Professional Services

CONSULTANT USER GUIDE - OCTOBER DEPLOYMENT

KYTC OFFICE OF INFORMATION TECHNOLOGY

Contents

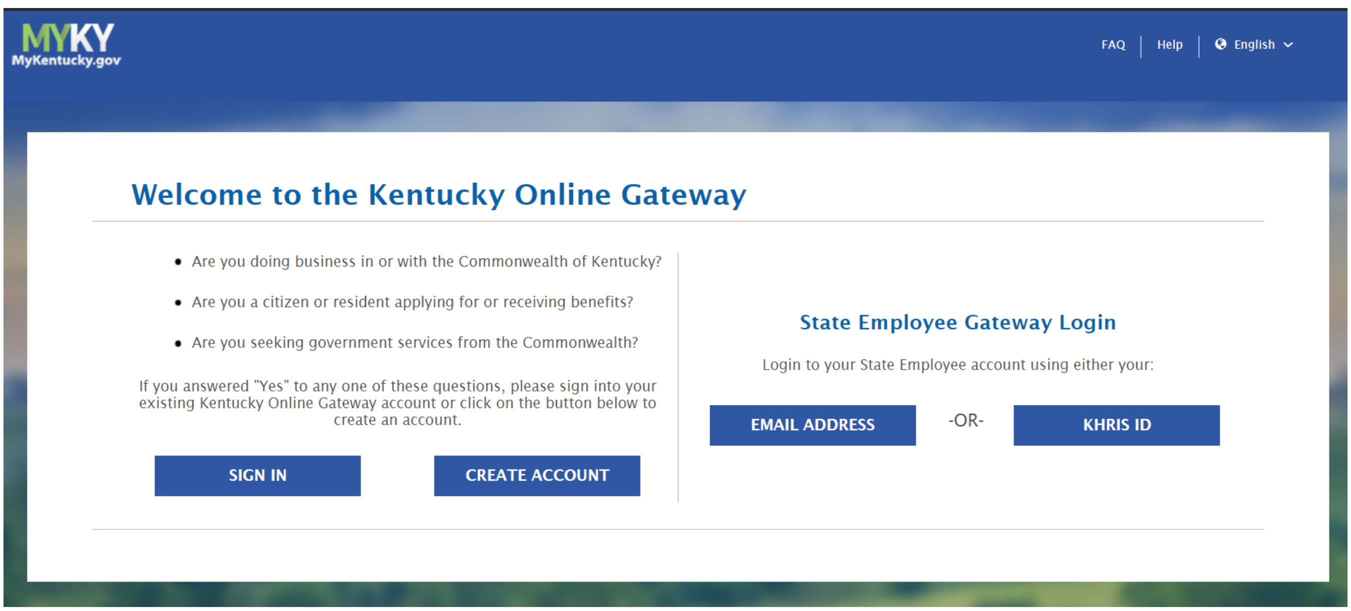
1 Overview

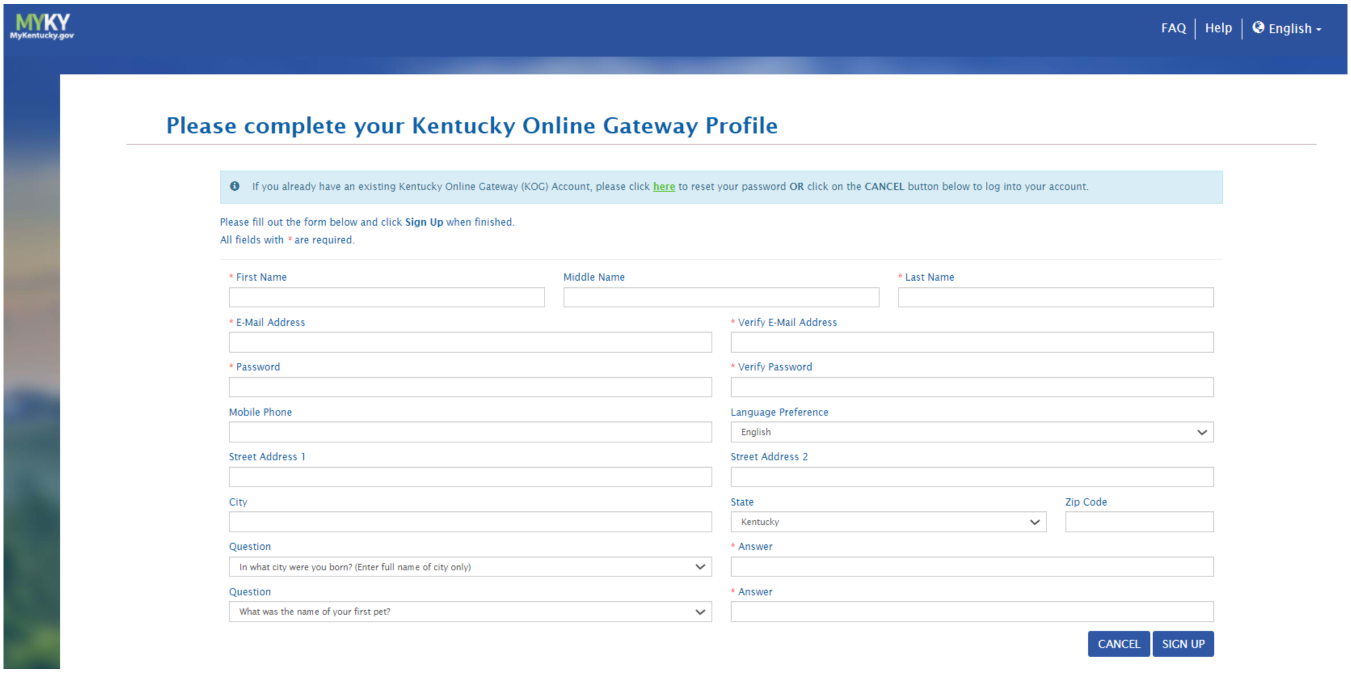
2 Getting Access to Professional Services

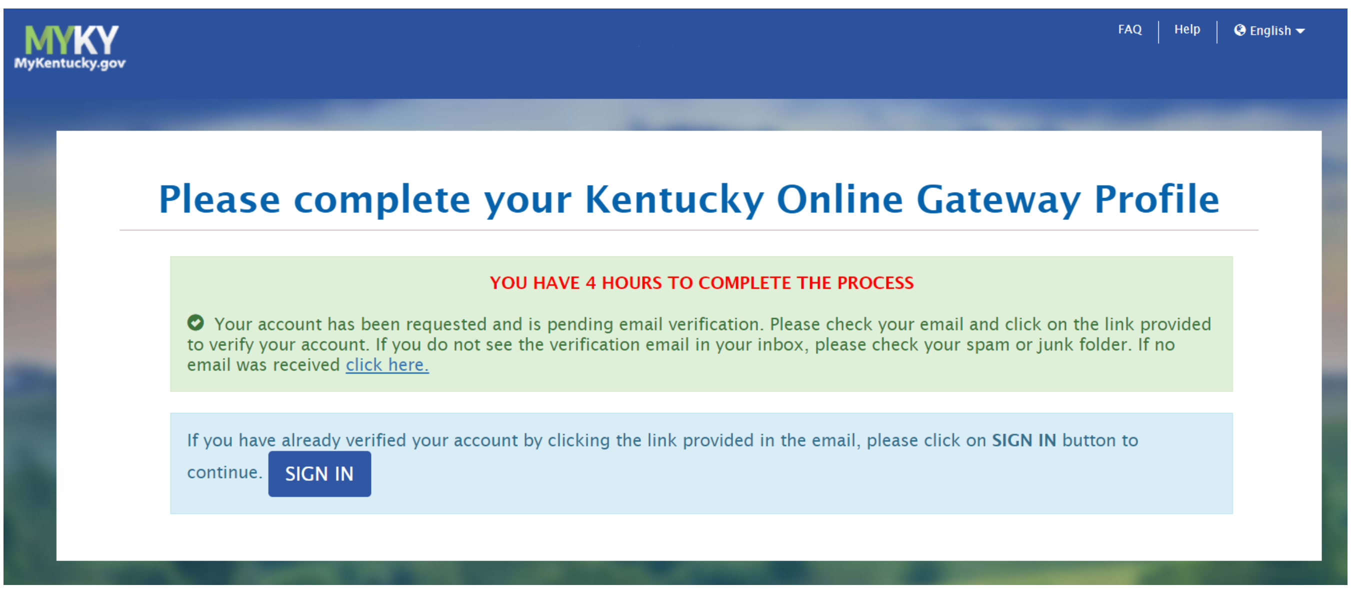
Consultant users must request user authorization to access the Professional Services (PS) application, in order to perform day-to-day operations assigned to them. **Each external user needing to access the PS application will need to follow the below steps.** The external (non-KYTC user) PS application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

Access User Permission to PS:

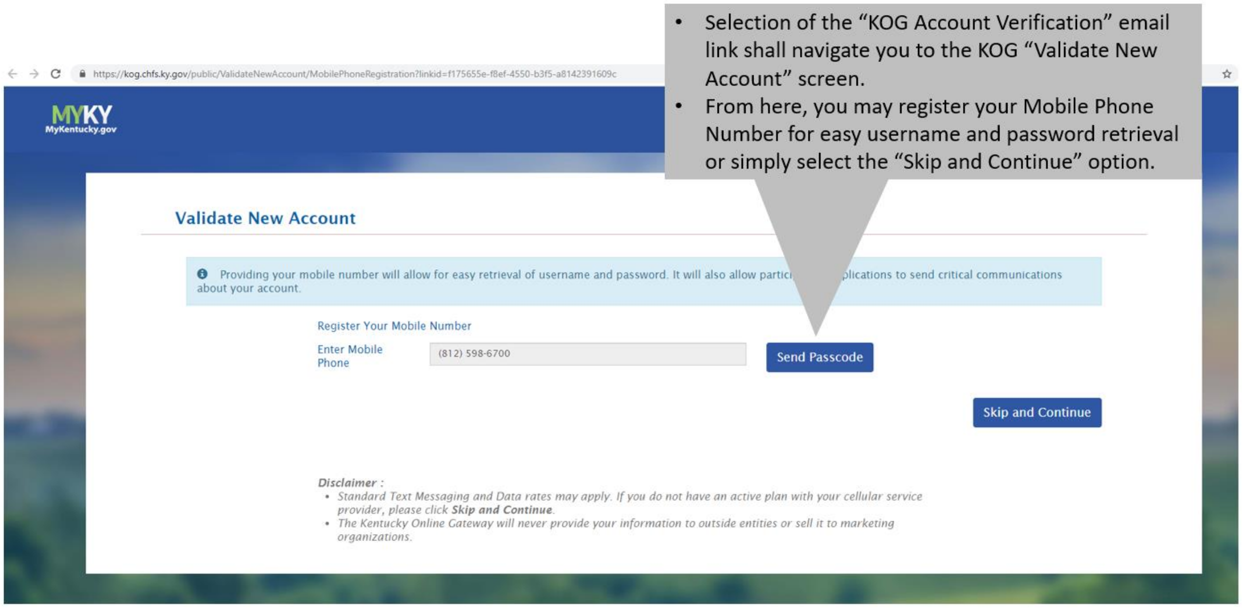
- Prior to accessing the PS application (https://apps.transportation.ky.gov/professionalservices), external (non-KYTC) users will be required to have a Kentucky Online Gateway (KOG) profile.
- An external KYTC user can access the PS application through the Kentucky Online Gateway (KOG) (https://kog.chfs.ky.gov/home).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



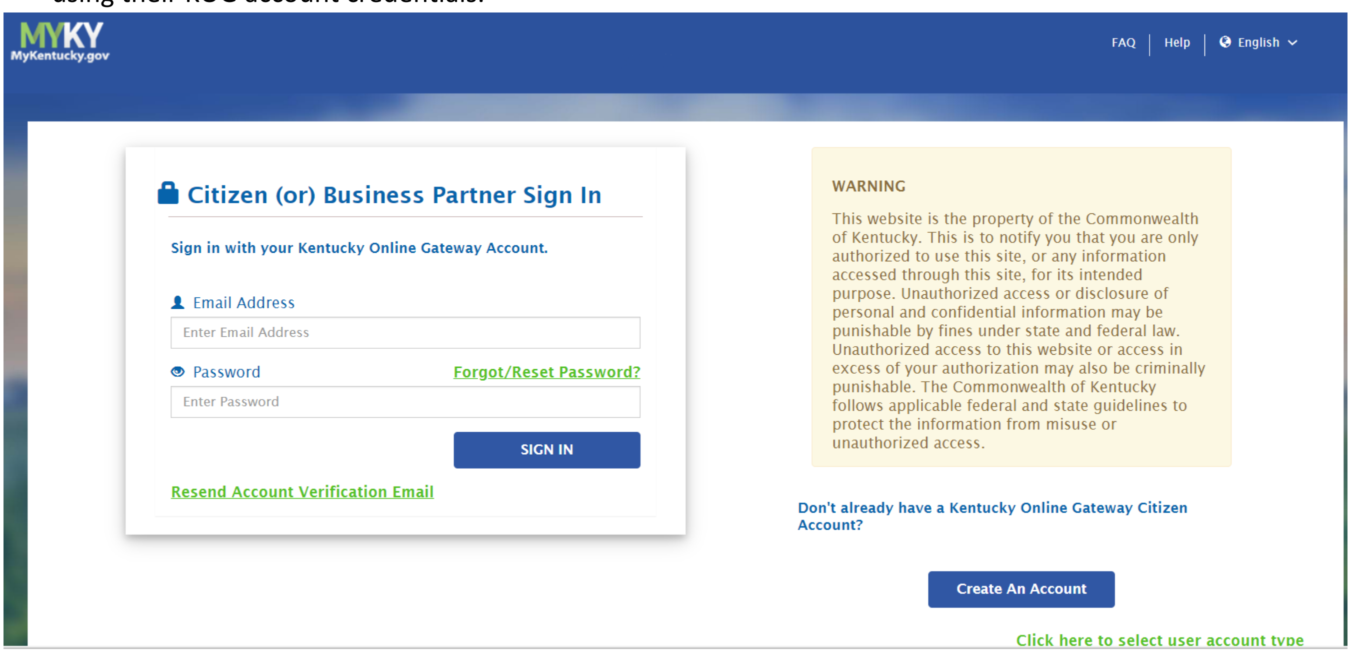




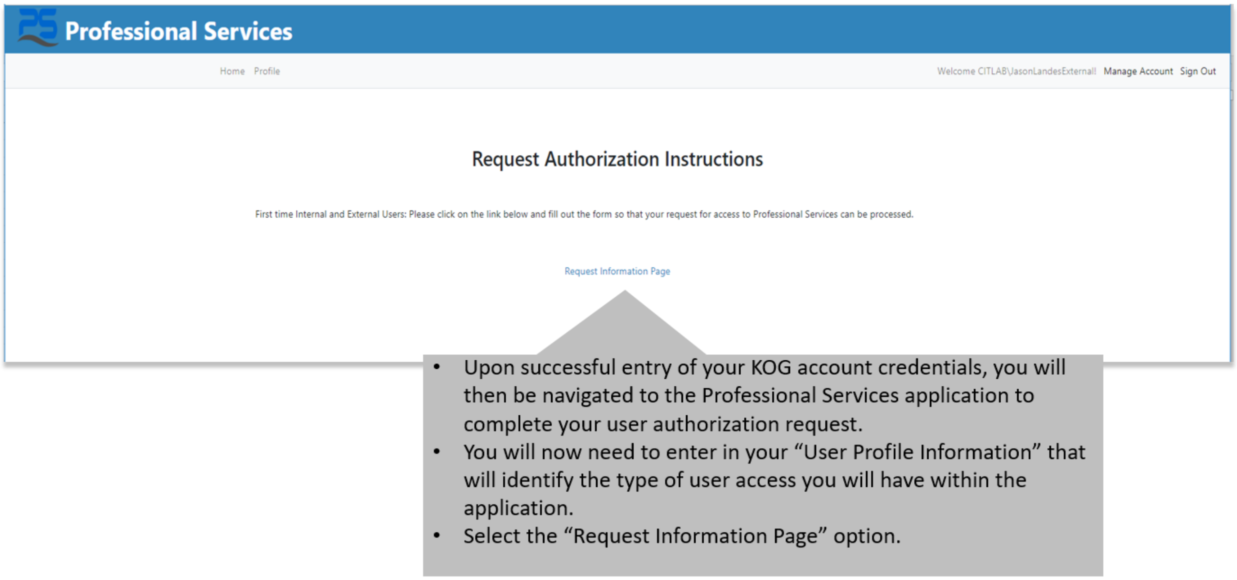
- An external KYTC requestor will receive an email notification of their authorization request status (Approved / Denied).
    - Consultant – System Admin users, with "Manage Users" Exception List permissions will be responsible for approval / denial of their firm's authorization requests.



