eMARS End Date
    - The Calendar shall default to +12 months from the current date of request.
  - Requested Upset Limit Increase
    - Value entered into this field shall increase / decrease the value in the "Total Upset Limit" field.
  - Comments
- Selection of the "Save" option shall save the Contract Modification to the PS application.
- Selection of the "Cancel" option shall NOT save the Contract Modification to the PS application.

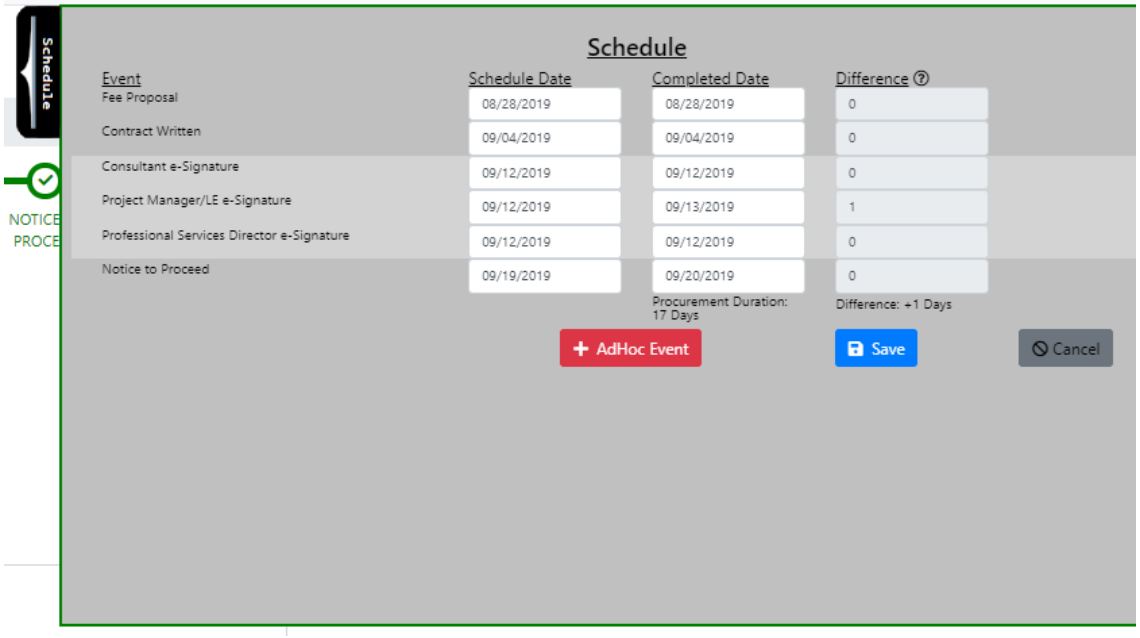


15.2.2 Statewide Contract Modification with Fee Screen

- Upon selection of the "Save" option, the user shall be navigated to the Statewide Contract Modification with Fee screen.
- Each individual Statewide Contract Modification screen shall display the following:
  - Statewide Contract Modification with Fee details

  - Milestone Progress Bar
  - Schedule
  - Documents tab
- User may update the following fields as needed:
  - Comments
  - Requested eMARS End Date
  - Consultant Project Manager
- Selection of the “Save” option shall save the Contract Modification to the PS application.
- Selection of the “Cancel” option shall NOT save the Contract Modification to the PS application.

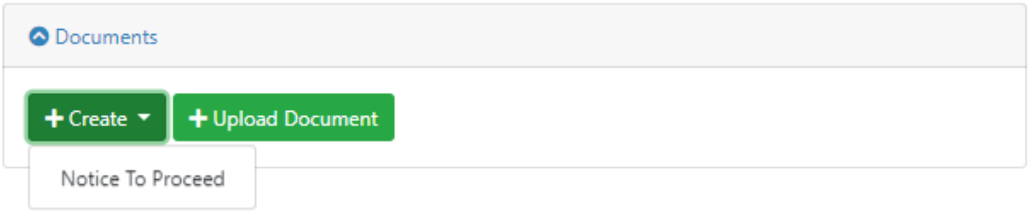


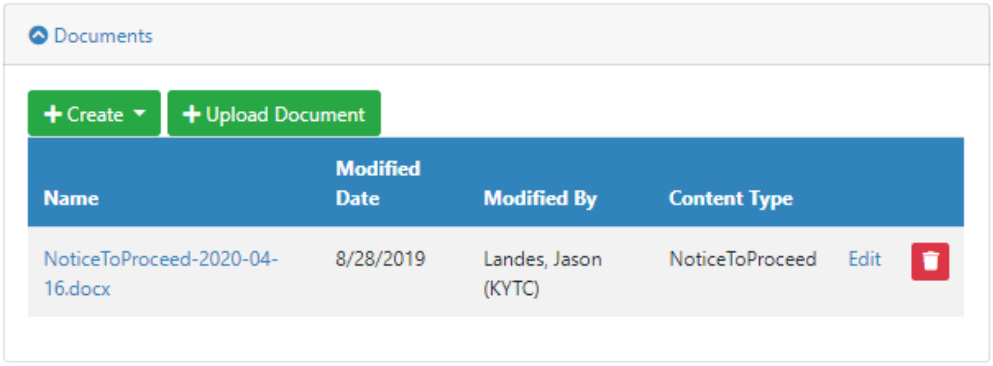


15.2.3 Create Draft Notice to Proceed Document

Create Draft Notice to Proceed (PSA):

- Once the requested Contract Modification has been approved by the KYTC Professional Services group, the draft "Notice to Proceed" document shall be created.
- The KYTC Professional Services Admin shall select the "Notice to Proceed" option from the "Documents" tab to generate the draft Notice to Proceed document.
- The KYTC Professional Services Admin shall send an email notification to the Professional Services Director requesting that they review the Notice to Proceed document.





15.2.4 Approve Draft Notice to Proceed Document

Approve Draft Notice to Proceed Document (PS Director):

- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the Professional Services Director shall send an email notification to the Primary Consultant Project Manager, KYTC Project Manager, KYTC Location Engineer and Professional Services Admin.

16 Create Project Specific Contract Widget

Professional Services is the Division responsible for the selection of Consultant engineering firms contracted to provide design services for roadway and bridge projects (Project Specific contracts). Contracts can include multiple Projects, but a Project cannot have more than one Contract.

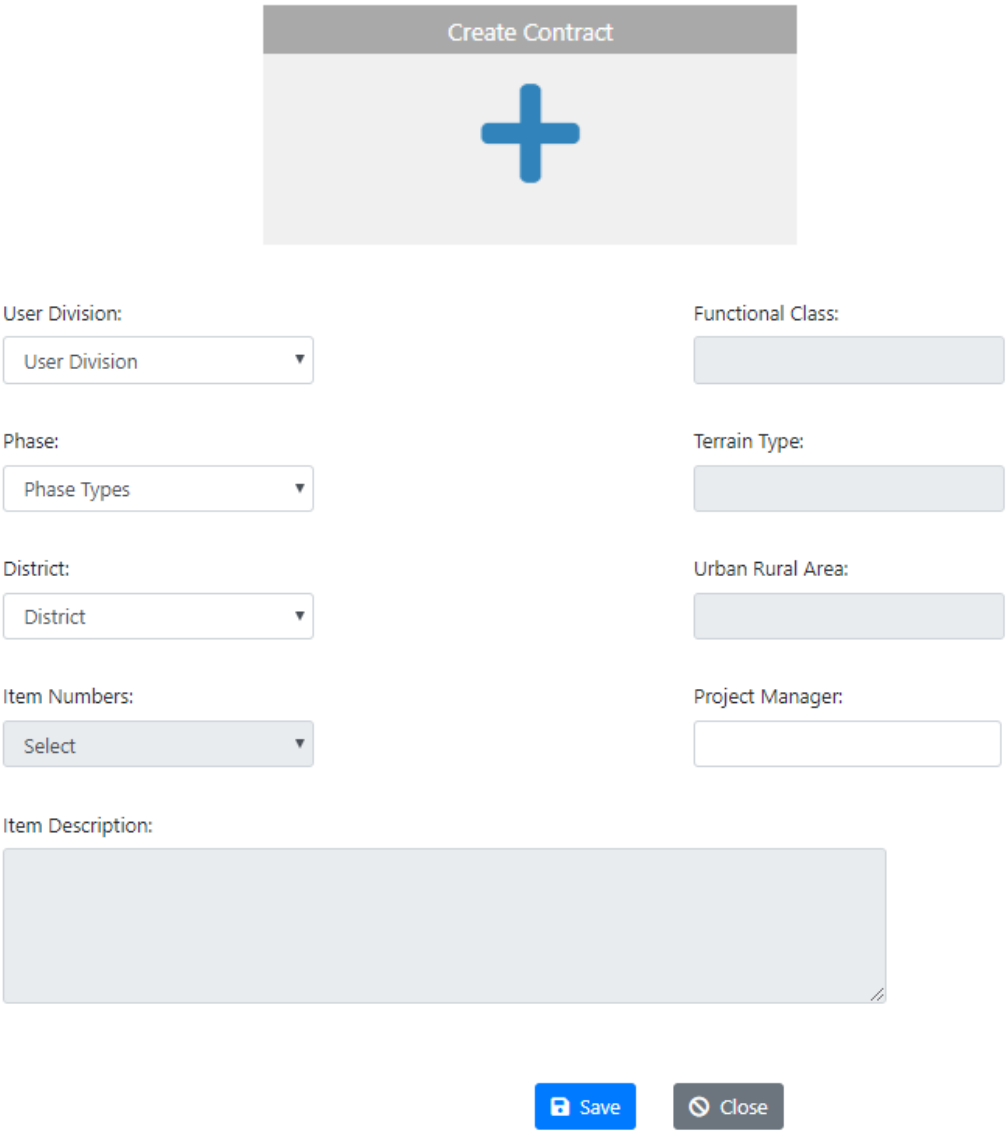
The “Create Contract” widget shall enable authenticated users the ability to create a Project Specific Contract.

The following roles shall have access to the “Create Contract” widget:

- KYTC PSA
- KYTC District Branch Manager
- KYTC District Project Manager
- KYTC Location Engineer

Select “Create Contract” widget:

- Selection of the “Create Contract” widget within the Dashboards hall navigate the user to the “Create Contract” screen.



Create Project Specific Contract:

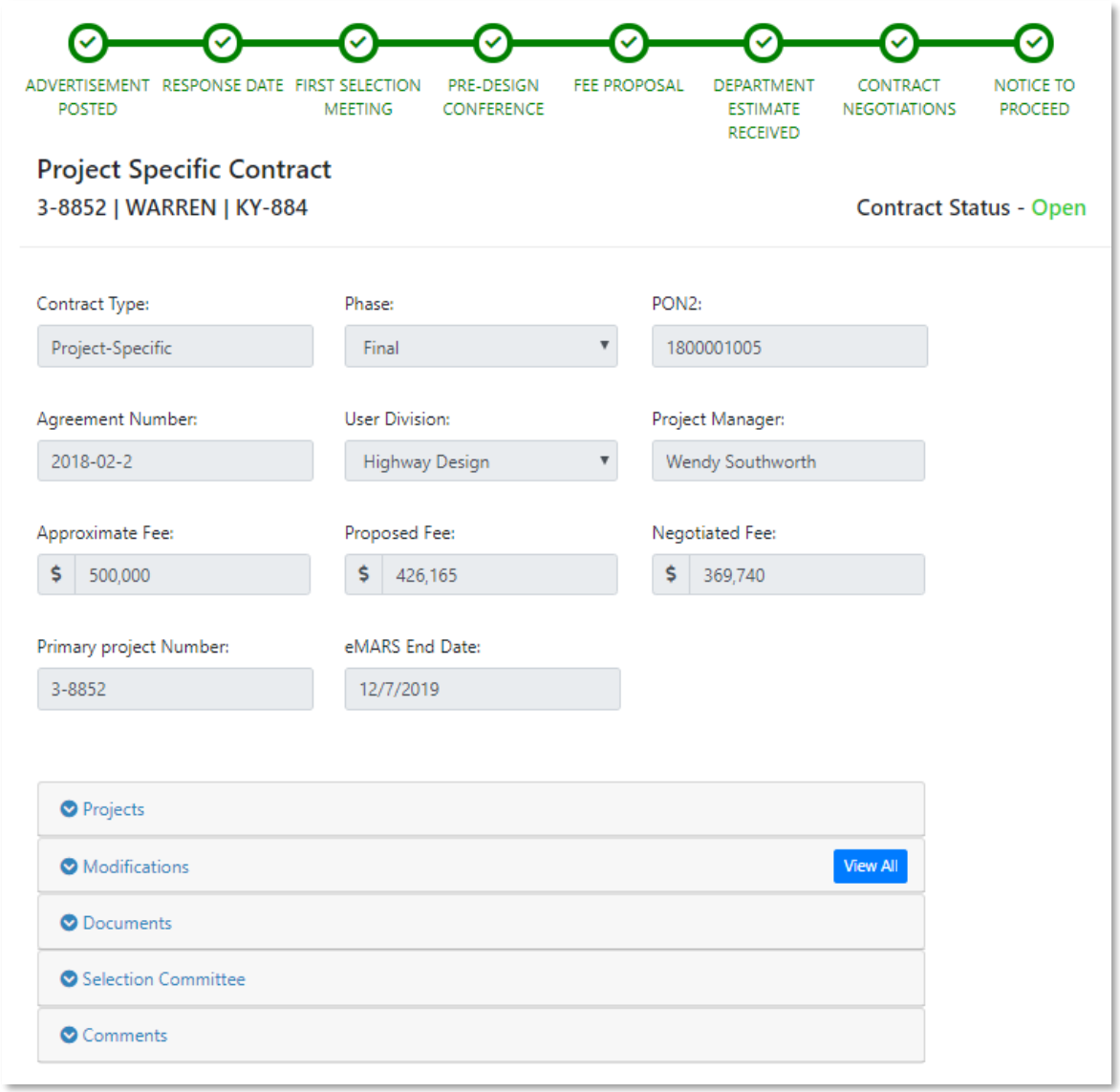
- Selection of the "Create Contract" widget within the Dashboard shall navigate the user to the "Add Project Specific Contract" screen.
- User shall be able to enter the following:
    - User Division
    - Phase
    - District
    - Item Numbers (populates with 6YP data based on "District" value entry)
    - Item Description (populates with 6YP data based on "Item Number" entry)
    - Functional Class (populates with 6YP data based on "Item Number" entry)
    - Terrain Type (populates with 6YP data based on "Item Number" entry)
    - Urban Rural Area (populates with 6YP data based on "Item Number" entry)

    - Project Manager
- Selection of the “Save” option shall save the Project Specific Contract to the PS application.
    - The newly created Project Specific Contract shall display in the “Contracts - Project Specific Contracts” grid within the Dashboard.
- Selection of the “Close” option shall NOT save the Project Specific Contract to the PS application.

17 Project Specific Contracts

Project Specific Contract details can be viewed by selecting the desired contract within the “Project Specific Contracts” grid. Each individual Project Specific Contract screen shall display the following:

- Project Specific Contract details
- Milestone Progress Bar
- Event Schedule
- Projects tab
- Modifications tab
- Documents tab
- Selection Committee tab
- Comments tab



Milestone Progress Bar:

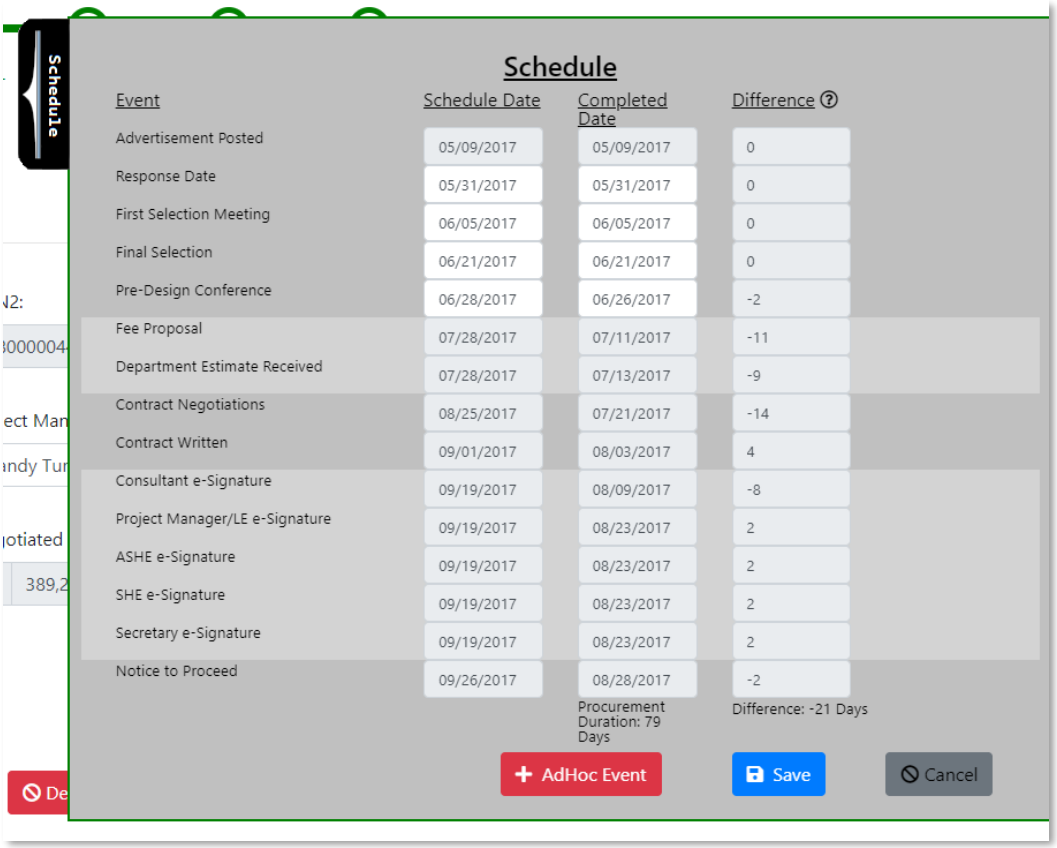
The Milestone Progress Bar displays along the top of the Statewide Services Contract screen. The Milestones depicts when key contract events are completed (e.g. Response Date, Fee Proposal, Notice to Proceed, etc.)

Schedule:

The Schedule displays along the right side of the Statewide Contract screen. Selection of the “Schedule tab” shall display the Schedule fly-out.

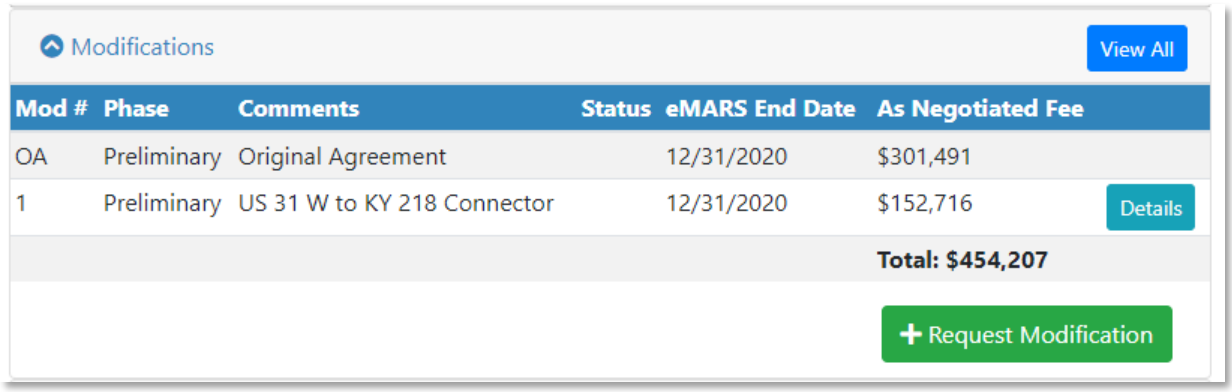
The Schedule displays the Event Dates for each contract based on offset work days or the number of days expected to complete a given contract event. For example, once the “Response Date” event is completed, the “First Selection” event should be completed within 6 days after, etc.

The Schedule also displays the “Completed Date” for each event and the “Difference” (or the days ahead of or behind schedule, each event is).



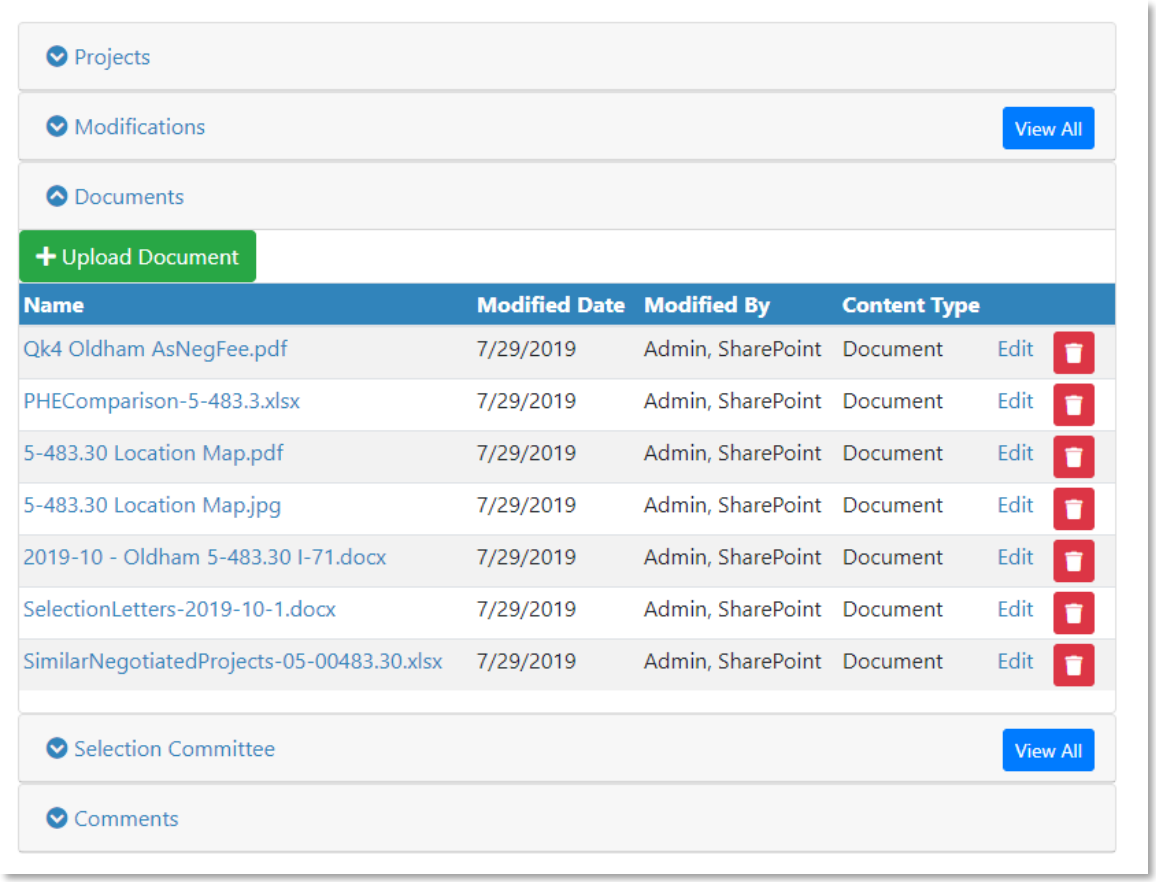
Modifications Tab:

The Modifications Tab displays a grid of all the Contract Modifications for a given Statewide contract. Users may request a Contract Modification from this tab or view an existing Modification.



Documents Tab:

The Documents Tab displays applicable documents for each Statewide Contract (e.g. Advertisement / RFP, Contract, Notice to Proceed, etc.). Users may upload, edit and delete documents based on their user role.



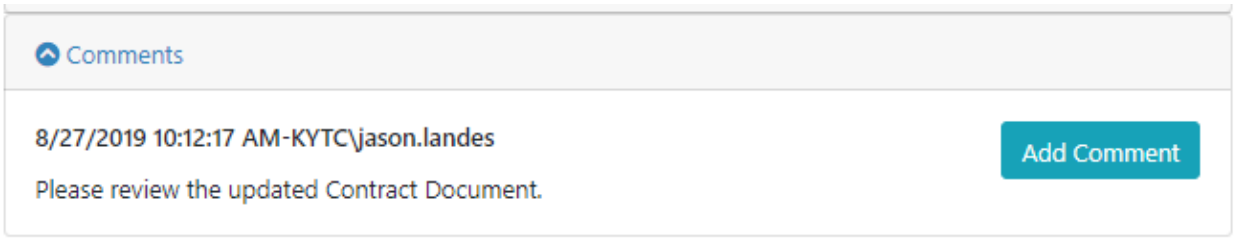
Selection Committee:

The Selection Committee Tab displays the following:

- Selection Committee Pool members
  - 1 Governor's Pool member (non-KYTC)
  - 2 Secretary's Pool members (Professional Engineers)
  - 2 User Division Pool members (normally KYTC Project Managers)
- KYTC Project Manager
- Prime Consultant Firm Name
- Consultant Project Manager

Comments Tab:

The Comments Tab allows users to add Comments or reminders related to the Statewide Contract.

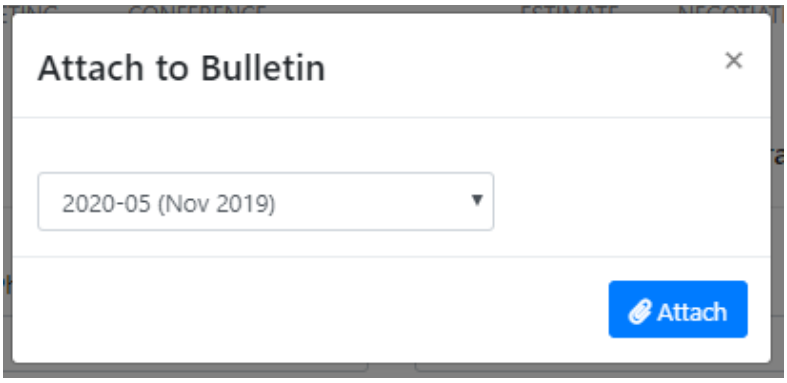


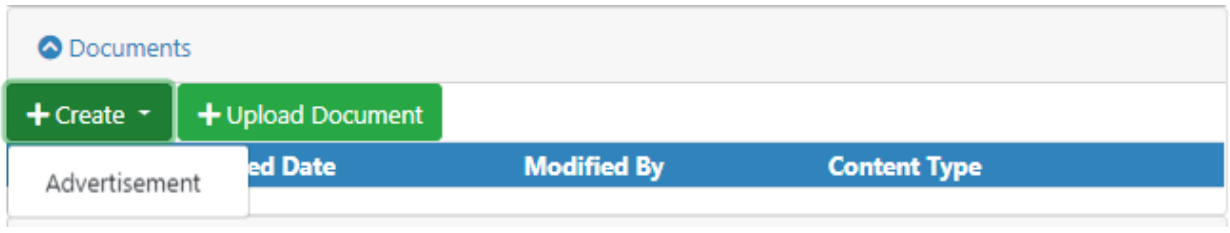
18 Attach Project Specific Contract to Bulletin

Prior to the creation of the Advertisement document, the KYTC user must first attach the Project Specific Contract to the desired Bulletin Number.

