PROGRAM MANAGEMENT GUIDELINES FOR USING DOC EXPRESS

Construction Contract Development

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Registration

To sign up for Doc Express please follow the instructions below.

1. Navigate to www.docexpress.com and click on Register

2. Complete all the required fields in the My Info and My Business section.
   IMPORTANT: The first person that signs up your company is the administrator of the account. This person will be responsible for inviting the other employees of your company. <u>Only ONE person with your company should register with Doc Express.</u> If the company only has one e-mail address, the name on the account must be an officer of the company. When an officer of the company is signing up for an account, the first and last name on the account matches the Certification of Officers/Owners/Partners that was submitted as part of your company's Prequalification Questionnaire. Also, the company name must match the company name that was submitted on the Questionnaire.

3. In order to invite other employees of your company, click on Invite Employees. They will receive an e-mail from Doc Express inviting them to accept the invitation. They should then complete the My Info section.

NOTE: Prior to the bid letting, please ensure all key employees are signed up under the company account.
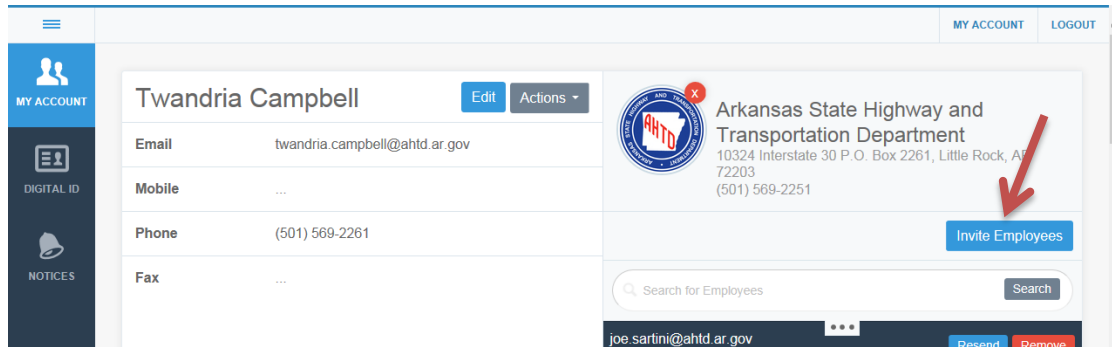
4. If you have any questions, please feel free to contact Doc Express at 888-352-2439 or support@docexpress.com or the Department's Program Management Division, Construction Contract Development Section at (501)569-2261 or pmd@ardot.gov.

