



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

Doc Express™
Paperless Contracting

Login or Register

Login to Doc Express

An e-Construction solution for documents

Route and store the construction docs you need. Know the status from any device, at any time.

Stop searching for lost or damaged paper.

The Doc Express service can improve your processes as part of your e-construction initiative.
[See how it is helping Iowa DOT](#) reach its paperless contracting goals.

Paperless contracting

Filter and sort electronic documents quickly and get your hands on what you need. All stakeholders will always know the status of a document without the hassle of a VPN or FTP.

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. Only ONE person with your company should register with Doc Express. 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.

Doc Express registration

The Info Tech Doc Express service is a paperless contracting service that provides a secure digital filing cabinet and document exchange service specifically created to meet the needs of the construction industry.

With the Doc Express service, you can easily access and exchange electronic contract documents with project stakeholders and business partners. You can also exchange material certifications, test results and more in real time from any computer without the hassle of an FTP site. The service allows you to store documents for the life of a project and beyond, and maintain an online audit trail.

Doc Express service features	Doc Express service benefits
Hosted, web-based service	Makes paperless contracting a reality
No VPN or FTP required - supports internal and external project needs	Real-time access to documents by all stakeholders
Easy to implement, intuitive to use	Better communication
Searchable archives, convenient at audit or claim time	Less paper, fewer copies
Standardized process/location for documents	Reduced delays with payments when finalizing a project and at audit time
Email notification of document status	Contractors submit once
Electronic signatures	Accountability is easy - just view the activity log
Daily back-ups	Improved client and project stakeholder responsiveness
99% uptime	Always know the status of document and if it was submitted
Filtering/sorting for all docs	
Built-in security	
Storage for up to 7 years after notice to proceed	
Read-only access for stakeholders	

My Info

* First Name

* Last Name

* Email

* Email Confirmation

* Password

* Password Confirmation

* Question

* Answer

If you forget your password we'll ask you to verify this.

My Business

* Name

* City

* Phone

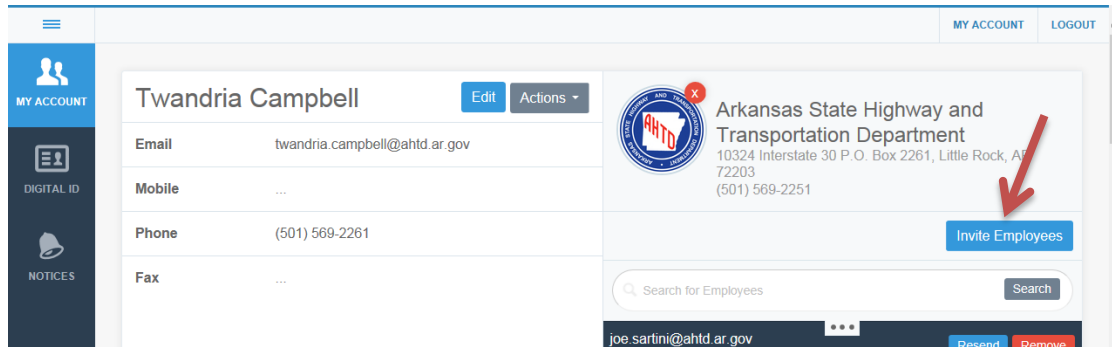
* State

* Address1

* Postal Code

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.

