

KDE has developed a web portal to upload construction documents, which will allow districts and other appropriate parties (Fiscal Agents and Architects) to instantly and electronically submit required construction document to District Facilities Branch (DFB) for review and approval.

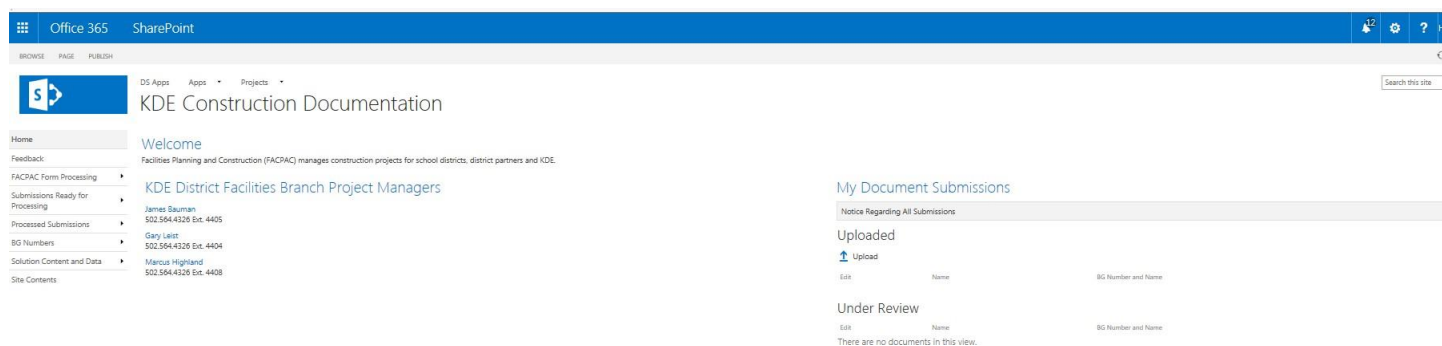
Beginning July 1, all construction documents except the BG-1 Project Application form, Contract, Purchase Order Form, Change Order Supplemental Information Form, BG-4 Contract Closeout Form, BG-5 Project Closeout Form must be submitted electronically in Portable Document Format (PDF) to the KDE Facilities SharePoint site: <https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction>.

Access is required to the SharePoint site to submit an uploaded construction documents to Facilities SharePoint site. Initial access to the site will be automatically assigned to each district superintendent, finance officer and facilities director. Access will be limited to the district superintendent and assigned district personnel and consultants on a project-by-project basis.

