

PSSP - An Overview of the Tool for Internal Staff

March 30, 2016

- 1) **Please outline a work flow for a supplemental agreement. Where can we see an example of a work flow?** We intend to discuss workflows in more detail in subsequent webinars.
- 2) **When I was a PS user about 10 years ago, it had one flaw, it did not allow for alternative users to approve documents or requests when the primary was not available. Has this been changed?**
Yes. Security groups on the project site have specific authority to document approval and multiple users can be put in these groups.
- 3) **For CCEI accessing through infonet, not directly on FDOT system, would all these features work the same?** PSSP is on the internet and not behind the FDOT firewall. It will be available from anywhere.
- 4) **If a surety needs to sign a supplemental agreement, are they going to have the same ability to sign as a contractor?**
Sureties do have the ability to sign with digital capabilities. Some may still need to acquire the tools.
- 5) **Once the contractor fills out form and signs it, is there an email that is sent to the PA or someone telling them they have to do something or does it just sit out there in the cloud waiting for someone to search for it?** Yes. When documents are placed in the document library, notifications begin to occur. This is still being developed. Any suggestions from our users will be greatly appreciated. More notification processes can and will be developed.
- 6) **Who has authority to add personnel?**
Both district and project administrators.
- 7) **The plan states all contracts executed after July 1, 2016 will be put into PSSP. Should this not instead say "Letting"?**
Yes, executing should be letting. Revise: All contracts let after June 30, 2016 will be put into PSSP.
- 8) **Periodically the department updates forms. Will the system automatically update the forms with the filled in information as they are updated?**
No, when forms are updated we will send out notifications of change and then the forms will need to be re-uploaded using the forms application or by copying to the library yourself and pre-populating it.
- 9) **Will you be covering the use of mobile devices?**
Yes. We will be doing some demonstrations of the use of mobile devices.
- 10) **When would you want to sign a Word document or Excel file instead of a PDF?**
Only in cases where it is necessary. An example would be an MOT form.
- 11) **For issues during PS use, who needs to be contacted, FDOT OIS or PB?**
The first point of contact should be your district administrator. CO-SWCPRPSSP@dot.state.fl.us
- 12) **Are contractors going to be required to use PS?**
Yes, to upload submittals and retrieve information.

13) How can we amend, edit, mark up, date, or stamp a document?

Yes. All these things can be done. However, documents that have been previously signed cannot be modified without invalidating the signatures. Same as paper, you will need to get them signed again.

14) How about the projects that are let in late April 2016? It's borderline.

At the discretion of the district administration.

15) After the documents have been created and saved in this database, will this replace EDOCS scanning?

The ultimate goal is to eliminate the need of scanning; however, we recognize that there will be special cases where scanning is still needed. All documents uploaded to project solve will be moved to EDMS.

16) What if a form gets updated throughout the life of the contract?

When forms are updated we will send out notifications of change and then the forms will need to be re-uploaded using the forms application. Or by copying to the library yourself and pre-populating it.

17) Are we dependent upon PB to create a site for each project?

Yes. However, these functions are something that we could do and may begin doing in later years.

18) Is the district administrators also the project administrator for the specific FIN or is it a district person?

No these are two different people. The district administrators are in the district office or a designated location. However, if a project administrator develops the capacity to take on these duties that could be done as well.

19) Are digital signatures obtained from IdentiTrust required for signing documents with Bluebeam Vu and Adobe Reader?

No, please reference the construction website under the area of E-Construction and PS for digital certificates. There is a list of approved providers on the website. All these certificate authorities could be utilized by contractors.

20) If the contractor sends a document to be approved but it needs to be corrected how would they do that?

Reject the original and have the contractor resend the corrected version of the document. Also remember, "No Paper".

21) When sending documents via e-mail, does the e-mail show up separately from the documents that are attached?

The CPR group has voted to turn this feature off, only the attached documents are stored.

22) Is there a cheat sheet we can use to pass out to inspectors?

Not at this time, but we will have one. There will be subsequent follow-up webinars and development of guides for specific functions.

23) I noticed that many of our PCs are loaded with Nuance Power PDF Advance software; how will this work for filling out PDF forms and digital signatures?

Same as Adobe Acrobat. However, there are some product inconsistencies that we need to address as a group.

24) Did not see local district materials certification personnel.

This was a demonstration list that you saw on the webinar. When the district admin completes the provision list everyone in the district should be in it.

25) How can documents be downloaded?

Multiple methods are provided, download, drag-and-drop, etc.

26) Who does the site setup?

Both district and project administrators.

27) Will it let you overwrite the level 1 document?

When signing a document digitally you can overwrite the existing document.

28) Will asphalt info entered into MAC be integrated automatically into PSSP?

No, not at this time.

29) How do you upload multiple photos at a time?

Use the drag-and-drop option from Windows Explorer.

30) Will phase 72 contracts be administrated through PSSP?

When an operation center manages a maintenance contract as if it was a construction contract through Site Manager and then a site would be created for it.

31) Will the webinar be posted on the FDOT website?

Yes, notice will be sent out.

32) Is it possible to print these documents for review prior to signing off?

It is possible, but it defeats the purpose of the paperless environment.

33) Full implementation? Does that mean current jobs will be switching to PS and away from

Hummingbird? No, only jobs let after July 1st, 2016. No, Hummingbird (Opentext) will still be used.