Notifications Setup

Your Doc Express account will need to be set up to ensure you receive e-mail notifications when a document has been submitted that requires your attention. The instructions, as outlined below, will ensure you receive the proper notifications for each step of the process.
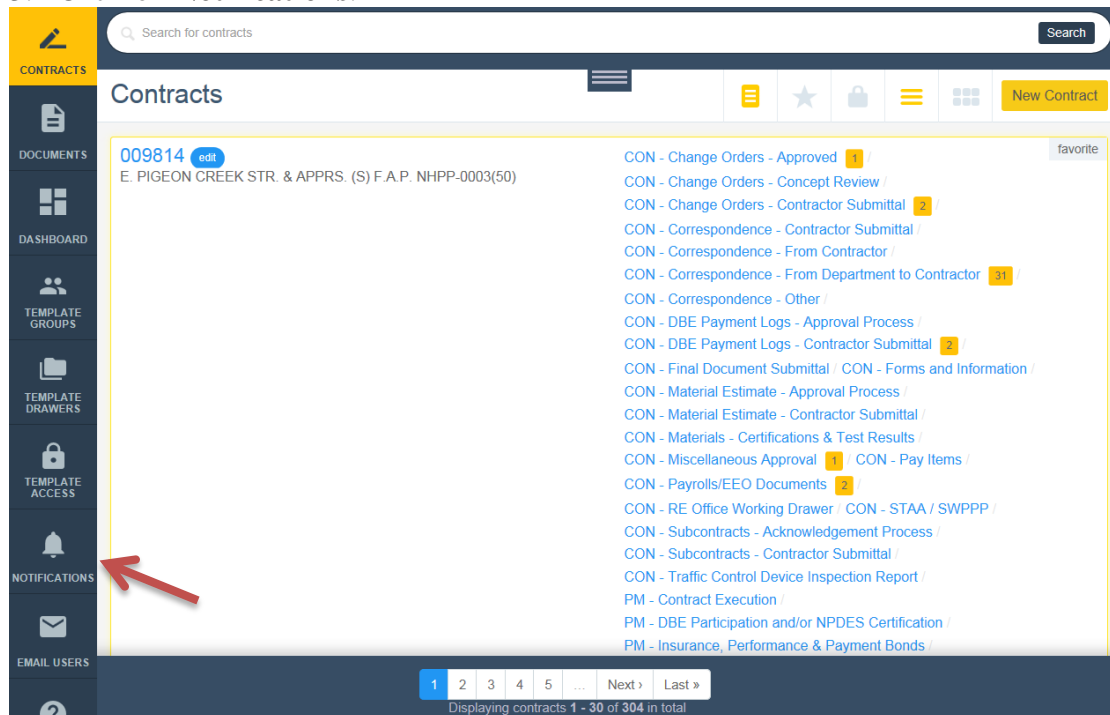
1. Sign into your Doc Express account and click on the menu button on the left hand side of the screen.
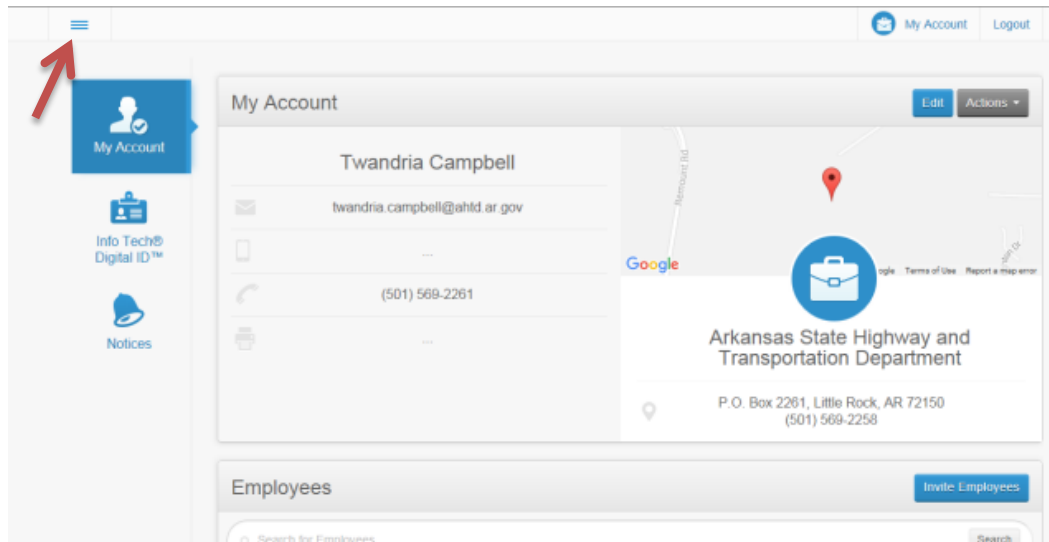
2. Choose **Doc Express** from the drop down menu. This will take you to the main page of Doc Express.
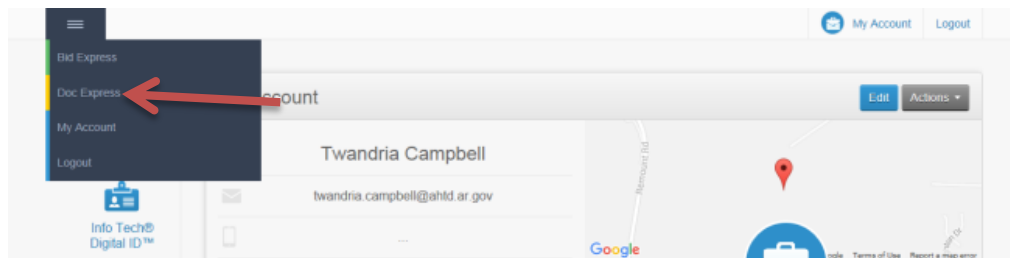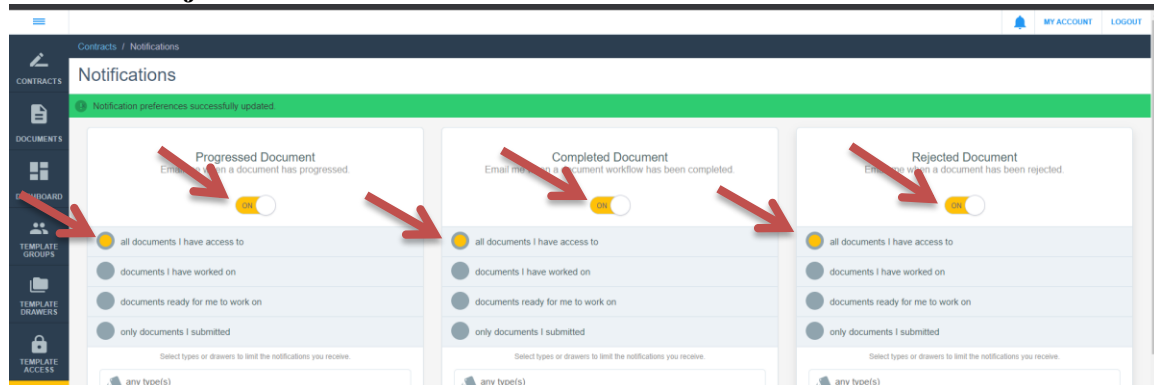
3. Click on **Notifications**.