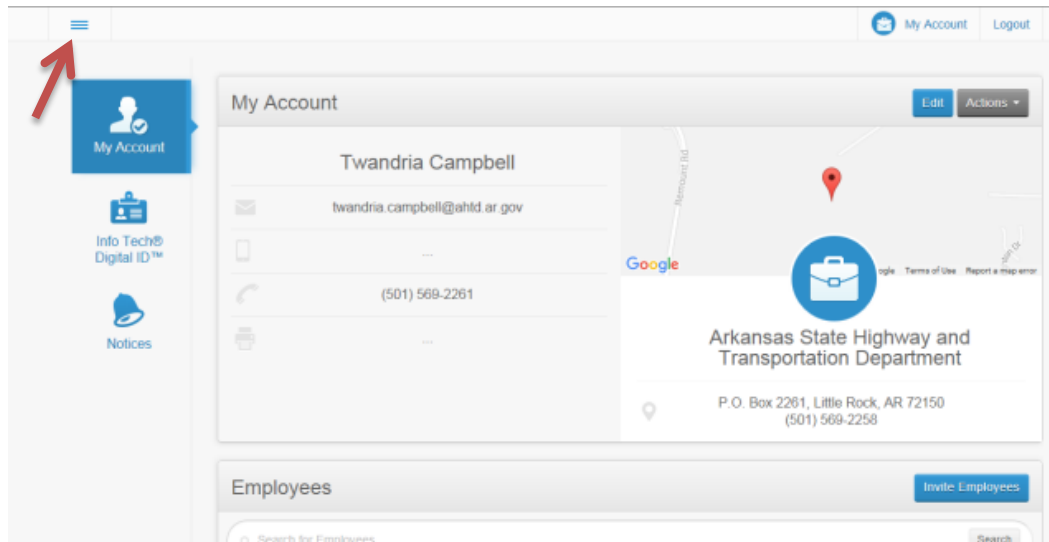


4. If you have any questions, please feel free to contact Doc Express at 888-352-2439 or support@docexpress.com or the Department's Program Management Division, Construction Contract Development Section at (501)569-2261 or pmd@ardot.gov.

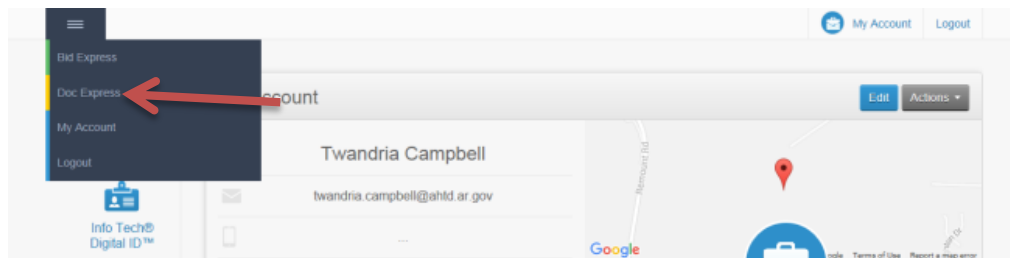
Notifications Setup

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.

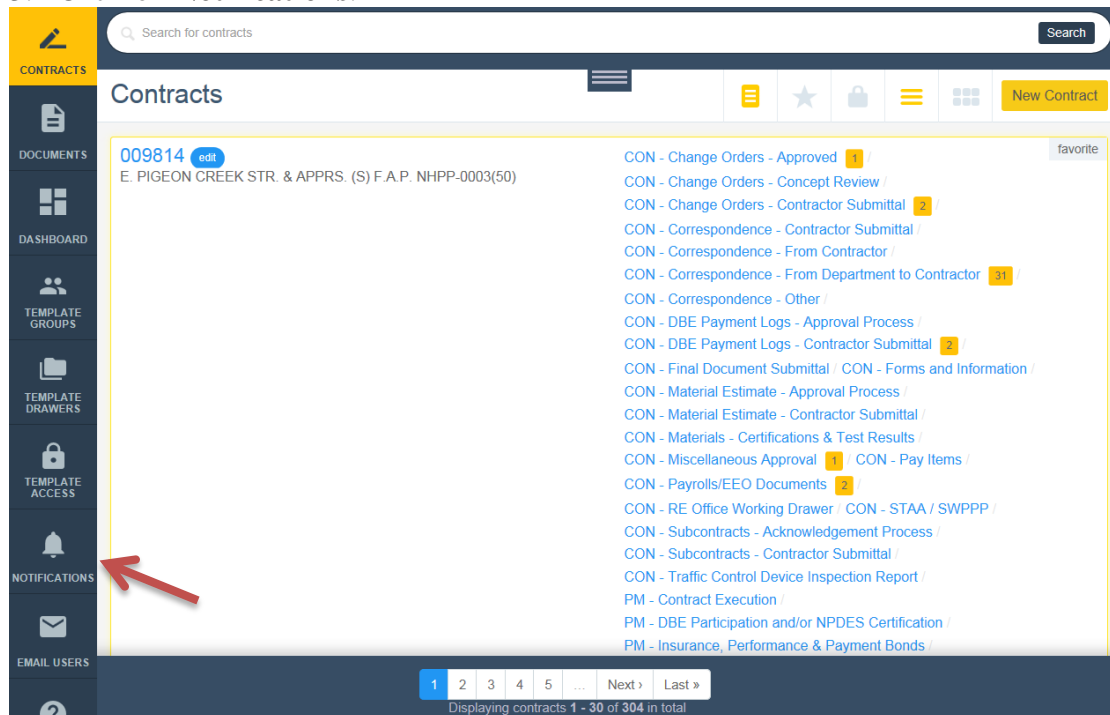
1. Sign into your Doc Express account and click on the menu button on the left hand side of the screen.