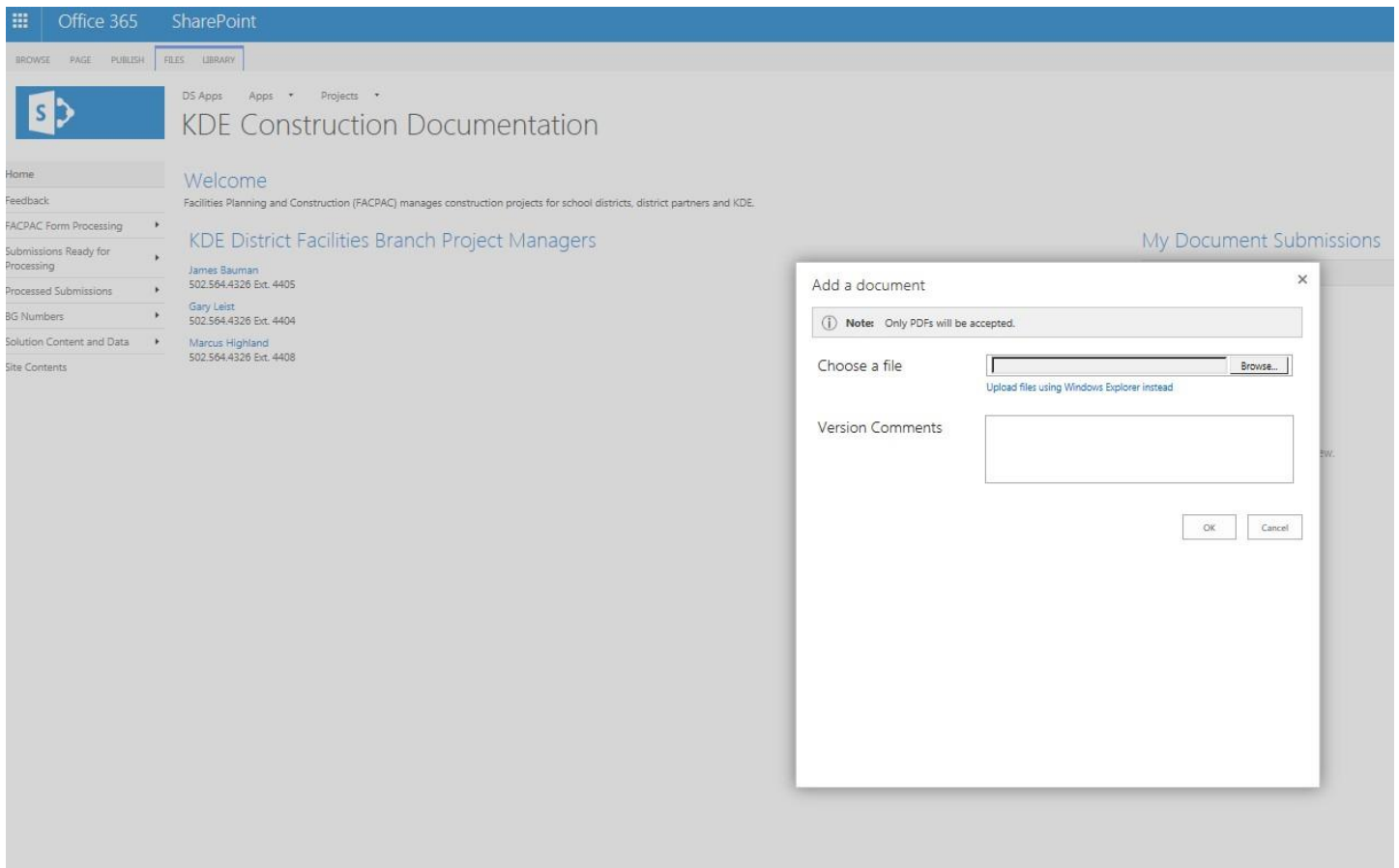
Upon request by the superintendent to DFB, access will be provided to design professionals and other appropriate parties.

Note - Each construction document being submitted for upload must be submitted individually and labeled accordingly. **Please do not scan all the construction documents together and upload as one document.**