Attach Project Specific Contract to Bulletin Number (KYTC District Project Manager and KYTC PSA):

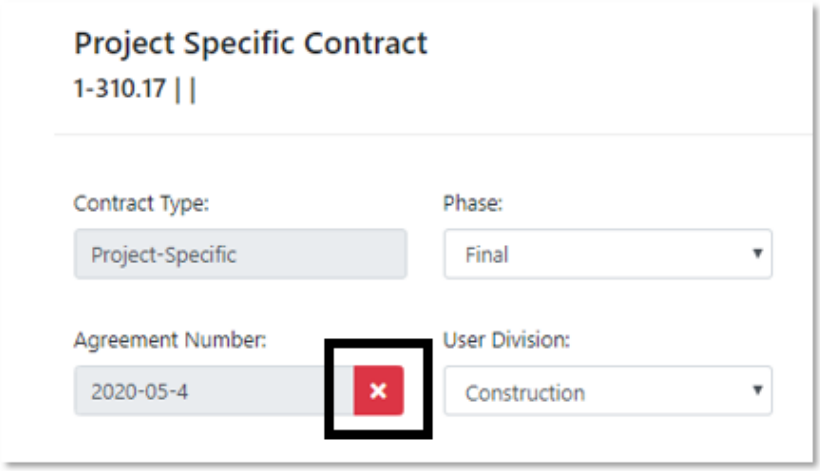
- Selection of the "Attach to Bulletin" option under the "Agreement Number" field within the Project Specific Contract page shall display a list of available Bulletin numbers.
  - Only available Bulletin listings shall be displayed for selection.
  - Upon selection of the desired Bulletin number the user shall select the "Attach" option to "Agreement Number" field populated with the Bulletin Number (e.g. 2019-05 (Nov 2019)).
- Upon attachment of the Bulletin Number, the user shall see the option to create an Advertisement document within the "Documents" tab.

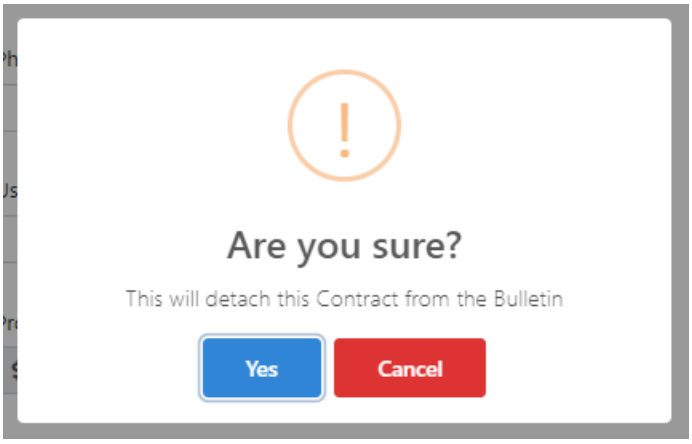


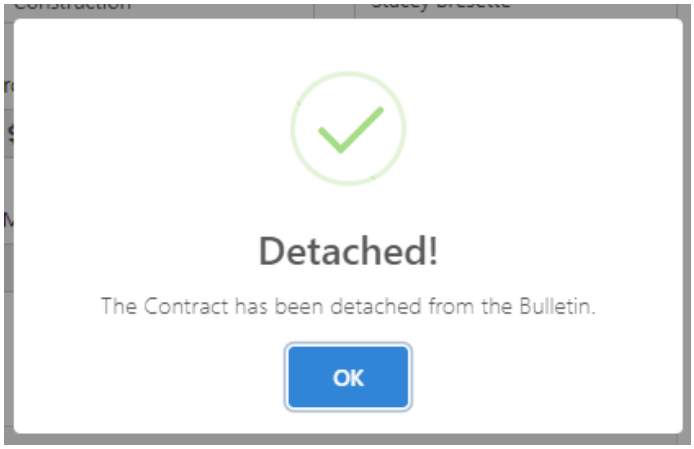


Detach Bulletin Number from a Project Specific Contract (KYTC District Project Manager and KYTC PSA):

- Selection of the "Detach" option under the "Agreement Number" field within the Project Specific Contract screen shall display the "Are you sure? – This will detach this Contract from the Bulletin" pop-up window.
  - Selection of the "Yes" option shall detach the Project Specific Contract from the Bulletin and display the "Detached! – The Contract has been detached from the Bulletin" pop-up window.
    - Detaching the Bulletin from the Contract will also remove the "Create Advertisement" option within the "Documents" tab.
  - Selection of "Cancel" option shall collapse the dialog box and the Contract shall remain attached to the Bulletin.







19 Create Advertisement (RFP)

Advertisements or Request for Proposals (RFP) is a document listing the following:

- Project Description
- Project Manager
- Approximate Fee
- Scope of Work
- Available Studies
- Prequalifications
- Procurement Schedule
- Project Schedule
- Evaluation Factors
- Selection Committee members

The Advertisement document is posted the second Tuesday of each month within the Bulletin on the Professional Services website to solicit consultants for the advertised job.

The following functionality is completed and is ready for testing:

- Create Advertisement (RFP)
- Add / Edit Advertisement Prequalification Service Checklist
- View / Edit / Delete Advertisement (RFP)

Create Advertisement:

Prior to creating an Advertisement, the Project Specific contract must be have an Agreement Number that attaches the contract to a specific Bulletin posting date.

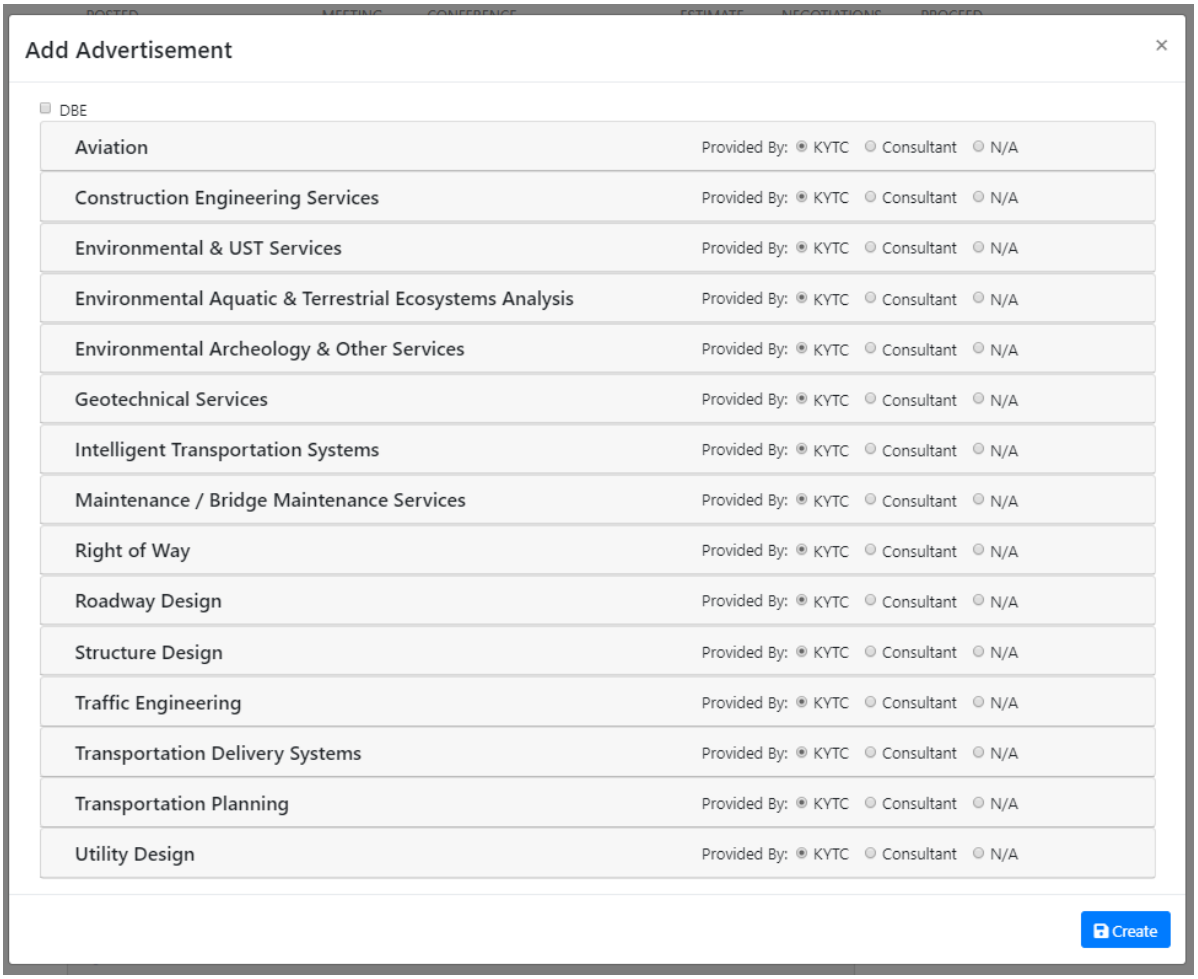
- An authenticated user can select the “Create - Advertisement” option under the Project Specific Contract “Documents” tab to begin the creation of a new Advertisement.
- An authenticated user will see an “Add Advertisement” pop-up window that displays the Prequalification checklist containing a list of available services that will be provided by either KYTC or the Consultant.

Add / Edit Advertisement Prequalification Options:

- Upon selection of the “Create – Advertisement” option, the LE, PM or PSA will see an “Add Advertisement” pop-up window that displays the Prequalification checklist containing a list of available services that will be provided by either KYTC or the Consultant.
    - The selected options are represented on the prequalification section of advertisement template.
- An authenticated user can select the “Create” option to initiate the creation of a new Advertisement document.
    - User shall then see the Advertisement documents displayed in the “Documents – Grid”.

View / Edit / Delete Advertisement:

- An authenticated user can select the Advertisement document from the grid to open the document (Word).
- An authenticated user can select the “Edit” option to edit the Advertisement document.
    - User will be navigated to SharePoint site.
- An authenticated user can select the “Trash / Delete” option to delete the Advertisement document.
    - User shall see a dialog box – “Are you sure? – This will remove this Document!”
    - User selection of “Confirm” shall delete the Advertisement from the “Documents – Grid”



20 Advertisement / RFP Approval – Project Specific

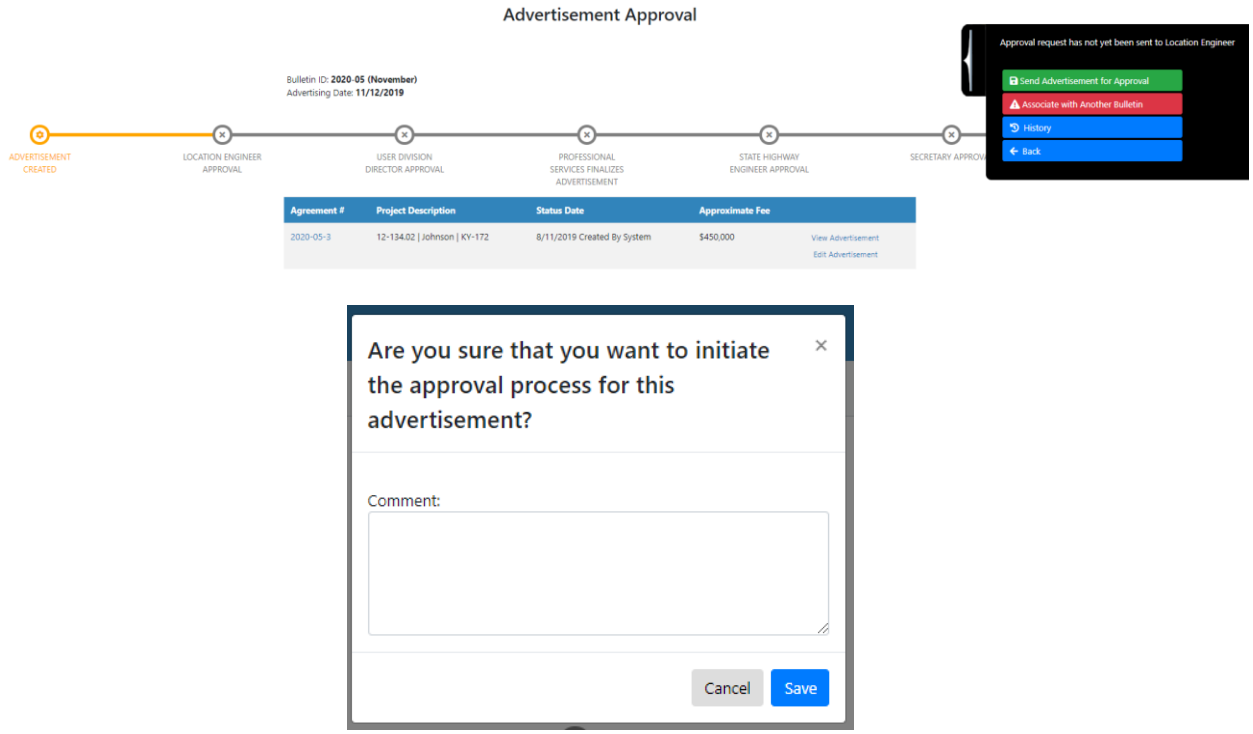
The monthly Procurement Bulletin will contain one or many Advertisements / RFPs containing both Project Specific and Statewide projects. Each individual Advertisement is reviewed and approved by KYTC before being packaged into the monthly Bulletin. Once packaged, the Bulletin is posted to the Professional Services website (indicated by a Bulletin ID).

Prior to Bulletin posting, a Project Specific Advertisement requires a series of KYTC approvals. Each approval step shall be initiated within the PS application. KYTC users are notified of pending approval requests via email notifications. Each email notification contains information related to the Advertisement and links that navigate the user to the appropriate Advertisement Approval page based on their user role.

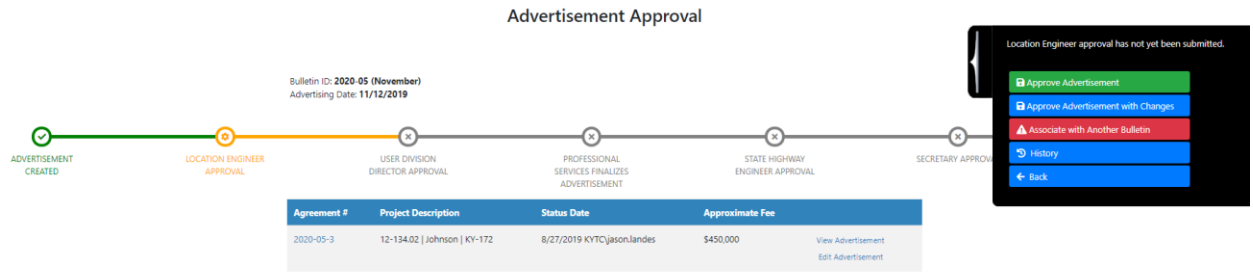
In most instances, a KYTC District Project Manager will create a Project Specific Advertisement and initiate the internal KYTC approval process. However, there will be instances that the KYTC PSA or PS Director roles will need to create an Advertisement and expedite its approval to include as part of the monthly Procurement Bulletin.

The KYTC Project Specific Advertisement approval process contains the following steps (i.e. Happy Path):

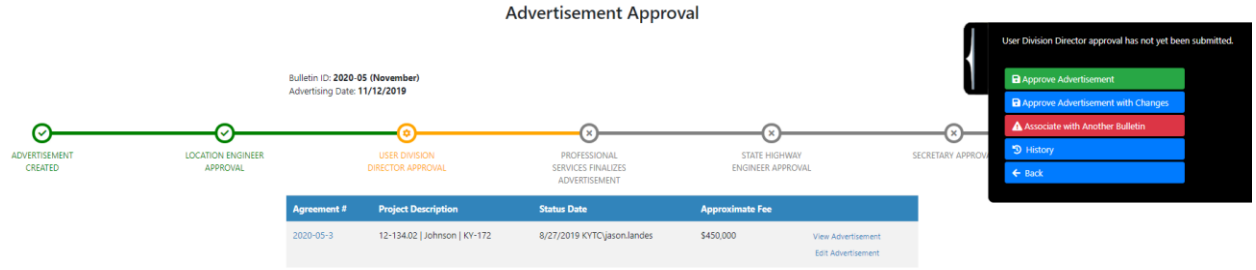
- KYTC Project Manager creates the draft Advertisement document within the Project Specific Contract's "Documents" tab.
    - KYTC Project Manager selects the "Advertisement Approval" option next to the Advertisement document within the "Documents" tab that navigates them to the "Advertisement Approval" screen.
    - KYTC Project Manager initiates the approval process by selecting the "Send Advertisement for Approval" fly-out option within the "Advertisement Approval" screen.
        - PS system sends an email approval request to the KYTC Location Engineer (LE) for that contract.



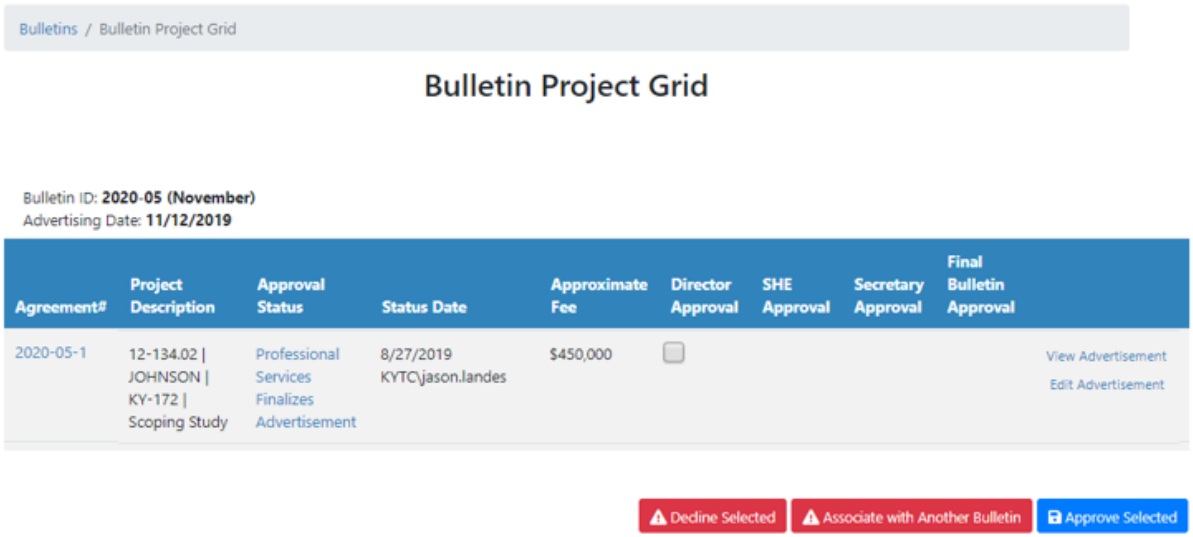
- Upon receipt of the email approval request, the KYTC Location Engineer (LE) selects a link that navigates them to the appropriate "Advertisement Approval" screen.
    - KYTC Location Engineer may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC Location Engineer selects the "Approve Advertisement" fly-out option within the "Advertisement Approval" screen.
    - PS system sends an email approval request to the KYTC Location Engineer for that contract.



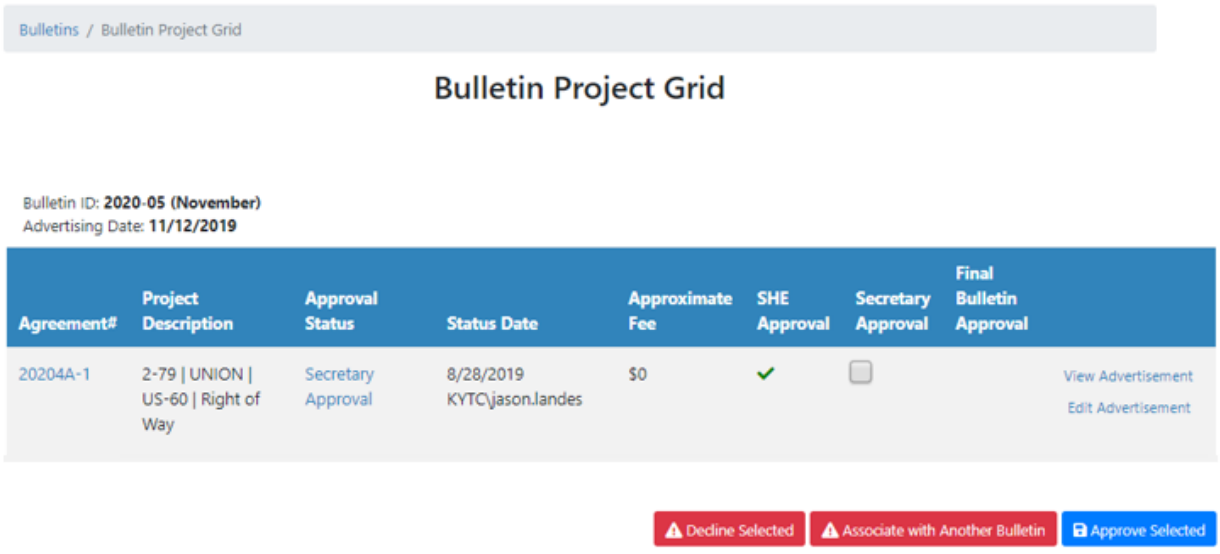
- Upon receipt of the email approval request, the KYTC User Division Director (UDD) selects a link that navigates them to the appropriate “Advertisement Approval” screen.
    - KYTC User Division Director (UDD) may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC User Division Director (UDD) selects the “Approve Advertisement” fly-out option within the “Advertisement Approval” screen.
    - PS system sends an email approval request to the KYTC Professional Services Director.



- Upon receipt of the email approval request, the KYTC Professional Services Director selects a link that navigates them to the “Bulletin Grid” screen.
    - KYTC Professional Services Director may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC Professional Services Director selects the “Director Approval” option within the within the “Bulletin Grid” screen and then the “Approve Selected” option.
    - PS system sends an email approval request to the KYTC State Highway Engineer (SHE) and KYTC Secretary offices.

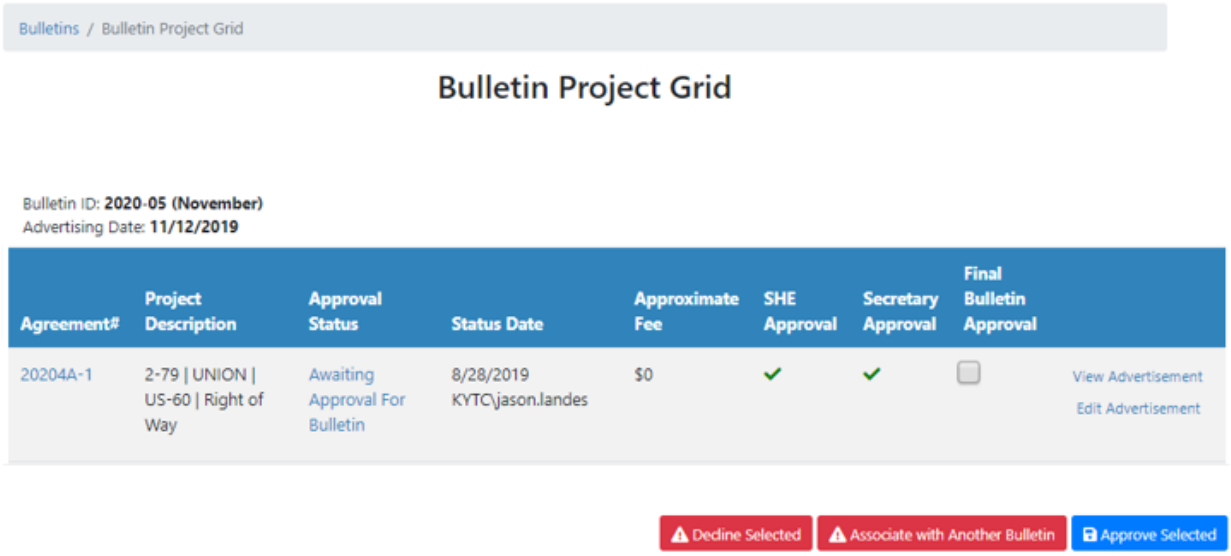


- Upon receipt of the email approval request, the KYTC State Highway Engineer (SHE) selects a link that navigates them to the "Bulletin Grid" screen.
    - KYTC State Highway Engineer (SHE) may make update minor updates / modifications to the Advertisement document prior to approving.
    - KYTC State Highway Engineer (SHE) selects the "SHE Approval" option within the within the "Bulletin Grid" screen and then the "Approve Selected" option.
    - PS system sends an approval email to the KYTC Professional Services Director.
        - Note: This step may be concurrent with the "Secretary" approval step.

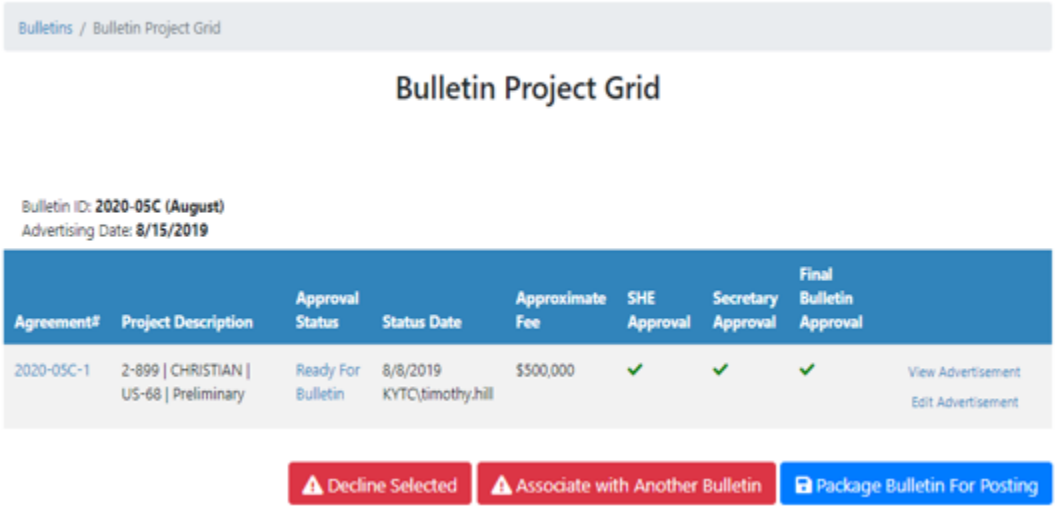


- Upon receipt of the email approval request, the KYTC Secretary selects a link that navigates them to the "Bulletin Grid" screen.
    - KYTC Secretary may make update minor updates / modifications to the Advertisement document prior to approving.

- KYTC Secretary selects the “Secretary Approval” option within the within the “Bulletin Grid” screen and then the “Approve Selected” option.
- PS system sends an approval email to the KYTC Professional Services Director.
  - Note: This step may be concurrent with the “SHE” approval step.



- Upon approval from both the KYTC SHE and Secretary Offices, the KYTC Professional Services group will package all of the approved Advertisements for that month into the Bulletin.
- KYTC Professional Services group will post the Procurement Bulletin to the Professional Services website on the Advertisement Date.



21 Estimates – Project Specific Contracts

Once the Selection Committee selects the Primary Consultant for a Project Specific Contract and a Scoping Meeting is held, the Estimates process may begin.