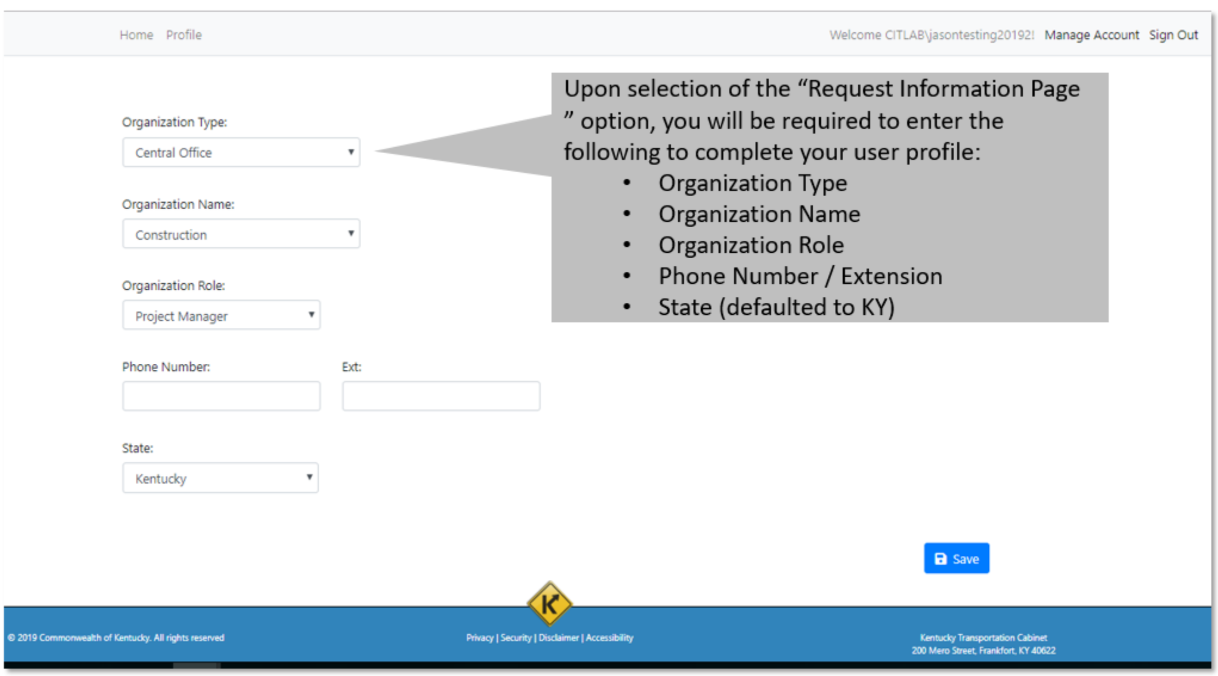
- An external KYTC user than has been granted access to the PS app will be able to log into the application using their KOG account credentials.

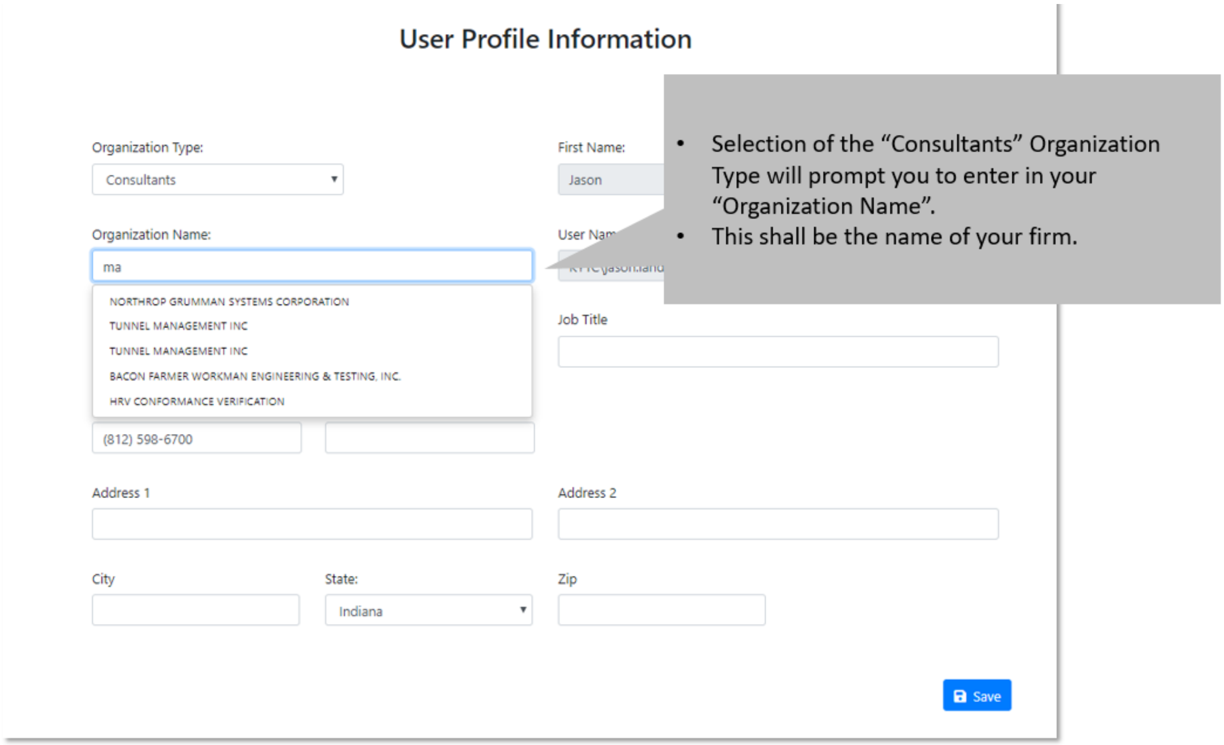


- Upon successful entry of the user's KOG account credentials, the will be navigated to the PS application to complete their user authorization request.

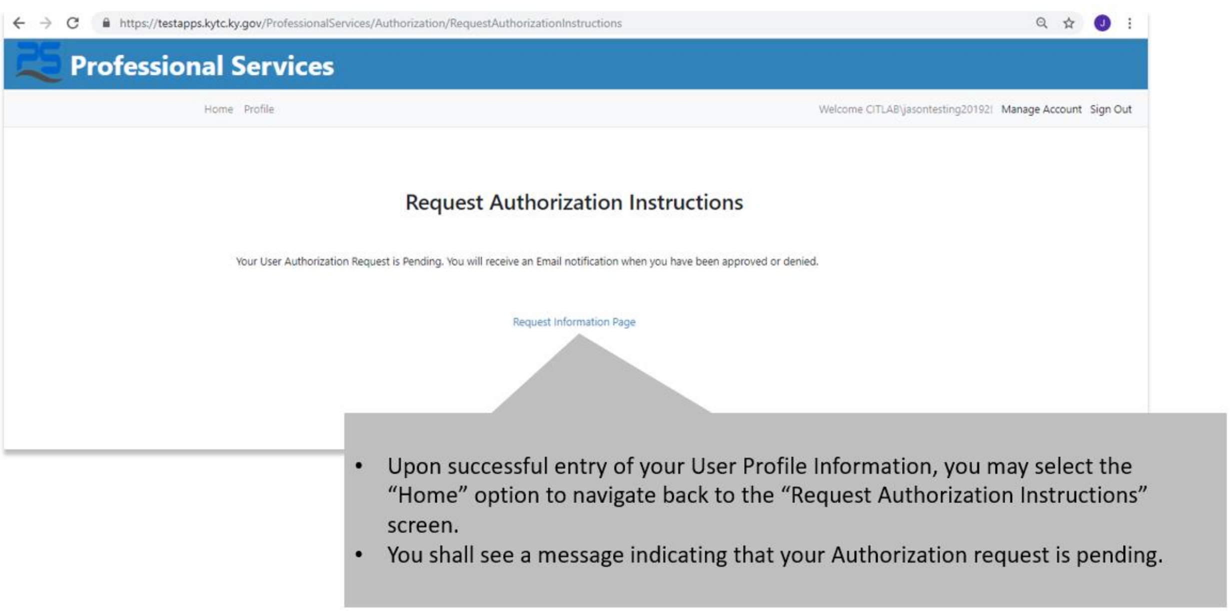


- Consultant firms will have four basic roles in the PS application:
  - System Admin
  - Project Manager
  - Manage Consultant
  - Read Only
    - Note: Professional Services will initially approve one System Admin for each Consultant Firm. The System Admin role will be responsible for "Organization Role" approvals for their firm. These roles can be changed at any time by the firm's System Admin or by Professional Services.

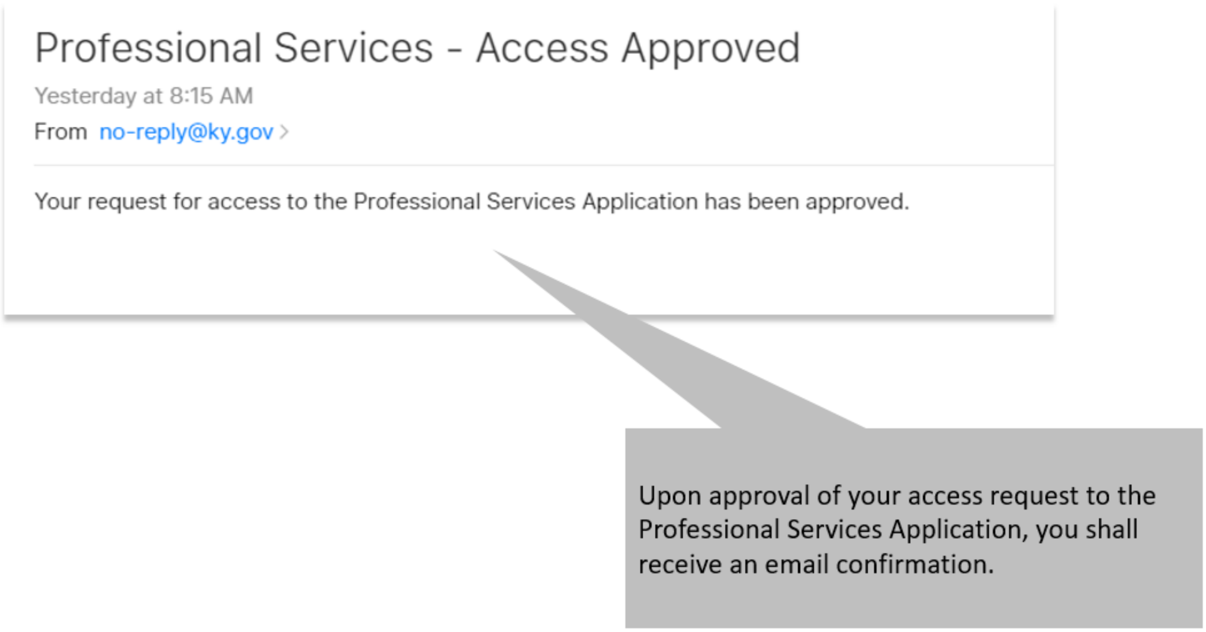




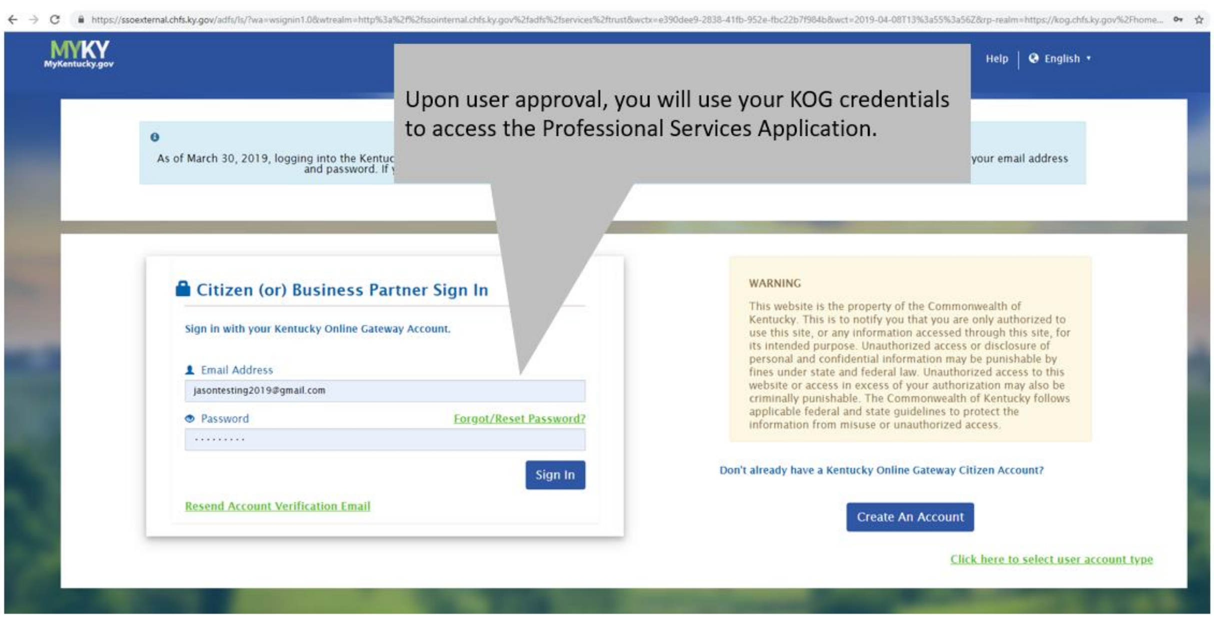
- Upon successful entry of the User Profile Information, the user will be redirected to the "Request Authorization Instructions" screen indicating that their Authorization Request is pending.

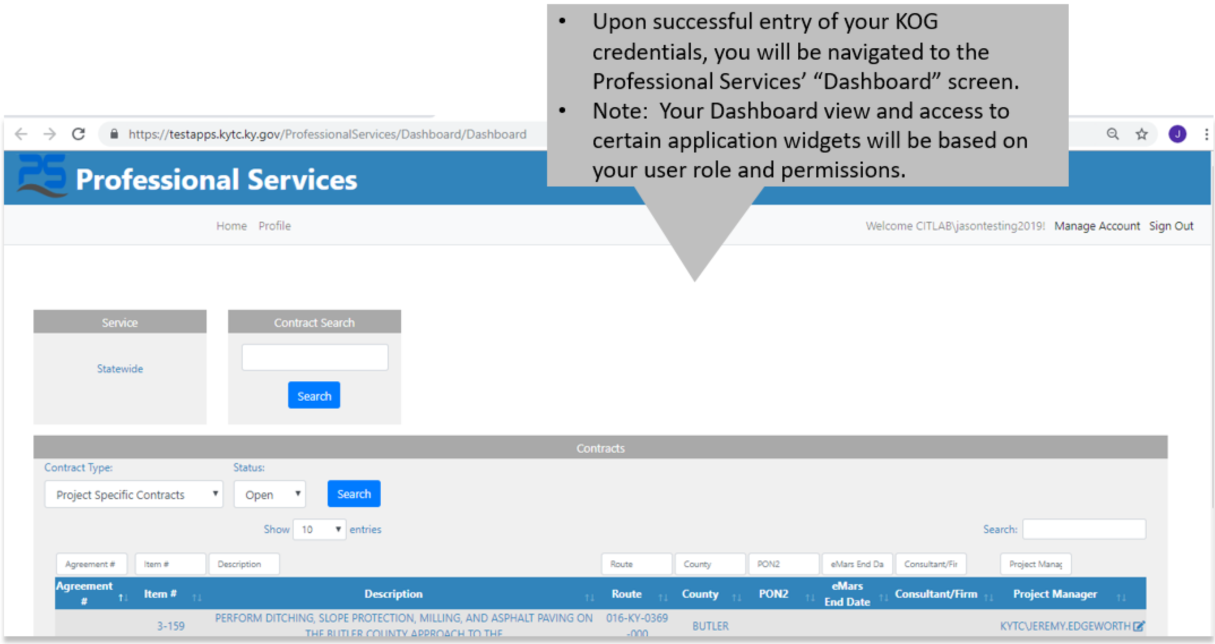


- Once the user's Authorization Request has been approved, they will receive an email notification.
  - If denied access, the user will also receive an email.



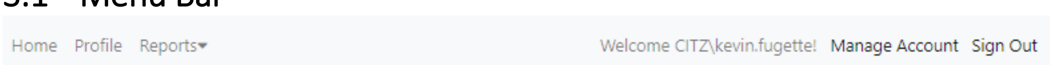
- Upon approval, the external user (non-KYTC) will be able to access the PS application using their KOG credentials.





