2020 LOCAL SYSTEMS SPRING MEETING UPDATE: DOCEXPRESS & APPIA

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DocExpress Updates

DocExpress: Reminder

- Naming conventions MUST be used
  - If additional language is needed in file name
    - The base naming convention must be followed.
    - Additional descriptive language may be added to the END of the file name AFTER the base naming convention.
      - Ex.: For progress vouchers on a tied contract that includes project #s (98) & (99)
        - Base naming convention = Voucher *nnn*
        - Name with additional info = Voucher *nnn* (98) OR Voucher *nnn* (99)
- DOT systems cannot recognize and retain files that are not named correctly.
- Naming convention found here:
  https://iowadot.gov/local_systems/publications/local_jurisdictions/DocExpressLPAUsersGuideAppendix.pdf

I.M. 6.000

A Doc Express user guide, file naming convention and flowchart are located in Attachment F of this I.M. The use of the Doc Express file naming convention is required. The process to become a user by creating an account or making modifications to an existing account are also contained in Attachment F of this I.M. Users can be added or removed from access in Doc Express. The LPA will need to notify the Iowa DOT, Local Systems Bureau Administrator (contact) for Doc Express, of all changes in personnel; including email address of the new user and type of access being requested.

DocExpress: Payroll Naming Change

- Naming conventions MUST be used
- There has been a naming convention change for payrolls.
  - New naming convention: PR *nnn* WE *yymmdd*
    - Where:
      - *nnn* is a sequential number for each subcontractor and all 3 digits will be required
      - WE stands for Week End
      - *yymmdd* is a 2-digit year, 2-digit month, and 2-digit day
    - Note: The spaces will be required as well as the 3-digit sequential number.
    - Use on all projects that do not yet have a payroll submitted (if payrolls are required).
- If subcontractor is added, Tammi Bell must be notified so she can add them to the list in DocX

Designating Contract Signature Authority

- Board of Supervisors/ City Council may designate signature authority for the contract

- See I.M. 5.030
  - Full-time employee of respective agency
    - May be mayor or city clerk if no full-time
  - No consultants
  - Must be designated in PROJECT SPECIFIC resolution
    - Can be in same resolution as project award
    - Sample resolution in I.M. 5.030, Attachment C

- GovDelivery email sent 12/04/19

- If signature designation resolution is uploaded to DocExpress
  - Use "Agreements & Resolutions Drawers"
  - **Do NOT put in "Contract" drawer or add as supporting document to contract**
  - Uploading to "Contract" drawer will cause need for the whole contract and bond to be deleted, re-uploaded, and re-transitioned.

Beginning with the December 17, 2019 Iowa DOT Letting, the Board of Supervisors or City Council may delegate the execution of the contract to a full-time county or city employee, respectively. The county employee designated to execute the contract would most likely be the County Engineer. The city employee designated to execute the contract would most likely be the City Public Works Director or City Engineer. The employee designated to execute the contract shall be a full-time employee of the agency. For smaller cities that do not have any full-time employees, the mayor or city clerk may serve as the designated person to execute the contract. A consultant shall not serve as the designated person to execute the contract. If the Board of Supervisors or City Council chooses to designate the execution of the contract to a county or city employee, this shall be designated in a project specific resolution; see Attachment C for an example resolution. Each contract shall require a separate resolution. However, a single resolution may be utilized to both award the proposed contract, as well as designate the execution of the contract to another party. The Iowa DOT does not need a copy of this resolution. If the LPA would like to store the resolution in Doc Express, it can be stored in the "Agreement and Resolutions" drawer but shall not be uploaded as part of the contract.

I.M. 5.030

Fun Fact!

- Fastest contract signed in 8 hours
    - Most signed by 20 days
    - Almost ALL in less than 30 days

Appia Updates

Trainings

Trainings Completed this Year

- 8 trainings completed this year
  - 4 in-person
  - 4 via Skype
- Approximately 200 attendees

Training Format/ Agenda (3hrs)

- Powerpoint overview of Appia's functions & capabilities
- Online, live demonstration of Appia's website and how to use the program
- Hands-on walk-through of project by trainees

How Do I Access DocX & Appia?