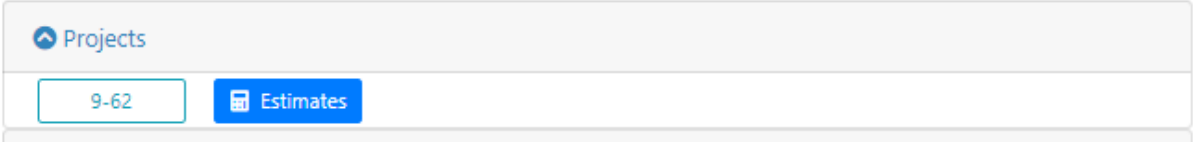
The PS Estimates interface provides a central location to collect Production Hour Estimates. This allows for the submission of consistent person-hour estimates, which will provide easier reporting and analysis of historical negotiated project costs and compare projects of similar scope.

The PS Estimates workflow for Project Specific Contract includes the following steps:

- Submit Agreed Units
- Agreed Units Approval
- Consultant Estimates
- Submit KYTC Estimates
- KYTC Estimates Approval
- Offer Negotiated Amounts
- Accept Negotiated Amounts

To navigate to the desired Estimates worksheet:

- User opens the Project Specific Contract from the Dashboard.
- User selects the "Estimate" option within the "Projects" tab.
- User navigates to "Estimates" screen.
- User selects "Estimate Worksheet" type.
- Selected Estimate Worksheet displays (e.g. Highway Design, Right of Way, etc.).



21.1 Estimates – Submit Agreed Units

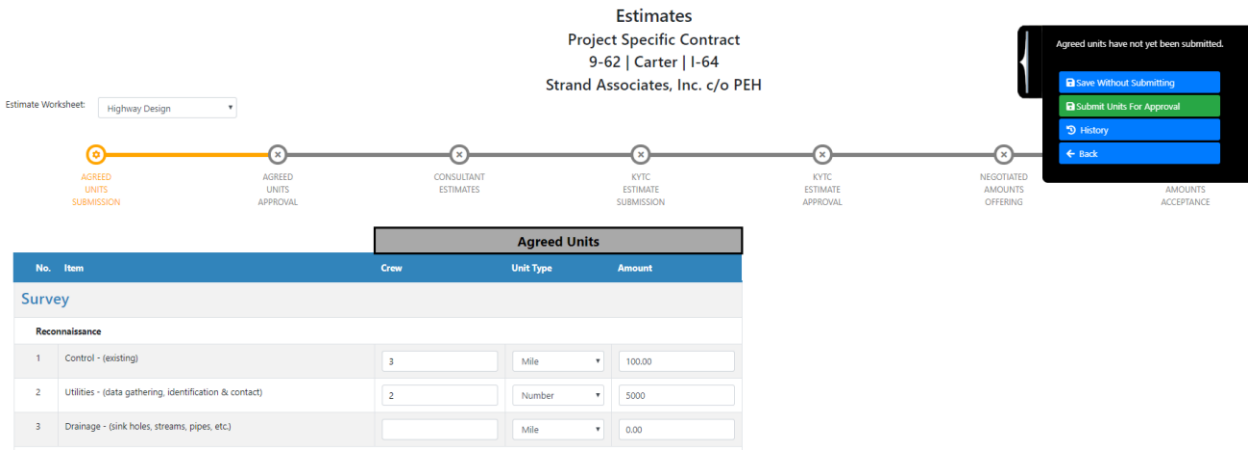
The first step in the Estimates process is for the Primary Consultant Project Manager to enter and submit "Agreed Units" in the Estimates worksheet.

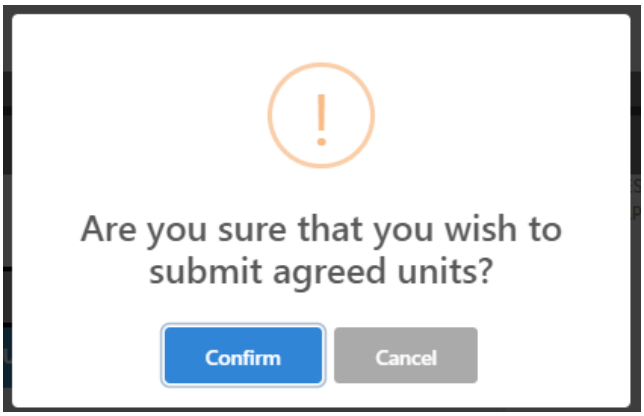
Please note: The PSA can also enter and submit Agreed Units on behalf of the Consultant. In addition, the Project Manager (Central Office), Project Manager (District) and Location Engineer can enter in Agreed Units, but are unable to submit them.

Agreed Units Submission:

- The Consultant user enters the "Crew" value for each line item under "Agreed Units".
  - System will pre-populate "1" as the "Crew" value for every row.
  - System will display a blank cell for "Crew" if the value is "1".
  - System will pre-populate "Unit Type" from the "Estimate Items" type table.
- The Consultant user can select the appropriate "Unit Type" if it is different from the pre-populated value.

- The Consultant user can enter the "Amount" for appropriate line items.
- The Consultant user can add “Miscellaneous” line items for each Sub-Category marked “Miscellaneous”
    - The Consultant user is unable edit the “No” field.
- The Consultant user selection of the fly-out on the right side of the page shall expand to display the following options:
    - Save Without Submitting
        - An authenticated user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
        - User should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
    - Submit Units for Approval
        - An authenticated user can select the “Submit Units for Approval” option to submit the agreed units for approval.
        - User should see a confirmation box - "Are you sure that you wish to submit Agreed Units? “
        - Upon submittal, the KYTC Project Manager shall receive an email notification.
    - History
        - An authenticated user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - An authenticated user can select “Back” to return to Contract screen.





21.2 Estimates – Agreed Units Approval

The next step in the Estimates process is for KYTC to approve the submitted Agreed Units. Typically, this step is completed by the KYTC District Project Manager, but can also be completed by the KYTC District Branch Manager or the KYTC Location Engineer.

Agreed Units Approval:

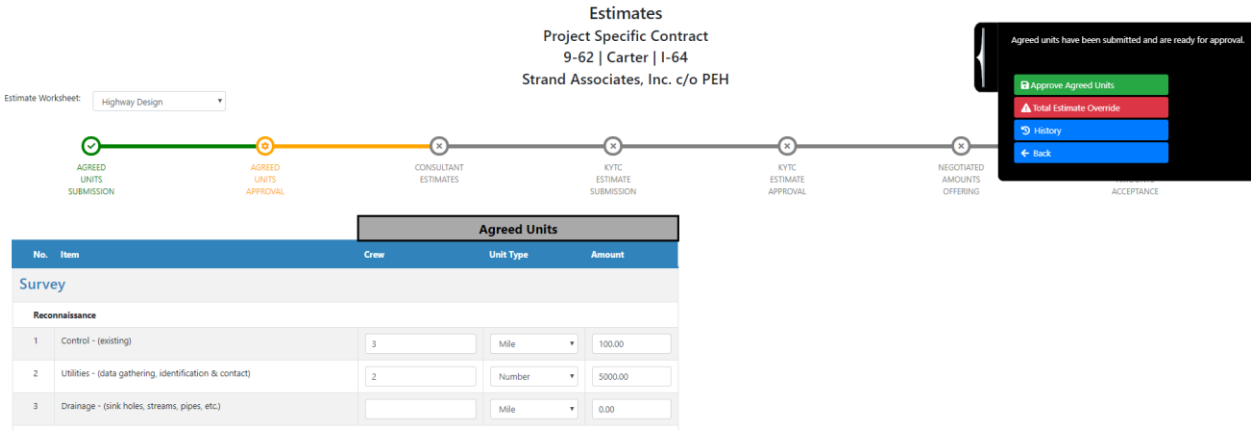
- The KYTC user opens the Estimates Worksheet to begin “Agreed Units Approval”.
- The KYTC user can edit the “Crew” value for each line item.
    - System will pre-populate “1” as the “Crew” value for every row.
    - System will display a blank cell for “Crew” if the value is “1”.
    - System will pre-populate “Unit Type” from the “Estimate Items” type table.
- The KYTC user can edit the appropriate “Unit Type” if it is different from the pre-populated value.
- The KYTC user can edit the "Amount" for appropriate line items.
- The KYTC user can edit “Miscellaneous” line items for each Sub-Category marked “Miscellaneous”.
    - The KYTC user is unable to edit the “No” field.
- Upon edit of any field, a dialog box will display – “You are about to change previously submitted agreed unit valued. Once Saved, old values will be overwritten.”
- The KYTC user can expand the fly-out on the right side of the page to see the following options:
    - Approve Agreed Units
        - The KYTC user can select the “Approve Agreed Units” option.
        - The KYTC user should see a confirmation box - "Are you sure you want to approve the Agreed Units? Once approved, the list of "Items", "Unit Types" and "Amounts" may not be changed"
        - The KYTC user cannot make updates to "Item", "Crew", "Unit Type" and "Amount" after "Agreed Units" Approval.
            - Only users on the "Estimates Overrides" exception list will be allowed to update these values after approval
        - After “Agreed Units” are approved, the KYTC user can see that all items where:
            - “Amount” = 0 should be hidden

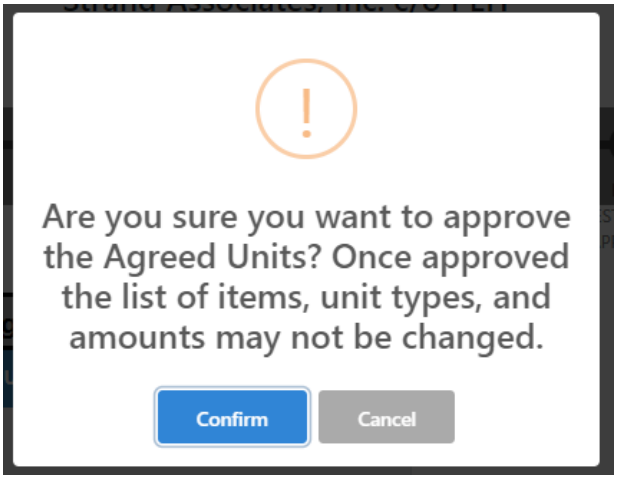
- Sub-Categories with no items are hidden
- All Categories with no sub-categories are hidden

▪ Upon approval of “Agreed Units” values, the Primary Consultant Project Manager shall receive an email notification.

- Save Without Submitting
  - ▪ The KYTC user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
    - The KYTC user should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
- History
  - ▪ The KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.
- Back

  The KYTC user can select “Back” to return to Contract screen.



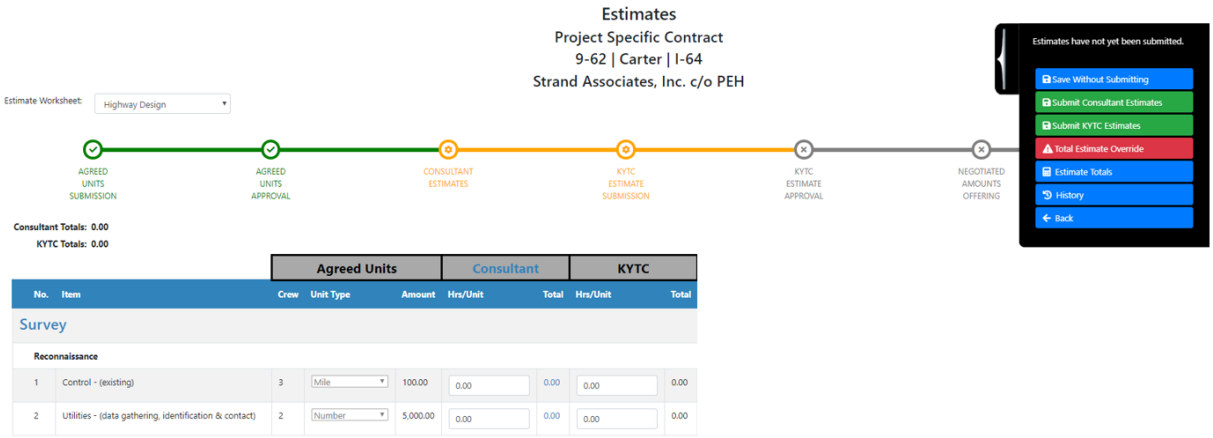


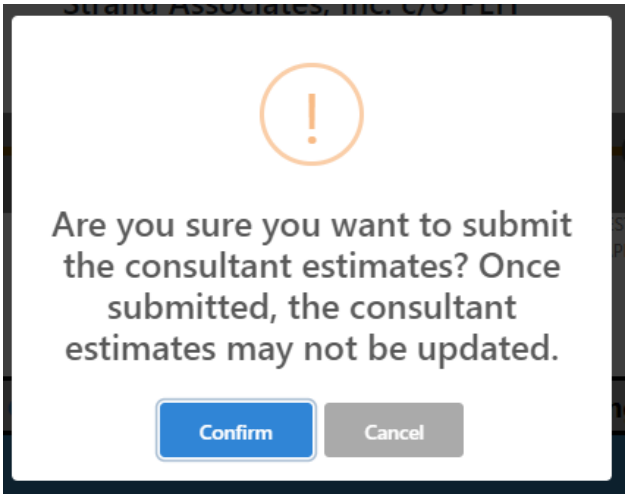
21.3 Estimates – Consultant Estimates

The next step in the contract negotiation process is for the Primary Consultant Project Manager to enter estimates for "Hrs. /Unit" values.

Enter Consultant Estimates:

- The Consultant user can see the “Agreed Units” and “Consultant Estimates” columns.
- The Consultant user can enter Consultant Estimate "Hrs. /Unit" values for each row.
- The Consultant user can expand the fly-out on the right side of the page to see the following options:
    - Save Without Submitting
        - The Consultant user can select the "Submit Consultant Estimates" option.
        - The Consultant user should see a confirmation box - "Are you sure you want to submit the Consultant Estimates? Once submitted, the Consultant Estimates may not be updated".
    - Submit Consultant Estimates
        - The Consultant user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
        - The Consultant user should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
        - Upon submittal of “Consultant Estimates” values, they KYTC Project Manager, KYTC Location Engineer and KYTC PSA shall receive email notifications.
    - History
        - An authenticated user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - An authenticated user can select “Back” to return to Contract screen.





21.4 Estimates – Submit KYTC Estimates

This step allow the KYTC Project Manager to enter / submit Estimates for "Hrs. /Unit" values.

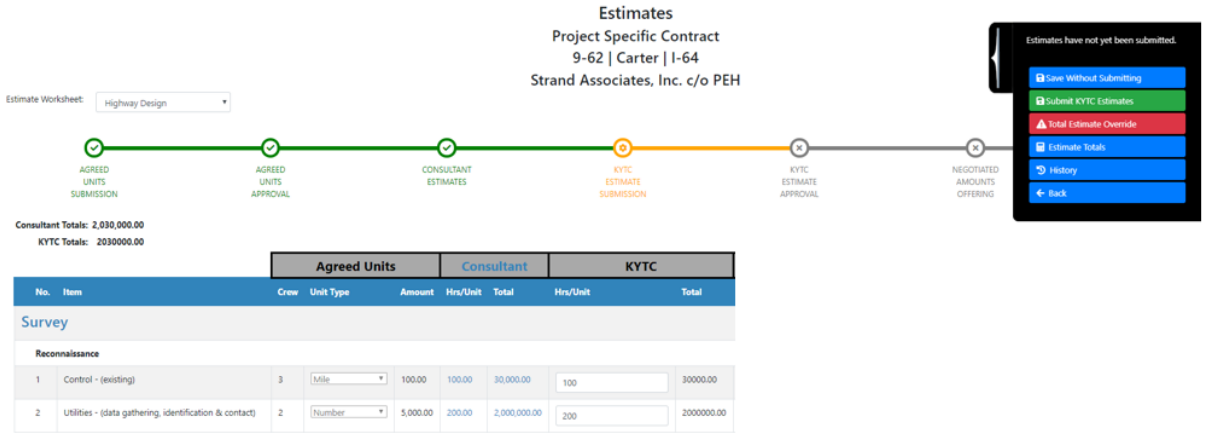
Note: If the Consultant Estimate is under 500 hours, the DBM / PM, LE or PSA shall immediately see a dialog box upon entry of the Estimates screen – "The consultant firm has submitted as estimate totaling less than 500 hours. Would you like to copy those values to your KYTC estimate? You will have the chance to edit these values before submission."

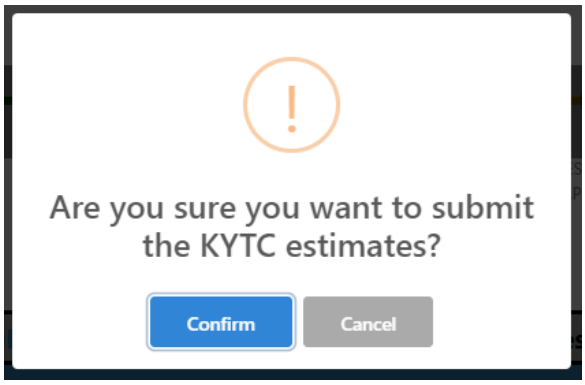
Submit KYTC Estimates:

- The KYTC user can view the "Agreed Units" and "KYTC Estimates" columns.
- The KYTC user can enter KYTC Estimates "Hrs. /Unit" values for each row.
- The KYTC user can expand the fly-out on the right side of the page to see the following options:
    - Save Without Submitting
        - The KYTC user can select the "Save without submitting" option to save the current estimate worksheet without submitting.
        - User should see a confirmation box – "Value will be saved but not submitted. Please remember to submit these values once finished."
    - Submit KYTC Estimates
        - The KYTC user can select the "Submit KYTC Estimates" option to submit the worksheet for approval.
        - The KYTC user shall see a dialog box – "Are you sure you want to submit the KYTC estimates?"
        - Upon submittal of "KYTC Estimates" values, the KYTC Location Engineer shall receive an email notification.
    - Total Estimate Override (Only for PSA role)
        - The KYTC PSA can select the "Total Estimate Override" option.
        - The KYTC PSA should see a confirmation box – "All approvals for this worksheet will be reset. Do you wish to proceed?"
        - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the "Agreed Units Submission" step.
    - History

- The KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.

- Back
  - An authenticated KYTC user can select “Back” to return to Contract screen.





21.5 Estimates – KYTC Estimates Approval

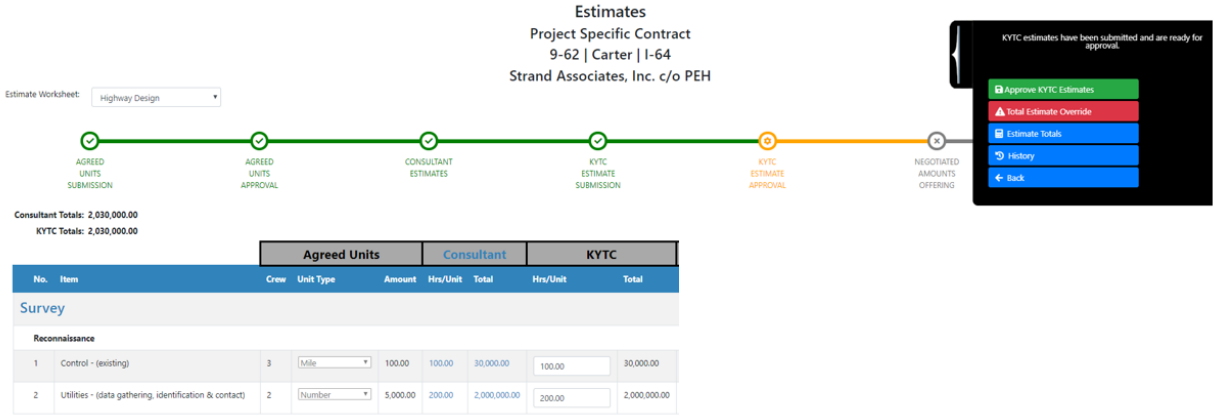
The KYTC Location Engineer can approve KYTC Estimates for "Hrs. /Unit" values to progress the Estimates process.

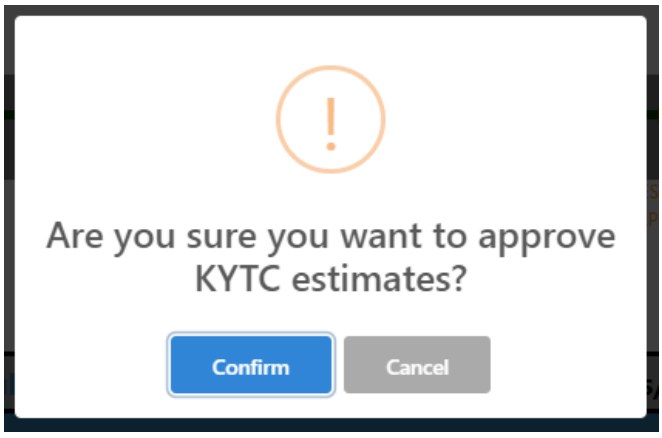
Approve KYTC Estimates:

- The KYTC Location Engineer can see the “Agreed Units”, “Consultant” and “KYTC” columns.
- The KYTC Location Engineer enters KYTC Estimates Approval "Hrs. /Unit" values for each row.
  - Upon value edit, a confirmation box will open – “You are about to change previously submitted KYTC estimate values. If you continue, estimate approval progress will be reset.”
  - The KYTC Location Engineer selection of “Confirm” option shall take user back to the KYTC Estimate Submission.
- The KYTC Location Engineer can expand the fly-out on the right side of the page to see the following options:
  - Approve KYTC Estimates
    - The KYTC Location Engineer can select the “Approve KYTC Estimates” option to submit the worksheet for approval.

- User shall see a dialog box – “Are you sure you want to approve KYTC estimates?”
- Upon approval of the “KYTC Estimates” values, the Primary Consultant Project Manager and KYTC Project Manager shall email notifications.

- Total Estimate Override (Only for PSA role)
  - The KYTC PSA can select the “Total Estimate Override” option.
    - The KYTC PSA should see a confirmation box – “All approvals for this worksheet will be reset. Do you wish to proceed?”
    - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the “Agreed Units Submission” step.
- History
  - An authenticated KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.
- Back
  - An authenticated KYTC user can select “Back” to return to Contract screen.





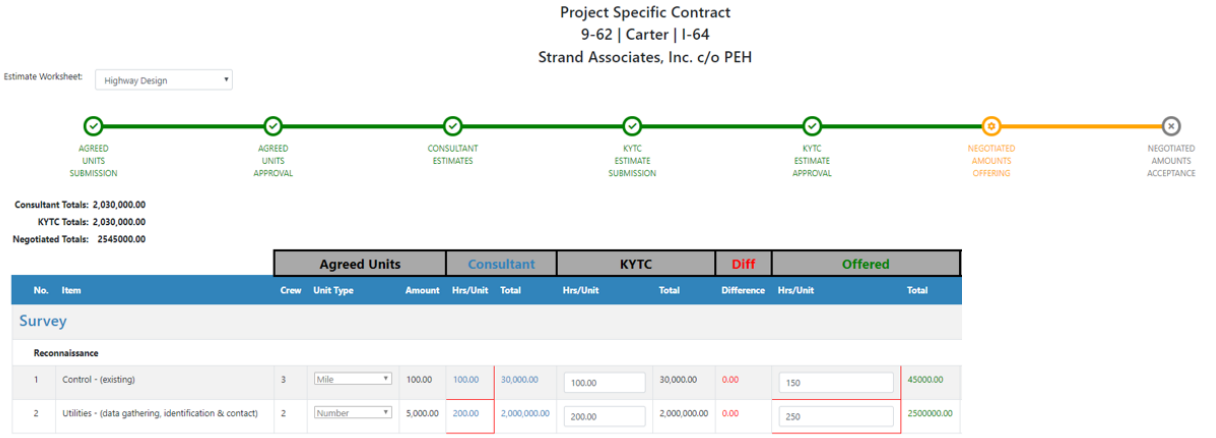
21.6 Estimates – Offer Negotiated Amounts

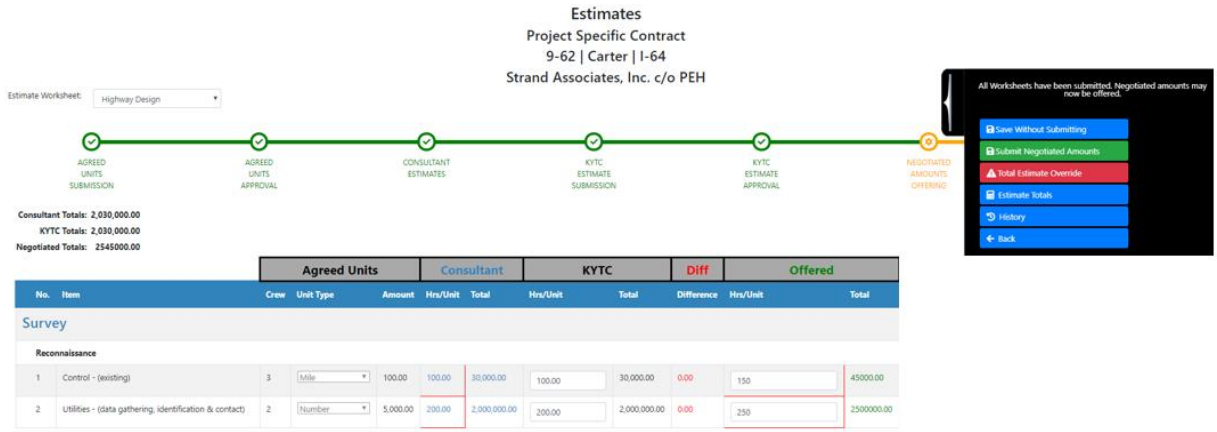
Once KYTC Estimates are approved, the KYTC PSA enters and submits "Negotiated Amounts" values.

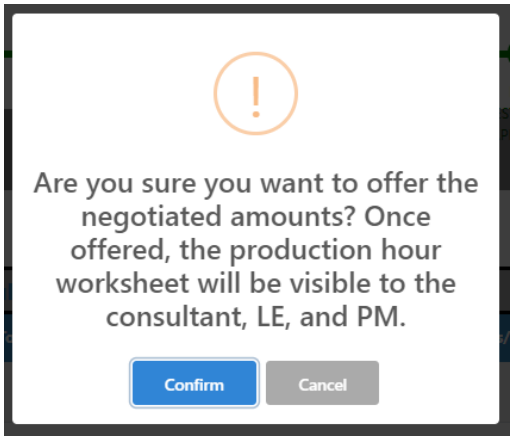
Offer Negotiated Amounts:

- The KYTC PSA can see the “Agreed Units”, “Consultant”, “KYTC”, “Difference”, “Offered” and “Ranges Hrs. / Unit (Min / Max) columns.
- The KYTC PSA on the “Negotiated Amounts Offerings” Estimates step should see the "Negotiated Hrs. /Unit" with the values from the "Consultant Hrs. /Unit" if the "Negotiated Hrs. /Unit" values are blank.
- The KYTC PSA should see that the "Offered Hrs. /Unit" values are highlighted when they are not equal to the "Consultant Hrs. /Unit" values.
- The KYTC PSA can add/remove/edit the "Negotiated Hrs. /Unit" values for each item.
    - The KYTC PSA should see a dialog box – “You are about to change previously submitted KYTC estimate values. If you continue, estimate approval progress will be reset.”
    - The KYTC PSA selection of “Confirm” option shall return the user back to the “KYTC Estimates Submission” Estimates step.
- The KYTC PSA can expand the fly-out on the right side of the page to see the following options:
    - Submit Negotiated Amounts
        - The KYTC PSA can select the “Submit Negotiated Amounts” option to send the amounts to the consultant for approval.
            - The KYTC PSA should see a confirmation box - "Are you sure you want to offer the Negotiated Amounts? Once offered, the Production-Hour Worksheet will be visible to the consultant, LE and PM".
        - The KYTC PSA cannot offer the "Negotiated Amounts" until the Consultant Estimates are submitted AND the KYTC Estimates are approved.
            - The KYTC PSA should see an error message - "Negotiated Amounts may not be offered until the Consultant Estimates have been submitted AND the KYTC Estimates have been approved".
        - The KYTC PSA can NOT finalize the "Negotiated Amounts" until the "Negotiated Amounts" have been offered
            - User should see an error message - "Negotiated Amounts must be offered before they can be accepted"
            - Once "Negotiated Amounts" are accepted, only users on the "Estimates Overrides" exception list can update these values.
        - Upon submittal of the “Negotiated Amounts” value, the Primary Consultant Project Manager, KYTC Project Manager and KYTC Location Engineer shall receive an email notification.
    - Save Without Submitting
        - The KYTC PSA can select the “Save without submitting” option to save the current estimate worksheet without submitting.
            - The KYTC PSA should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
    - Total Estimate Override (Only for PSA role)
        - The KYTC PSA can select the “Total Estimate Override” option.
            - The KYTC PSA should see a confirmation box – “All approvals for this worksheet will be reset. Do you wish to proceed?”
            - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the “Agreed Units Submission” step.