3 Navigating

3.1 Menu Bar

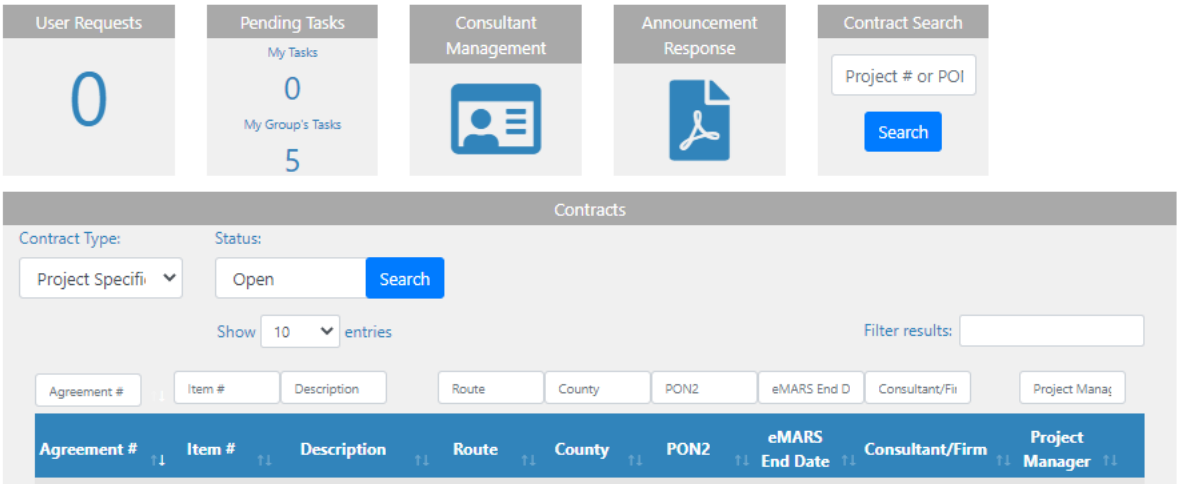


The Menu Bar allows you to:

1. Quickly return to the Home page (Dashboard)
2. Edit your profile
3. Access Reports
4. Provides a link to the KOG so you can manager your password

3.2 Dashboard

The Dashboard is your home page for application features. It 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 will NOT see that widget.



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

- User Requests – Authorize or deny requests to become a user for your firm
- Pending Tasks – All tasks that are awaiting your action. Only Consultant Admins will see "My Group's Tasks"
- Consultant Management - Maintain the firm's consultant information, contact, prequalifications, and job history
- Announcement Response – View and respond to open Announcements
- Contract Search –Search for a contract where your firm is the prime consultant
- Project Specific Contracts Grid – display a list of project specific contracts where your firm is the prime consultant
- Statewide Contracts Grid – display a list of statewide contracts where your firm is the prime consultant

4 Handling User Requests

Consultant – System Administrators are responsible for approving the Consultant firm's users. For a firm that is new to our system, the KYTC System Admin will create the consultant and authorize the first user.

4.1 User Requests

The User Request widget displays a count of pending user requests that the Consultant Admin needs to address. The Consultant Admin can approve or deny the requests.

User Requests Widget:

Click on the tile to open the requests. A new page will open that displays all of the pending requests and provides buttons to Approve or Deny the request. The Consultant Admin may also edit the request to change the role the user will be approved for. You may only see User Requests for your firm.

User Authorization

View Users who have been Denied

Search:

Full Name	Org Type	Org Name	Org Role	Request Date	
Jill Eubanks	Consultants	ABCD Associates	Project Manager	9/14/2019	Edit Approve Deny

Showing 0 to 0 of 0 entries

Selecting the "View Users who have been Denied" will display a list of User Requests for your firm and the reason they were denied. You may Approve a user in the Denied list and they will be granted access to the system.

Denied Users

View Users waiting Approval

Search:

Full Name	Org Name	Org Role	Denied Date	Reason	Comment	
Ann Fowler	Stacey Test firm 13	System Admin	12/3/2019	Denied	User Deactivated	Approve

Showing 1 to 1 of 1 entries

5 Managing Consultant Firm Information

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.

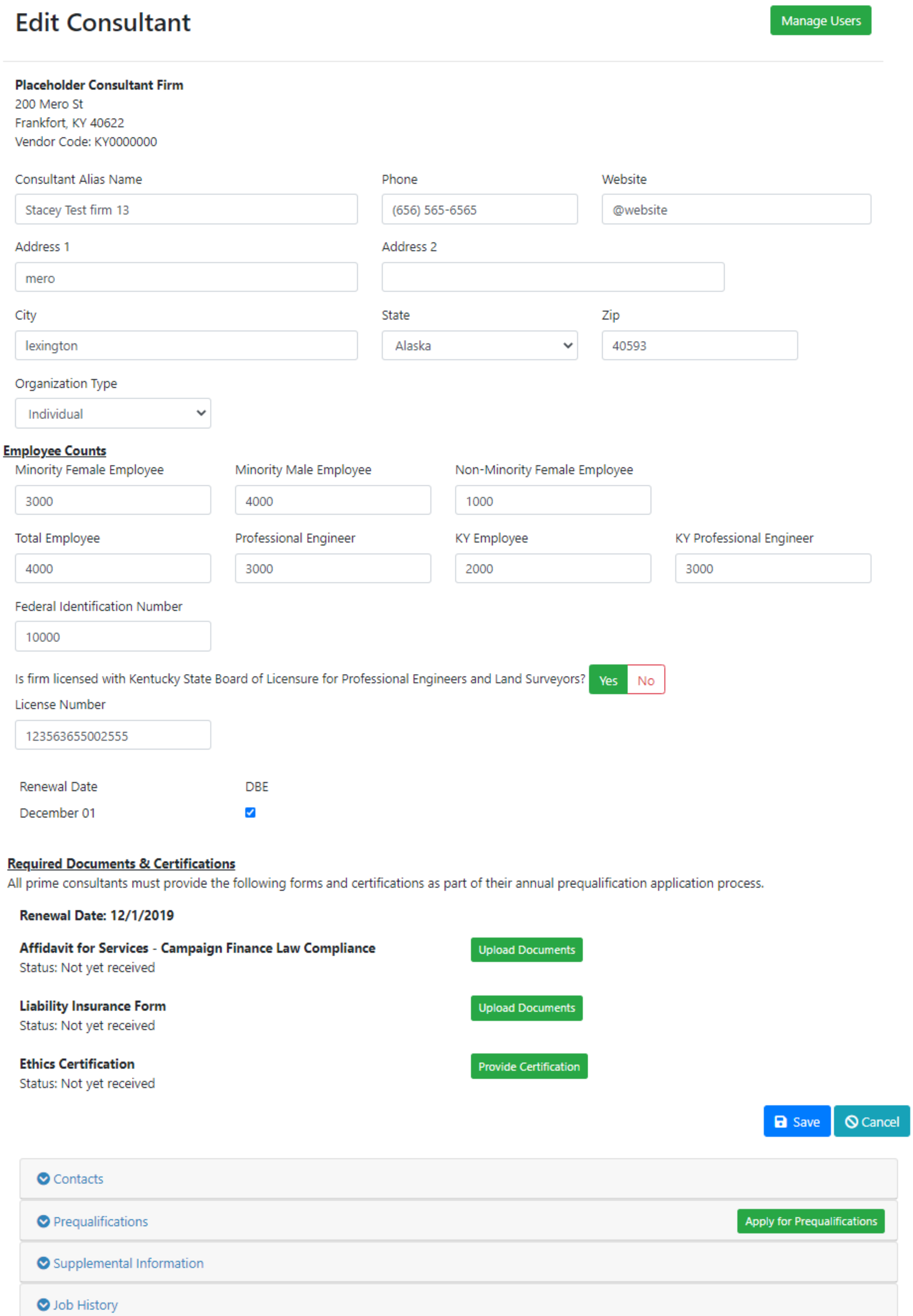
Users in the Consultant Admin and Manage Consultant roles can manage all of the Consultant Firm information. This includes all of the information previously on the TC 40-1 form used for Prequalifications. You may now manage all of that information within the Consultant Management feature. Key areas of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

5.1 Editing Your Consultant Information



5.1.1 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.

Manage Users

View Inactive Users

Show 10 entries

Search:

Full Name	Date Added	Org Type	Org Name	Org Role		
Bresette Anna	12/3/2019	Consultants	Stacey Test firm 13	Manage Consultant	Edit Profile	Deactivate
Kevin FugetteE	6/29/2020	Consultants	Stacey Test firm 13	System Admin	Edit Profile	Deactivate
staacey Anne	5/12/2020	Consultants	Stacey Test firm 13	Read Only	Edit Profile	Deactivate
Stacey Fowler	12/3/2019	Consultants	Stacey Test firm 13	Read Only	Edit Profile	Deactivate
Stacey Test Account	12/5/2019	Consultants	Stacey Test firm 13	Project Manager	Edit Profile	Deactivate

Showing 1 to 5 of 5 entries

Previous 1 Next

5.1.2 Firm Information

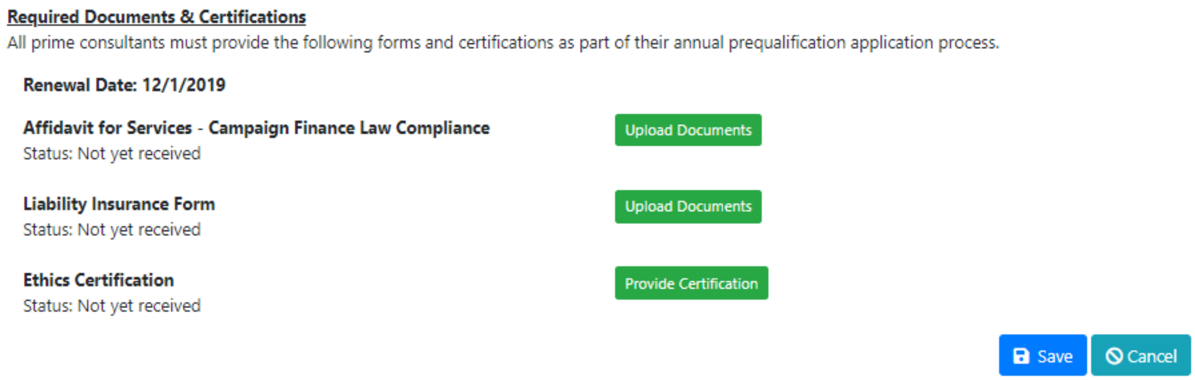
Your firm information is tied to your eMARS account by your vendor code. The information from eMARS cannot be changed in the system. You can update your alias name, phone number, website, address, and organization type here.

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.

5.1.3 Required Documents & Certifications

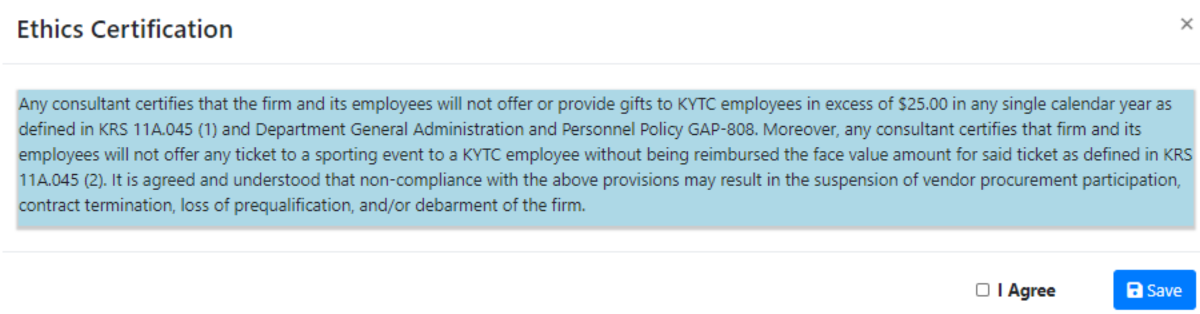
The Required Documents & Certifications section will only display if you have approved prequalification.

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.



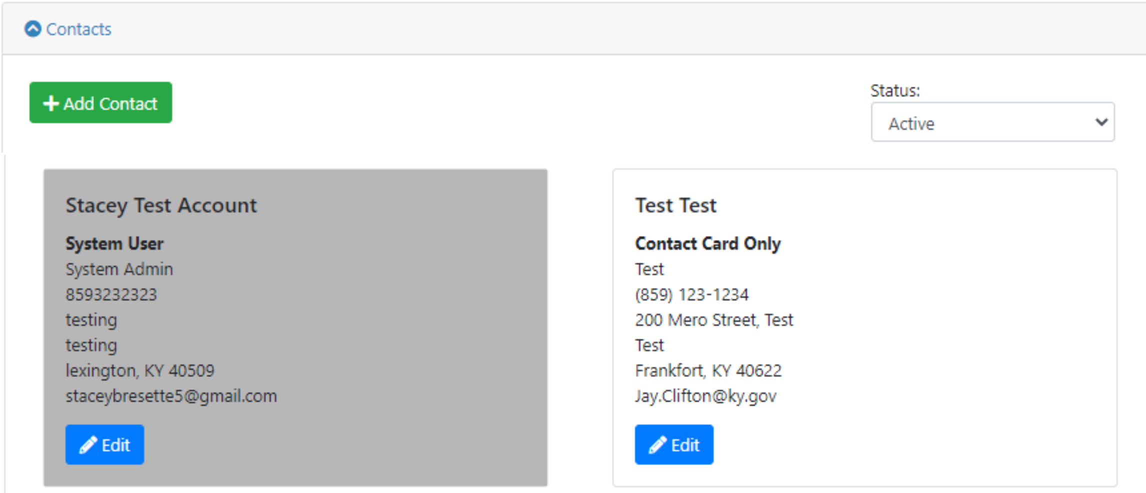
5.2 Contacts

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.

5.2.1 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.



5.2.2 Editing a Contact

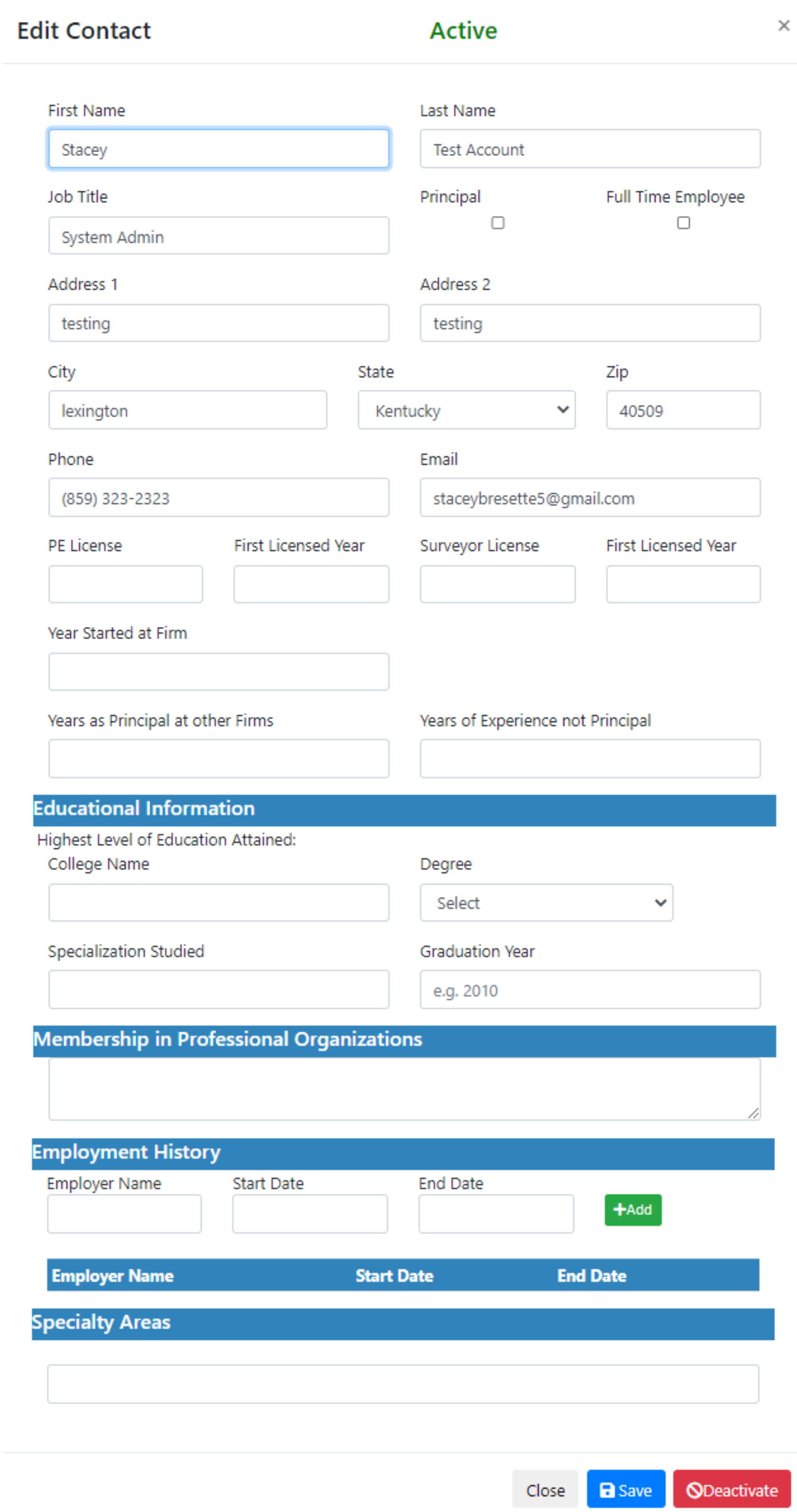
Click on the Edit button to edit a contact's information. This will open a window where you can manage all of the contact's information. This information is used to create a virtual TC 40-1 when you apply for prequalification and should be kept up to date.