- First, let Tammi Bell know your agency needs access

- https://www.infotechexpress.com/login

- Appia and Doc Express

  - Both products in Infotech suite

  - Accessed from same login
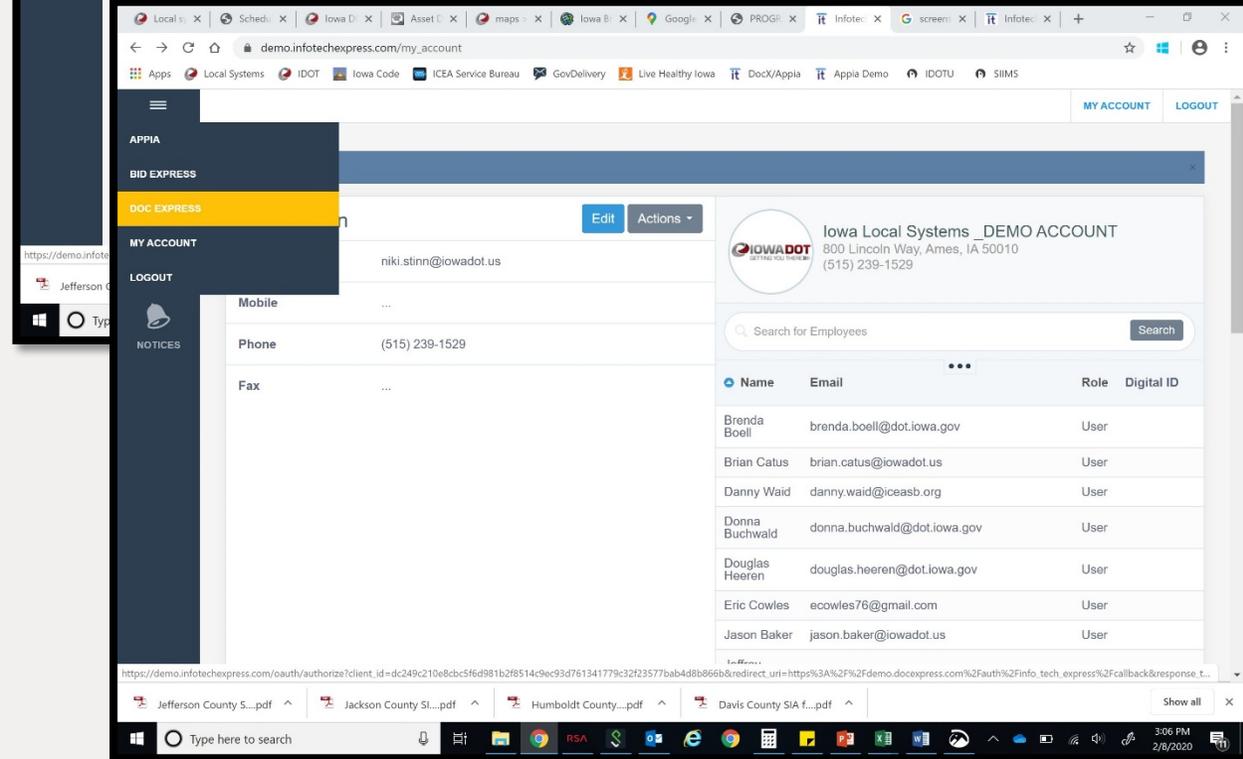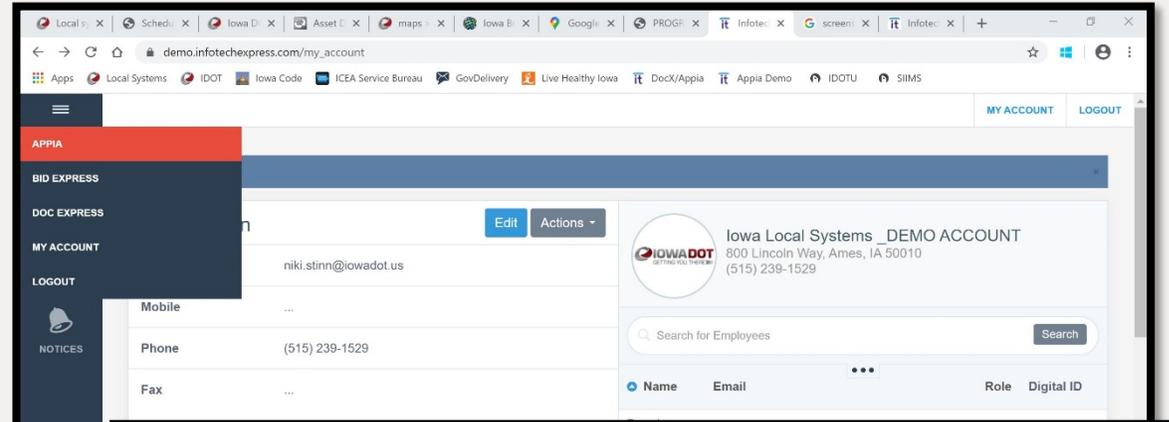
How to Get Access to Appia Specifically