- Estimate Totals
  - The KYTC PSA can select the “Estimate Totals” option that shall display the Production Hour Summary for the Estimate Worksheet:
    - Category
    - Consultant Total
    - KYTC Total
    - Negotiated Total
- History
  - The KYTC PSA can select “History” from fly-out to view a timestamp of submission including the user name.
- Back
  - The KYTC PSA can select “Back” to return to Contract screen.







21.7 Estimates – Accept Negotiated Amounts

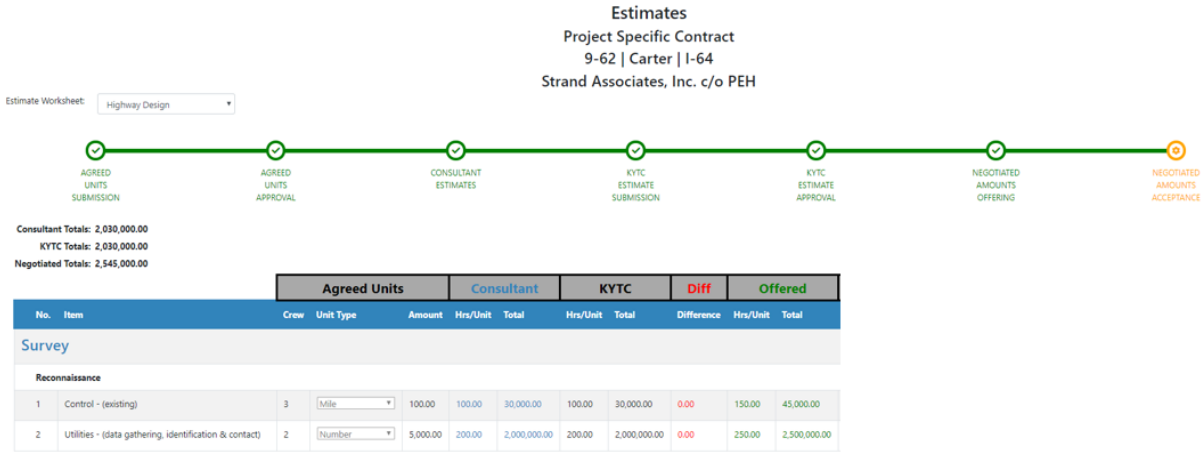
The final step in the Estimation process is for the Primary Consultant Project Manager to accept the Negotiated Amounts. If Primary Consultant does NOT accept the Negotiated Offer, they can contact Professional Services outside of the system for Negotiation Discussions.

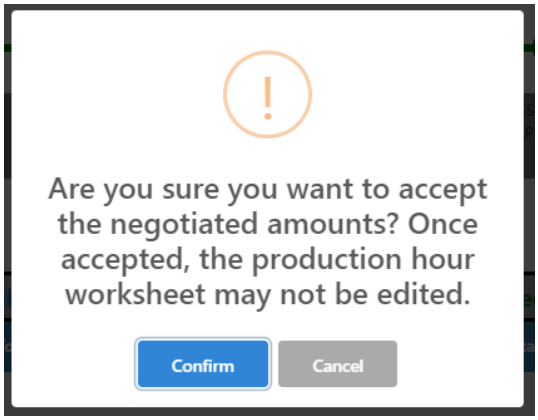
Note: A KYTC PSA role may accept Negotiated Amount on behalf of the Consultant.

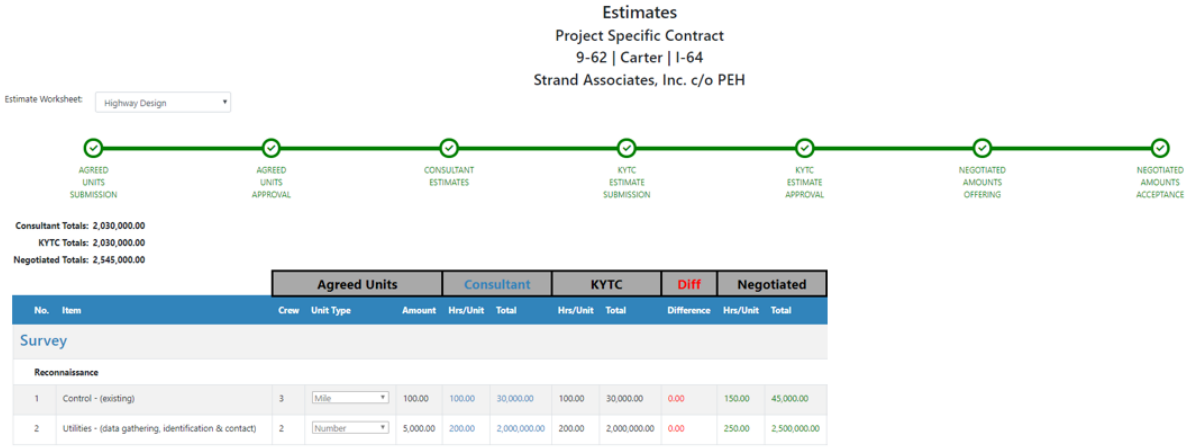
Accept Negotiated Amounts:

- The Consultant user can navigate to the Estimate worksheet to view the “Negotiated Amounts Acceptance” step (view only).
- The Consultant user can see the “Agreed Units”, “Consultant” and “Offered” columns.
- The Consultant user can view the "Agreed Units", "Consultant Estimates", "KYTC Estimates", "Difference" and "Negotiated Amounts" only once the "Negotiated Amounts are accepted.
    - User should NOT see the far-right calculated fields (Only PSAs should see this).
- The Consultant user can expand the fly-out on the right side of the page to see the following options:
    - Accept Negotiated Amounts
        - The Consultant user can select the “Accept Negotiated Amounts” option to accept the negotiated amounts.
            - The Consultant user should see a confirmation box - "Are you sure you want to accept the Negotiated Amounts? Once Negotiated Amounts are accepted, the Production-Hour Worksheet may NOT be edited.”
            - Once Negotiated Amounts are accepted, the “Offered” header should change to read “Negotiated”.
            - Once Negotiated Amount are accepted, the assigned Consultant can view the "Agreed Units", "Consultant Estimates", "KYTC Estimates", "Difference" and "Negotiated Amounts".
            - The Consultant user should NOT see the far-right calculated fields (Only PSAs should see this).
            - The Consultant user shall NOT be able to edit any field on this page after “Negotiated Amounts” are accepted.

- Estimate Totals
  - The Consultant user can select the “Estimate Totals” option that shall display the Production Hour Summary for the Estimate Worksheet:
    - Category
    - Consultant Total
    - KYTC Total
    - Negotiated Total
- History
  - The Consultant user can select “History” from fly-out to view a timestamp of submission including the user name.
- Back
  - The Consultant user can select “Back” to return to Contract screen.







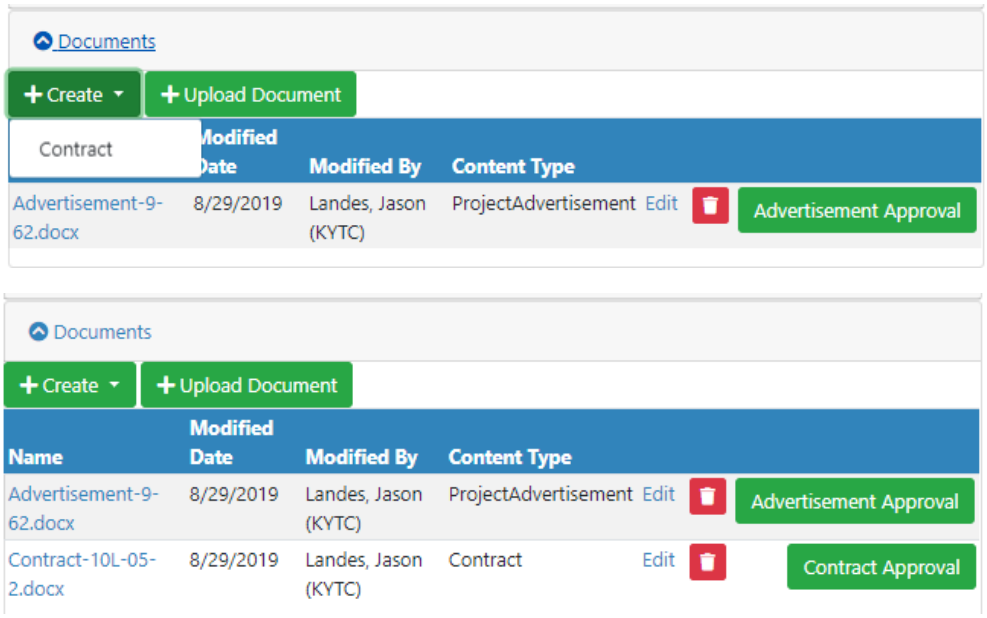
22 Project Specific Contract Document Approval

The Project Specific Contract approval process allows for electronic signatures (e-signatures) within the PS application. Both Consultant and KYTC approvers will be sent email notifications requesting that their approval / e-signature is required on the given contract. Upon receipt of all required e-signatures, the Professional Services group will create the Notice to Proceed document.

22.1 Create Draft Project Specific Contract Document

Contract Document Approval – Create Draft Contract (Professional Services Admin):

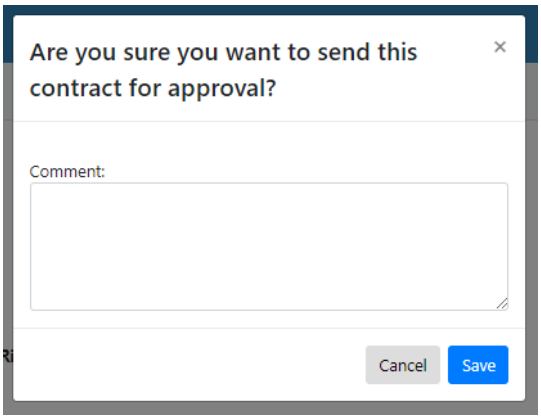
- Upon acceptance of the **"Negotiated Amounts"** Estimates step, the KYTC Professional Services Admin (PSA) will create a draft Contract document and begin the Contract approval process.
- The KYTC PSA will select the "Contract" option from the "Documents" tab within the Project Specific Contract screen.
- Upon creation of draft Contract document, the KYTC PSA or Primary Consultant Project Manager shall select the "Contract Approval" option that will navigate the user to the "Contract Approval" screen to begin the approval process.



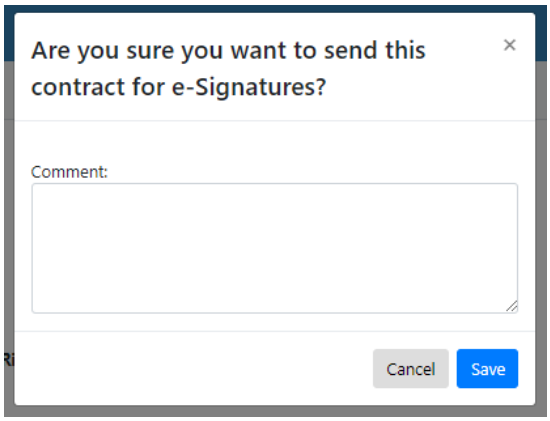
22.2 Approve Draft Project Specific Contract Document

- Upon selection of the “Contract Approval” option in the “Documents” tab within the Project Specific Contract screen, the user is navigated to the “Contract Approval” screen.

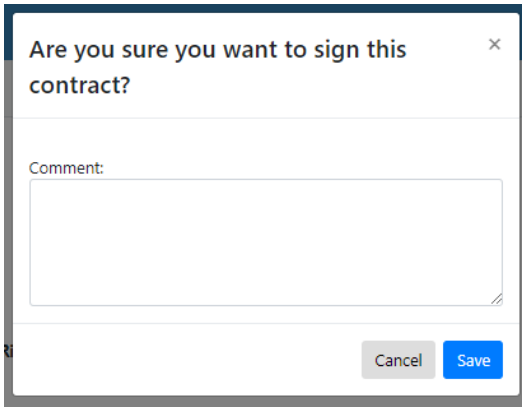
- The user begins the Contract approval process by selecting the “Send Draft Contract for Approval” option within the fly-out on the right side of the page.
    - PS system sends an email approval request to the KYTC Professional Services Admin.



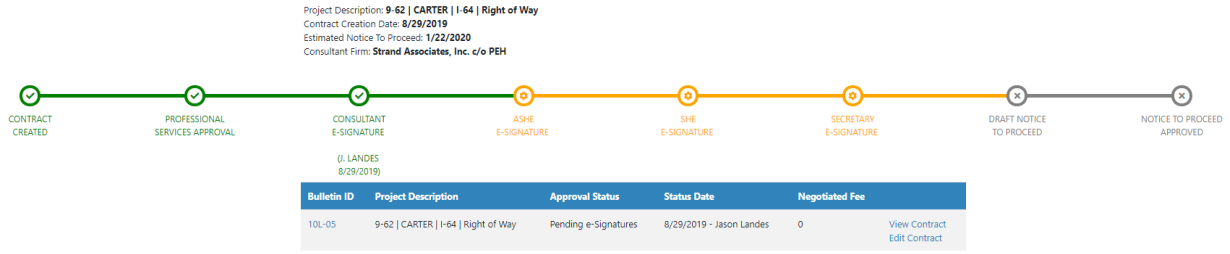
- Upon receipt of the email approval request, the KYTC PSA selects a link that navigates them to "Contract Approval" screen.
- The KYTC PSA user shall review the draft contract and make necessary edits.
- During review, the KYTC PSA user may select one of the following options within the fly-out on the right side of the page.
    - Approve Contract
    - Approve Contract with changes
    - Decline Contract
- Upon approval of the draft Contract, the KYTC PSA user selects the "Approve Contract" option to begin the Contract e-Signature process.
    - PS system sends an email approval request to the following:
        - Primary Consultant Project Manager
        - KYTC Assistant State Highway Engineer (ASHE)
        - KYTC State Highway Engineer (SHE)
        - KYTC Secretary



- Upon receipt of the email approval request, the given user selects a link that navigates them to "Contract Approval" screen.
    - The requested approver shall see the following options within the fly-out on the right side of the page:
        - e-Sign Contract
        - Approve Contract with changes
        - Decline Contract
    - Contract approvals are done simultaneously
    - A Project Specific contract is considered approved once all of the required e-Signatures are captured by the PS application.



Contract Approval

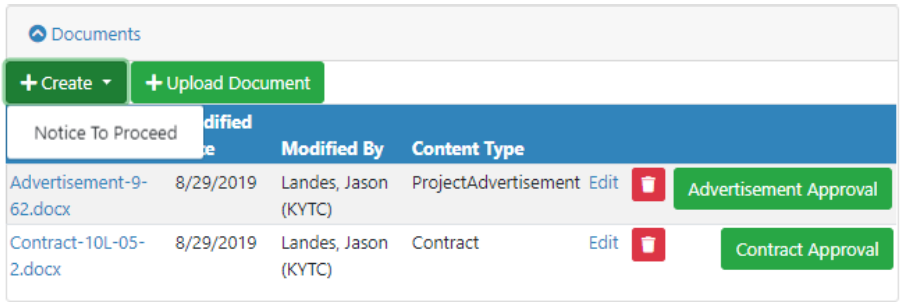


Contract Approval

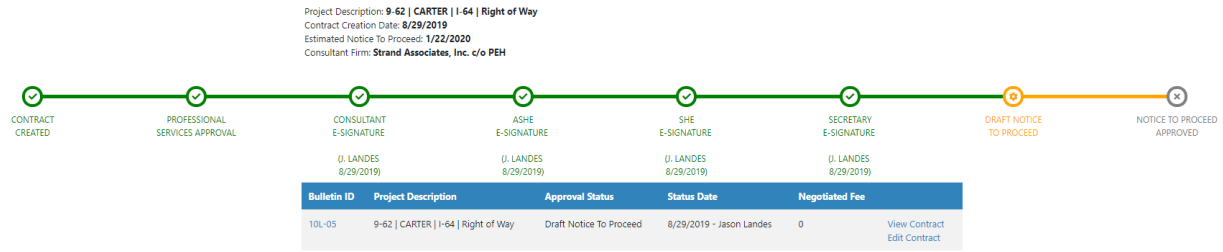
22.3 Create Draft Notice to Proceed Document

Contract Document Approval – Create Draft Notice to Proceed (Professional Services Admin)

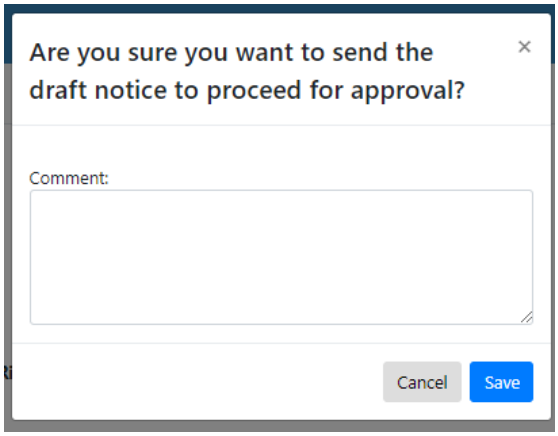
- Once all required contract e-Signatures are captured, the Notice to Proceed document can be created that indicates that the Primary Consultant firm can begin work on the contract.
- The KYTC Professional Services Admin shall generate the draft Notice to Proceed document
- KYTC PSA user selection of the “Notice to Proceed” option under the “Create” dropdown within the “Documents” tab shall generate the draft Notice to Proceed document.
- Upon selection of the “Send Notice to Proceed for Approval” fly-out option on the right side of the “Contract Approval” screen, an email notification shall be sent to the Professional Services Director to review the draft Notice to Proceed document.



Contract Approval



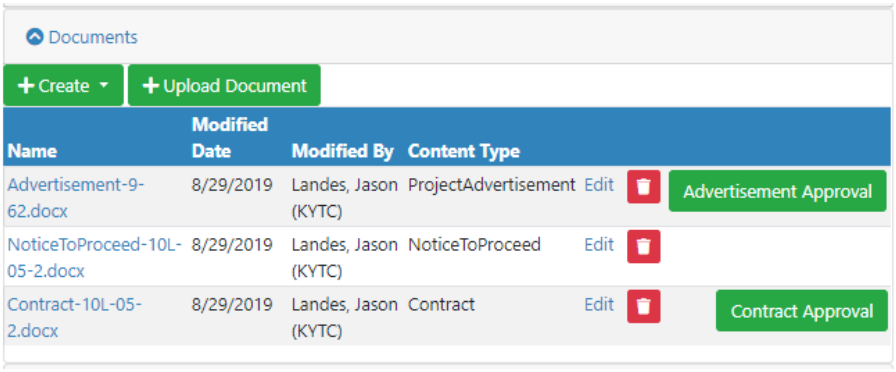
Contract Approval



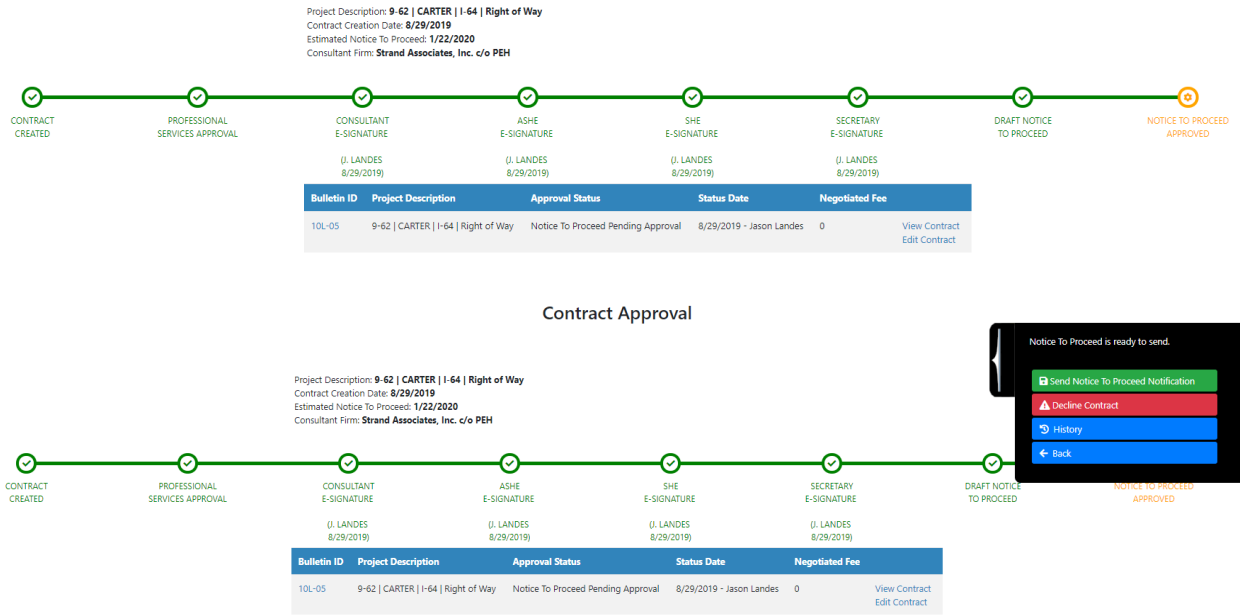
22.4 Approve Draft Notice to Proceed Document

Contract Document Approval – Approve Notice to Proceed (Professional Services Director)

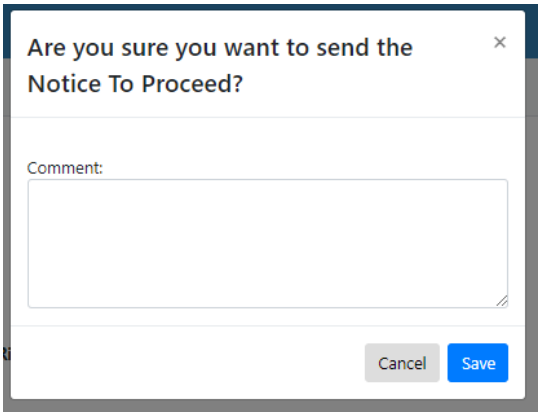
- Upon receipt of the email approval request, the KYTC Professional Services Director shall select a link that navigates them to “Contract Approval” screen.
- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the Professional Services Director shall select the “Send Notice to Proceed Notification” fly-out option on the right side of the “Contract Approval” screen to send an email notification to the following:
    - Prime Consultant Project Manager
    - KYTC Project Manager
    - KYTC Location Engineer
    - KYTC Professional Services Admin
- Receipt of this email notification shall indicate that the Primary Consultant firm can begin work on the Project Specific Contract.



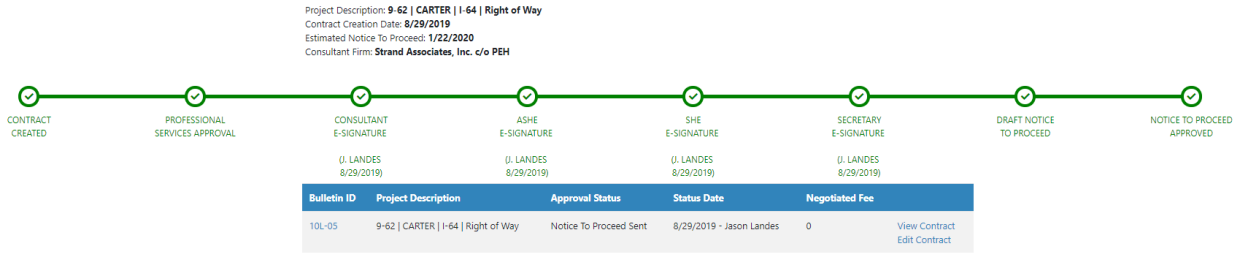
Contract Approval

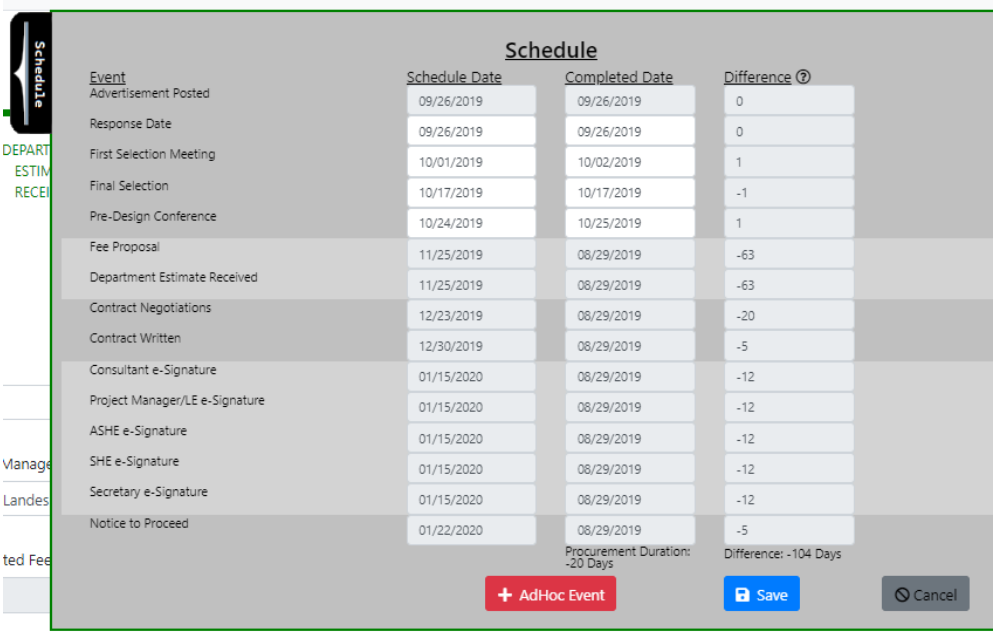


Contract Approval



Contract Approval





23 Project Specific Contract Modifications

When the Primary Consultant or KYTC determines that a Statewide Contract requires a fee increase (or decrease), a schedule adjustment or both, a Contract Modification shall be requested.