4. Below **Progressed Document** click On.
5. Choose **all documents I have access to.**
6. Below **Completed documents** click On.
7. Choose from the drop down menu **all documents I have access to**.
8. Below **Rejected Document** click On.

If you have any questions, please feel free to contact Doc Express at 888-352-2439 or support@docexpress.com or the Department's Program Management Division, Construction Contract Development Section at 501-569-2261 or pmd@ardot.gov.

Pre-Contract Submissions

Instructions for the DBE Participation, NPDES Certification Statement, and Bid Schedule and Bid Schedule Narrative submittals are as follows:

PM – DBE Participation and/or NPDES Certification

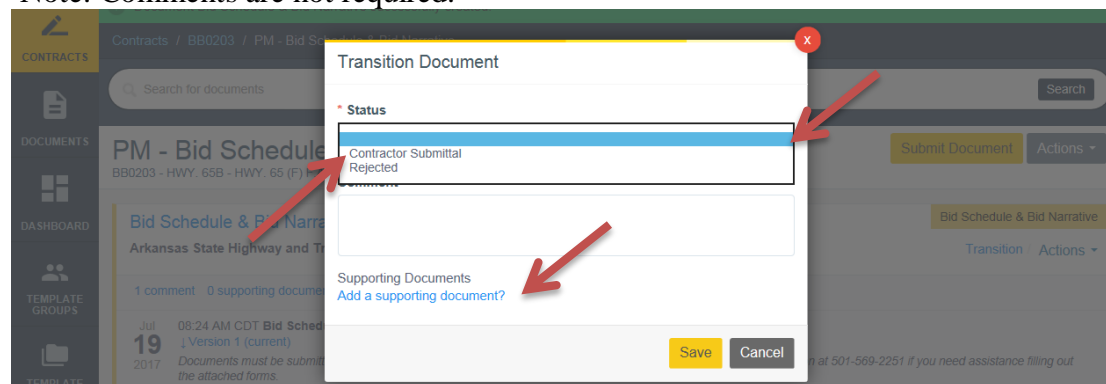1. Click on **Version 1 (current)** to download the forms to be completed.
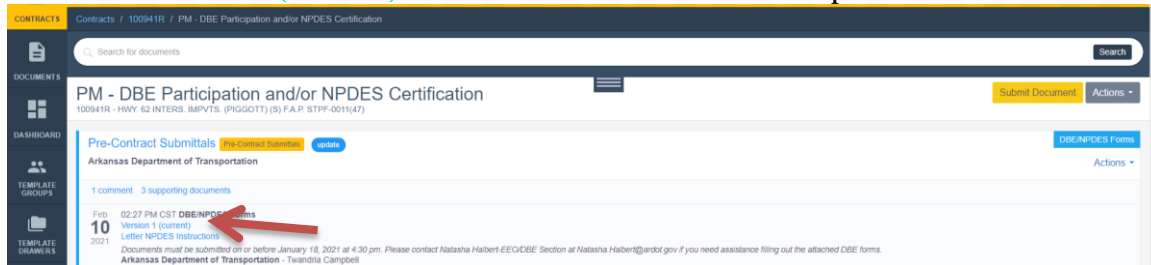
2. Complete the forms and upload them to your computer as a PDF.
3. Attach the PDF by clicking on the **Transition** button.
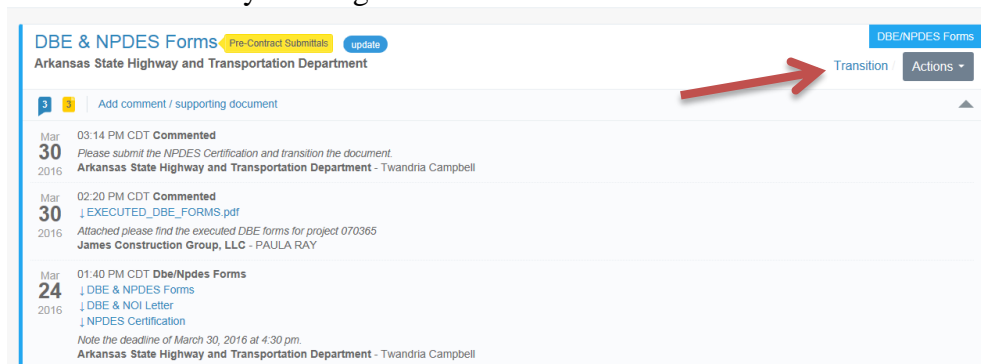
4. From the drop down arrow in the Status bar choose **Contractor Submittal**.
5. Click on **Add a supporting document?**
   Note: Comments are not required.