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.

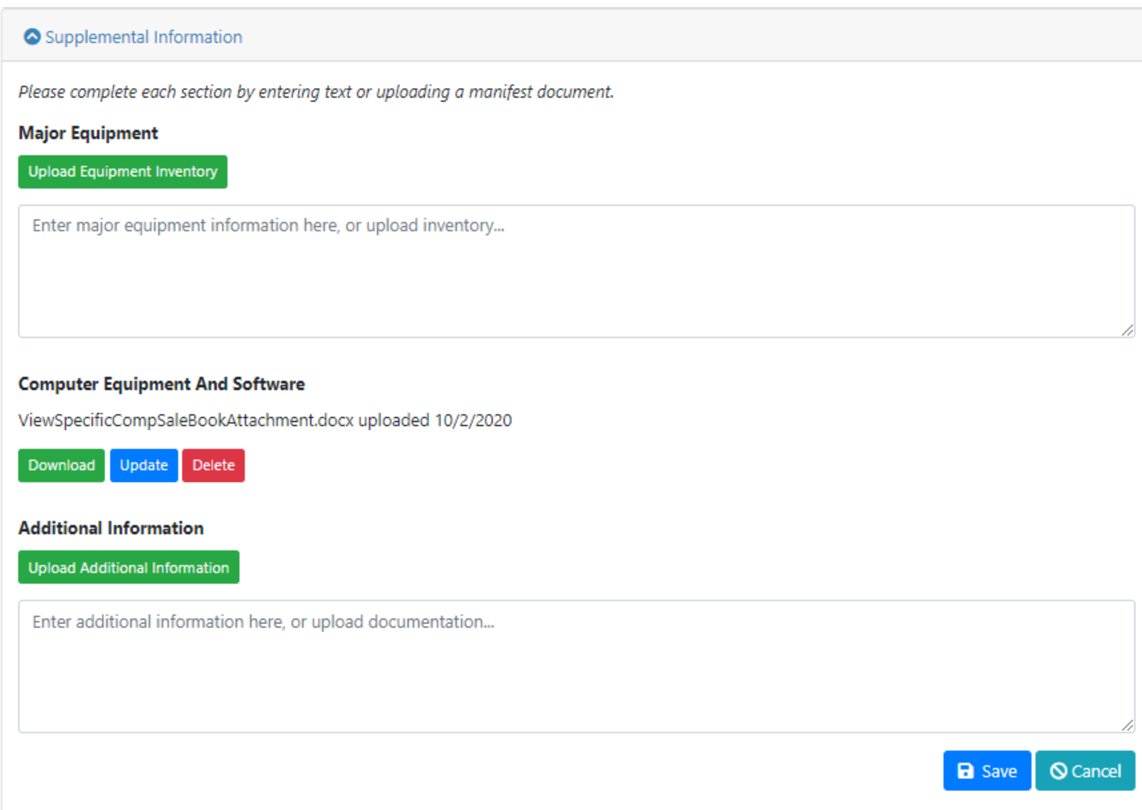

Edit Contact
Active
First Name
Stacey
Last Name
Test Account
Job Title
System Admin
Principal
Full Time Employee
Address 1
testing
Address 2
testing
City
lexington
State
Kentucky
Zip
40509
Phone
(859) 323-2323
Email
staceybresette5@gmail.com
PE License
First Licensed Year
Surveyor License
First Licensed 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

5.3 Supplemental Information

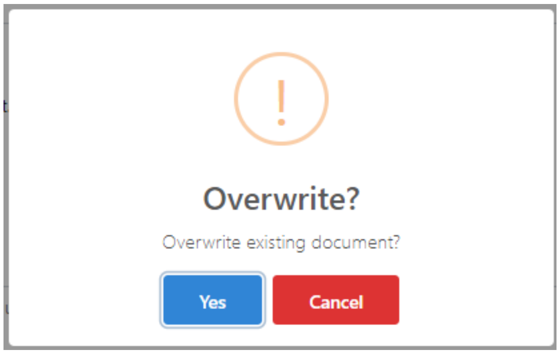
Supplemental Information is for you to put information that is pertinent to your prequalifications. There are three areas:

- 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.

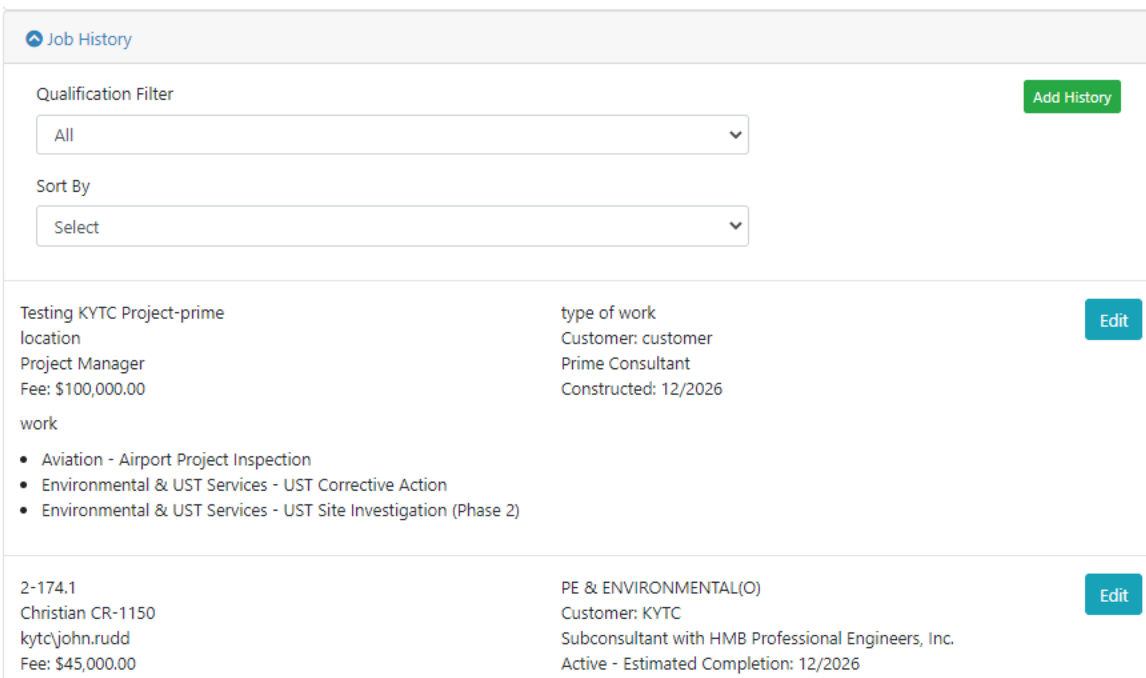


5.4 Job History

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.



5.4.1 Adding Job History

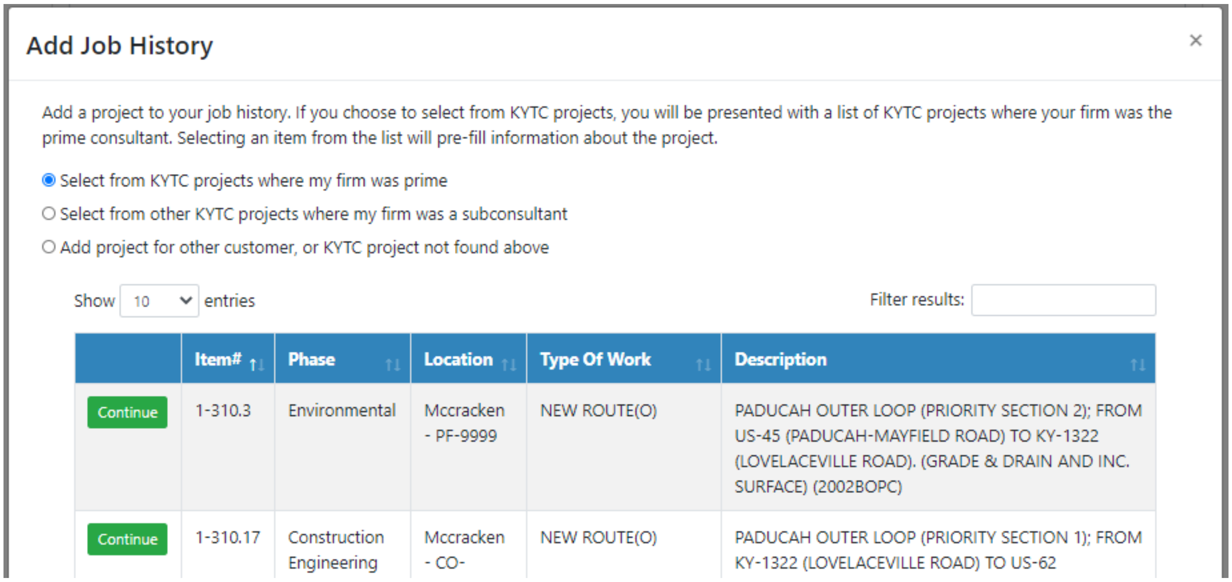
There are three types of projects you can add:

- 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.

5.4.1.1 Adding Job History Where You Were Prime Consultant

Selecting Add History will bring up this dialog box.



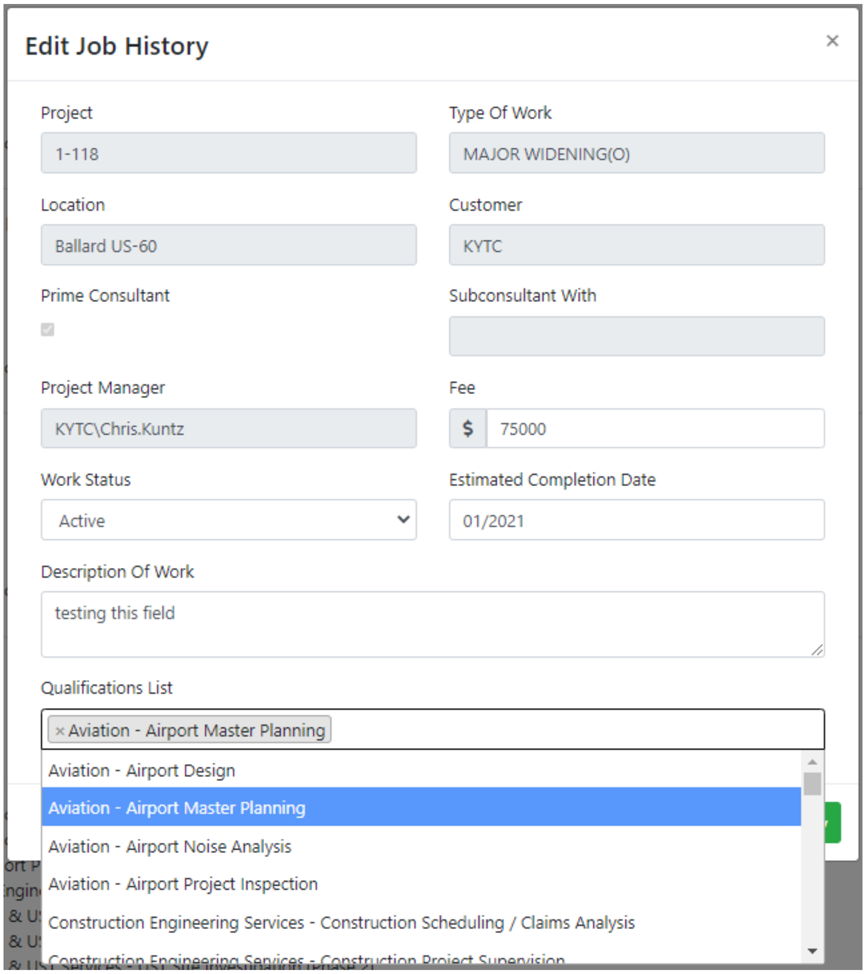
To select from projects your firm was the prime consultant on, select the first option. This will cause a grid to display containing all the projects that your firm was the prime consultant on that have not already been added to your history. Please note that firm mergers may result in an incomplete 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.



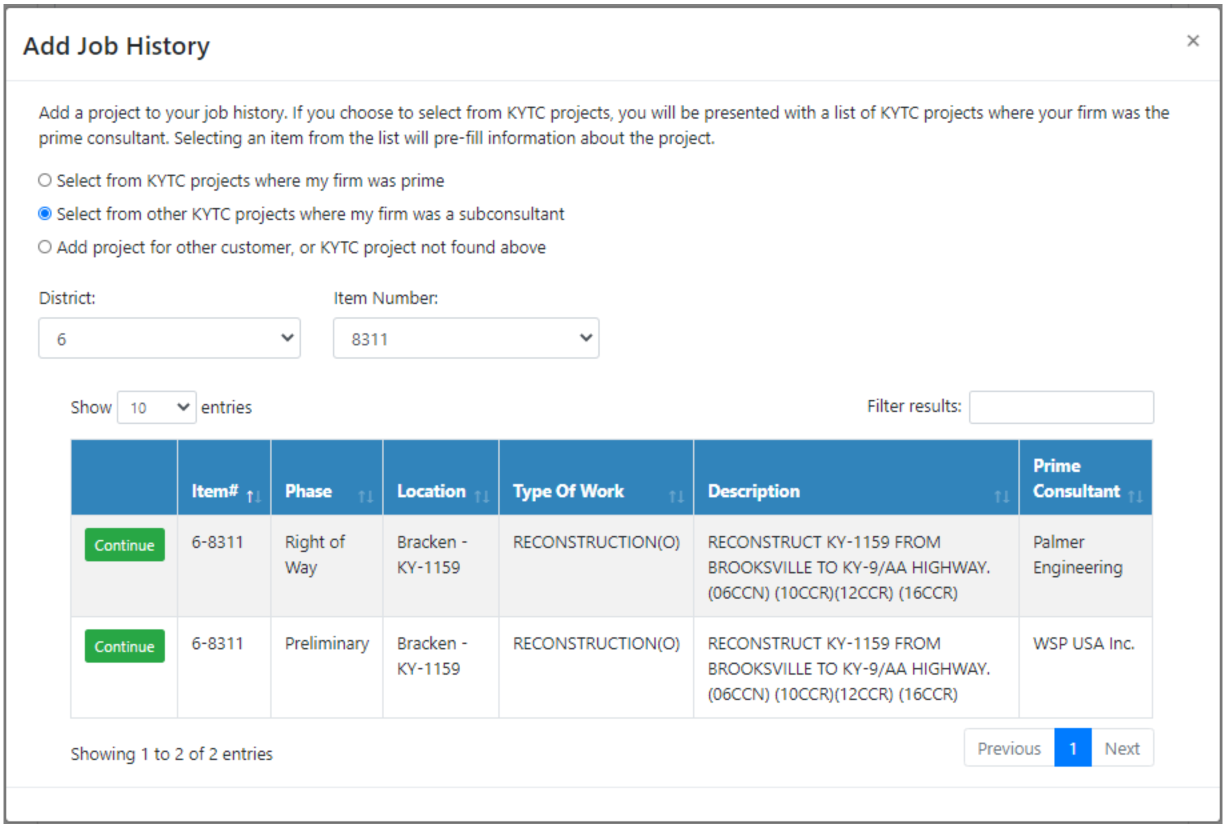
5.4.1.2 Adding Job History Where You Were Sub-Consultant

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.