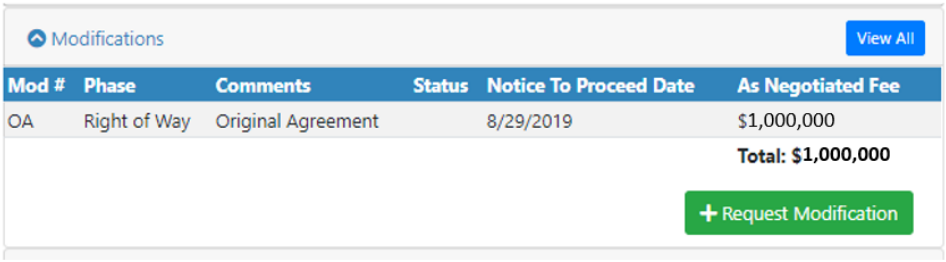
23.1 Project Specific Modification – Time Extension Only

A Project Specific Contract Modification with Time Extension Only is requested when additional time is required to complete the work.

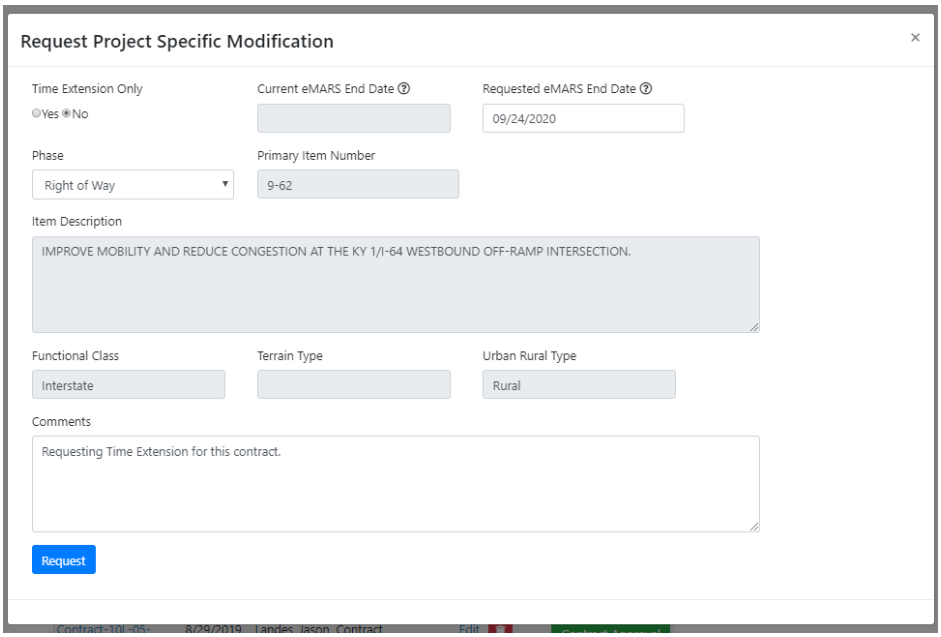
23.1.1 Request Project Specific Contract Modification – Time Extension Only

Time Extension Only Contract Mods – Request Mod – (Primary Consultant PM):

- The Primary Consultant Project Manager can begin the process of requesting a Project Specific Contract Modification by selecting the "+ Request Modification" option within the Project Specific Contract's "Modifications" tab.
    - Note: The KYTC Project Manager or KYTC Professional Service Admin may also request a Modification as needed.
- Selection of the "+ Request Modification" option shall display the "Request Project Specific Modification" pop-up window.

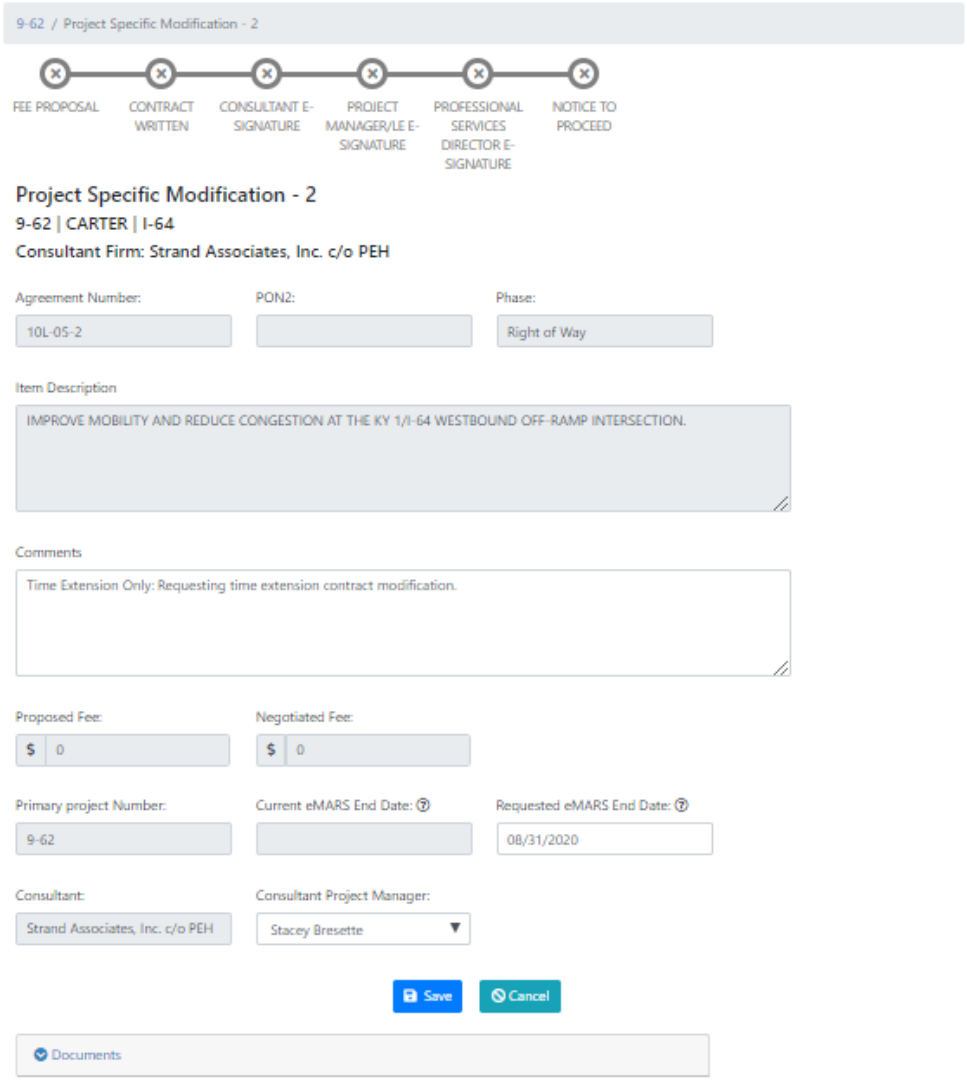


- The user is required to enter the following fields:
    - Time Extension Only
        - Toggle to "Yes" indicates a Time Extension Only Modification
    - Requested eMARS End Date
        - The Calendar shall default to +12 months from the current date of request.
    - Comments
- Selection of the "Save" option shall save the Contract Modification to the PS application.
- Selection of the "Cancel" option shall NOT save the Contract Modification to the PS application.



23.1.2 Project Specific Contract Modification – Time Extension Only Screen

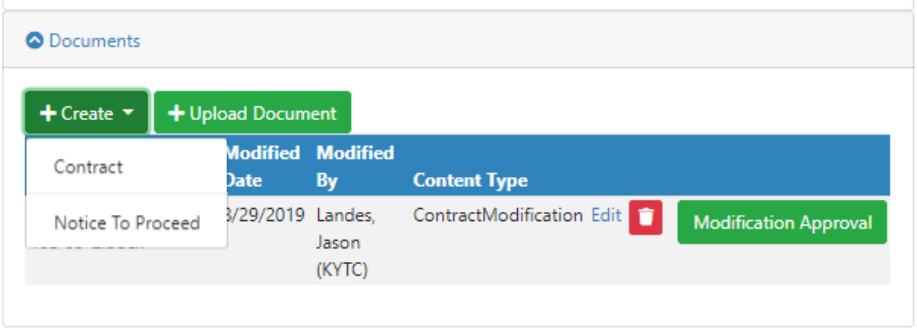
- Upon selection of the "Request" option, the user shall be navigated to the Project Specific Contract Modification – Time Extension Only screen.
- Each individual Project Specific Contract Modification screen shall display the following:
  - Project Specific Contract Modification – Time Extension Only details
  - Milestone Progress Bar
  - Schedule
  - Documents tab
- User may update the following fields as needed:
  - Comments
  - Requested eMARS End Date
  - Consultant Project Manager
- Selection of the "Save" option shall save the Contract Modification to the PS application.
- Selection of the "Cancel" option shall NOT save the Contract Modification to the PS application.



23.1.3 Create Draft Notice to Proceed Document

Create Draft Notice to Proceed (PSA):

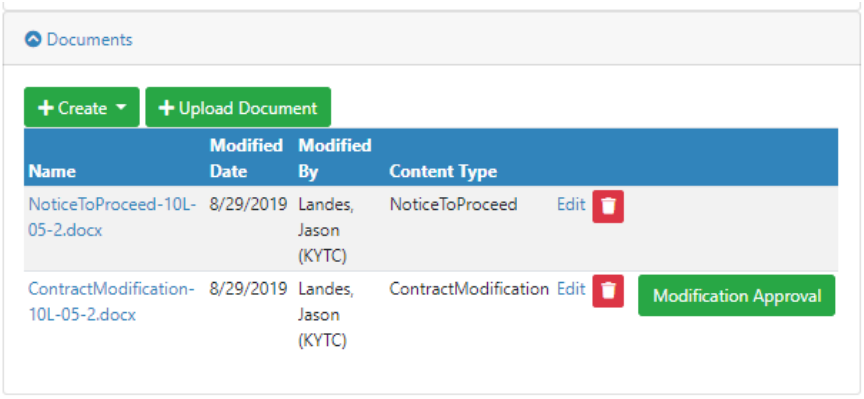
- Once the requested Contract Modification has been approved by the KYTC Professional Services group, the draft “Notice to Proceed” document shall be created.
- The KYTC Professional Services Admin shall select the “Notice to Proceed” option from the “Documents” tab to generate the draft Notice to Proceed document.
- The KYTC Professional Services Admin shall send an email notification to the Professional Services Director requesting that they review the Notice to Proceed document.



23.1.4 Approve Draft Notice to Proceed

Approve Draft Notice to Proceed Document (PS Director):

- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the KYTC Professional Services Director shall send an email notification to the following:
    - Primary Consultant Project Manager
    - KYTC Project Manager
    - KYTC Location Engineer
    - KYTC Professional Services Admin



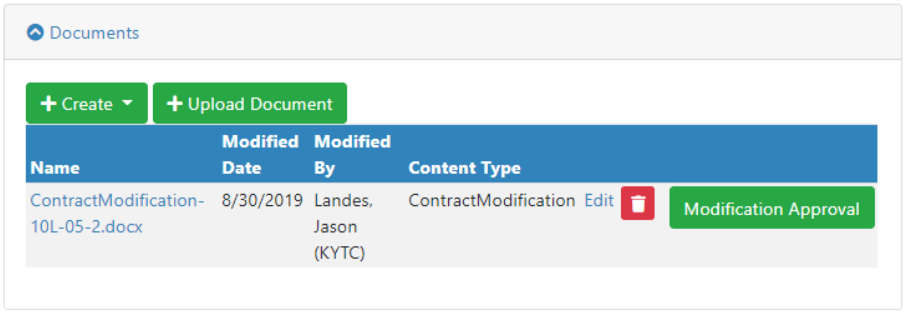
23.2 Project Specific Modification – Time Extension Only Document Approval

The Project Specific Contract Modification document approval process allows for electronic signatures (e-signatures) within the PS application. Both Consultant and KYTC approvers will be sent email notifications requesting that their approval / e-signature is required on the given contract modification. Upon receipt of all required e-signatures, the Professional Services group will create the Notice to Proceed document for the Contract Modification.

23.2.1 Create Draft Project Specific Contract Modification – Time Extension Only Document

Contract Modification Document Approval – Create Draft Contract (Professional Services Admin):

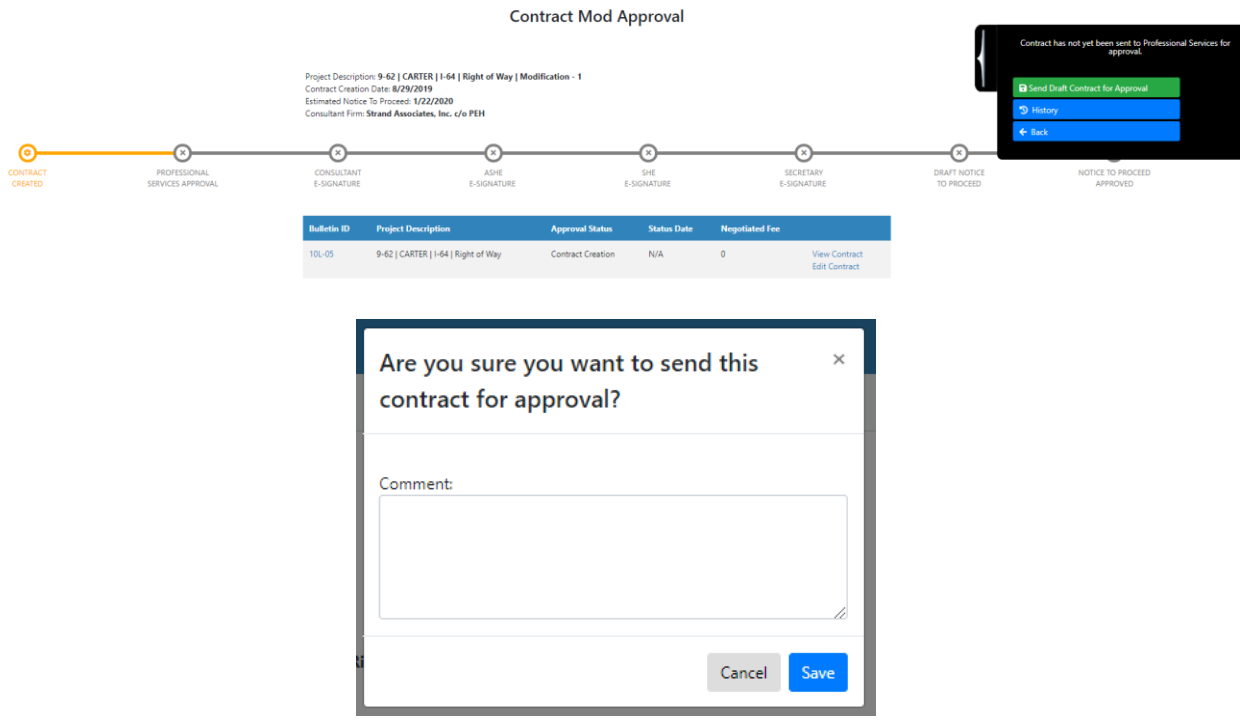
- Upon acceptance of the **"Negotiated Amounts"** Estimates step, the KYTC Professional Services Admin (PSA) will create a draft Contract Modification document and begin the Contract Modification document approval process.
- The KYTC PSA will select the "Contract" option from the "Documents" tab within the Project Specific Contract Modification screen.
- Upon creation of draft Contract Modification document, the KYTC PSA or Primary Consultant Project Manager shall select the "Modification Approval" option that will navigate the user to the "Contract Mod Approval" screen to begin the approval process.



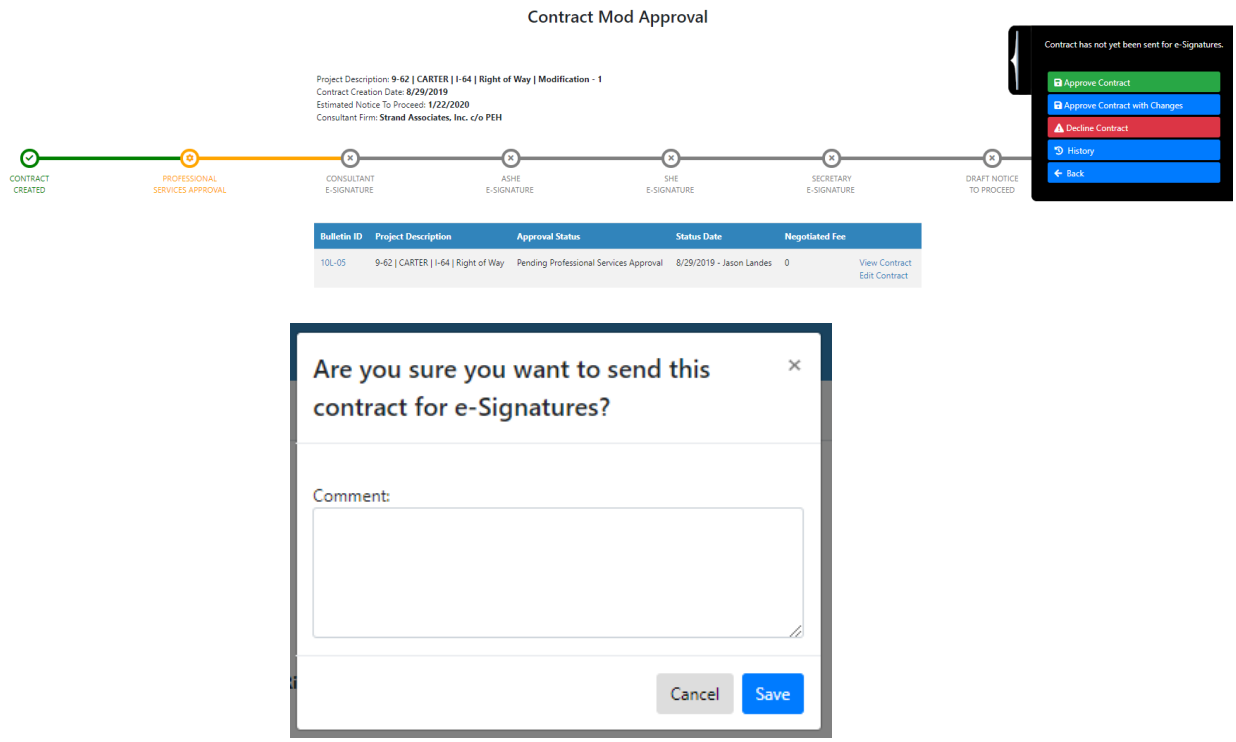
23.2.2 Approve Draft Contract Modification – Time Extension Only Document

Upon selection of the "Modification Approval" option in the "Documents" tab within the Project Specific Contract Modification screen, the user is navigated to the "Contract Mod Approval" screen

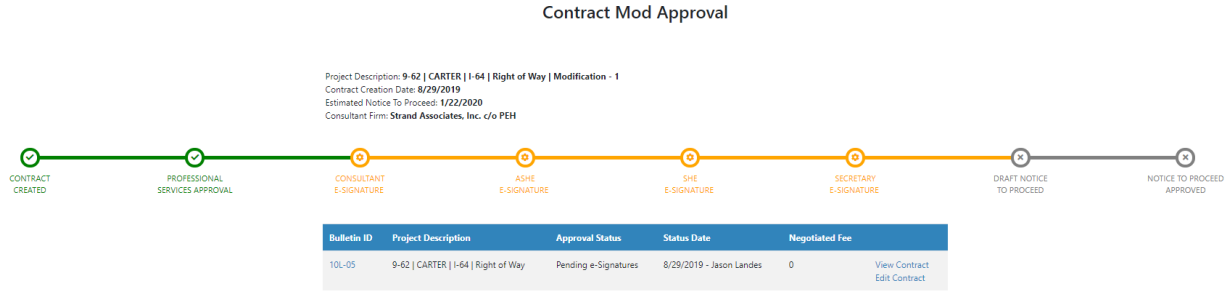
- The user begins the Contract Modification document approval process by selecting the "Send Draft Contract for Approval" option within the fly-out on the right side of the page.
    - PS system sends an email approval request to the KYTC Professional Services Admin.



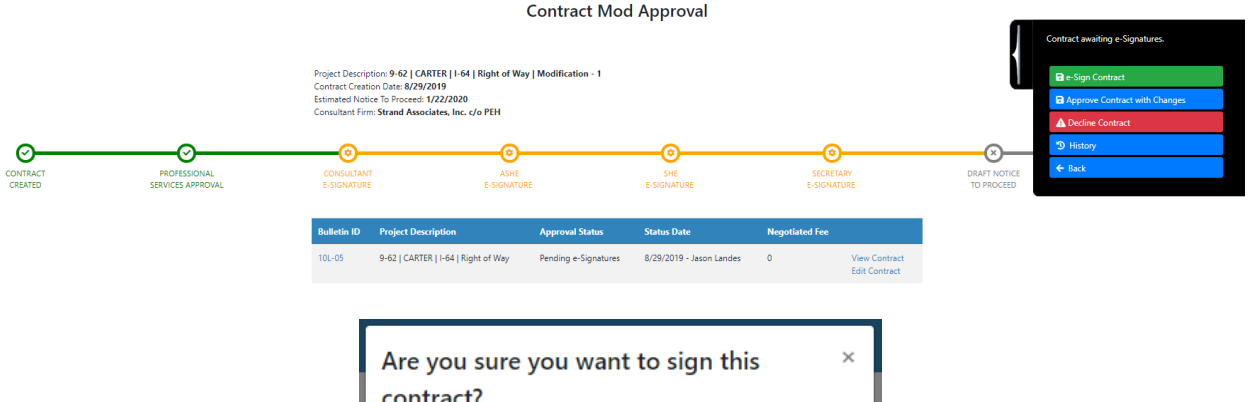
- Upon receipt of the email approval request, the KYTC PSA selects a link that navigates them to "Contract Mod Approval" screen.
- The KYTC PSA user shall review the draft Contract Modification document and make necessary edits.
- During review, the KYTC PSA user may select one of the following options within the fly-out on the right side of the page.
    - Approve Contract
    - Approve Contract with changes
    - Decline Contract
- Upon approval of the draft Contract Modification, the KYTC PSA user selects the "Approve Contract" option to begin the Contract Modification e-Signature process.
    - PS system sends an email approval request to the following:
        - Primary Consultant Project Manager
        - KYTC Assistant State Highway Engineer (ASHE)
            - **Note: The PS version of the application will bypass this approval step. The application user interface will be updated in Release 3 of this application.**
        - KYTC State Highway Engineer (SHE)
            - **Note: The PS version of the application will send an email approval request to the KYTC Project Manager. The application user interface will be updated in Release 3 of this application.**
        - KYTC Secretary
            - **Note: The PS version of the application will send an email approval request to the KYTC Professional Services Director. The application user interface will be updated in Release 3 of this application.**

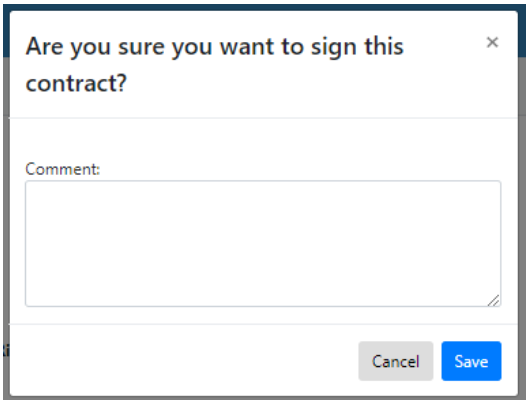


- Upon receipt of the email approval request, the given user selects a link that navigates them to "Contract Mod Approval" screen.
    - The requested approver shall see the following options within the fly-out on the right side of the page:
        - e-Sign Contract
        - Approve Contract with changes
        - Decline Contract
    - Contract Modification approvals are done simultaneously
    - A Project Specific Contract Modification is considered approved once all of the required e-Signatures are captured by the PS application.