34) For a design/build project, will PS take the place of ERC (Electronic Review Comments)? No, not at this time.

35) Is FDOT having a local representative in each district to assist with any questions? Yes, please contact the CPR group.

36) When uploading documents, is there a limit on the document size for the filing alternatives. The current limit is 2GB.

37) At what level would the set up responsibilities lie?

Both district and project administrators.

38) Can we opt not to use humming bird?

PS is not replacing Hummingbird.

39) Who is responsible for adding project personnel to the PS site? DOT or CEI. Is it dependent on each project? Project administrators and it is dependent on each project.

40) Will an option be added to send documents in the RFI Library to EDMS?

Yes through the closeout procedure of the library.

41) What if a contract has 4 financial projects (In reference to prefilled forms)?

The forms application will send a document for each financial project as needed.

42) Will the EDMS Document number be returned to the share point library?

No, not at this time but automation is being worked on. For the time being those numbers can manually be entered.

43) Will we have the authority to delete documents from the library?

Yes, depending on your role.

44) Can you also go to the forms website and select and populate forms that are not listed under CARS?

Yes, you can download them from the forms library and fill them out manually and store them in the FDOT Library.

45) Once a contract has been closed out in PSSP, how will public records be provided? Through EDMS.

46) Who is responsible for generating the prefilled forms?

Both district and project administrators.

47) Is the intent that the project administrator for the project upload the forms or is that supposed to be the district PS administrator do this?

Both district and project administrators.

48) Is the construction PA setting this up?

District Admin and Project Admin. Either one or both.

49) Can documents be signed inside PS, or are the documents intended to be downloaded to the desktop, signed and re-uploaded to the PS site?

Both are viable, but the second option is recommended. This topic will be discussed in subsequent webinars.

50) When you email a document to the project site, where on the project site does it go/where is it stored? The 'project documents' library.

51) We're currently working on test projects in PS, and not all of our project documents are populating in EDMS when we send them over. However, PSSP still shows them as sent to EDMS. What can we do?

We are working on these issues.

52) Why not just automatically populate all forms.

We will be adding new forms as time permits.

53) Are the close out files archived somewhere?

EDMS

54) How will shop drawing review be handled?

They will be submitted to the 'project documents' library.

- 55) Can you upload folders? Such as a folder full of photos or do you have to upload all photos individually?** Yes, use the drag-and-drop option from Windows Explorer.
- 56) Can you apply the electronic signature inside of PSSP or do you have to sign the document outside environment and then upload the document to PSSP?**
Both are viable, but the second option is recommended. This topic will be discussed in subsequent webinars.
- 57) Are contractors going to be required to use Adobe Reader or Bluebeam to digitally sign forms?** The CPR group will have to vote on this topic.
- 58) Can you explain the approval process of a document, in order to send a document to EDMS? How is the QC process intended to be handled before a document is sent to EDMS?**
This will be discussed in subsequent webinars.
- 59) How do you upload video/audio recordings of progress meetings?**
It is the same process as any other document.
- 60) Do documents still need to be scanned? This seems like documenting twice.**
No, if the document has been uploaded to PS, it does not need to be scanned.
- 61) Wouldn't the contractor set-up be something contract administration would do at execution?**
The information for the project stake holders should be gathered at the preconstruction meeting.
- 62) So you can only sign from the computer you used to create your digital signature?**
No, the certificate can be installed on multiple PC's.
- 63) Currently we don't load excel files into EDMS. If this format of doc type is loaded on the share point, will PSSP convert to PDF?**
EDMS has been modified to accept multiple document types including Excel.
- 64) Should all email correspondence between the department and contractor be directed through PSSP? All emails can be exported and placed into a PDF and then sent to project solve.**
- 65) Who is responsible for ensuring that all documents are captured in the district EDMS after final acceptance?** The district EDMS coordinator.
- 66) What happens when one person in an approval tree does not have a digital signature? Can the document be printed and signed physically and then scanned back into PS for future digital signatures (like an SA)?**
No, it is all or none.
- 67) Can these documents also be saved on a consultants or contractor's computer or server for their record? Or when the documents are uploaded they become the project document and the contractor or consultant no longer have to maintain records in their servers?**
The contractor has access to the documents at any time after they have been released for view. It does not release requirements of the contractor/consultant to maintain required stored documents.

68) For the EDMS description profile - did you say there is only going to be a generic list of descriptions that can be used?

This is a dynamically maintained reference list, if we encounter the need to add additional records then it can be done. Presently there are about 250 descriptions in the reference list.

69) I did not get the answer regarding whether or not project administrators or D6 site administrators are to upload forms.

District Admin and Project Admin. Either one or both.

70) PS previously would not let multiple images be uploaded, is that corrected?

Yes, you can upload multiple images.

71) If the digital signature is only on your computer, how can you digitally sign using a phone or tablet?

Currently iPhones and iPads are not supported for digitally signing. There are products for Android devices that can be used to sign documents, however this functionality is still being developed. Certificates are transportable from computer to computer. They can be installed on multiple computers.

72) Who will be the one to determine that a project is completely closed and take the site down? Both district and project administrators.

73) How are internal FDOT approvals to be handled, such as an overrun pay items request which needs to be approved by the fiscal office?

An encumbrance request form is submitted to the 'project document' library.

74) Any way that we can get a printout of the Q&A?

Electronic copies are provided.