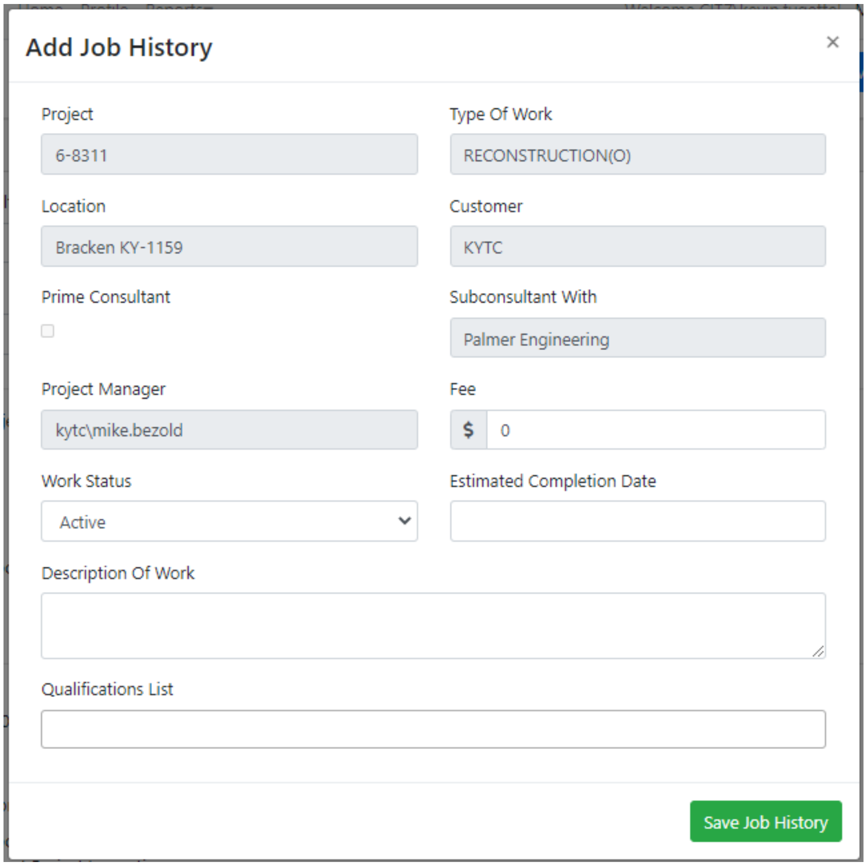


5.4.1.3 Adding Other Job History

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.

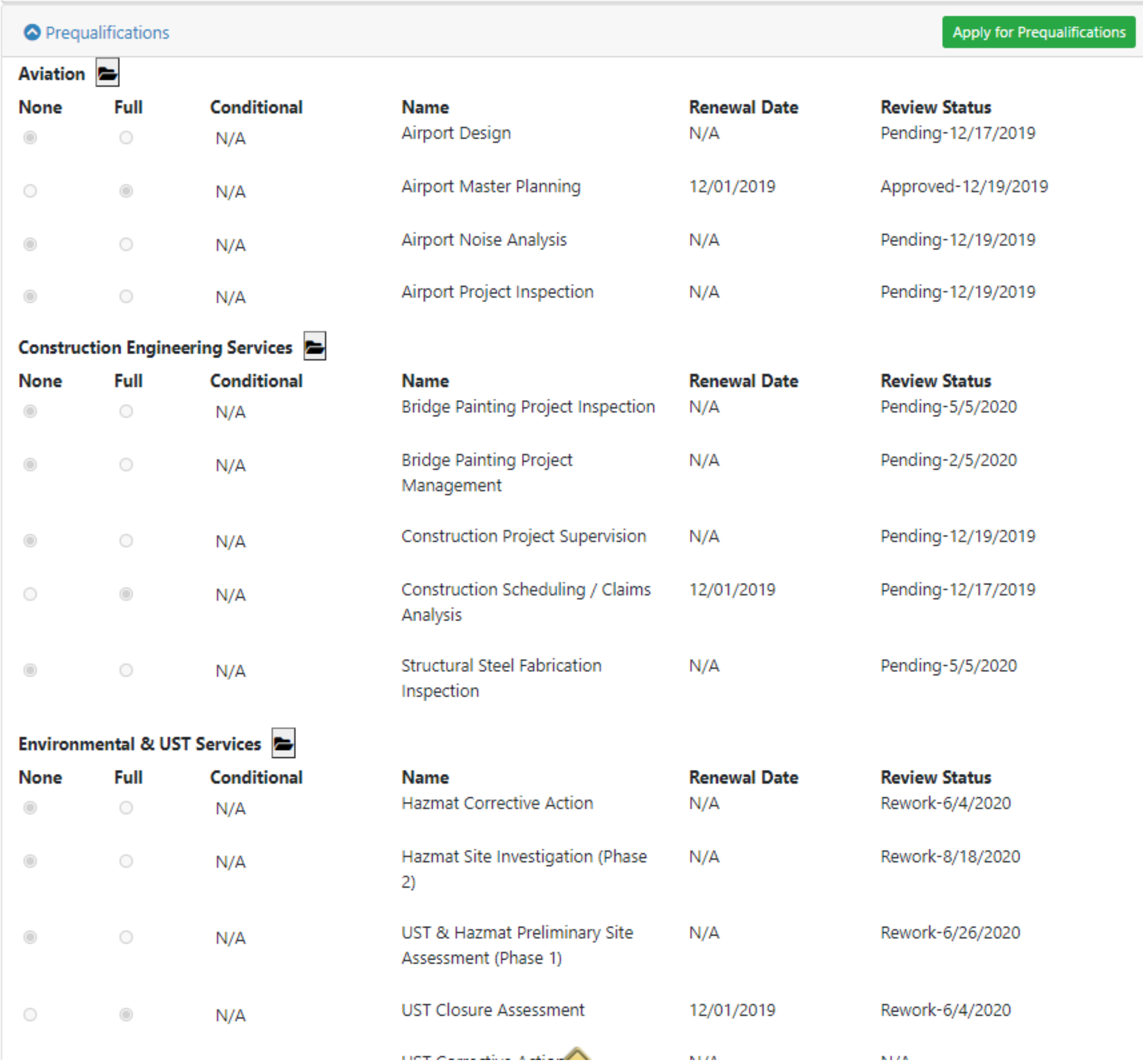
You will need to provide a project identifier, type of work, location, and customer name. If your firm was a sub-consultant, deselect the Prime Consultant check box and enter the name of the prime consultant firm. You should also enter the name of the project manager as freeform text.

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



5.5 Prequalification

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



Prequalifications

Apply for Prequalifications

Aviation

None	Full	Conditional	Name	Renewal Date	Review Status
		N/A	Airport Design	N/A	Pending-12/17/2019
		N/A	Airport Master Planning	12/01/2019	Approved-12/19/2019
		N/A	Airport Noise Analysis	N/A	Pending-12/19/2019
		N/A	Airport Project Inspection	N/A	Pending-12/19/2019

Construction Engineering Services

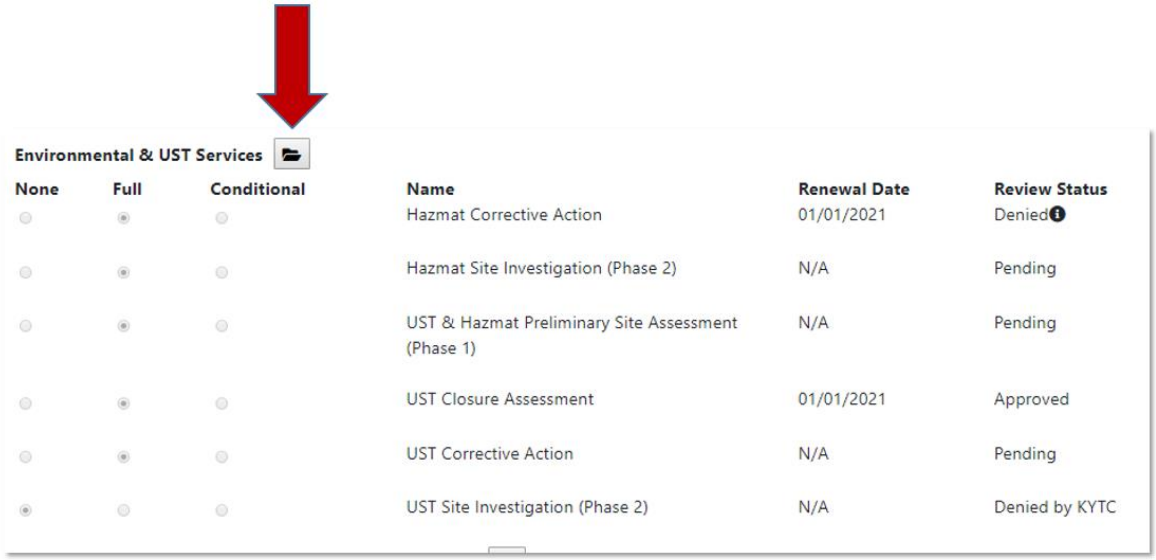
None	Full	Conditional	Name	Renewal Date	Review Status
		N/A	Bridge Painting Project Inspection	N/A	Pending-5/5/2020
		N/A	Bridge Painting Project Management	N/A	Pending-2/5/2020
		N/A	Construction Project Supervision	N/A	Pending-12/19/2019
		N/A	Construction Scheduling / Claims Analysis	12/01/2019	Pending-12/17/2019
		N/A	Structural Steel Fabrication Inspection	N/A	Pending-5/5/2020

Environmental & UST Services

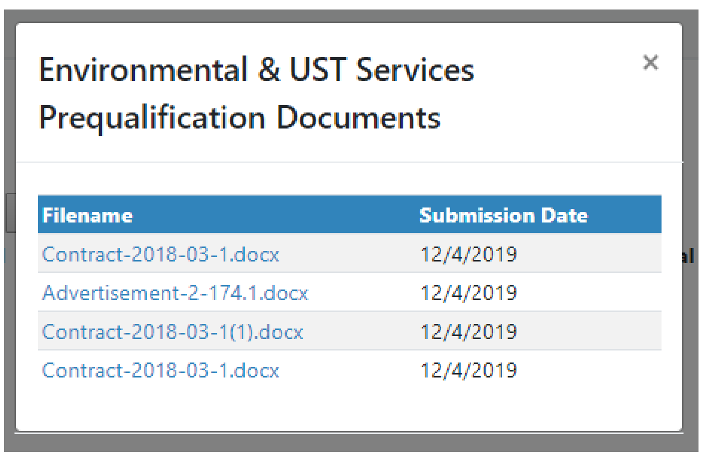
None	Full	Conditional	Name	Renewal Date	Review Status
		N/A	Hazmat Corrective Action	N/A	Rework-6/4/2020
		N/A	Hazmat Site Investigation (Phase 2)	N/A	Rework-8/18/2020
		N/A	UST & Hazmat Preliminary Site Assessment (Phase 1)	N/A	Rework-6/26/2020
		N/A	UST Closure Assessment	12/01/2019	Rework-6/4/2020

5.5.1 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.



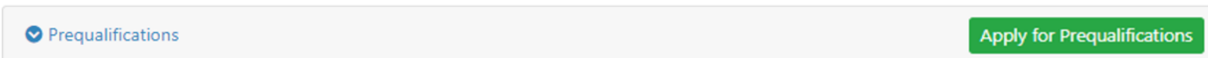
5.5.2 Submitting a Prequalification Request

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.

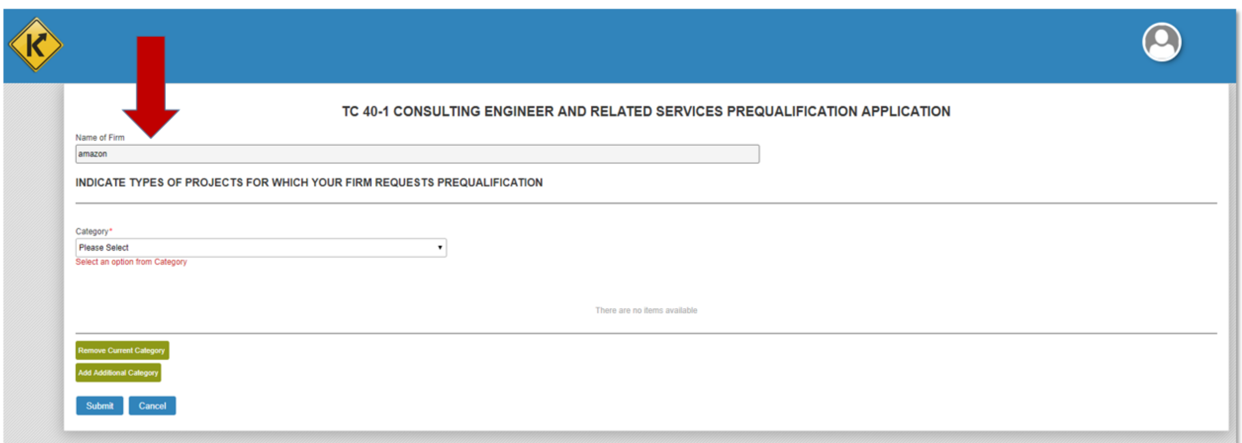
A Consulting firm's annual renewal date (or anniversary date) shall still be the date the Cabinet granted approval of their initial Prequalification. In addition, a Consulting firm will still be required to renew their Cabinet Prequalification within thirty (30) days of their annual renewal date.

5.5.2.1 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.

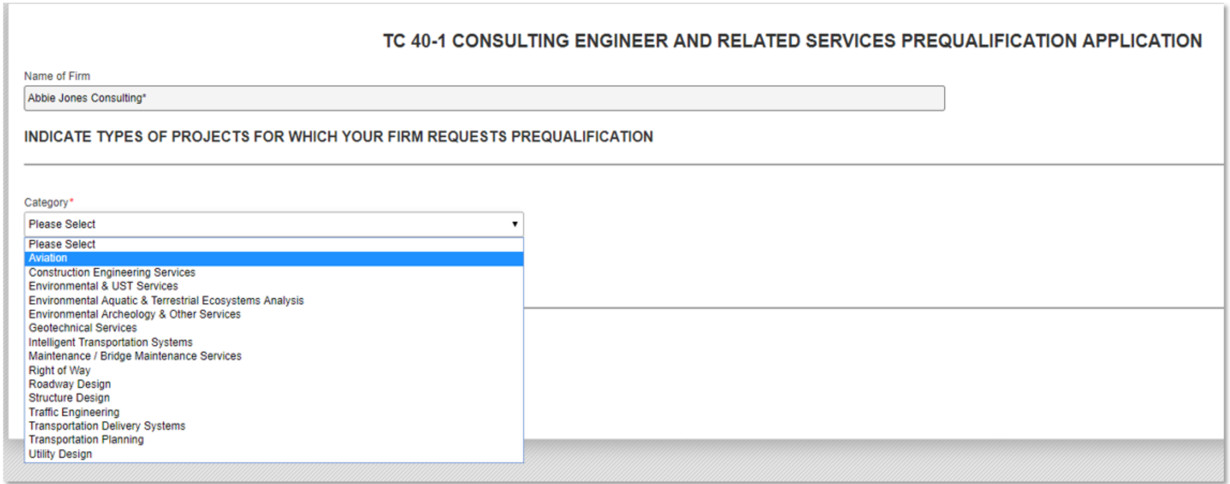


- Selection of the "Apply for Prequalifications" option shall navigate the user to the Prequalification Application screen.
    - Note: The Consulting firm's name shall be displayed in the "Name of Firm" field located in the top portion of the screen.

