

PSSP - An Overview of the Tool for External Users

May 4, 2016

- 1) **Who needs to use PSSP? Is this for PAs and PMs or is all FDOT staff to use it, and for what function?**
All construction FDOT staff will be using it. PAs and PMs will be using it for document collaboration, etc.
- 2) **When can we start the registration process to get familiarized with the program?**
Now. <http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm>
- 3) **When creating a PSSP account, which project manager's e-mail do we enter? An FDOT manager or our company's manager?**
The FDOT PMs email address.
- 4) **Is PSSP for new projects only starting July 1 or is it for all projects?**
All project's let after July 1st will be in PSSP.
- 5) **We have a project beginning in a couple months, will we be able to do PSSP for this project? Does it have to be in the contract?**
If the project is let after July 1st it will be in PSSP. Limited pilot projects prior to July 1st can be requested.
- 6) **Has this program been successfully implemented on an FDOT project in D3? Is the program functioning at 100% or are we to expect technical issues along the way?**
There has been a pilot project done in district 3, and it is currently ongoing. There is no such thing as a 100% solution. We hope to evolve the system as we implement with feedback from the field. Eventually we will approach 100%.
- 7) **How are the workflows working for the pilot projects? Will all workflows be available for all the document submittal types for the full rollout in July? (i.e. all disciplines for RFI's and shop drawings - drainage, traffic ops, structures, etc.)**
The workflows perform properly when they are orchestrated properly. One of our key task is to make sure everyone understands the workflows. We hope to evolve the system as we implement with feedback from the field.
- 8) **Will this system be used on design-build projects?**
Yes, it will be used.
- 9) **Will certified payrolls be included, if so will there be any changes?**
The CPR group is currently discussing this matter and has not reached a decision.
- 10) **Will sublets and DBE requirements be incorporated in this system?**
The contractor will submit sublets and DBE documents to PSSP, but all current procedures dealing with sublets and DBE documents still apply.
- 11) **Will executed contracts when projects are awarded to prime contractors be submitted through PSSP or will they still be submitted to the relative district offices for final execution?**
There will be no change in how bid packages are completed.
- 12) **Will preconstruction submittals be submitted through PSSP?**
Yes.

13) Will material certifications be able to be uploaded through PSSP?

Certifications will continue to be handled as they are now. After July 11, they will be handled by the MAC system.

14) Will there be uniform "CPR" attributing of project documents uploaded to PSSP?

Yes.

15) How soon do the uploaded documents become available for others to download and how does others get updated on what was added recently since their last log?

Currently, all documents uploaded that are marked approved (the approval time varies) can be downloaded by general users in PSSP. Each PSSP user has the ability set personal alerts on all list and libraries. Utilizing this function allows that user to be notified on numerous customizable events.

16) Is there a way to set an alert on a specific library so you will be immediately notified of a new document? Yes, by using the built-in SharePoint alert system.

17) Does PSSP automatically notify the person whom supposed to respond to an issue?

Yes, this does occur on specific documents where workflows have been established, but currently not on all. We hope to evolve the system as we implement with feedback from the field.

18) How will the contractor know when someone from the department uploads a document?

See question 16.

19) Will there be a list of where documents need to be placed?

No most documents are placed in the Project Documents Library with exception of documents dealing with RFI's, crash reports, and pictures.

20) Will there be a feature to upload folders with several files or does it have to be individual files?

Only individual files should be uploaded. A single email with multiple attachments can be sent as well as multiple files can be drag-and-dropped at the same time. Predetermined views will be used in lieu of folders.

21) Is there a template the contractor should use for naming files before uploading or emailing them to PSSP? For example, how does it decipher between shop drawings submitted for approval and stockpiled materials requests?

No naming convention is required. The PA will identify each document by selecting the document description from a drop-down list.

22) Do you have to be an authorized PSSP user to email documents to the site?

No.

23) What designates the first portion of the email document feature?

Example: T4000PD@portal2.pbid.com This information will be shared during the Pre-Con meeting.

24) If we already have a pilot project using PSSP, how do we obtain the email to upload documents?

Contact your PA.

25) Is there a size limit that emails can be when sending project updates weekly? (Attachment sizes)

Size of email attachment sizes depends on your email provider and not on PSSP.

26) Where do the uploaded emails go? Do they just go into incoming correspondence?

Documents emailed to the project documents library, only the attachments will be retained, the emails themselves will be discarded. Correspondence emails will be packaged into a compressed library (zip file) and loaded to the document library and attributed as such.

27) What happens to a document after it's emailed to PSSP? Who fills in the information required for the document?

Depending on the document the PA or CSS will be notified that the document has been uploaded and that action must be taken.

28) What documents do not go into PSSP?

At this time pay roll and compliance documentation. This is currently being discussed by the CPR group.

29) We generally email text back and forth to PA's on projects. Does this correspondence now go in PSSP?

Your current process for handling email correspondence will remain the same, but you may submit the email history to PSSP for processing into EDMS. See question #26.

30) Will OJT and certified payroll paperwork be handled through PSSP?

Not at this time. See question #28.

31) Will all responses to RFIs be shown in PSSP?

Yes.

32) Will documents still need an EDMS number if uploading into PSSP?

Yes, the EDMS number will be automatically assigned if uploading into PSSP.

33) Is this doing away with EDMS?

No.

34) Will we still be required to keep records of documents for public records?

If referring to contractor requirements for document retention, then yes. However, these documents can be stored electronically.

35) How are forms that require corporate seals handled?

Digital electronics seals are available. However, we are still discussing this issue with our legal department.

36) About corporate seals, how can we currently include that into a document if it cannot be certified by none of the companies that certified digital signatures?

See question #35.

37) Can we accept documents with digital signatures and no notary, prior to the forms being changed?

By July 1st all construction forms requiring a notary will be modified to remove that requirement, pending administrative approval.

38) The digital signature is required by those persons signing bid documents, correct? As well as the PM's signature once the project is awarded? What about administrative personnel?

Anyone signing FDOT construction forms will require a digital signature.

39) Is the digital signature compatible between laptop and iPhone?

No. iOS and Android devices do not provide means on signing documents digitally. We are currently working on a solution.

40) What is the cost of a digital signature?

Depends on the NIST level 3 Certificate Authority you choose.

41) Can you provide a list of the district Project manager emails?

All pertinent information will be provided at the Pre-Con meeting.

42) Can you make the list of user roles available? You showed a glimpse of it in the slides. Yes, once it has been finalized. A copy will be posted on the construction website. <http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm>

43) How do we get notified about future webinars?

A schedule will be posted at the following website.

<http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm>

You can also go to the following link and register for mailings for multiple interest in order to receive notification of upcoming webinars on PSSP. You will need to register for the letting information and/or contract information.

<https://www2.dot.state.fl.us/contactmanagement/Utilities/login.aspx?ReturnUrl=%2fcontactmanagement%2f>

44) Will we have a list of all prefill forms?

All prefilled forms are contained under the construction forms library on each project site.