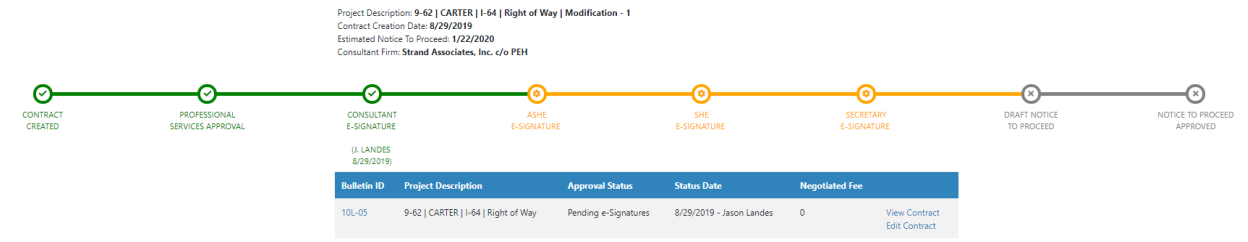


Contract Mod Approval

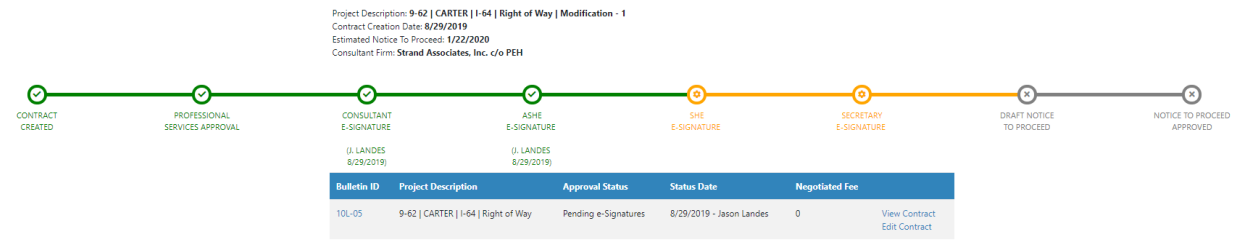


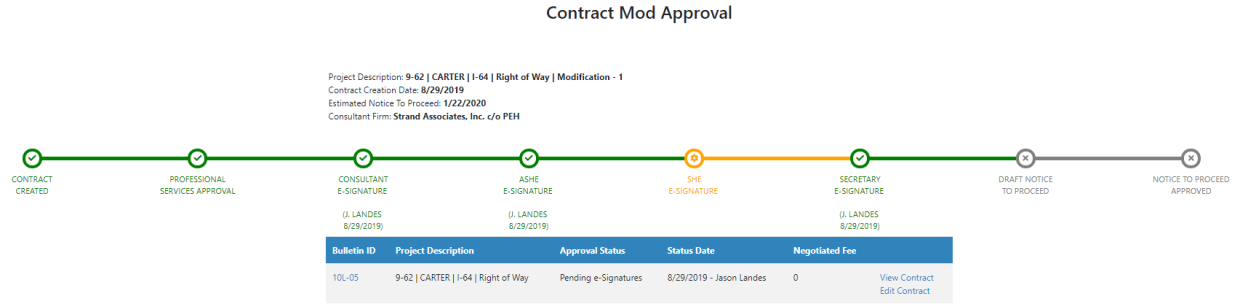


Contract Mod Approval



Contract Mod Approval

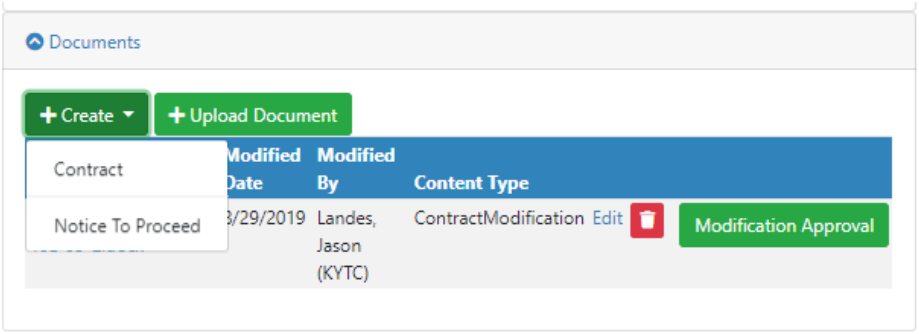


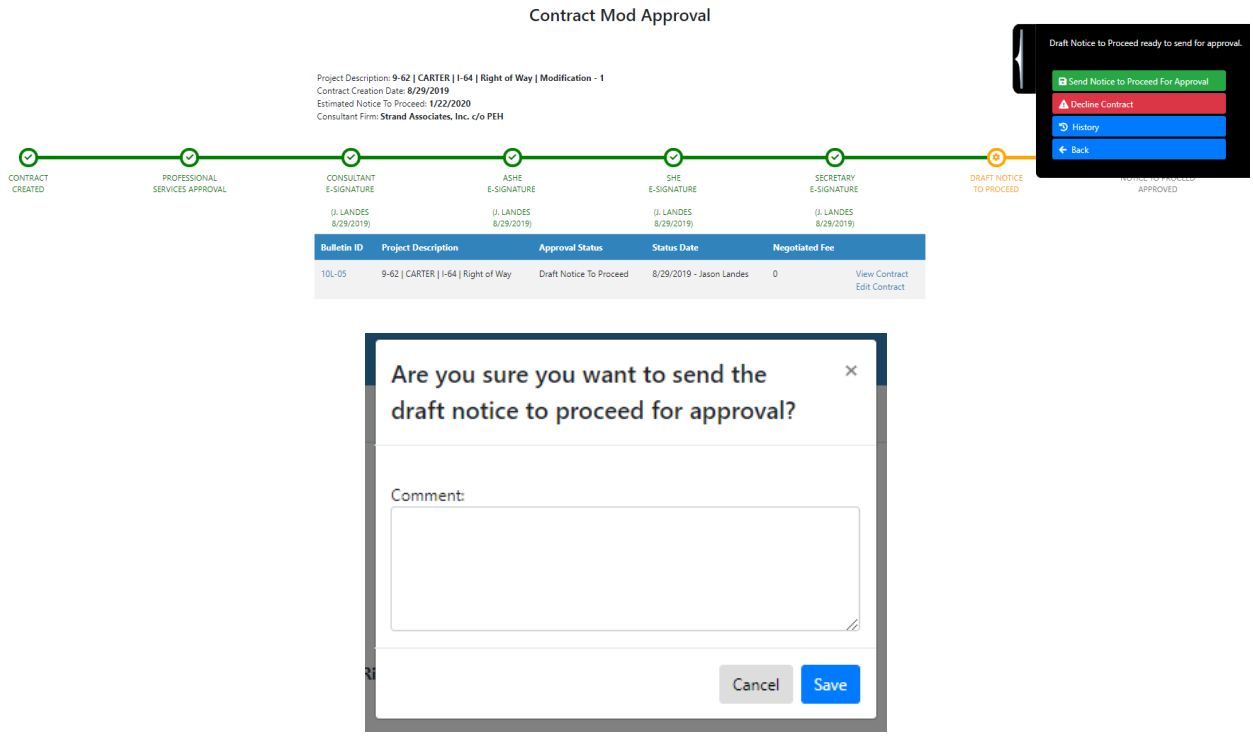


23.2.3 Create Draft Notice to Proceed Document

Contract Modification Document Approval – Create Draft Notice to Proceed (PSA Admin)

- Once all required contract e-Signatures are captured, the Notice to Proceed document can be created that indicates that the Primary Consultant firm can begin work on the contract.
- The KYTC Professional Services Admin shall generate the draft Notice to Proceed document
- KYTC PSA user selection of the “Notice to Proceed” option under the “Create” dropdown within the “Documents” tab shall generate the draft Notice to Proceed document.
- Upon selection of the “Send Notice to Proceed for Approval” fly-out option on the right side of the “Contract Approval” screen, an email notification is sent to the KYTC Professional Services Director to review the draft Notice to Proceed document.

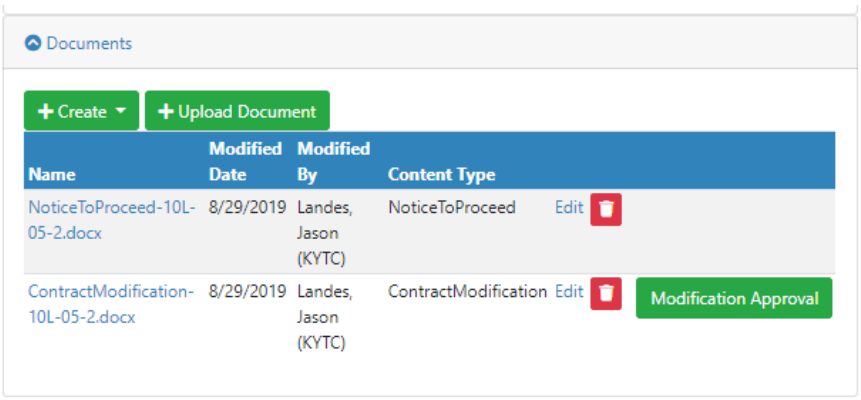




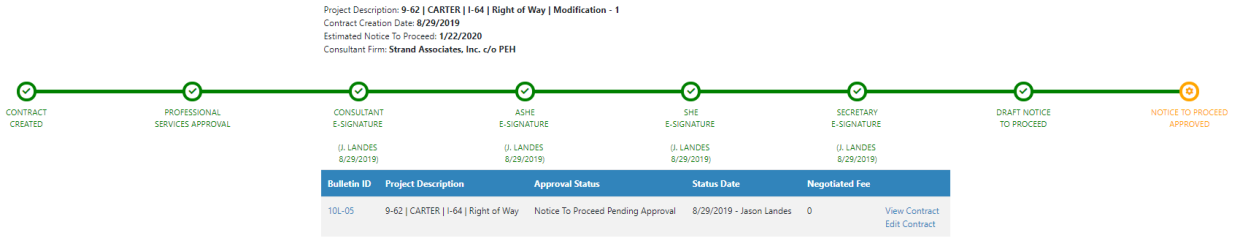
23.2.4 Approve Draft Notice to Proceed Document

Contract Modification Document Approval – Approve Notice to Proceed (KYTC PS Director)

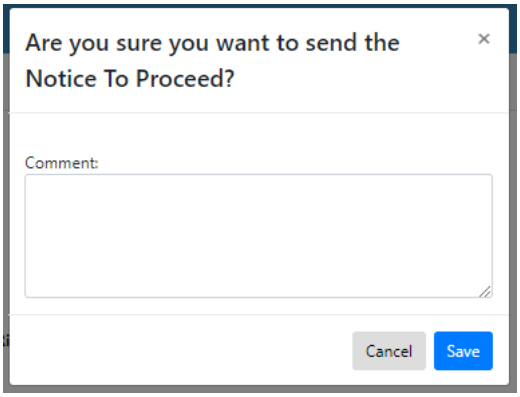
- Upon receipt of the email approval request, the KYTC Professional Services Director shall select a link that navigates them to “Contract Approval” screen.
- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the Professional Services Director shall select the “Send Notice to Proceed Notification” fly-out option on the right side of the “Contract Approval” screen to send an email notification to the following:
    - Prime Consultant Project Manager
    - KYTC Project Manager
    - KYTC Location Engineer
    - KYTC Professional Services Admin
- Receipt of this email notification shall indicate that the Primary Consultant firm can begin work on the Project Specific Contract.



Contract Mod Approval



Contract Mod Approval



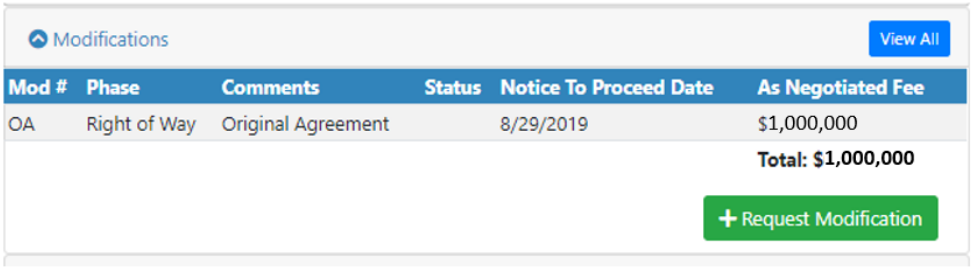
23.3 Project Specific Modification with Fee

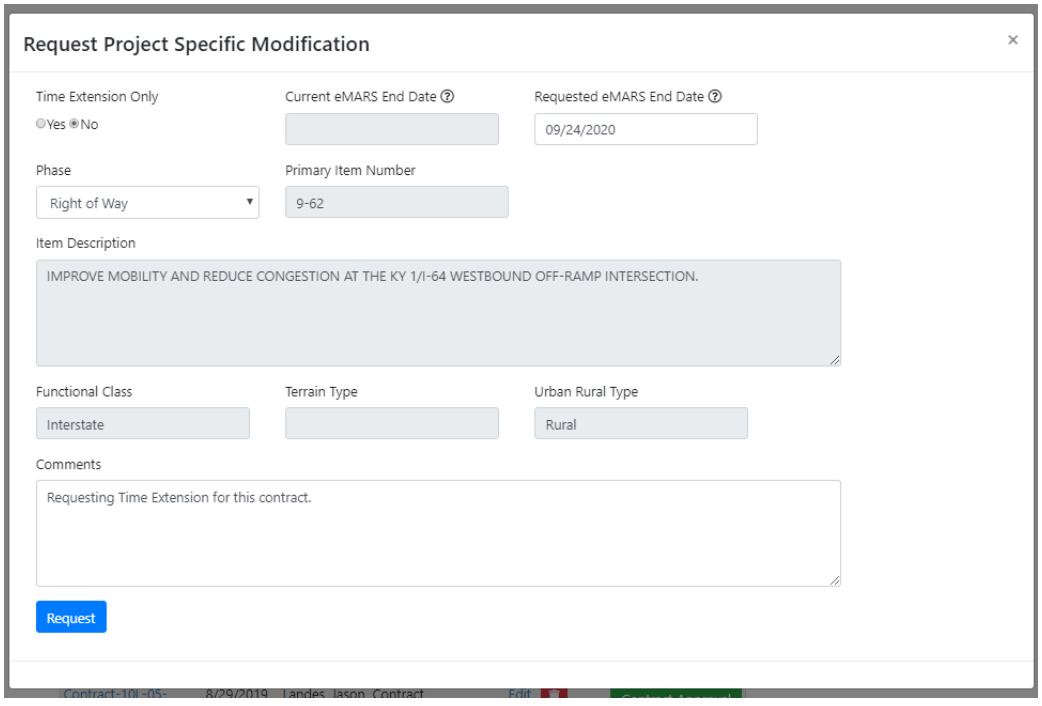
A Project Specific Contract Modification with Fee can be requested when a fee increase (or decrease) is required. Additional time may also be requested in this type of Modification.

23.3.1 Request Project Specific Contract Modification with Fee

Request Project Specific Contract Modification with Fee (Primary Consultant Project Manager:

- The Primary Consultant Project Manager can begin the process of requesting a Project Specific Contract Modification by selecting the "+ Request Modification" option within the Project Specific Contract's "Modifications" tab.
    - Note: The KYTC Project Manager or KYTC Professional Service Admin may also request a Modification as needed.
- Selection of the "+ Request Modification" option shall display the "Request Statewide Modification" pop-up window.

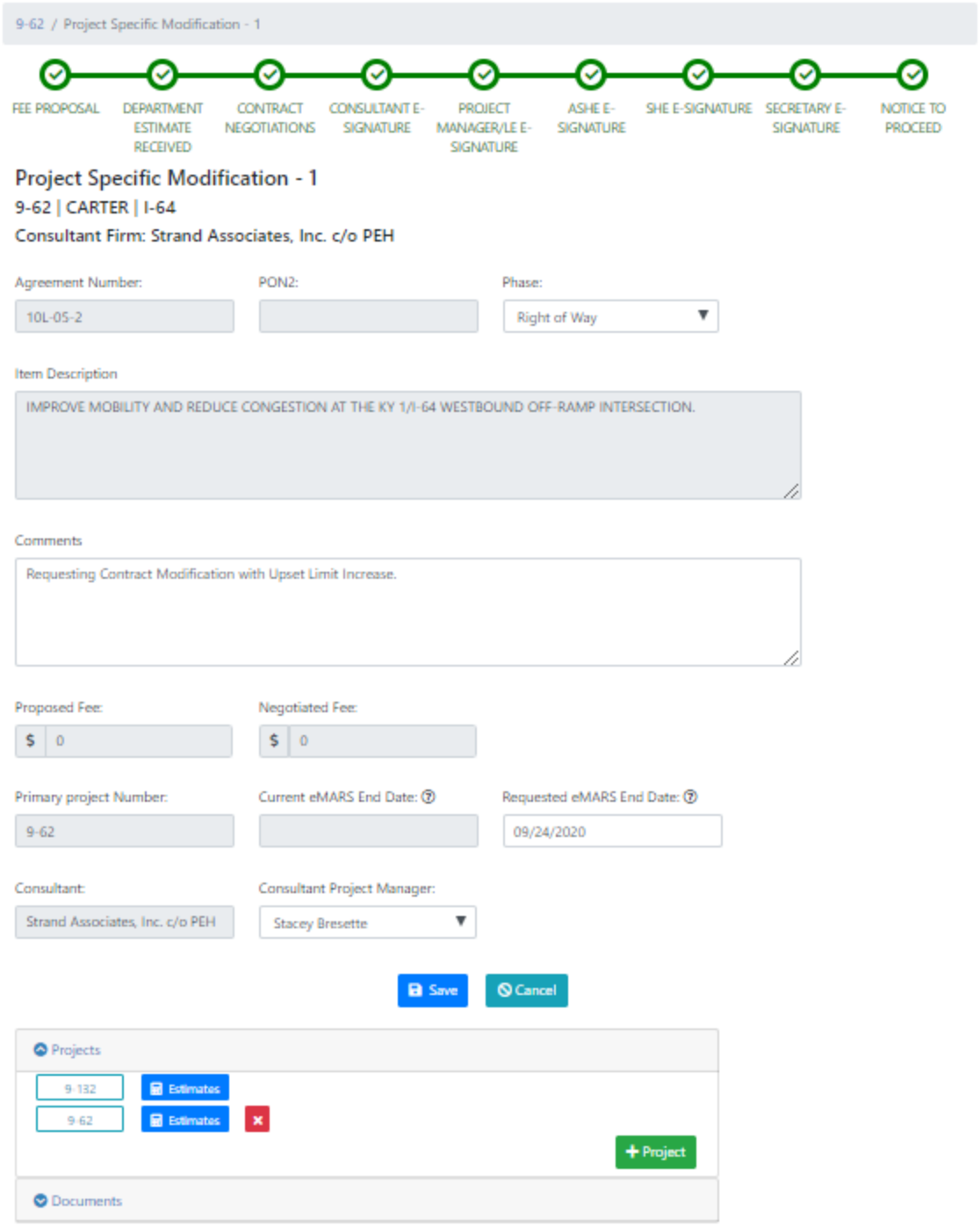




23.3.2 Project Specific Contract Modification with Fee Screen

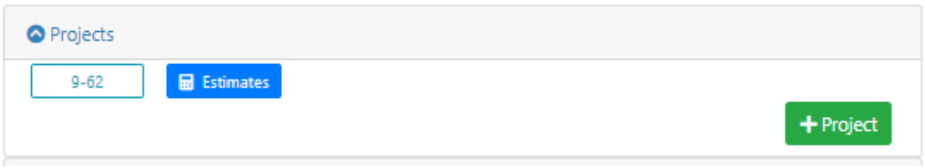
- Upon selection of the "Request" option, the user shall be navigated to the Project Specific Contract Modification with Fee screen.
- Each individual Project Specific Contract Modification screen shall display the following:

  - Statewide Contract Modification with Fee details
  - Milestone Progress Bar
  - Schedule
  - Projects Tab
  - Documents tab
- User may update the following fields as needed:
  - Phase
  - Comments
  - Requested eMARS End Date
  - Consultant Project Manager
- Selection of the “Save” option shall save the Contract Modification to the PS application.
- Selection of the “Cancel” option shall NOT save the Contract Modification to the PS application.

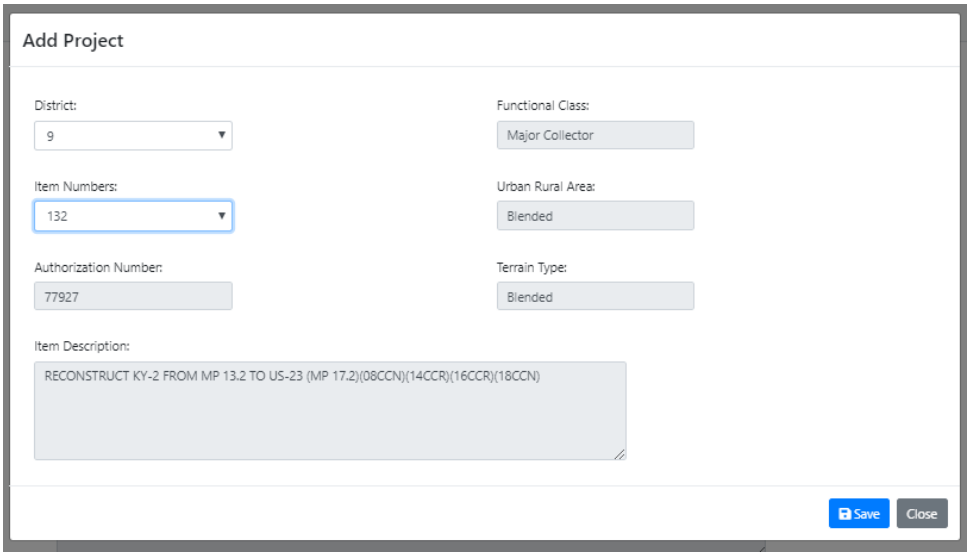


23.3.3 Add a Project to a Project Specific Contract Modification with Fee

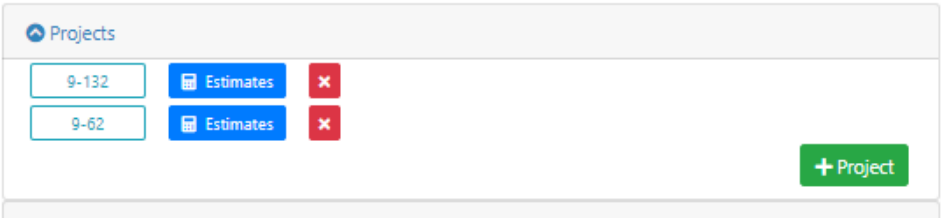
- An additional Project can be added to a Project Specific Contract Modification with Fee by selecting the “+ Project” option within the “Projects” tab.
- User shall see the “Add Project” pop-window displayed.



- User shall be able to enter the following fields:
  - District
  - Item Numbers (populates based on “District” field value)
  - Authorization Number (populates based on “Item Numbers” field value)
  - Item Description (populates based on “Item Numbers” field value)
  - Functional Class (populates based on “Item Numbers” field value)
  - Urban Rural Area (populates based on “Item Numbers” field value)
  - Terrain Type(populates based on “Item Numbers” field value)
- User selection of the “Save” option shall add the new Project to the Project Specific Contract Modification.
  - New Projects shall be displayed in the “Projects” tab.
- User selection of the “Close” option shall NOT add the new Project to the Project Specific Contract Modification.



- User selection of the “Save” option shall add the new Project to the Project Specific Contract Modification.
  - New Projects shall be displayed in the “Projects” tab.
- User selection of the “Close” option shall NOT add the new Project to the Project Specific Contract Modification.



23.4 Project Specific Contract Modification – Estimates

The PS Contract Modification Estimates interface provides a central location to collect Production Hour Estimates for Project Specific Contract Modifications. This allows for the submission of consistent person-hour estimates, which will provide easier reporting and analysis of historical negotiated project costs and compare projects of similar scope.

The PS Estimates workflow for Project Specific Contract Modifications includes the following steps:

- Submit Agreed Units
- Agreed Units Approval
- Consultant Estimates
- Submit KYTC Estimates
- KYTC Estimates Approval
- Offer Negotiated Amounts
- Accept Negotiated Amounts

To navigate to the desired Estimates worksheet:

- User opens the Project Specific Contract from the Dashboard.
- User selects the “Details” option next to the desired Contract Modification within the “Modifications” tab.
- User selects the “Estimate” option within the “Projects” tab within the Contract Modification screen.
- User navigates to “Estimates” screen.
- User selects “Estimate Worksheet” type.
- Selected Estimate Worksheet displays (e.g. Highway Design, Right of Way, etc.).

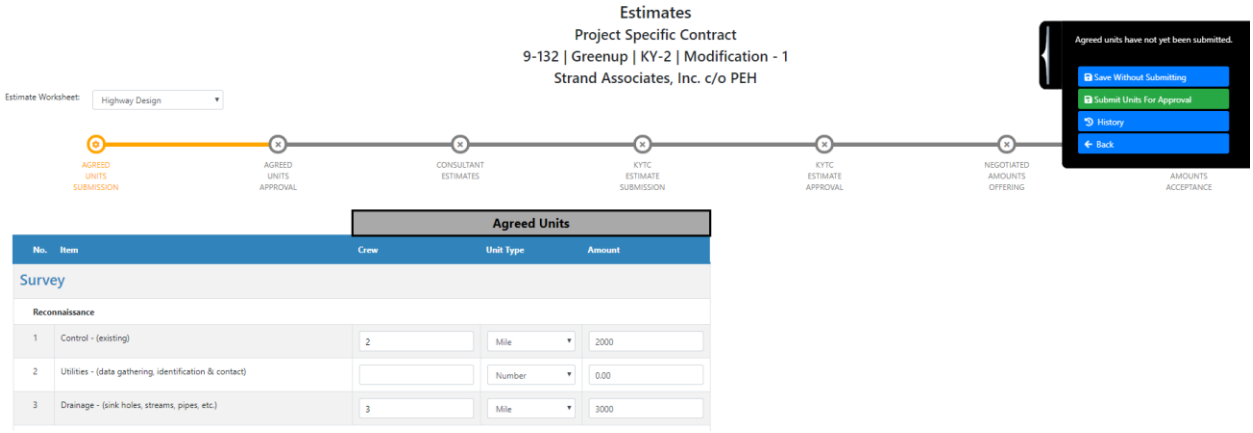
23.4.1 Modification Estimates – Submit Agreed Units

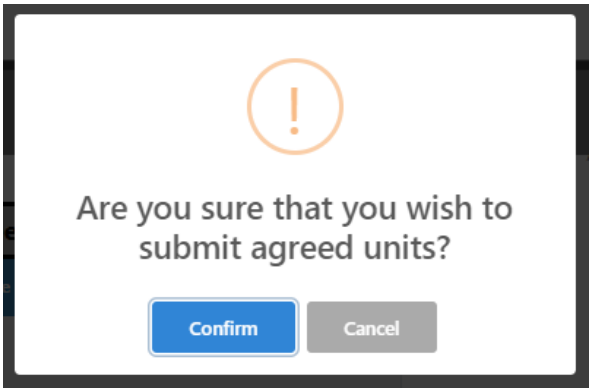
The first step in the Estimates process is for the Primary Consultant Project Manager to enter and submit “Agreed Units” in the Estimates worksheet.

Please note: The PSA can also enter and submit Agreed Units on behalf of the Consultant. In addition, the Project Manager (Central Office), Project Manager (District) and Location Engineer can enter in Agreed Units, but are unable to submit them.

Agreed Units Submission:

- The Consultant user enters the “Crew” value for each line item under “Agreed Units”.
    - System will pre-populate “1” as the “Crew” value for every row.
    - System will display a blank cell for “Crew” if the value is “1”.
    - System will pre-populate “Unit Type” from the “Estimate Items” type table.
- The Consultant user can select the appropriate “Unit Type” if it is different from the pre-populated value.
- The Consultant user can enter the "Amount" for appropriate line items.
- The Consultant user can add “Miscellaneous” line items for each Sub-Category marked “Miscellaneous”
    - The Consultant user is unable edit the “No” field.
- The Consultant user selection of the fly-out on the right side of the page shall expand to display the following options:
    - Save Without Submitting
        - An authenticated user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
        - User should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
    - Submit Units for Approval
        - An authenticated user can select the “Submit Units for Approval” option to submit the agreed units for approval.
        - User should see a confirmation box - "Are you sure that you wish to submit Agreed Units? “
        - Upon submittal, the KYTC Project Manager shall receive an email notification.
    - History
        - An authenticated user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - An authenticated user can select “Back” to return to Contract screen.





23.4.2 Modification Estimates – Agreed Units Approval

The next step in the Estimates process is for KYTC to approve the submitted Agreed Units. Typically, this step is completed by the KYTC District Project Manager, but can also be completed by the KYTC District Branch Manager or the KYTC Location Engineer.