6. Create a Name for your document. (Example BB0203_DBE Forms or BB0203_NPDES Certification)
7. Browse your computer for the forms uploaded in Step 2.

8. Click Open to attach the forms.
9. Click Save.

PM - Bid Schedule & Bid Schedule Narrative

1. Click on **Version 1 (current)** to view the letter submitted by the Arkansas Department of Transportation.

2. Upload Bid Schedule & Bid Schedule Narrative files by clicking on the **Transition** button.

3. From the drop down arrow in the Status bar choose **Contractor Submittal**.
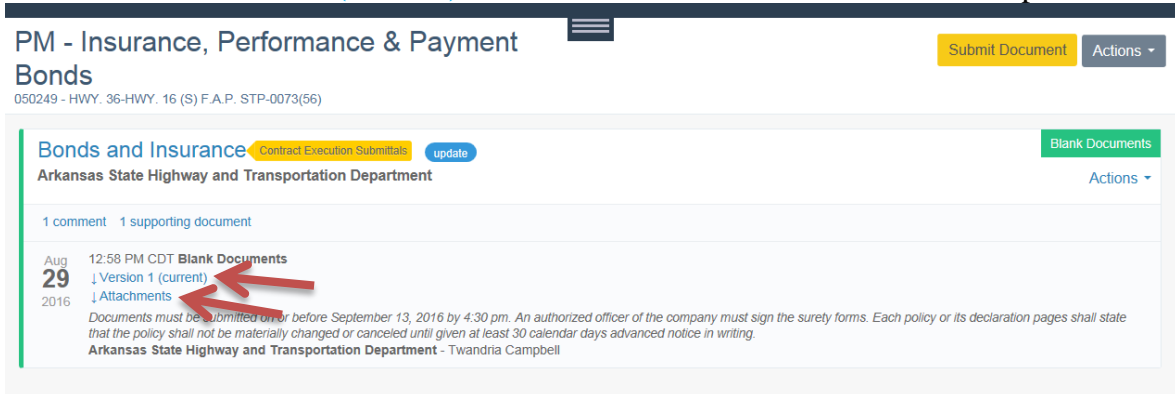4. Click on **Add a supporting document?**

5. Create a Name for your files. (Example BB0203_Bid Schedule & Bid Schedule Narrative)
6. Browse your computer for the files you need to submit.
7. Click Open to attach the files.
8. Click Save.

Submit & Transition Drawers

Instructions for the Insurance, Bonds, and Contract submittals are as follows:

PM – Insurance, Performance and Payment Bond

1. Click on **Version 1 (current)** to download the forms to be completed.

2. Complete the forms and upload them to your computer as a PDF.
3. Click on the **Transition** button.

   * Prior to uploading, the completed Performance and Payment Bonds, please review the Bonds for the following:
   - Bonds are NOT dated,
   - Surety name and home office location included on the first page of the bonds,
   - Surety Bond Number included on first page of the bonds,
   - Contractor's signature included on both the Performance and Payment bonds,
   - Executed by a Licensed Resident or Non-Resident Agent of the State of Arkansas (a countersignature is not acceptable),
   - Photographically reproducible Surety Seal is included where indicated on second page of the Performance **and** Payment Bonds, on the Power of Attorney, **and** Certificate to Accompany the Power of Attorney
   - Certificate to Accompany the Power of Attorney **must** be dated,

4. From the drop down arrow in the Status bar choose **Contractor Submittal**.

5. Create a Name for your files. (Example: BB0203_Bonds & Insurance)
6. Browse your computer for the files you need to submit.
7. Click Open to attach the files.
8. Click Save.