2. Choose **Doc Express** from the drop down menu. This will take you to the main page of Doc Express.



3. Click on **Notifications**.



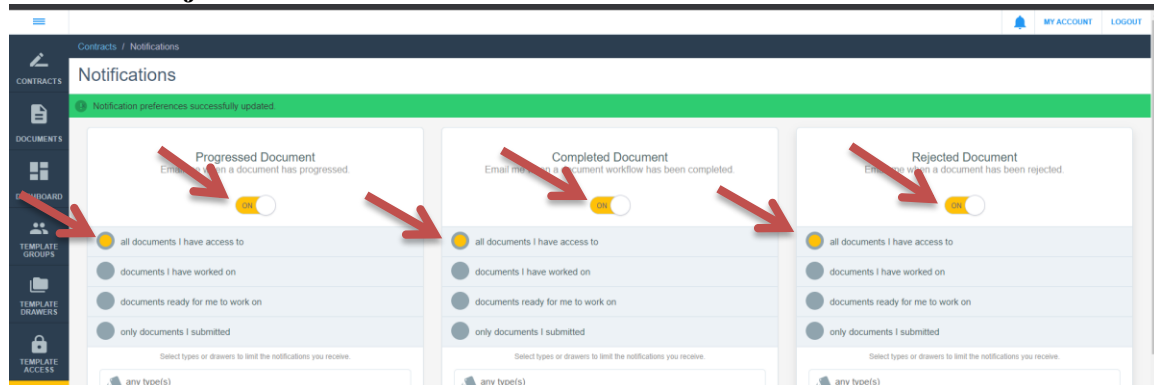
4. Below **Progressed Document** click On.

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.



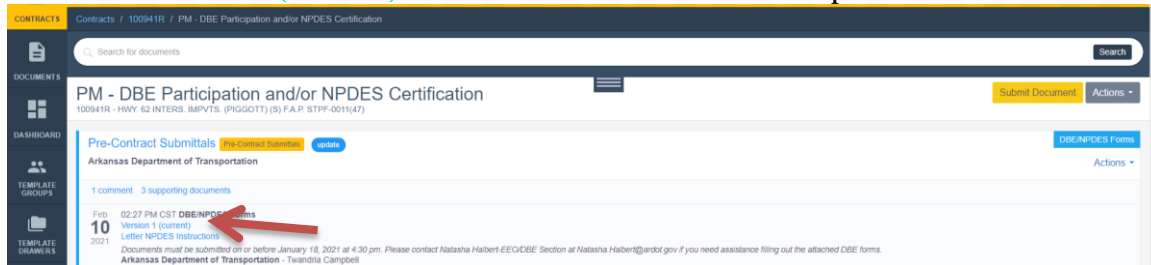
If you have any questions, please feel free to contact DocuSign at 888-352-2439 or support@docuexpress.com or the Department's Program Management Division, Construction Contract Development Section at 501-569-2261 or pmd@ardot.gov.