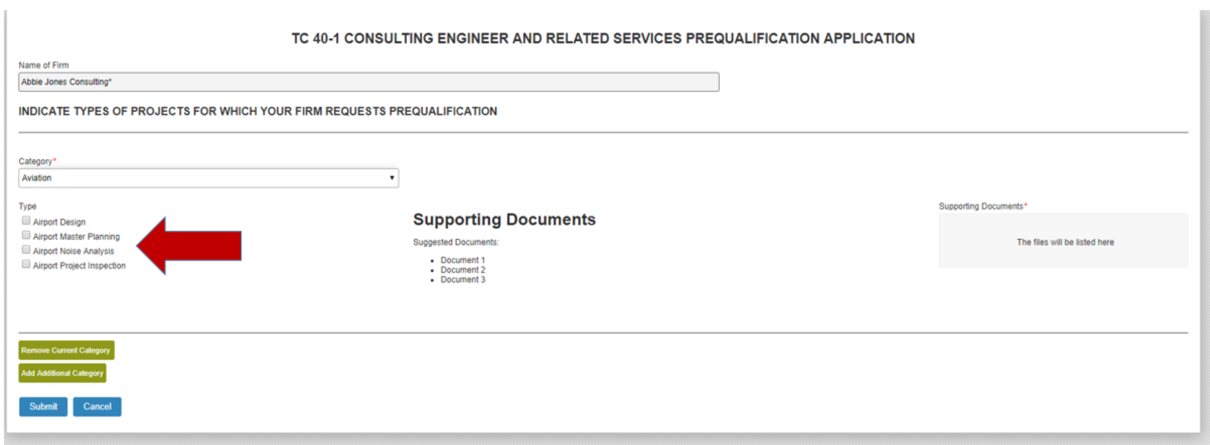


5.5.2.2 Select Prequalification Category

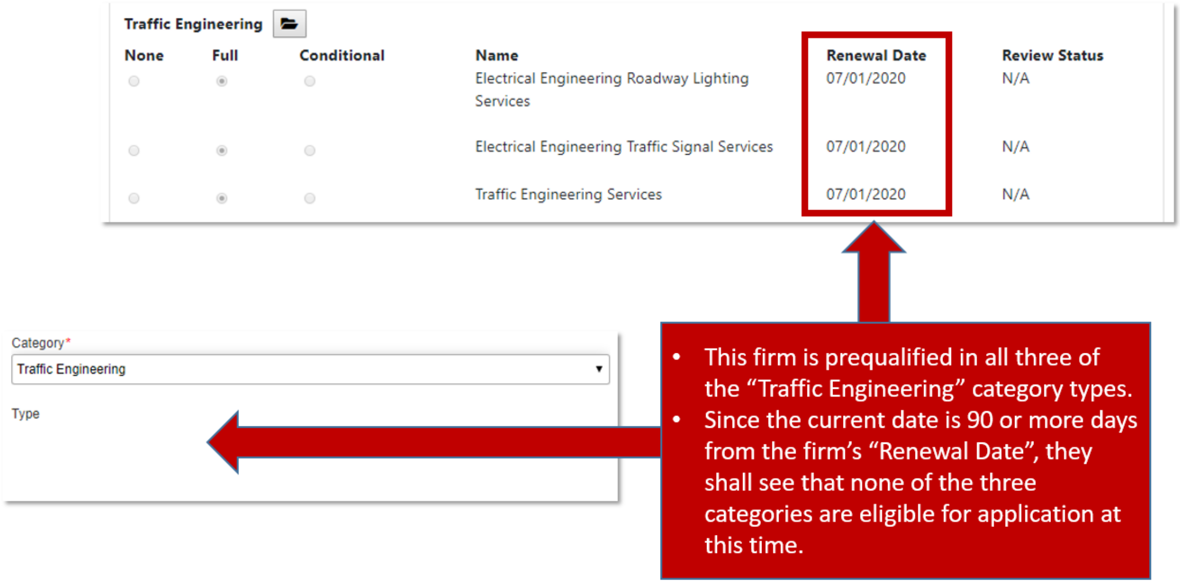
- A Consultant – System Admin shall select the "Category" open to view a list of Prequalification categories that their firm may apply.



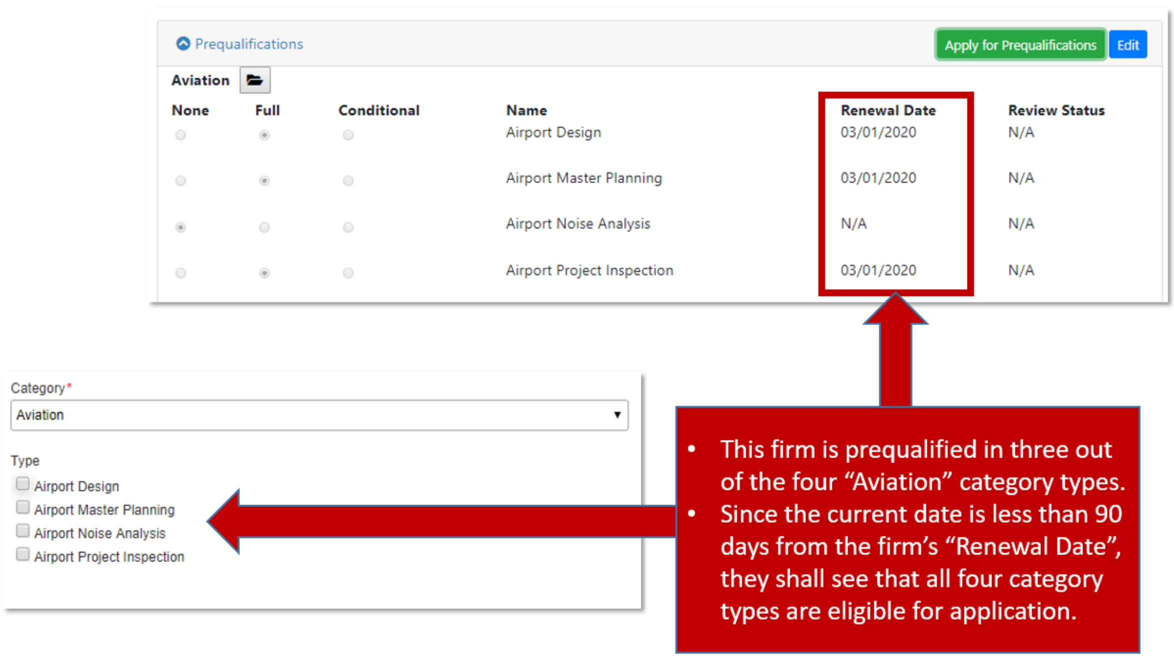
- Upon selection of a Prequalification category, the user shall see a list of Prequalification category service types.
  - For example, under the “Aviation” Prequalification category there are the following service types:
    - Airport Design
    - Airport Master Planning
    - Airport Noise Analysis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



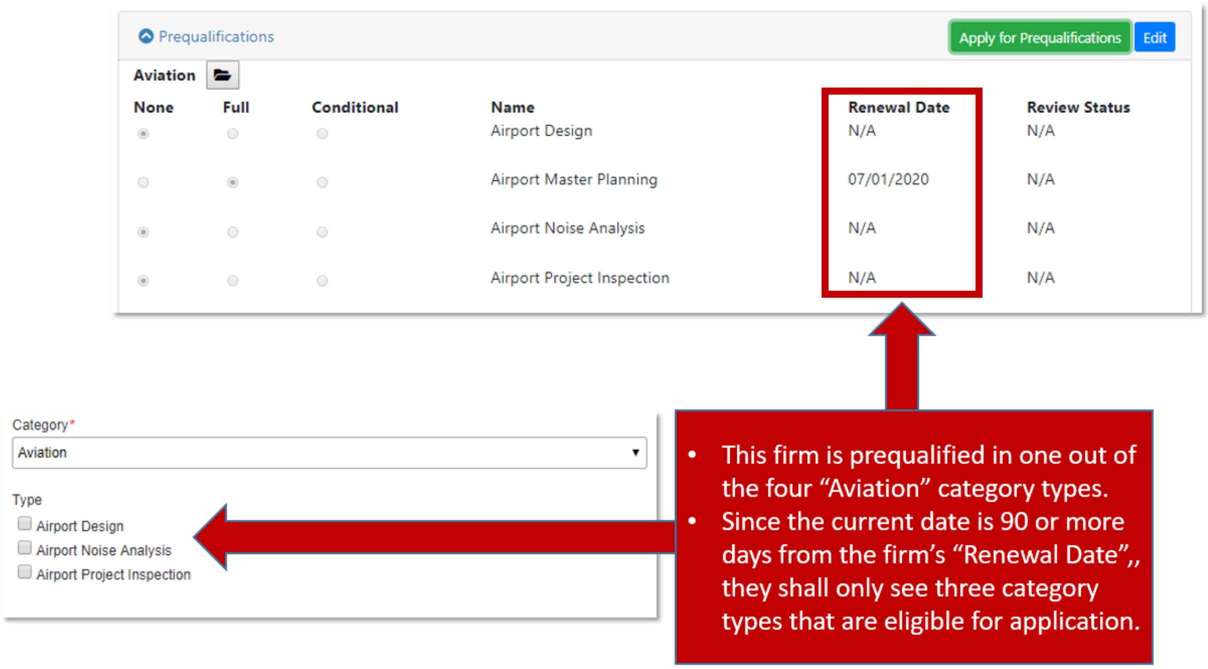
- Based on a their Prequalification approval status, a firm that is already prequalified (and 90+ days from their Renewal Date) or has a pending approval status shall NOT see that service listed below the Prequalification category:
  - **Example 1:** A firm that is prequalified in all category service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



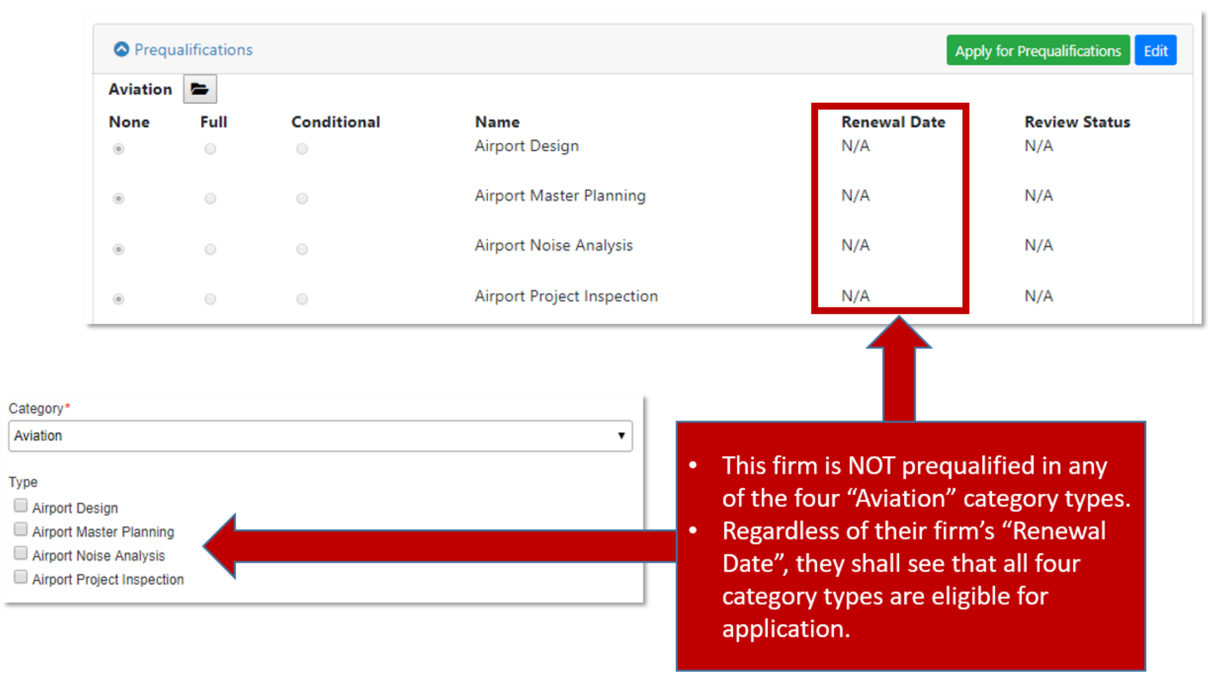
- **Example 2:** A firm that is prequalified in some or all service types -AND- is less than 90 days from their Renewal Date shall see that all category types are eligible for application.



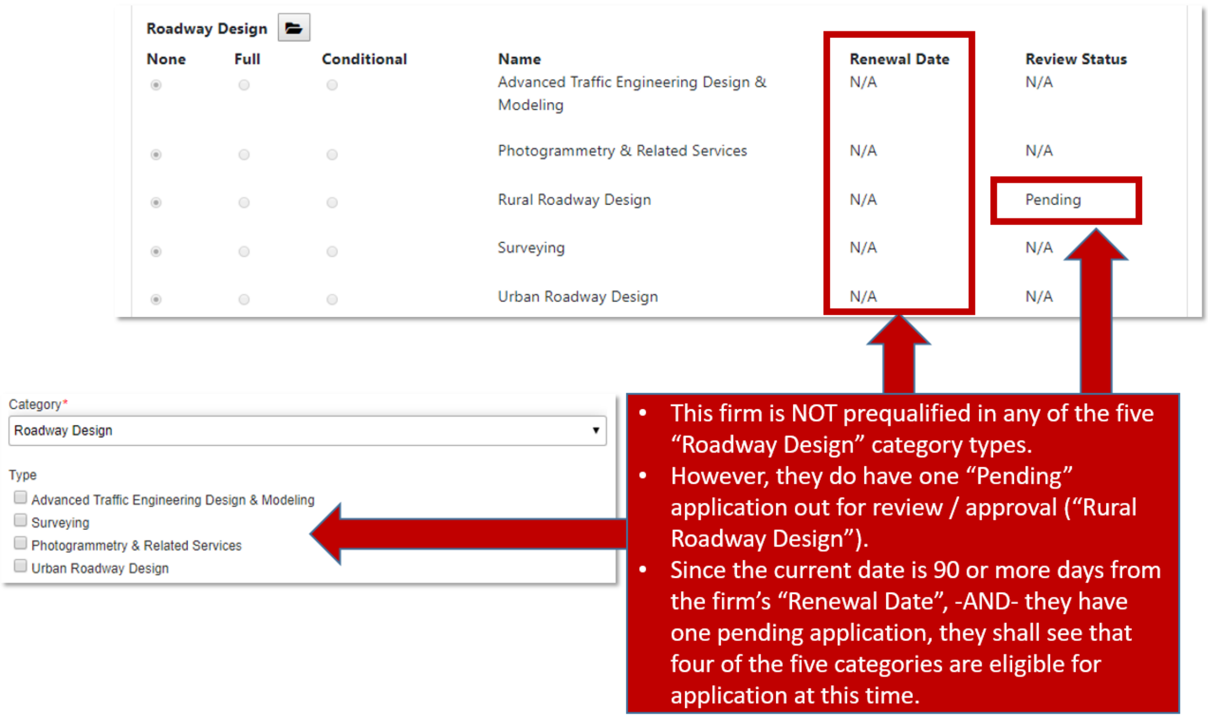
- **Example 3:** A firm is prequalified in at least one service type -AND- is 90 or more days from their Renewal Date shall only be able to apply for the service types that they are NOT qualified.



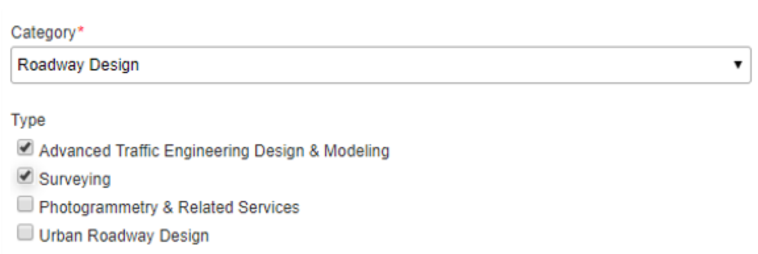
- **Example 4:** A firm that is NOT qualified in any service type shall see all applicable category service types regardless of their Renewal Date.



- **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.

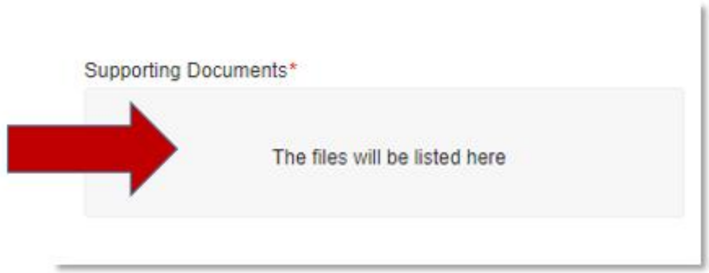


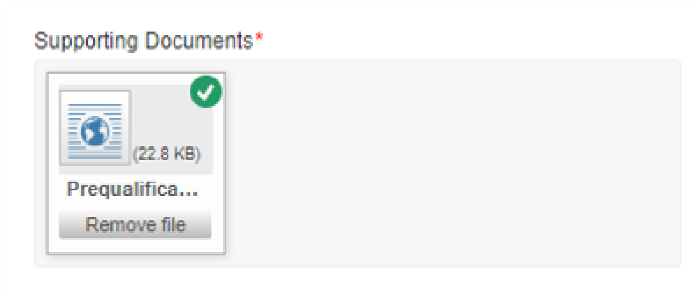
- A firm may select one or more available service types within each Prequalification Category.



5.5.2.3 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.