PM - CONTRACT EXECUTION

IMPORTANT: The following process should be completed by a person included in the Certification of Officers/Owners/Partners list.

1. The contract will be signed electronically (transitioned) through Doc Express. The forms in this drawer are for the Contractors information.
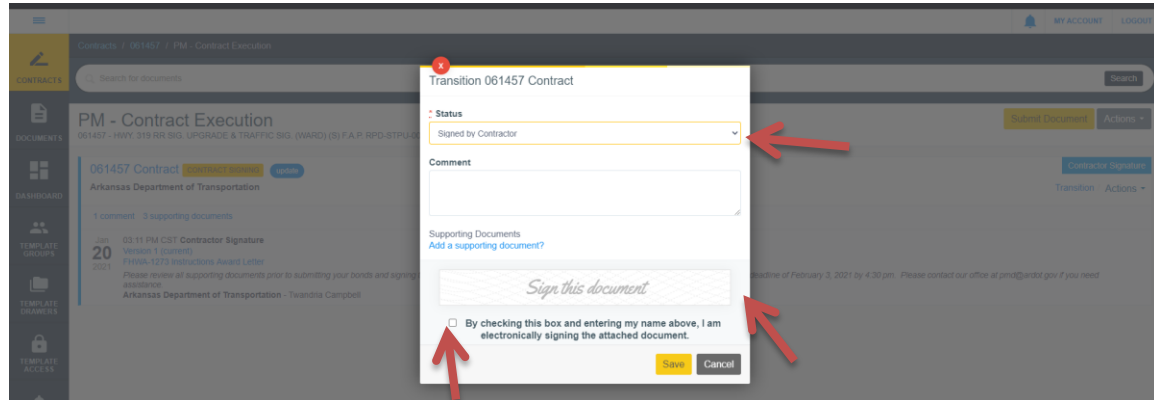
2. Click on the **Transition** button.
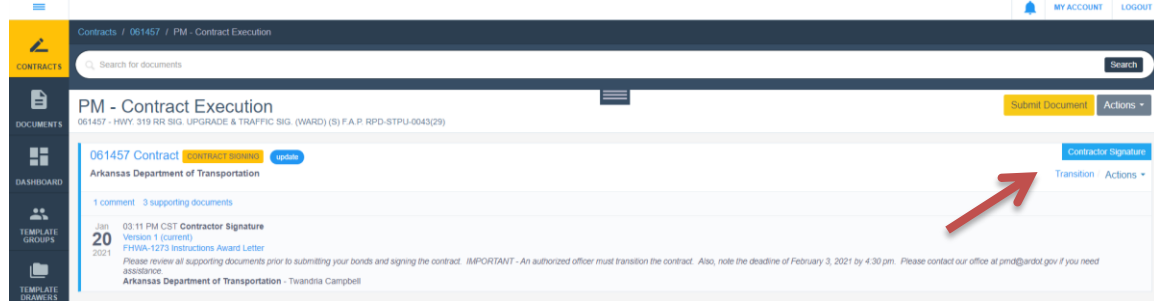
3. From the drop down arrow in the Status bar choose **Signed by Contractor**.
4. Type your name.
5. Check the box at the bottom and then click **Save**.

6. When the contract is signed a PDF is created at the end of the contract.

Doc Express Document Signing History

Contract: ▮▮▮▮ Document: ▮▮▮▮ Contract

Date	Signed By
12/10/2020	▮▮▮▮▮▮ Electronic Signature (Signed by Contractor)
12/11/2020	Twandria Campbell Arkansas Department of Transportation Electronic Signature (Reviewed by Program Management)
12/11/2020	Emanuel Banks Arkansas Department of Transportation Electronic Signature (Signed by Deputy Director & Chief Engineer)
12/11/2020	Randy Ort Arkansas Department of Transportation Electronic Signature (Signed by Deputy Director Chief Operating Officer)
12/16/2020	Lorie H. Tudor Arkansas Department of Transportation Electronic Signature (Signed by Director)

7. Once the contract has been executed, you can download an executed copy of the contract for your records by clicking on the down arrow in the PM-Contract Execution drawer.

8. Click on **Version 1 (current)** to download the Contract.

9. If you have any questions, please feel free to contact Doc Express at 888-352-2439 or support@docexpress.com or the Department's Program Management Division, Construction Contract Development Section at 501-569-2261 or pmd@ardot.gov.