1.

- Even if you already have an Infotech (DocX) account, you must request access to Appia specifically.
  - Contact Tammi Bell

2.

3.

- You can toggle to the Appia program, but nothing will show up if Tammi has not activated your access.
  - Once your account is activated, your account manager will manage its own list of Appia users.
  - Anyone with an Administrator or Senior Program Manager can give access to other users
    - To do this →

4.
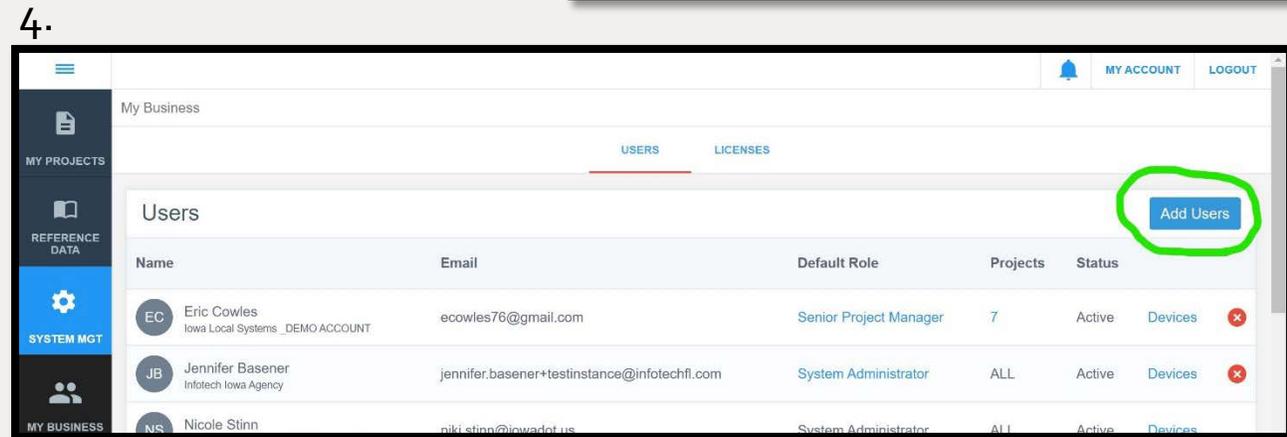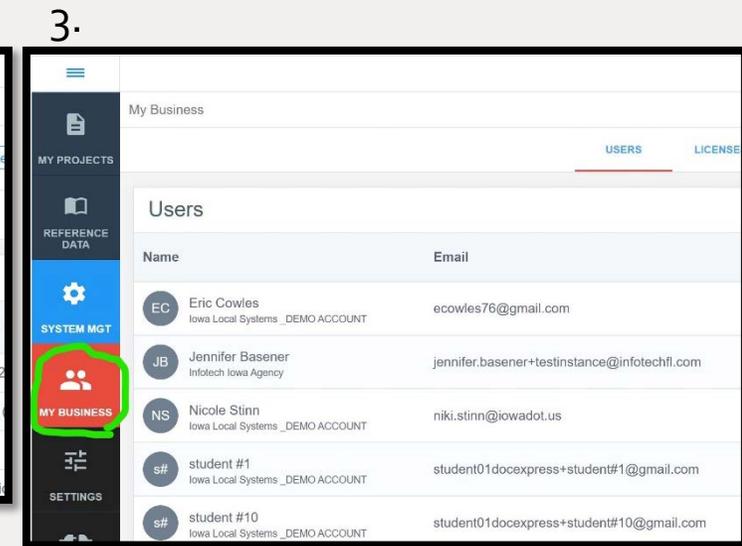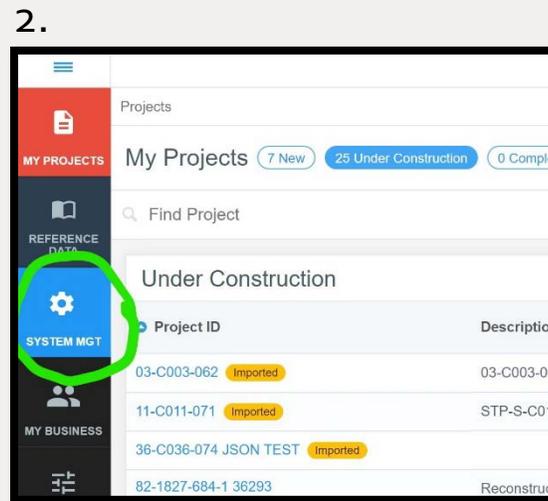
Sharing Between the Programs - Doc Express / Appia