Pre-Contract Submissions

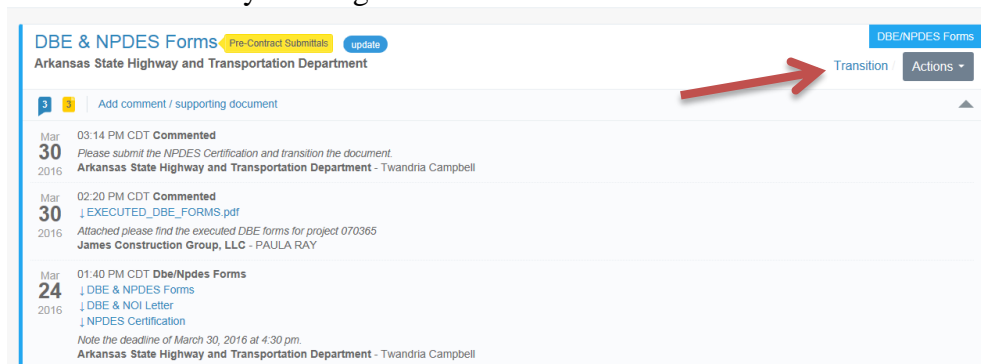
Instructions for the DBE Participation, NPDES Certification Statement, and Bid Schedule and Bid Schedule Narrative submittals are as follows:

PM – DBE Participation and/or NPDES Certification

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

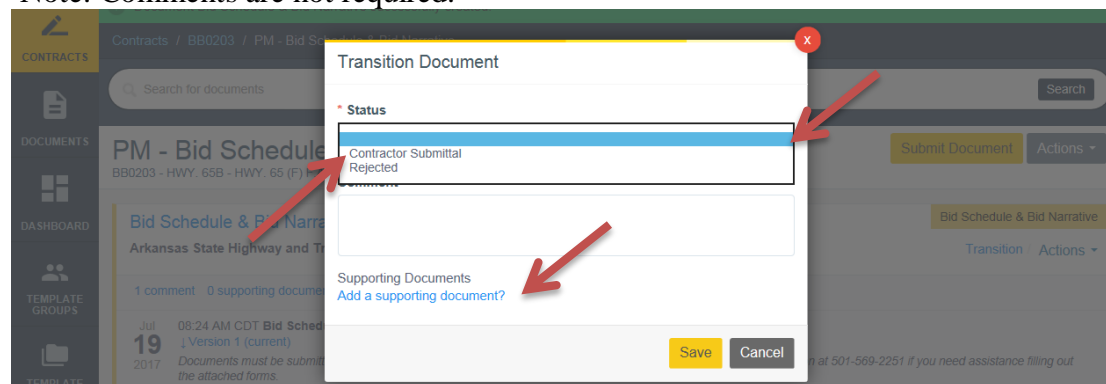


2. Complete the forms and upload them to your computer as a PDF.
3. Attach the PDF by clicking on the **Transition** button.



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?**

Document Bid Schedule & Bid Narrative successfully created.

Contracts / BB0203 / PM - Bid Schedule & Bid Narrative

Search for documents

PM - Bid Schedule & Bid Narrative

BB0203 - HWY. 65B - HWY. 65 (F) F.A.

Bid Schedule & Bid Narrative

Arkansas State Highway and Transportation Department

1 comment 0 supporting documents

Jul 19 08:24 AM CDT Bid Schedule & Bid Narrative Version 1 (current)

Documents must be submitted with the attached forms.

Arkansas State Highway and Transportation Department

Transition Document

* Status

Contractor Submittal

Comment

Supporting Documents

Name

Browse...

remove

Add a supporting document?

Save Cancel

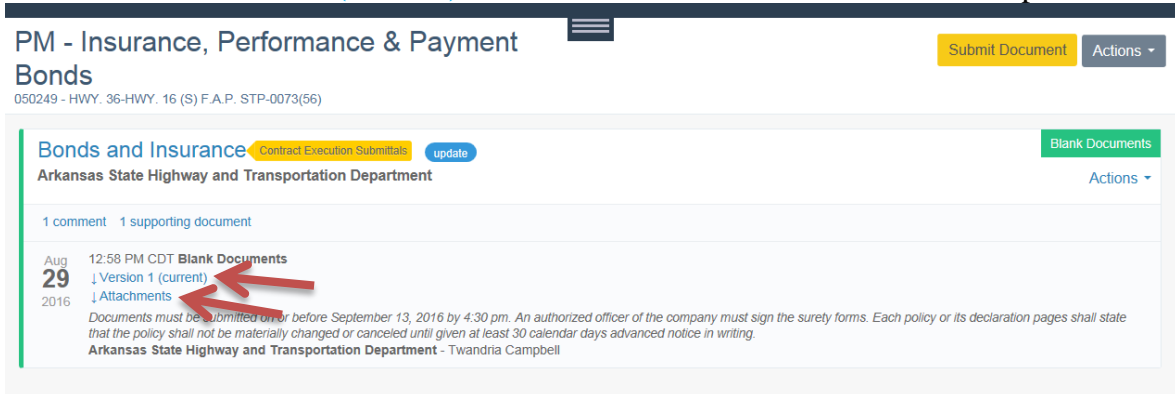
5. Create a Name for your files. (Example BB0203_Bid Schedule & Bid Schedule Narrative)
6. Browse your computer for the files you need to submit.
7. Click Open to attach the files.
8. Click Save.