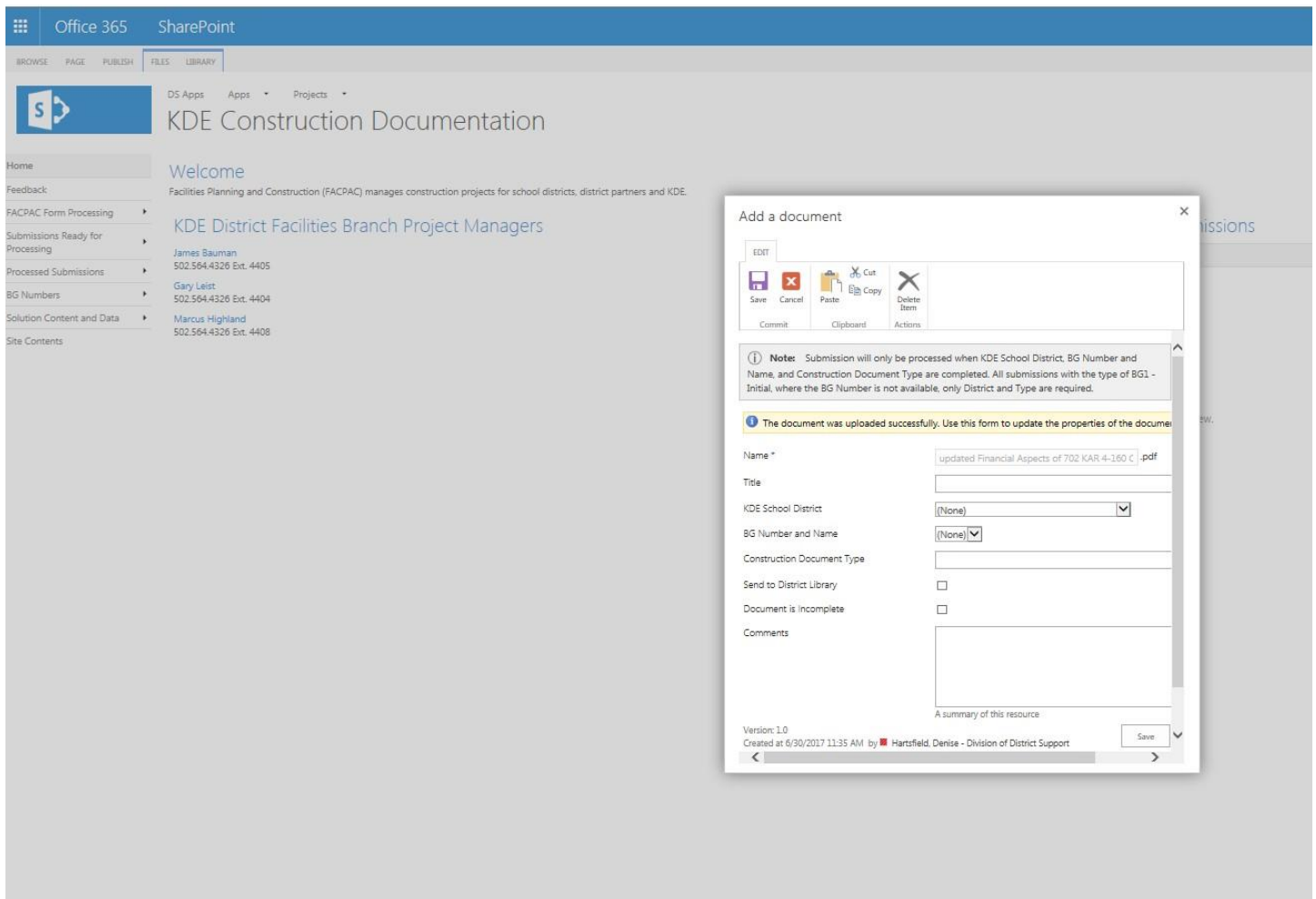
To start, click on SharePoint link: <https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction>. The home page will look like screen shot example below.



Once you are at the site, and you are ready to upload a document, then click the "Upload" button shown in the home page. Then select the browse button as shown the screen shot example below, so a construction document can be selected for upload.



Once the construction document has been uploaded, then you will be prompted to fill in some general information about the uploaded construction document, as shown in the screen shot example below. When you have filled in the general information, then hit save and the document uploaded will be submitted to KDE Facilities SharePoint site for collection, review and approval.



Note:

The following forms are completed in FACPAC not uploaded.

- BG-1 Project Application form
- Contract Summary
- Purchase Order Form
- Change Order Supplemental Information Form
- BG-4 Contract Closeout Form
- BG-5 Project Closeout Form

For assistance contact the following KDE staff:

- General submission questions: Denise Hartsfield at denise.hartsfield@education.ky.gov or (502) 564-4326, extension 4401.
- Project specific questions: the district assigned District Facilities Branch Project Manager. Refer to the [KDE District Facilities Branch Project Managers List](#) and contact information on KDE School Facilities webpage at <http://education.ky.gov/districts/fac/Pages/default.aspx>;