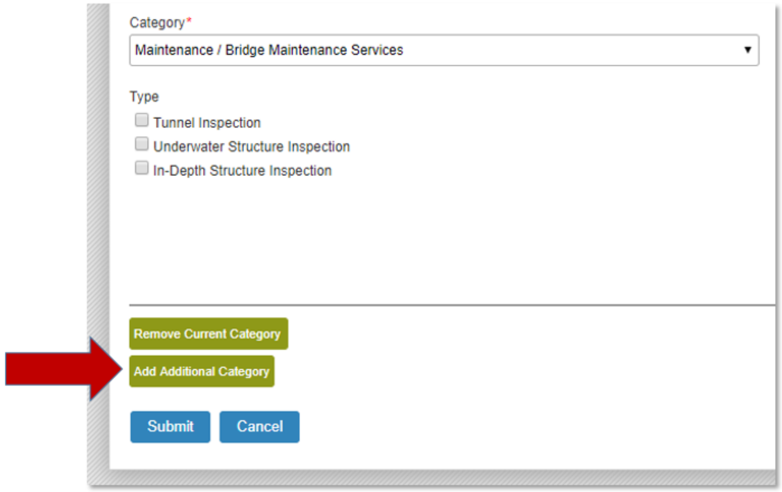


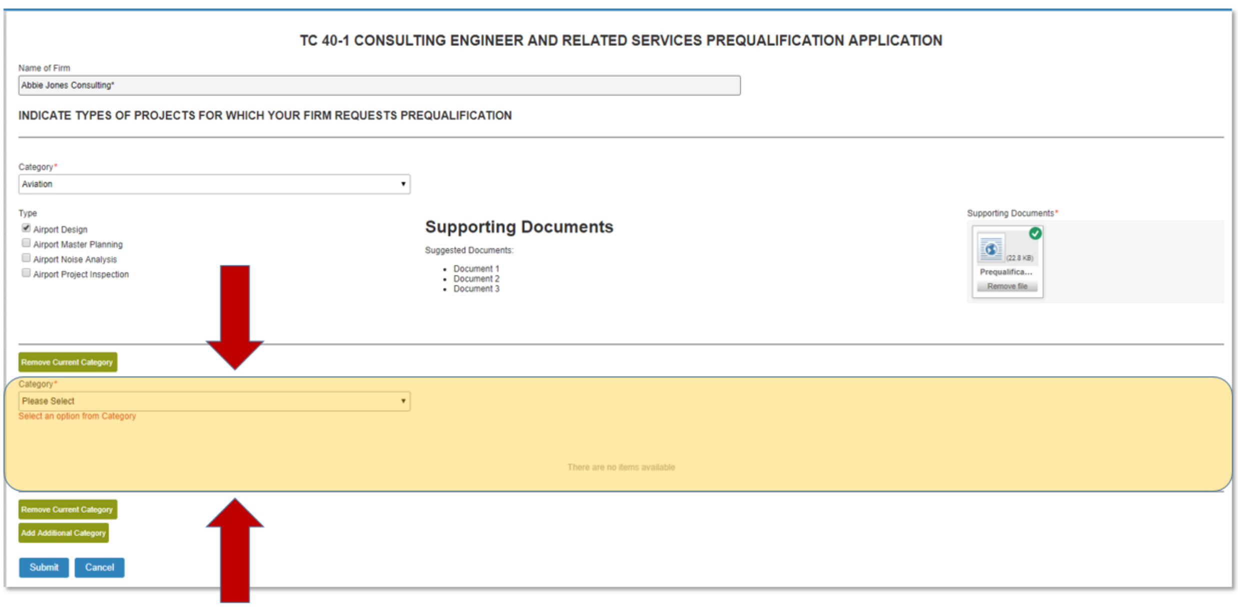


- A Consultant – System Admin user may remove / delete a document by selecting the “Remove file” option within the “Supporting Documents” file icon.
    - Upon successful removal, the file icon shall NO longer display in the “Supporting Documents” section.

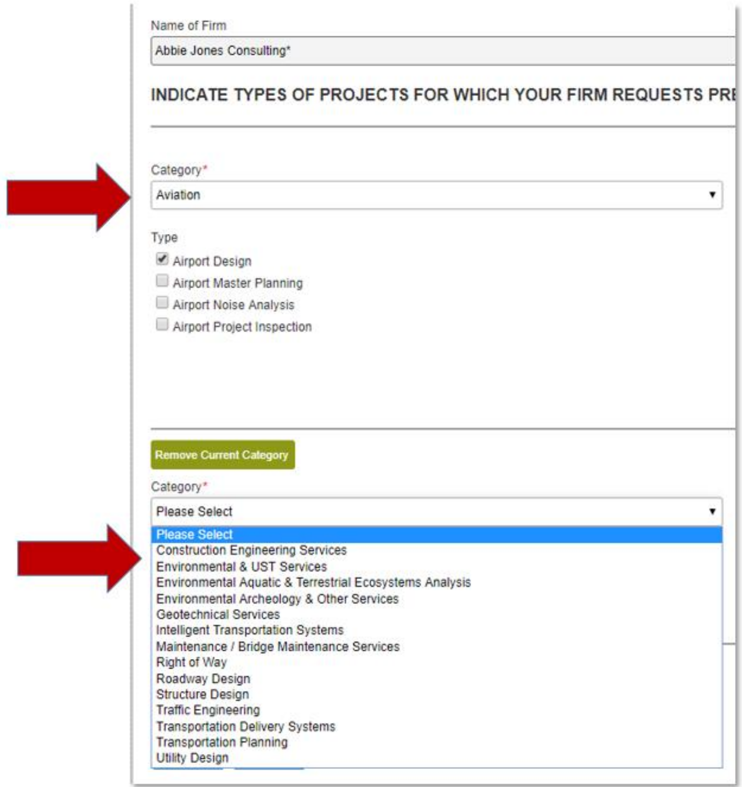
5.5.2.4 Add Additional Category

- 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.

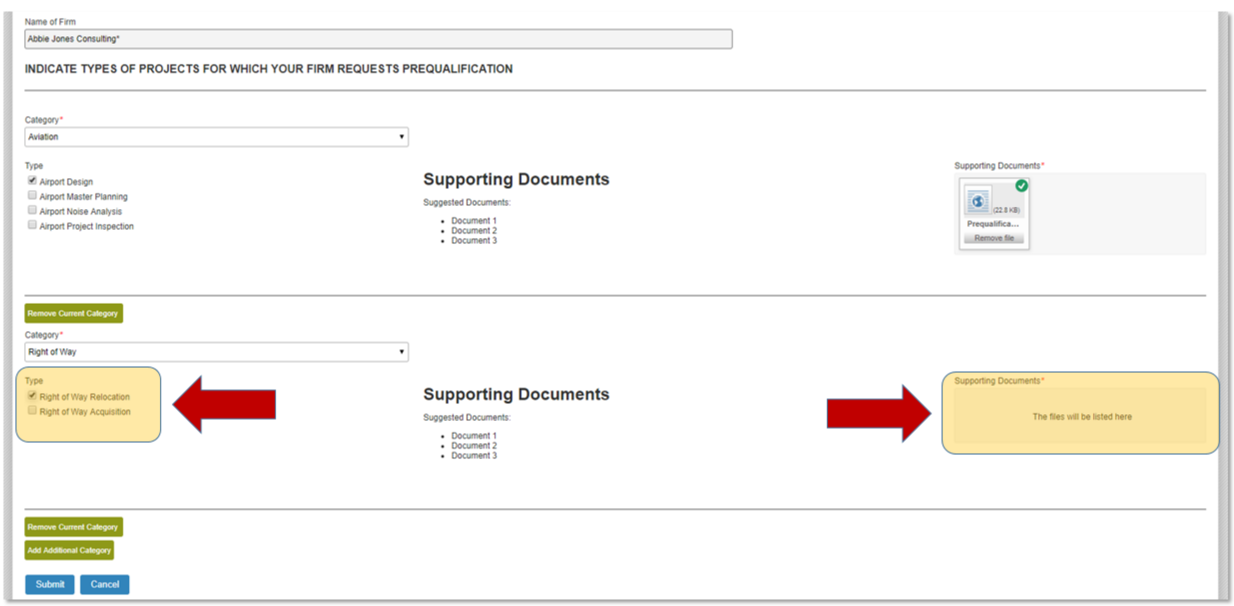




- After selection of the “Add Additional Category” option, the user may select the desired Prequalification category.
  - Note: A user shall NOT be able to select a Prequalification category that was chosen previously within the same session.

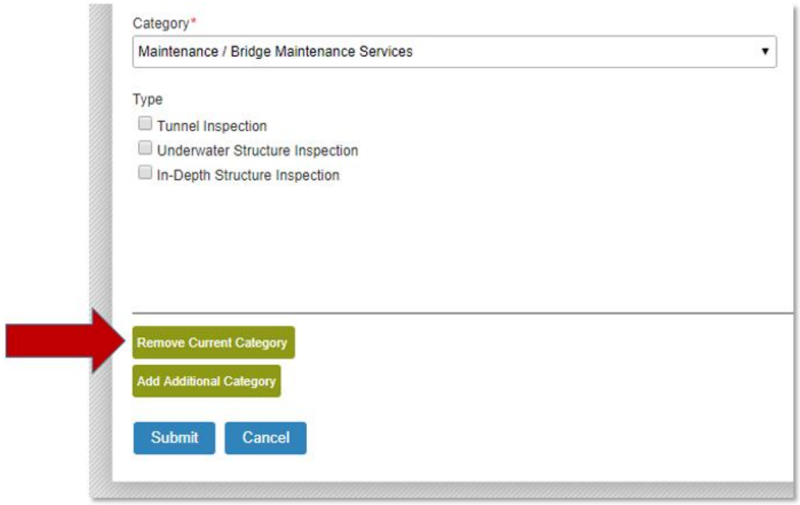


- Upon selection of the additional Prequalification category, the user may select the desired service type(s) and upload the supporting application documentation.

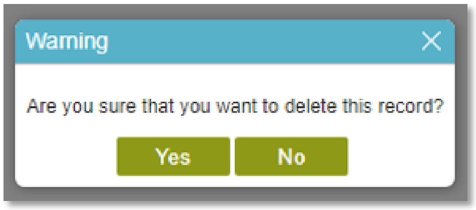


5.5.2.5 Remove Current Category

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

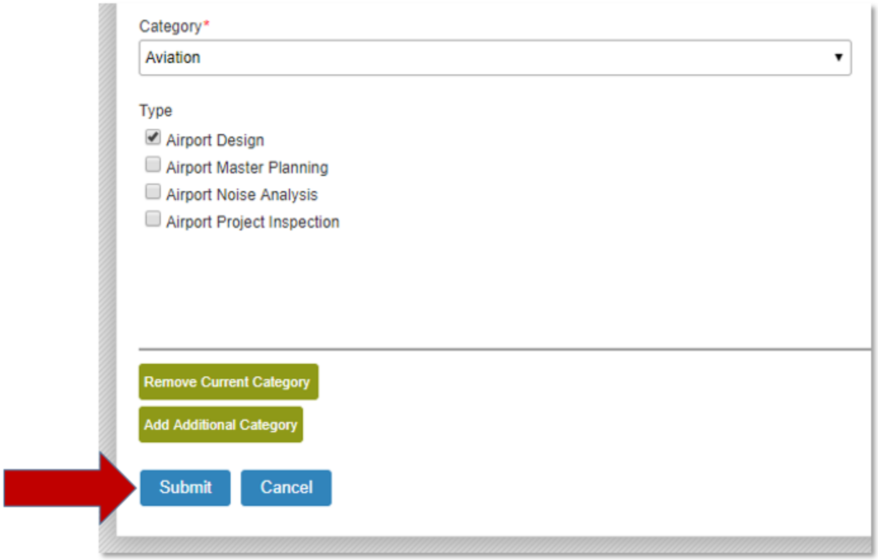


- User selection of the “Remove Current Category” option shall display a “Are you sure that you want to delete this record?” pop-up window.
  - Selection of the “Yes” option shall remove the Prequalification Category record (and all uploaded supporting documentation).
  - Selection of the “No” option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

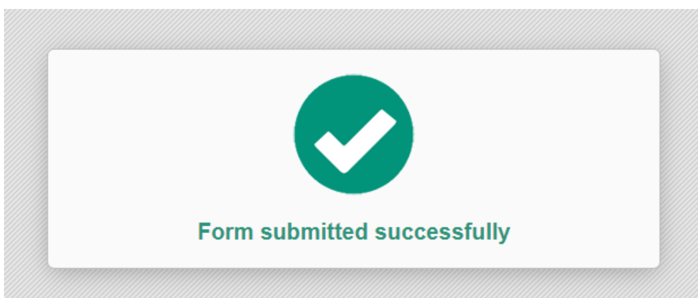


5.5.2.6 Submit Prequalification Application

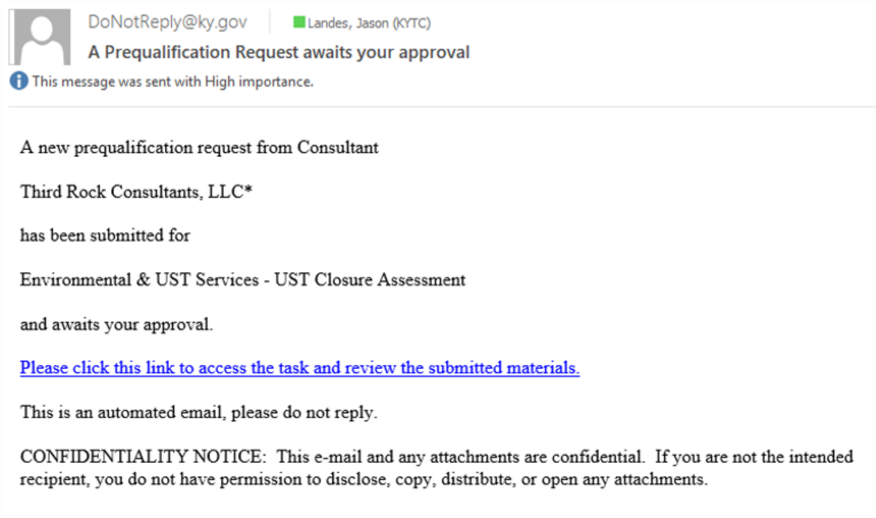
- Upon selection of all the desired Prequalification Category Services and uploading the required supporting documentation, the Consultant – System Admin user may submit their Prequalification applications via selection of the “Submit” button.



- 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.

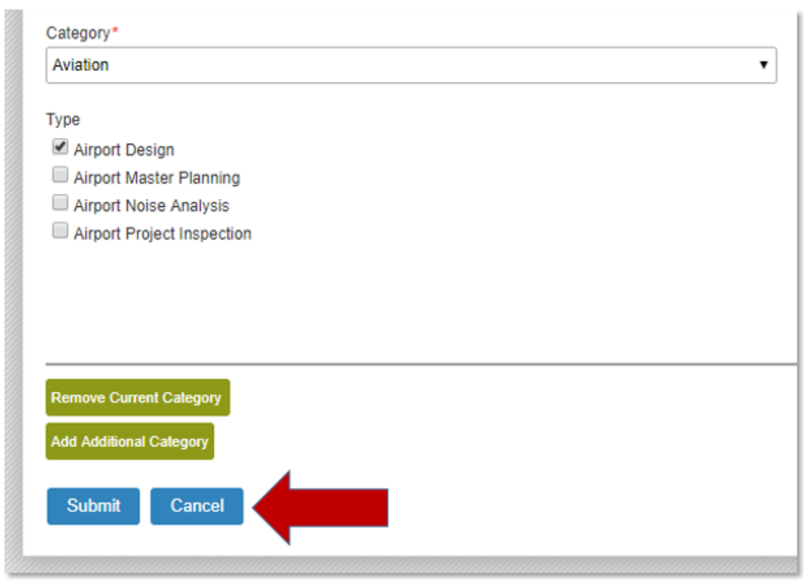


- The system shall send an email notification to the applicable KYTC approver group(s) identifying that a Prequalification request is awaiting their approval.

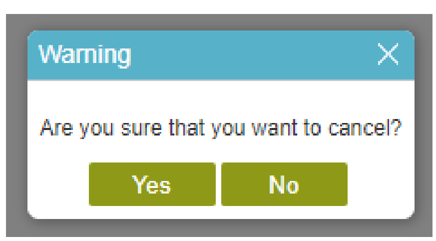


5.5.2.7 Cancel Prequalification Application

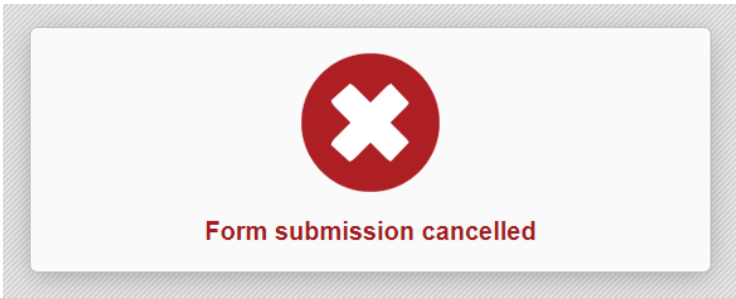
- During the Prequalification application process, a Consultant – System Admin user may decide to not submit or cancel the application via the selection of the "Cancel" option.



- 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

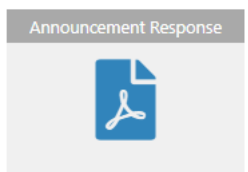


6 Announcement Response

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

6.1 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

6.2 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.