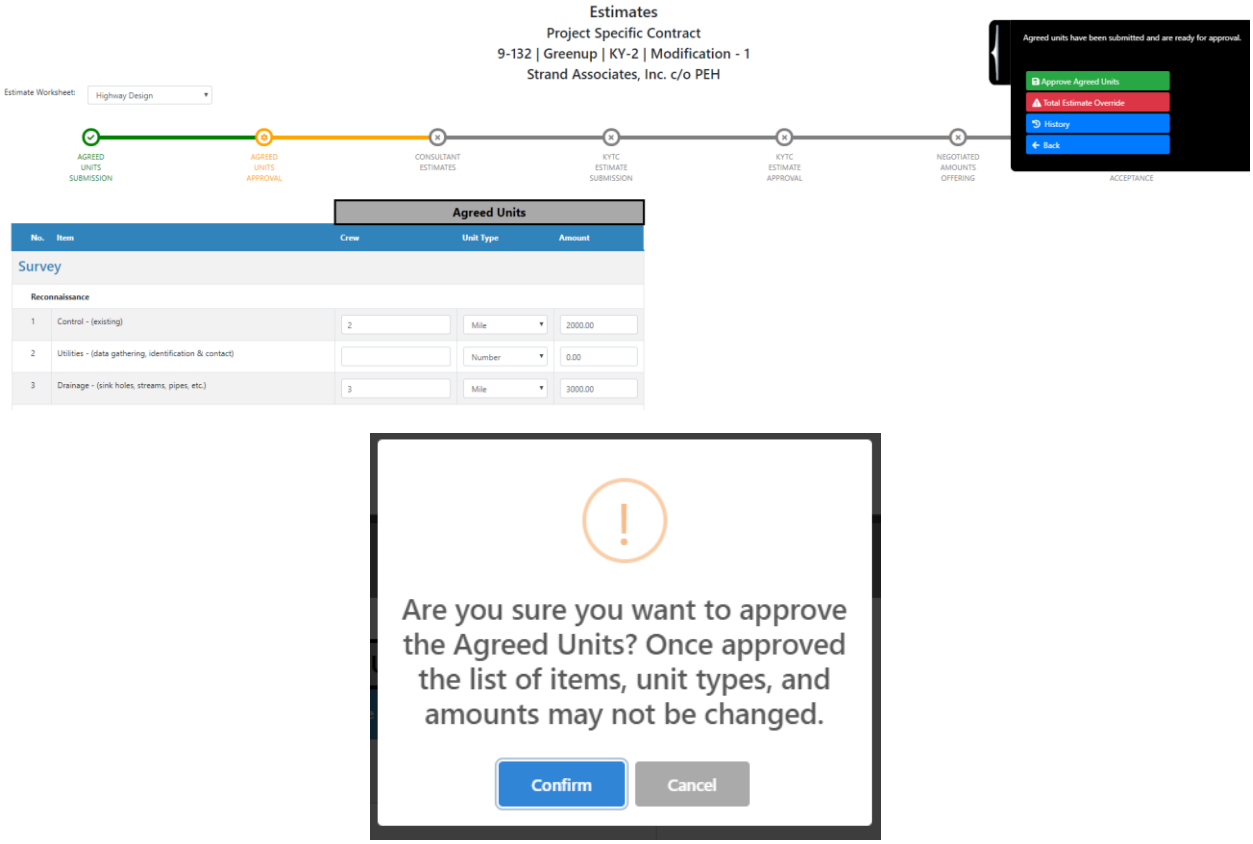
Agreed Units Approval:

- The KYTC user opens the Estimates Worksheet to begin “Agreed Units Approval”.
- The KYTC user can edit the “Crew” value for each line item.
    - System will pre-populate “1” as the “Crew” value for every row.
    - System will display a blank cell for “Crew” if the value is “1”.
    - System will pre-populate “Unit Type” from the “Estimate Items” type table.
- The KYTC user can edit the appropriate “Unit Type” if it is different from the pre-populated value.
- The KYTC user can edit the "Amount" for appropriate line items.
- The KYTC user can edit “Miscellaneous” line items for each Sub-Category marked “Miscellaneous”.
    - The KYTC user is unable to edit the “No” field.
- Upon edit of any field, a dialog box will display – “You are about to change previously submitted agreed unit valued. Once Saved, old values will be overwritten.”
- The KYTC user can expand the fly-out on the right side of the page to see the following options:
    - Approve Agreed Units
        - The KYTC user can select the “Approve Agreed Units” option.
        - The KYTC user should see a confirmation box - "Are you sure you want to approve the Agreed Units? Once approved, the list of "Items", "Unit Types" and "Amounts" may not be changed"
        - The KYTC user cannot make updates to "Item", "Crew", "Unit Type" and "Amount" after "Agreed Units" Approval.
            - Only users on the "Estimates Overrides" exception list will be allowed to update these values after approval
        - After “Agreed Units” are approved, the KYTC user can see that all items where:
            - “Amount” = 0 should be hidden
            - Sub-Categories with no items are hidden
            - All Categories with no sub-categories are hidden

- Upon approval of “Agreed Units” values, the Primary Consultant Project Manager shall receive an email notification.

- Save Without Submitting
  - The KYTC user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
    - The KYTC user should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
- History
  - The KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.
- Back

  The KYTC user can select “Back” to return to Contract screen.



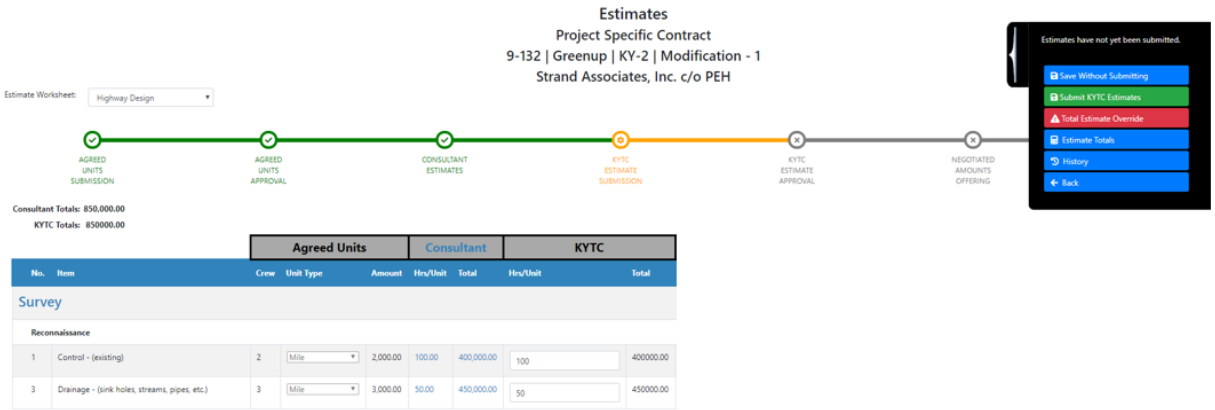
23.4.3 Modification Estimates – Consultant Estimates

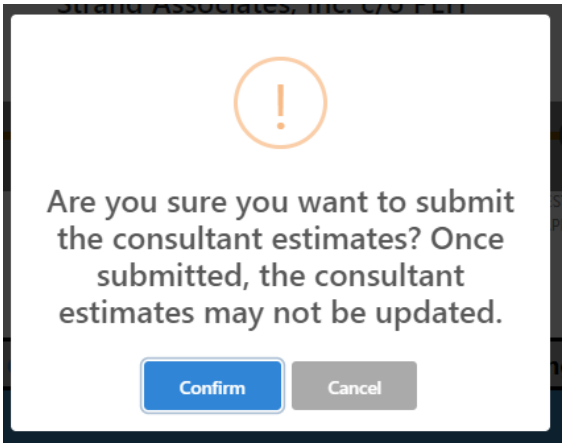
The next step in the contract negotiation process is for the Primary Consultant Project Manager to enter estimates for "Hrs. /Unit" values.

Enter Consultant Estimates:

- The Consultant user can see the “Agreed Units” and “Consultant Estimates” columns.
- The Consultant user can enter Consultant Estimate "Hrs. /Unit" values for each row.
- The Consultant user can expand the fly-out on the right side of the page to see the following options:

- Save Without Submitting
  - The Consultant user can select the "Submit Consultant Estimates" option.
  - The Consultant user should see a confirmation box - "Are you sure you want to submit the Consultant Estimates? Once submitted, the Consultant Estimates may not be updated".
- Submit Consultant Estimates
  - The Consultant user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
  - The Consultant user should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
  - Upon submittal of “Consultant Estimates” values, they KYTC Project Manager, KYTC Location Engineer and KYTC PSA shall receive email notifications.
- History
  - An authenticated user can select “History” from fly-out to view a timestamp of submission including the user name.
- Back
  - An authenticated user can select “Back” to return to Contract screen.





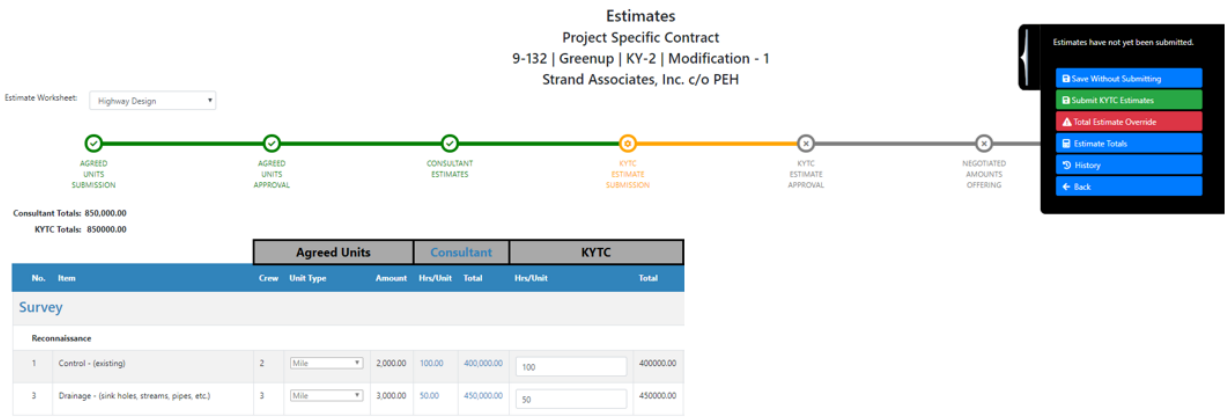
23.4.4 Modification Estimates – Submit KYTC Estimates

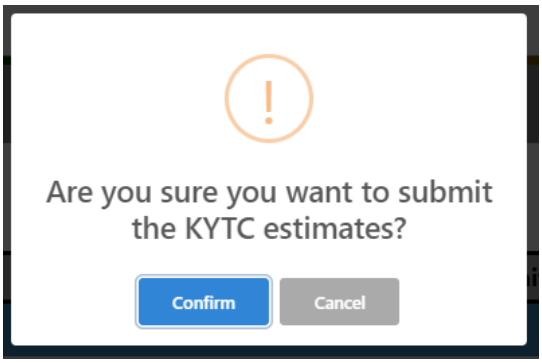
This step allow the KYTC Project Manager to enter / submit Estimates for "Hrs. /Unit" values.

Note: If the Consultant Estimate is under 500 hours, the DBM / PM, LE or PSA shall immediately see a dialog box upon entry of the Estimates screen – “The consultant firm has submitted as estimate totaling less than 500 hours. Would you like to copy those values to your KYTC estimate? You will have the chance to edit these values before submission.”

Submit KYTC Estimates:

- The KYTC user can view the “Agreed Units” and “KYTC Estimates” columns.
- The KYTC user can enter KYTC Estimates "Hrs. /Unit" values for each row.
- The KYTC user can expand the fly-out on the right side of the page to see the following options:
    - Save Without Submitting
        - The KYTC user can select the “Save without submitting” option to save the current estimate worksheet without submitting.
        - User should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
    - Submit KYTC Estimates
        - The KYTC user can select the “Submit KYTC Estimates” option to submit the worksheet for approval.
        - The KYTC user shall see a dialog box – “Are you sure you want to submit the KYTC estimates?”
        - Upon submittal of “KYTC Estimates” values, the KYTC Location Engineer shall receive an email notification.
    - Total Estimate Override (Only for PSA role)
        - The KYTC PSA can select the “Total Estimate Override” option.
        - The KYTC PSA should see a confirmation box – “All approvals for this worksheet will be reset. Do you wish to proceed?”
        - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the “Agreed Units Submission” step.
    - History
        - The KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - An authenticated KYTC user can select “Back” to return to Contract screen.



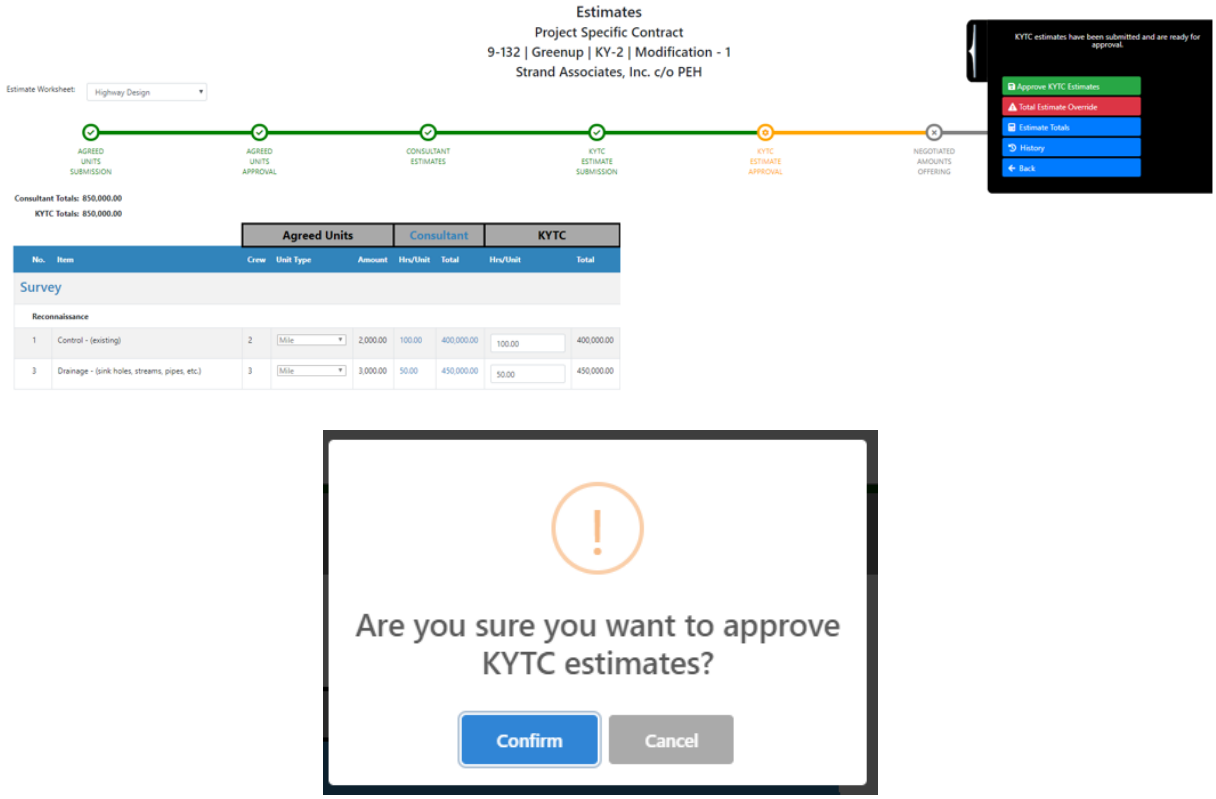


23.4.5 Modification Estimates – KYTC Estimates Approval

The KYTC Location Engineer can approve KYTC Estimates for "Hrs. /Unit" values to progress the Estimates process.

Approve KYTC Estimates:

- The KYTC Location Engineer can see the “Agreed Units”, “Consultant” and “KYTC” columns.
- The KYTC Location Engineer enters KYTC Estimates Approval "Hrs. /Unit" values for each row.
    - Upon value edit, a confirmation box will open – “You are about to change previously submitted KYTC estimate values. If you continue, estimate approval progress will be reset.”
    - The KYTC Location Engineer selection of “Confirm” option shall take user back to the KYTC Estimate Submission.
- The KYTC Location Engineer can expand the fly-out on the right side of the page to see the following options:
    - Approve KYTC Estimates
        - The KYTC Location Engineer can select the “Approve KYTC Estimates” option to submit the worksheet for approval.
        - User shall see a dialog box – “Are you sure you want to approve KYTC estimates?”
        - Upon approval of the “KYTC Estimates” values, the Primary Consultant Project Manager and KYTC Project Manager shall email notifications.
    - Total Estimate Override (Only for PSA role)
        - The KYTC PSA can select the “Total Estimate Override” option.
            - The KYTC PSA should see a confirmation box – “All approvals for this worksheet will be reset. Do you wish to proceed?”
            - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the “Agreed Units Submission” step.
    - History
        - An authenticated KYTC user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - An authenticated KYTC user can select “Back” to return to Contract screen.



23.4.6 Modification Estimates – Offer Negotiated Amounts

Once KYTC Estimates are approved, the KYTC PSA enters and submits "Negotiated Amounts" values.

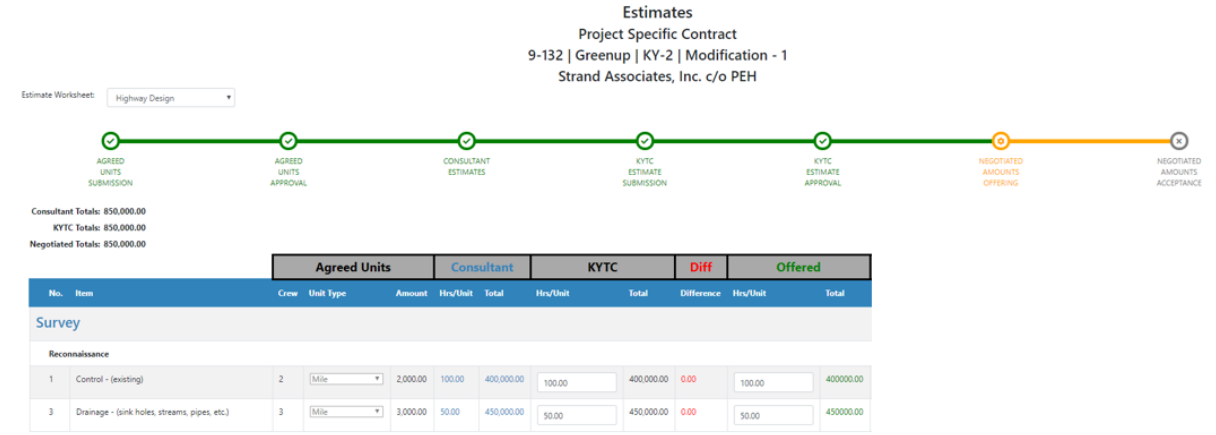
Offer Negotiated Amounts:

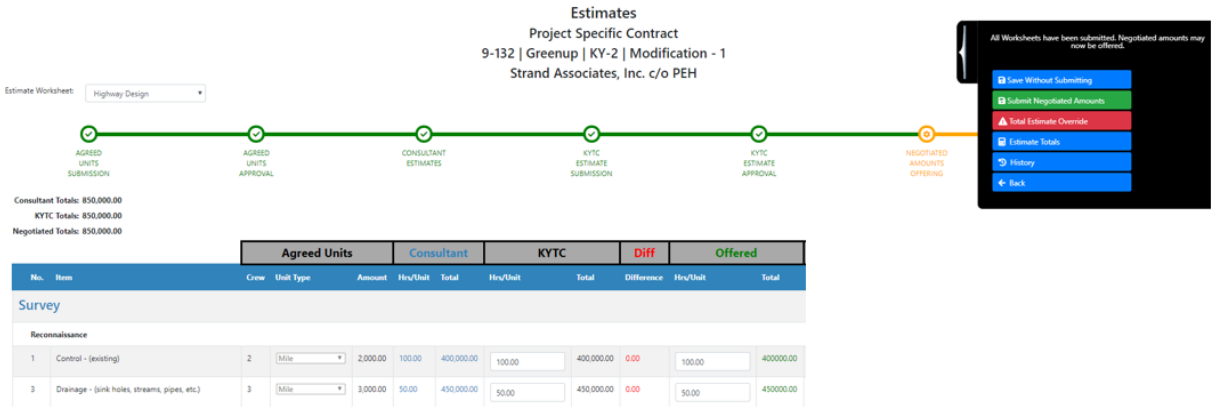
- The KYTC PSA can see the “Agreed Units”, “Consultant”, “KYTC”, “Difference”, “Offered” and “Ranges Hrs. / Unit (Min / Max) columns.
- The KYTC PSA on the “Negotiated Amounts Offerings” Estimates step should see the "Negotiated Hrs. /Unit" with the values from the "Consultant Hrs. /Unit" if the "Negotiated Hrs. /Unit" values are blank.
- The KYTC PSA should see that the "Offered Hrs. /Unit" values are highlighted when they are not equal to the "Consultant Hrs. /Unit" values.
- The KYTC PSA can add/remove/edit the "Negotiated Hrs. /Unit" values for each item.
    - The KYTC PSA should see a dialog box – “You are about to change previously submitted KYTC estimate values. If you continue, estimate approval progress will be reset.”
    - The KYTC PSA selection of “Confirm” option shall return the user back to the “KYTC Estimates Submission” Estimates step.
- The KYTC PSA can expand the fly-out on the right side of the page to see the following options:
    - Submit Negotiated Amounts
        - The KYTC PSA can select the “Submit Negotiated Amounts” option to send the amounts to the consultant for approval.

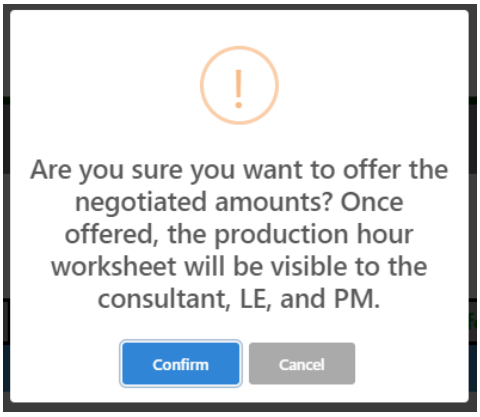
- The KYTC PSA should see a confirmation box - "Are you sure you want to offer the Negotiated Amounts? Once offered, the Production-Hour Worksheet will be visible to the consultant, LE and PM".

- The KYTC PSA cannot offer the "Negotiated Amounts" until the Consultant Estimates are submitted AND the KYTC Estimates are approved.
  - The KYTC PSA should see an error message - "Negotiated Amounts may not be offered until the Consultant Estimates have been submitted AND the KYTC Estimates have been approved".
- The KYTC PSA can NOT finalize the "Negotiated Amounts" until the "Negotiated Amounts" have been offered
  - User should see an error message - "Negotiated Amounts must be offered before they can be accepted"
  - Once "Negotiated Amounts" are accepted, only users on the "Estimates Overrides" exception list can update these values.
- Upon submittal of the “Negotiated Amounts” value, the Primary Consultant Project Manager, KYTC Project Manager and KYTC Location Engineer shall receive an email notification.

- Save Without Submitting
  - The KYTC PSA can select the “Save without submitting” option to save the current estimate worksheet without submitting.
    - The KYTC PSA should see a confirmation box – “Value will be saved but not submitted. Please remember to submit these values once finished.”
- Total Estimate Override (Only for PSA role)
  - The KYTC PSA can select the “Total Estimate Override” option.
    - The KYTC PSA should see a confirmation box – “All approvals for this worksheet will be reset. Do you wish to proceed?”
    - The KYTC PSA selection of this option shall reset the Estimate Worksheet to the “Agreed Units Submission” step.
- Estimate Totals
  - The KYTC PSA can select the “Estimate Totals” option that shall display the Production Hour Summary for the Estimate Worksheet:
    - Category
    - Consultant Total
    - KYTC Total
    - Negotiated Total
- History
  - The KYTC PSA can select “History” from fly-out to view a timestamp of submission including the user name.
- Back
  - The KYTC PSA can select “Back” to return to Contract screen.







23.4.7 Modification Estimates – Accept Negotiated Amounts

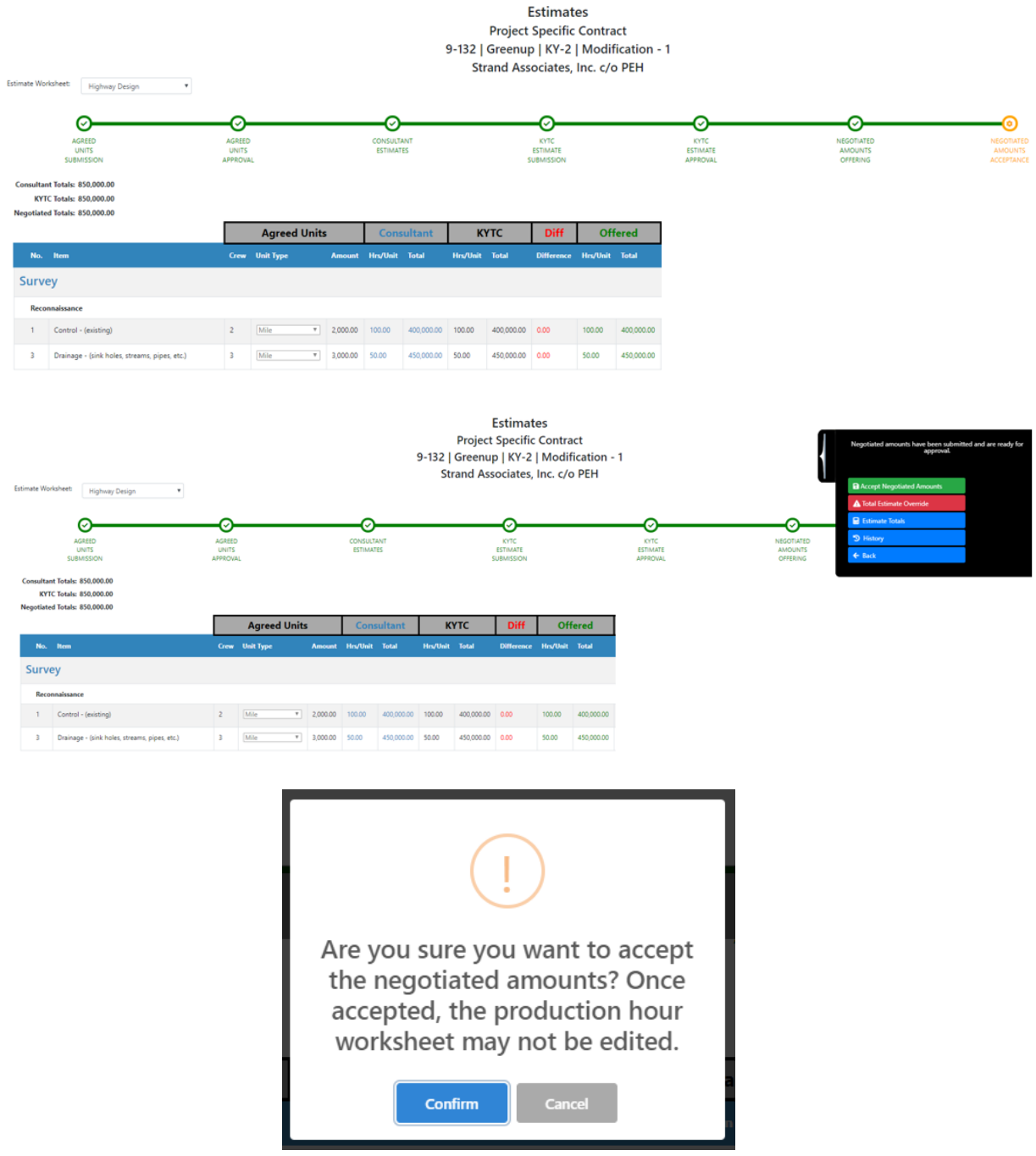
The final step in the Estimation process is for the Primary Consultant Project Manager to accept the Negotiated Amounts. If Primary Consultant does NOT accept the Negotiated Offer, they can contact Professional Services outside of the system for Negotiation Discussions.

Note: A KYTC PSA role may accept Negotiated Amount on behalf of the Consultant.

Accept Negotiated Amounts:

- The Consultant user can navigate to the Estimate worksheet to view the “Negotiated Amounts Acceptance” step (view only).
- The Consultant user can see the “Agreed Units”, “Consultant” and “Offered” columns.
- The Consultant user can view the "Agreed Units", "Consultant Estimates", "KYTC Estimates", "Difference" and "Negotiated Amounts" only once the "Negotiated Amounts are accepted.
    - User should NOT see the far-right calculated fields (Only PSAs should see this).
- The Consultant user can expand the fly-out on the right side of the page to see the following options:
    - Accept Negotiated Amounts
        - The Consultant user can select the “Accept Negotiated Amounts” option to accept the negotiated amounts.
            - The Consultant user should see a confirmation box - "Are you sure you want to accept the Negotiated Amounts? Once Negotiated Amounts are accepted, the Production-Hour Worksheet may NOT be edited.”
            - Once Negotiated Amounts are accepted, the “Offered” header should change to read “Negotiated”.
            - Once Negotiated Amount are accepted, the assigned Consultant can view the "Agreed Units", "Consultant Estimates", "KYTC Estimates", "Difference" and "Negotiated Amounts".
            - The Consultant user should NOT see the far-right calculated fields (Only PSAs should see this).
            - The Consultant user shall NOT be able to edit any field on this page after “Negotiated Amounts” are accepted.

    - Estimate Totals
        - The Consultant user can select the “Estimate Totals” option that shall display the Production Hour Summary for the Estimate Worksheet:
            - Category
            - Consultant Total
            - KYTC Total
            - Negotiated Total
    - History
        - The Consultant user can select “History” from fly-out to view a timestamp of submission including the user name.
    - Back
        - The Consultant user can select “Back” to return to Contract screen.