- Documents created in Appia
  - Change Orders
  - Weekly Reports
  - Payment Vouchers
- No way to directly move a document from one to the other.
  - Download/export from Appia
  - Upload to Doc Express
- Can add link that will go directly to the documents in the drawer.

Instructions & Helpful Resources

YouTube Tutorials

- Managing Users in Appia (3:15)

- Settings in Appia (4:09)

- Reference Data in Appia (5:05)

- Creating a Project in Appia (6:56)

- Daily Reports in Appia (10:13)

https://www.youtube.com/playlist?list=PLv ZmrdHhIwRzz7NEhAQYcBMtTvIZgX4qa

Coming Soon

- Step-by-step picture instructions for project setup and other tasks

- Videos from Local Systems trainings

Resources on Local Systems Website

APPIA

📄 Appia User's Guide

📄 Funding Overview Guide

📄 Inspector Flash Guide

📄 Manage Reference Data Worksheets

📄 Worksheet Calculations

https://iowadot.gov/local_systems/Post-Letting-Resources

Status of Payments via Appia & DocX

- Payment process
  - Six pilot projects covering three counties
  - Vouchers generated in Appia are uploaded to DocX
  - Finance receives notification when a voucher is uploaded and enters it for payment
- Stay tuned for directions on how to adjust for lump sum items during project set-up

Recent Challenges Faced

- Developing "easy button"
  - Plan is to eventually place these files in DocX
  - Using .csv files for now (see next slide)
- Providing constantly up-to-date reference data for locals
  - Reference data includes: Bid items, materials lists, contractors, etc.
- Defining sections for tied projects with multiple funding sources
- Working through logistics of auditing and records retention
- Desire to customize reports and data entry fields.
- Field Manager designation for counties
- Automating payments (see previous slide)
- Entering lump sum items

Other Important Info

- Contact Niki Stinn for .csv set-up files
  - Used for importing contract bid item information
  - Not available until 45 days after letting
- Contact us with questions
  - Tammi Bell: Account and user access issues
  - Niki Stinn: Project creation / implementation

- Anticipated date for REQUIRED use of Appia:
  - Counties: October 2020 Letting
  - Cities: 6 months after counties

Questions?... Please contact

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