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.



PM - Insurance, Performance & Payment Bonds

050249 - HWY. 36-HWY. 16 (S) F.A.P. STP-0073(56)

Bonds and Insurance [Contract Execution Submittals](#) [update](#) [Blank Documents](#)

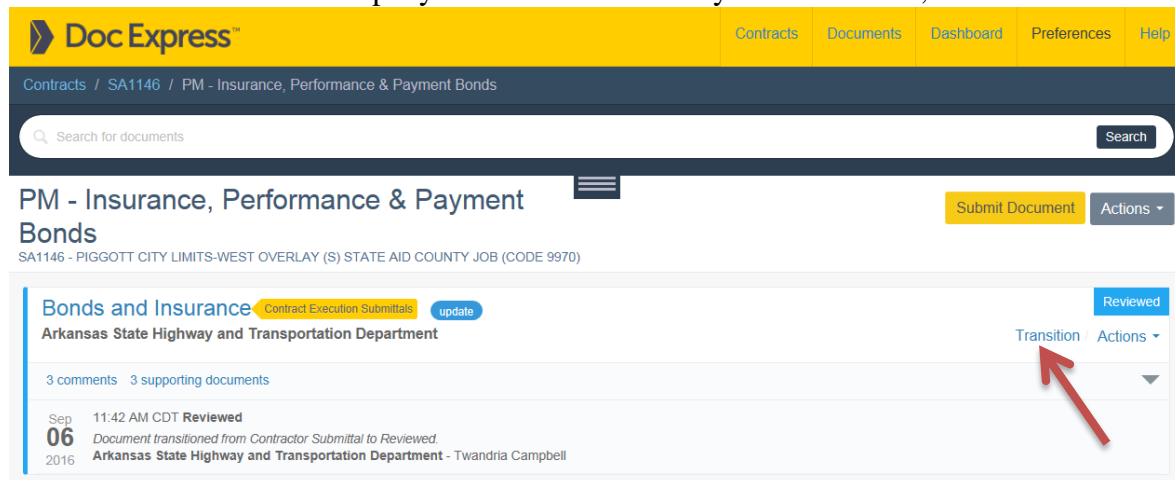
Arkansas State Highway and Transportation Department

1 comment 1 supporting document

Aug 29 2016 12:58 PM CDT **Blank Documents**
↓ Version 1 (current)
↓ Attachments

Documents must be submitted on or before September 13, 2016 by 4:30 pm. An authorized officer of the company must sign the surety forms. Each policy or its declaration pages shall state that the policy shall not be materially changed or canceled until given at least 30 calendar days advanced notice in writing.
Arkansas State Highway and Transportation Department - Twandria Campbell

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,



Doc Express™

Contracts Documents Dashboard Preferences Help

Contracts / SA1146 / PM - Insurance, Performance & Payment Bonds

Search for documents

PM - Insurance, Performance & Payment Bonds

SA1146 - PIGGOTT CITY LIMITS-WEST OVERLAY (S) STATE AID COUNTY JOB (CODE 9970)

Bonds and Insurance [Contract Execution Submittals](#) [update](#) [Reviewed](#)

Arkansas State Highway and Transportation Department

3 comments 3 supporting documents

Sep 06 2016 11:42 AM CDT **Reviewed**
Document transitioned from Contractor Submittal to Reviewed.
Arkansas State Highway and Transportation Department - Twandria Campbell

Transition / Actions

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

The screenshot shows a 'Transition Document' modal window. It contains a 'Status' dropdown menu with a checkmark icon, a 'Comment' text area, and a 'Supporting Documents' section with a 'Name' input field and a 'Browse...' button. At the bottom, there is a 'Save' button and a 'Cancel' button. Red arrows highlight the Status dropdown arrow, the 'Browse...' button, and the 'Save' button.