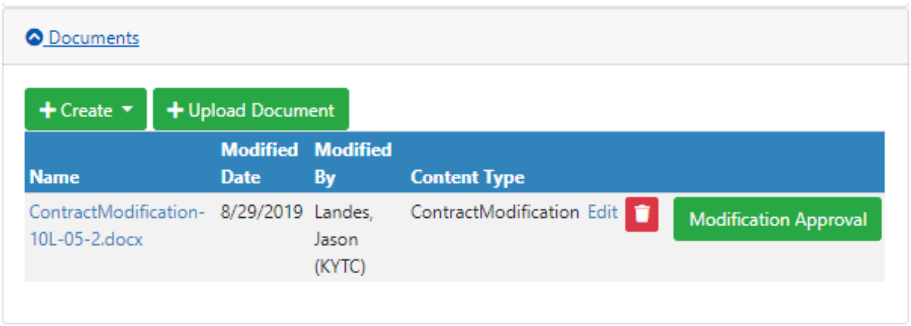
23.5 Project Specific Contract Modification Document Approval

The Project Specific Contract Modification document approval process allows for electronic signatures (e-signatures) within the PS application. Both Consultant and KYTC approvers will be sent email notifications requesting that their approval / e-signature is required on the given contract modification. Upon receipt of all required e-signatures, the Professional Services group will create the Notice to Proceed document for the Contract Modification.

23.5.1 Create Draft Project Specific Contract Modification Document

Contract Modification Document Approval – Create Draft Contract (Professional Services Admin):

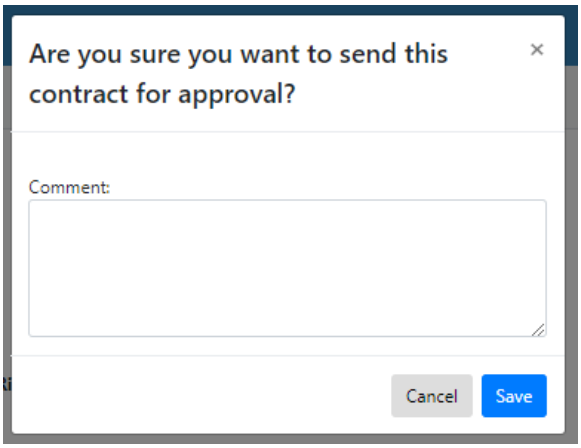
- Upon acceptance of the **"Negotiated Amounts"** Estimates step, the KYTC Professional Services Admin (PSA) will create a draft Contract Modification document and begin the Contract Modification document approval process.
- The KYTC PSA will select the "Contract" option from the "Documents" tab within the Project Specific Contract Modification screen.
- Upon creation of draft Contract Modification document, the KYTC PSA or Primary Consultant Project Manager shall select the "Modification Approval" option that will navigate the user to the "Contract Mod Approval" screen to begin the approval process.



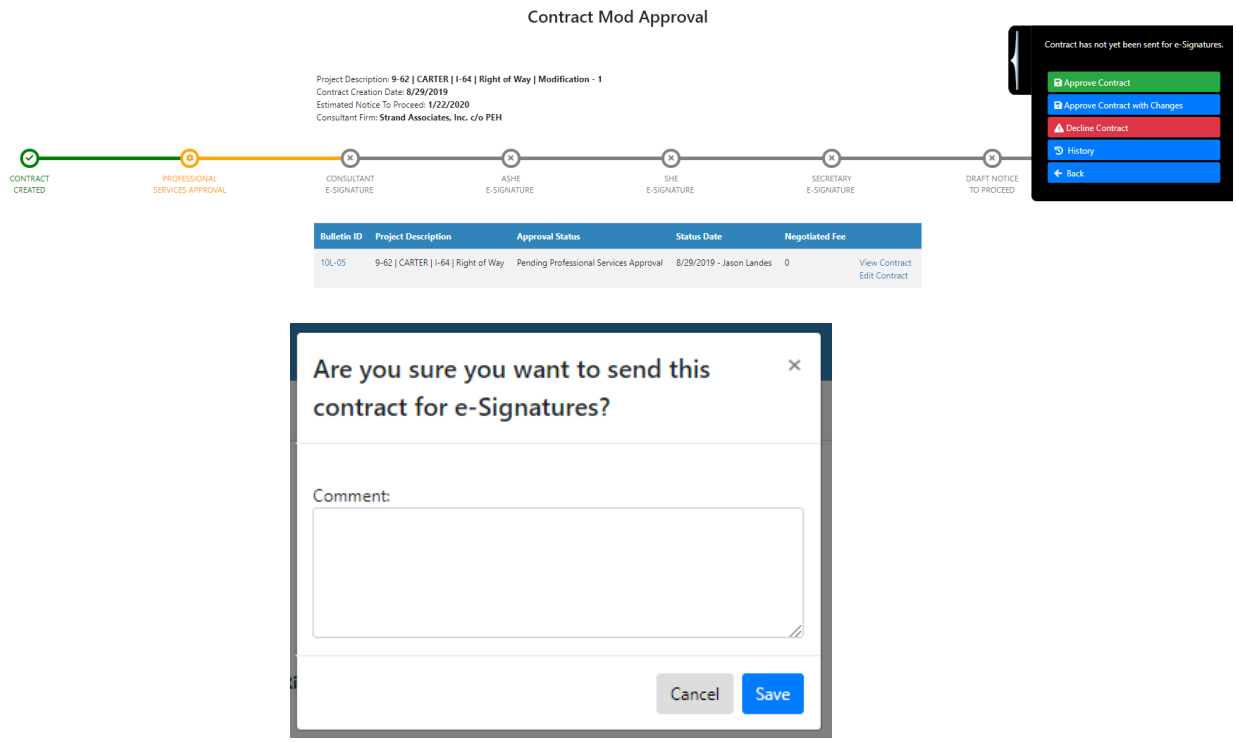
23.5.2 Approve Draft Contract Modification Document

- Upon selection of the "Modification Approval" option in the "Documents" tab within the Project Specific Contract Modification screen, the user is navigated to the "Contract Mod Approval" screen.

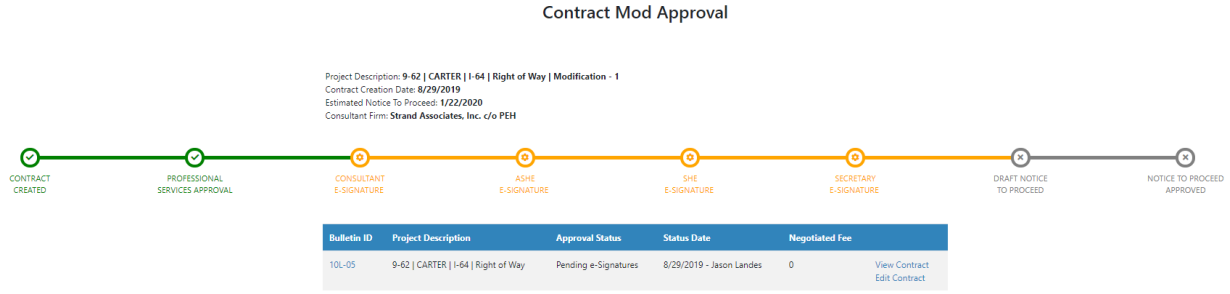
- The user begins the Contract Modification document approval process by selecting the "Send Draft Contract for Approval" option within the fly-out on the right side of the page.
    - PS system sends an email approval request to the KYTC Professional Services Admin.



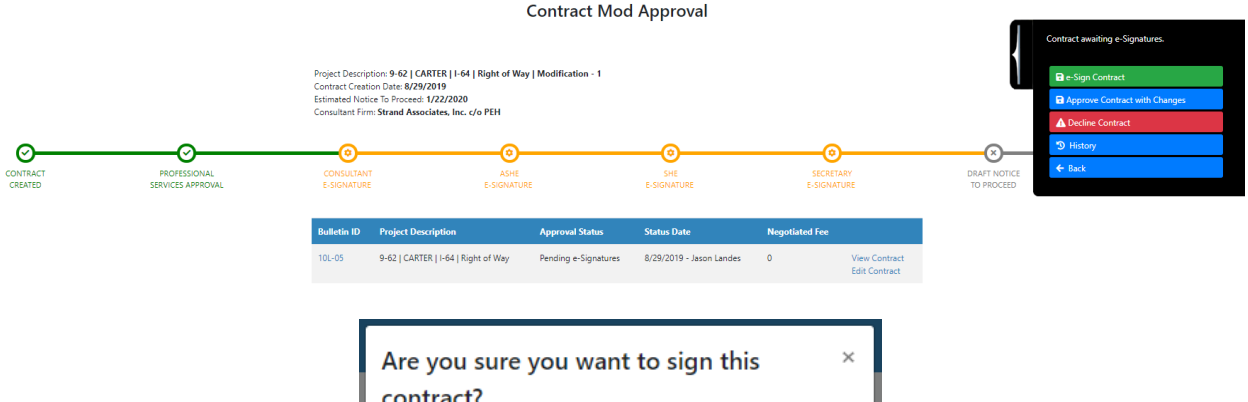
- Upon receipt of the email approval request, the KYTC PSA selects a link that navigates them to "Contract Mod Approval" screen.
- The KYTC PSA user shall review the draft Contract Modification document and make necessary edits.
- During review, the KYTC PSA user may select one of the following options within the fly-out on the right side of the page.
    - Approve Contract
    - Approve Contract with changes
    - Decline Contract
- Upon approval of the draft Contract Modification, the KYTC PSA user selects the "Approve Contract" option to begin the Contract Modification e-Signature process.
    - PS system sends an email approval request to the following:
        - Primary Consultant Project Manager
        - KYTC Assistant State Highway Engineer (ASHE)
        - KYTC State Highway Engineer (SHE)
        - KYTC Secretary

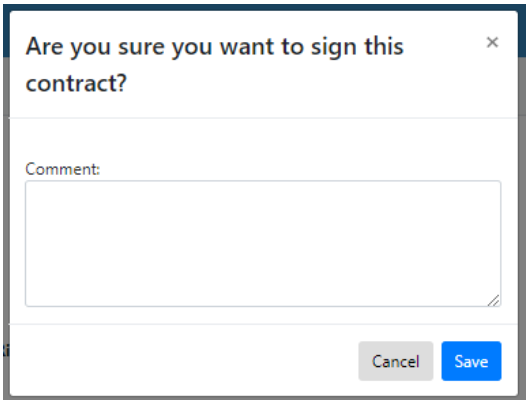


- Upon receipt of the email approval request, the given user selects a link that navigates them to "Contract Mod Approval" screen.
    - The requested approver shall see the following options within the fly-out on the right side of the page:
        - e-Sign Contract
        - Approve Contract with changes
        - Decline Contract
    - Contract Modification approvals are done simultaneously
    - A Project Specific Contract Modification is considered approved once all of the required e-Signatures are captured by the PS application.

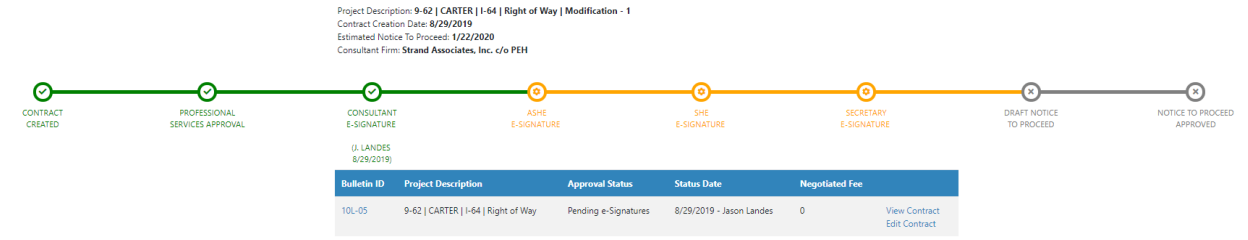


Contract Mod Approval

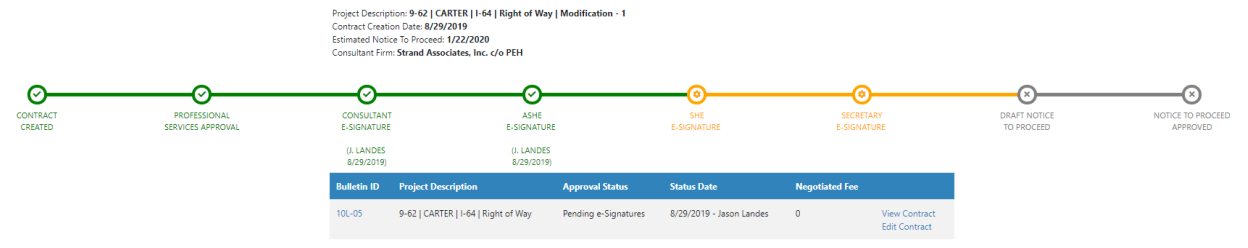




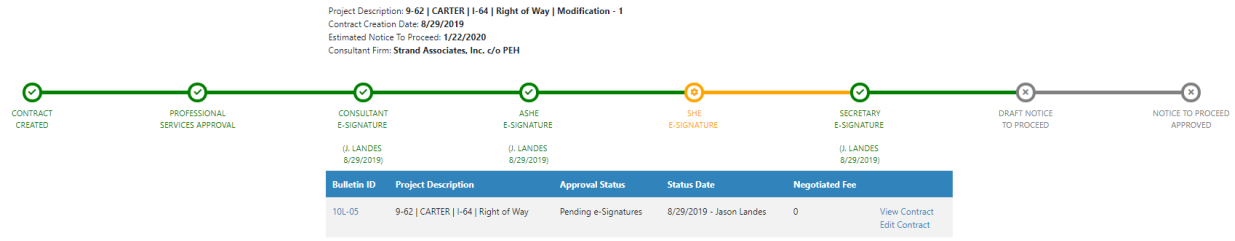
Contract Mod Approval



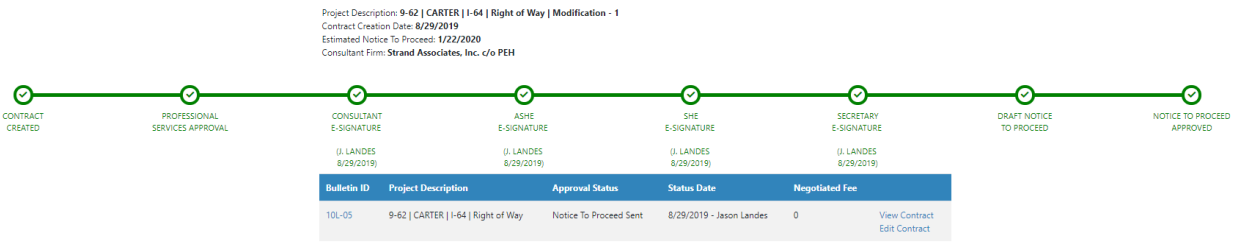
Contract Mod Approval

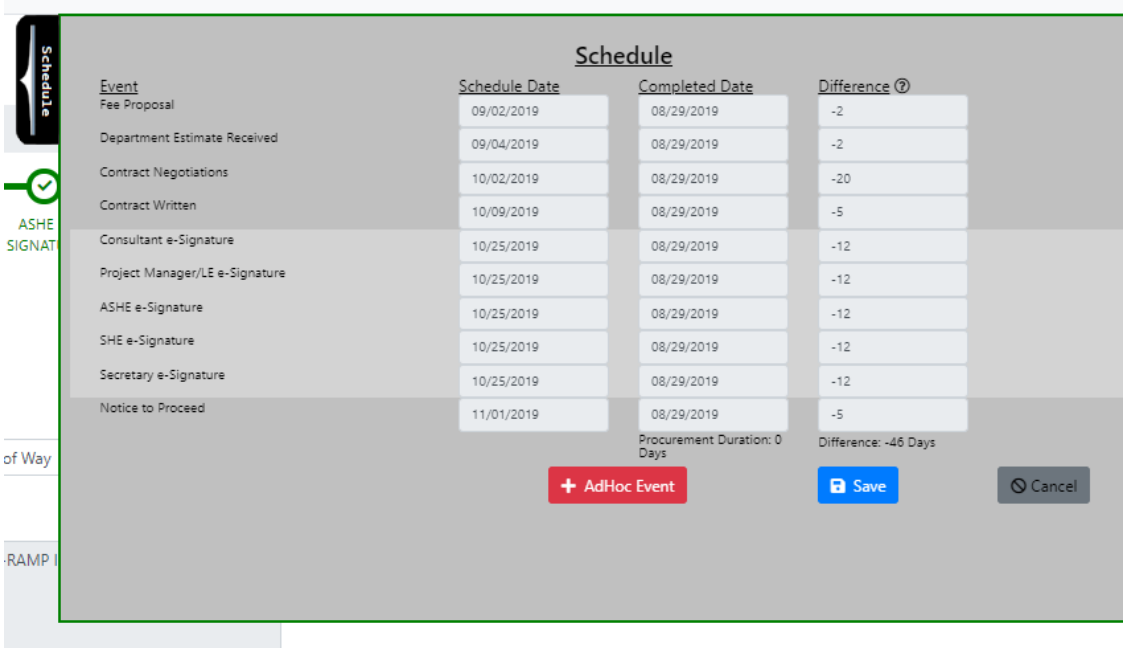


Contract Mod Approval



Contract Mod Approval

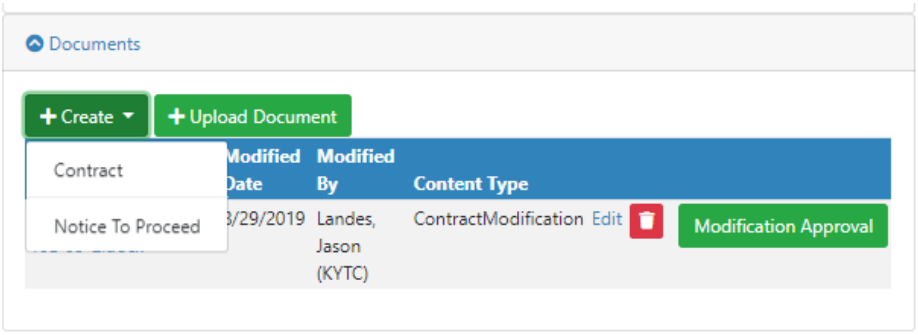


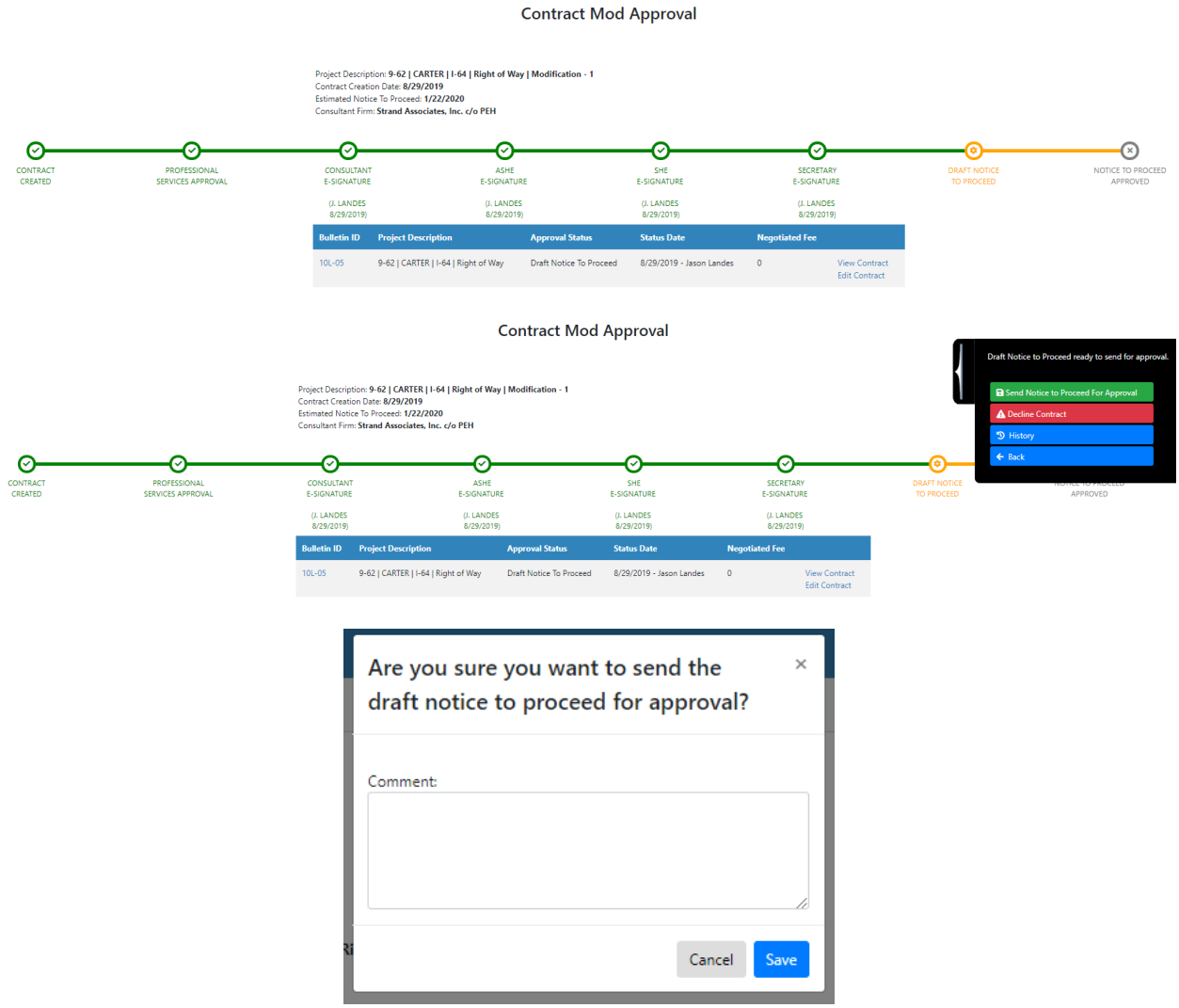


23.5.3 Create Draft Notice to Proceed Document

Contract Modification Document Approval – Create Draft Notice to Proceed (KYTC PSA)

- Once all required contract e-Signatures are captured, the Notice to Proceed document can be created that indicates that the Primary Consultant firm can begin work on the contract.
- The KYTC Professional Services Admin shall generate the draft Notice to Proceed document
- KYTC PSA user selection of the “Notice to Proceed” option under the “Create” dropdown within the “Documents” tab shall generate the draft Notice to Proceed document.
- Upon selection of the “Send Notice to Proceed for Approval” fly-out option on the right side of the “Contract Approval” screen, an email notification is sent to the KYTC Professional Services Director to review the draft Notice to Proceed document.

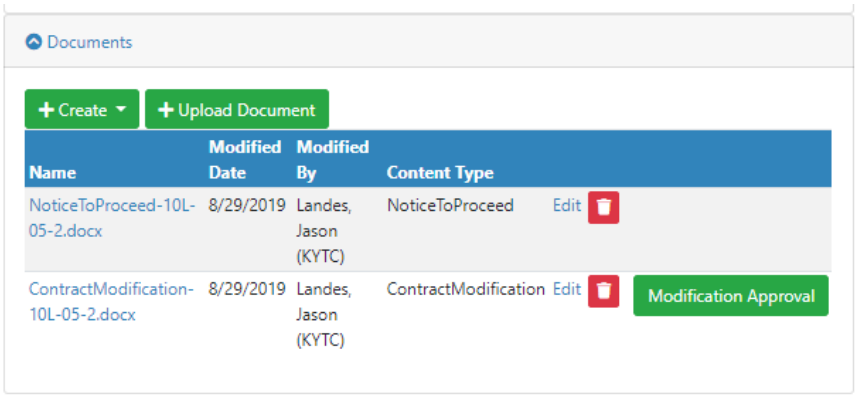




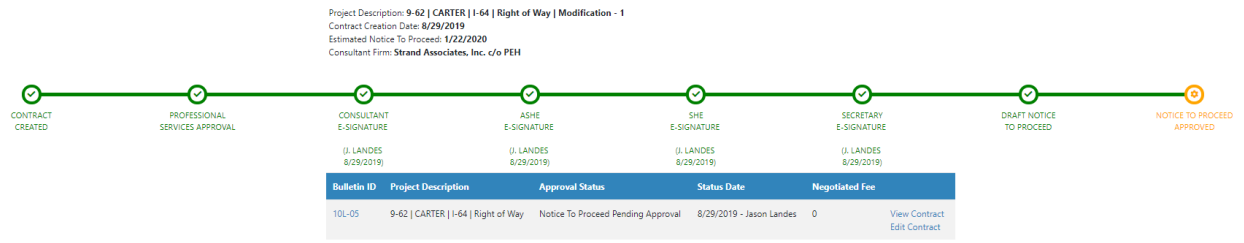
23.5.4 Approve Draft Notice to Proceed Document

Contract Modification Document Approval – Approve Notice to Proceed (KYTC PSA Director)

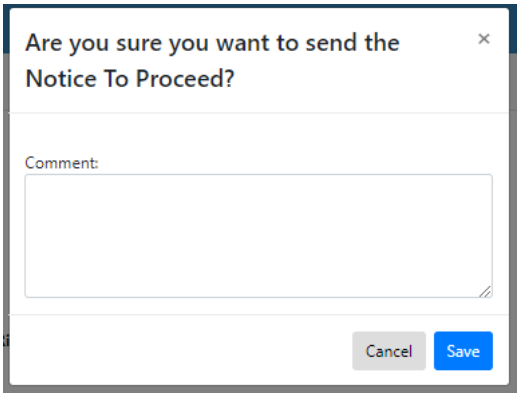
- Upon receipt of the email approval request, the KYTC Professional Services Director shall select a link that navigates them to “Contract Approval” screen.
- The KYTC Professional Services Director shall review / approve the draft Notice to Proceed document.
- Upon approval of the Notice to Proceed document, the Professional Services Director shall select the “Send Notice to Proceed Notification” fly-out option on the right side of the “Contract Approval” screen to send an email notification to the following:
    - Prime Consultant Project Manager
    - KYTC Project Manager
    - KYTC Location Engineer
    - KYTC Professional Services Admin
- Receipt of this email notification shall indicate that the Primary Consultant firm can begin work on the Project Specific Contract.



Contract Mod Approval



Contract Mod Approval



Contract Mod Approval
Project Description: 9-62 | CARTER | I-64 | Right of Way | Modification - 1
Contract Creation Date: 8/29/2019
Estimated Notice To Proceed: 1/22/2020
Consultant Firm: Strand Associates, Inc. c/o PEH
CONTRACT CREATED
PROFESSIONAL SERVICES APPROVAL
CONSULTANT E-SIGNATURE
(J. LANDES 8/29/2019)
ASHE E-SIGNATURE
(J. LANDES 8/29/2019)
SHE E-SIGNATURE
(J. LANDES 8/29/2019)
SECRETARY E-SIGNATURE
(J. LANDES 8/29/2019)
DRAFT NOTICE TO PROCEED
NOTICE TO PROCEED APPROVED
Bulletin ID
Project Description
Approval Status
Status Date
Negotiated Fee
10L-05
9-62 | CARTER | I-64 | Right of Way
Notice To Proceed Sent
8/29/2019 - Jason Landes
0
View Contract
Edit Contract