Announcement Response

Consultant: Stacey Worldwide 3656

Open for Responses

Show 10 entries

Search:

Bulletin Id	Advertising Date	Project Description	Approximate Fee	Response Date		Status	
0716Test (July)	7/16/2020	Harlan | 11-10077 | CR-1225 | Preliminary & Final	$853,650	August 07, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
0716Test (July)	7/16/2020	Statewide Regression Testing	$789,000	August 07, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
2021-01 (July)	7/14/2020	Boyd | 9-208.02 | CO-0 | Construction Engineering Inspection	$650,000	August 05, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
2021-01 (July)	7/14/2020	ERS Statewide Testing IE	$500,000	August 05, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Floyd | 12-191 | US-23 | Preliminary & Final	$265,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Lincoln | 8-167 | US-27 | Environmental	$301,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Campbell | 6-20015 | US-27 | Scoping Study	$75,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Marion | 4-80152 | US-68 | Final	$75,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Christian | 2-174.1 | CR-1150 | Scoping Study	$55,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create
ERSTest1 (July)	7/7/2020	Trimble | 5-135.81 | US-421 | Scoping Study	$110,000	July 29, 2020 by 4:30 PM EST	View Advertisement	N/A	+ Create

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Completed Responses

Show 10 entries

Search:

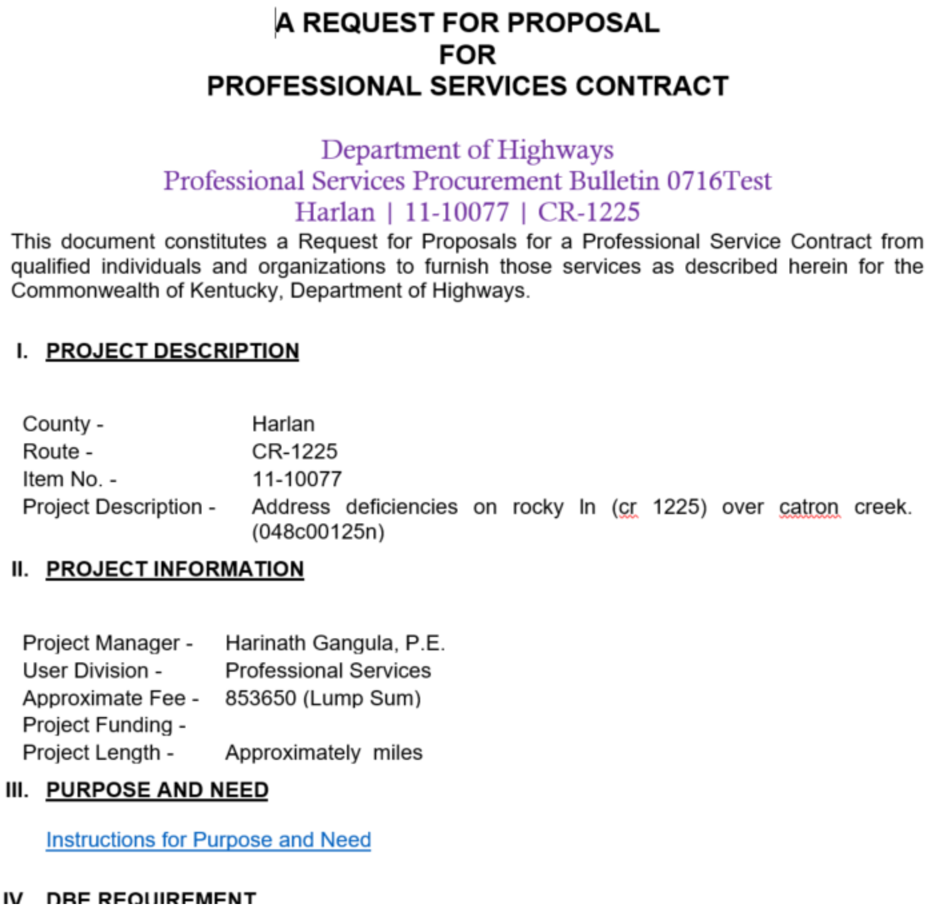
Bulletin Id	Advertising Date	Project Description	Approximate Fee			
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

6.3 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

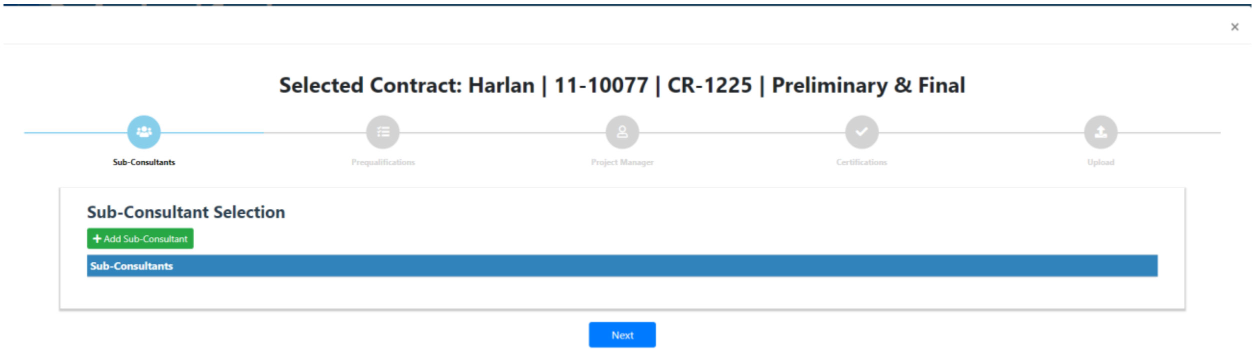
IV DBE REQUIREMENT

6.4 Responding to an Announcement

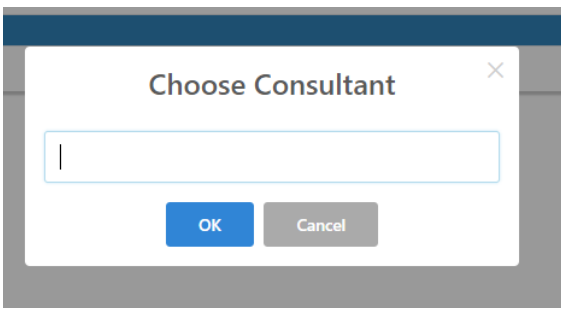
In the Announcement Response Portal, announcements you have not started a response to will display a "Create" button. If you have already started a response, an "Edit" button will appear instead. Both buttons will take you to the Sub-Consultant Selection page for the selected contract. Your updates are 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.

6.4.1 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.



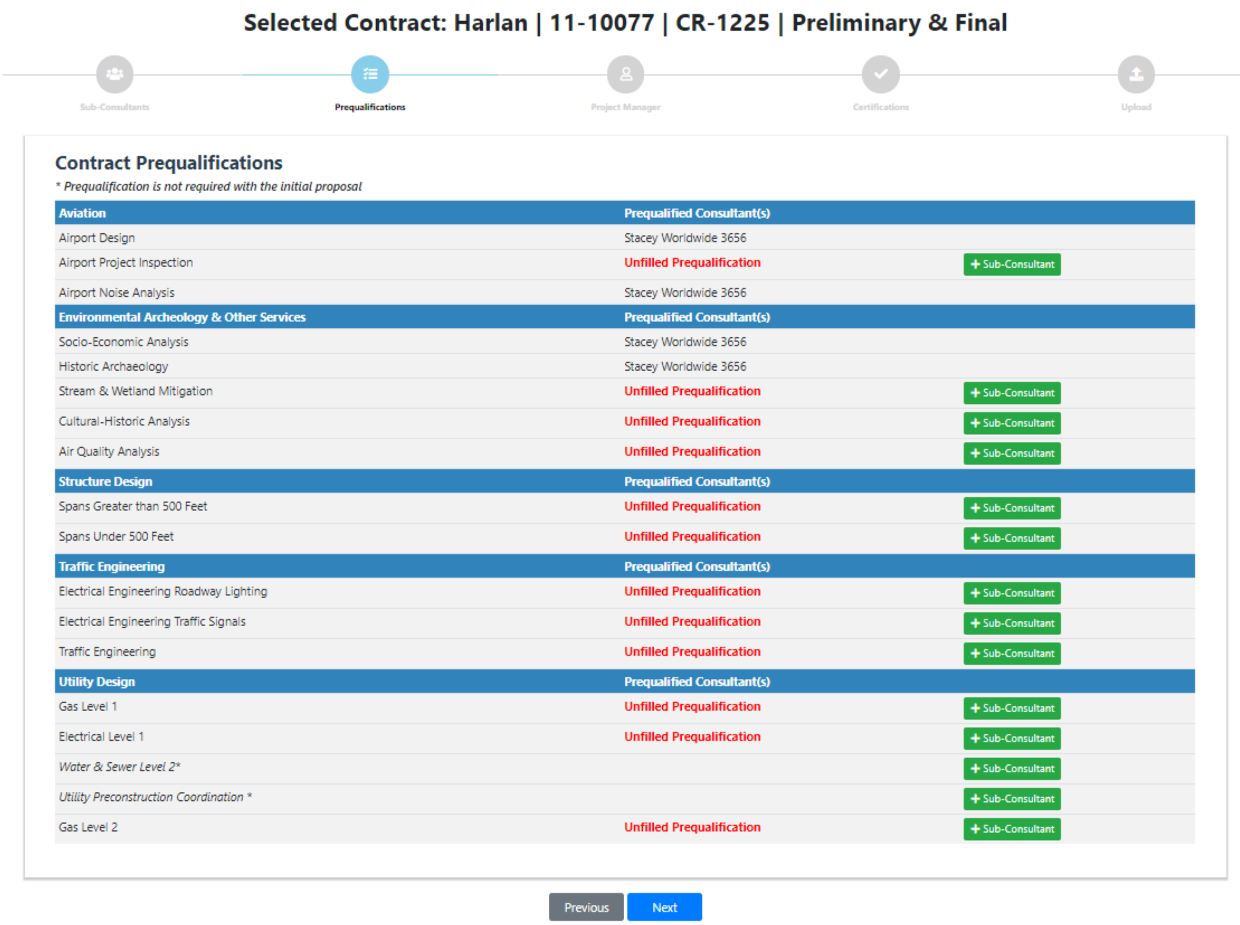
After clicking the “Add Sub-Consultant” button, a small pop-up will appear. Start typing in the consultant’s name that you want to add as a sub and the smart text field will display a drop-down of the consultant’s whose name matches what you typed. Select the consultant you want from the drop-down list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



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

6.4.2 Prequalifications

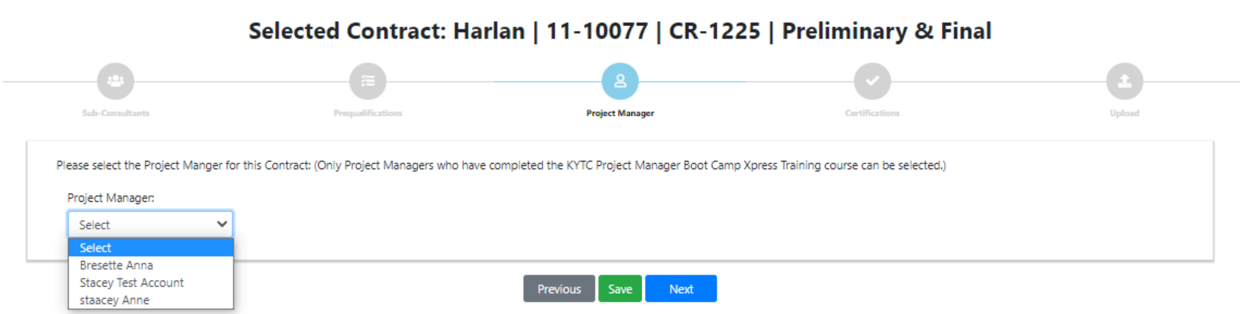
The Prequalifications page displays all of the prequalifications required to respond to the contract. Prequalifications that appear in italics with an asterisk are optional and not required. Your prequalifications and those of your sub-consultants will automatically be matched against the contract requirements. 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.



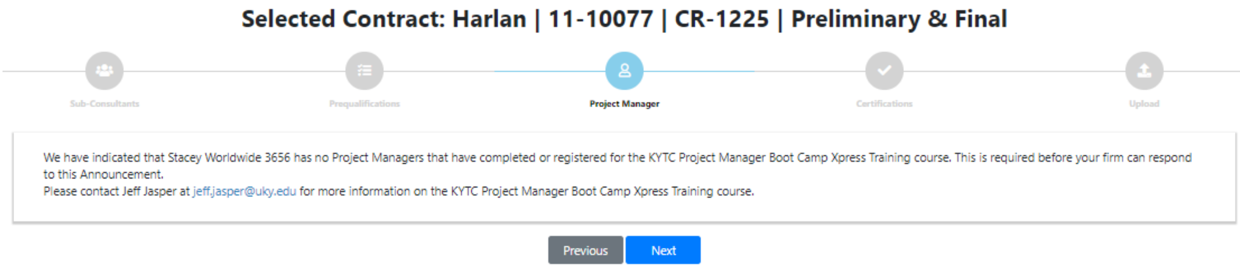
Clicking "Previous" will take you back to the Sub-Consultant Selection page. Clicking "Next" will take you to the Project Manager page.

6.4.3 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:

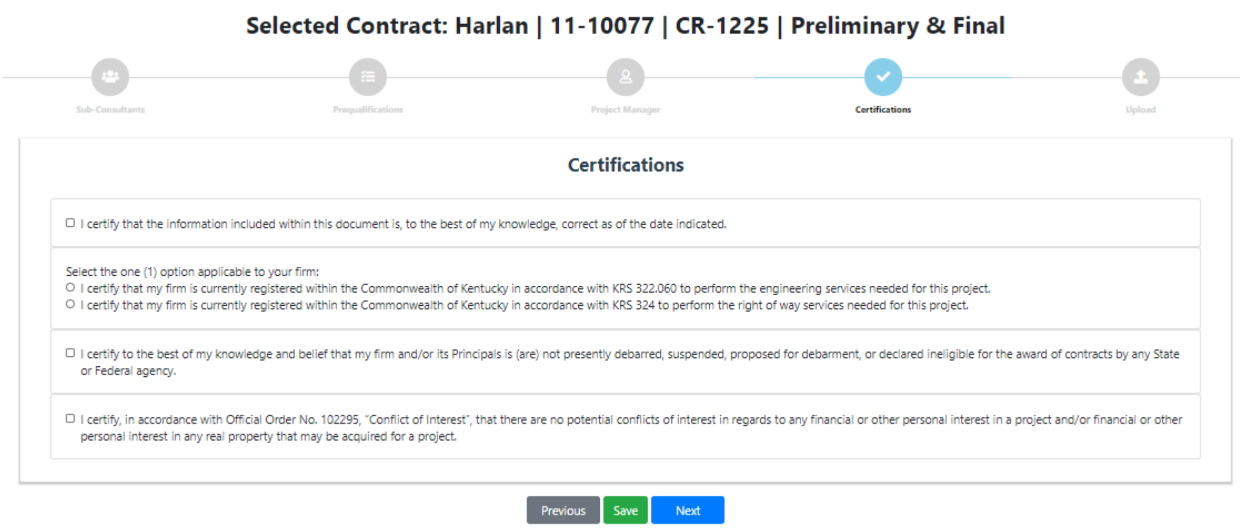


Clicking "Previous" will take you back to the Prequalification page. Clicking "Next" will take you to the Certifications page. The "Save" button allows you to save your progress and exit the response prior to certifying the response and uploading a document.

6.4.4 Certifications

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

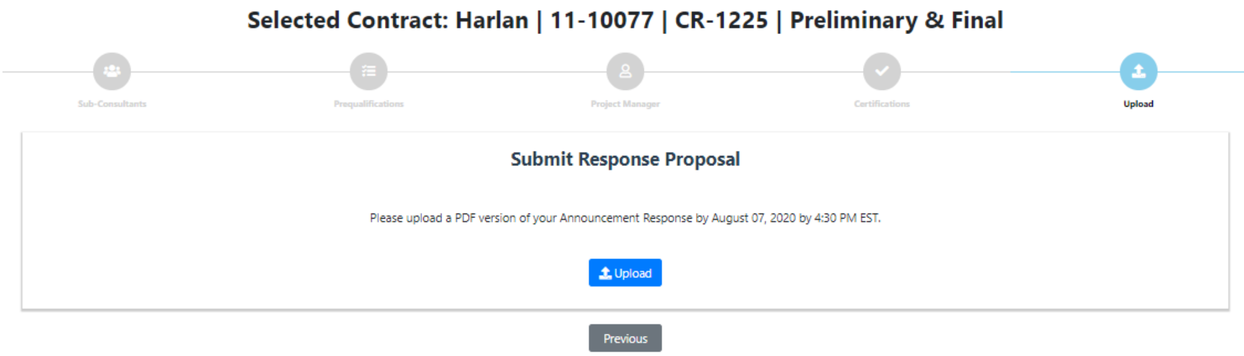
Note: The KRS 324A certification is intended for property appraisers only.



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.

6.4.5 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.



6.5 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.