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.

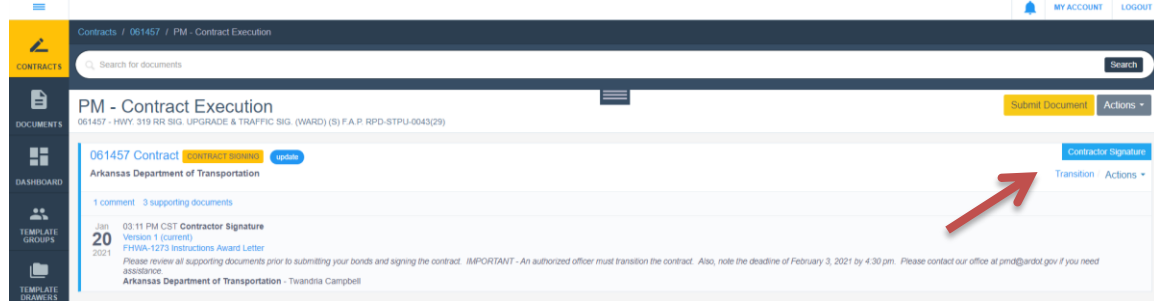
PM - CONTRACT EXECUTION

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.

The screenshot displays the 'PM - Contract Execution' page in Doc Express. The page header shows 'Contracts / 050249 / PM - Contract Execution'. The main content area shows '050249 Contract' with a 'CONTRACT SIGNING' status and an 'update' button. Below this, there is a list of supporting documents: 'Version 1 (current)', '050249 Award Letter', 'FHWA-1273', 'Wage Rates', 'Training SP', and 'Contractor Instructions'. A red arrow points to the 'Contractor Signature' button.

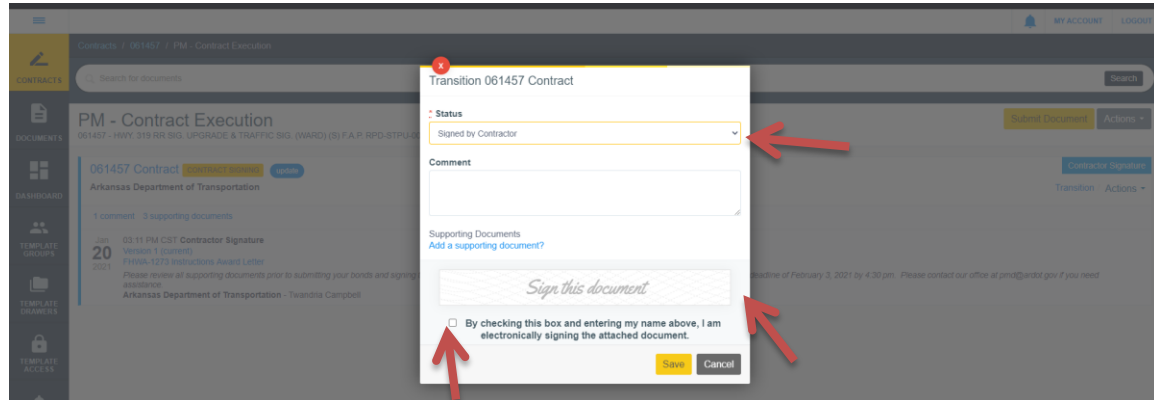
2. Click on the **Transition** button.



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: [REDACTED] Document: [REDACTED] Contract

Date	Signed By
12/10/2020	[REDACTED] 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.

PM - Contract Execution

Arkansas Department of Transportation

3 comments 4 supporting documents

Dec 16 05:19 PM CST Signed by Director
Lorie H. Tudor
Document transitioned from Signed by Deputy Director Chief Operating Officer to Signed by Director
Arkansas Department of Transportation - Lorie H. Tudor Electronically Signed (Confirm and type name)

Dec 11 02:20 PM CST Signed by Deputy Director Chief Operating Officer
Document transitioned from Signed by Deputy Director & Chief Engineer to Signed by Deputy Director Chief Operating Officer
Arkansas Department of Transportation - Randy Ort Electronically Signed (Confirm)

Dec 11 02:03 PM CST Signed by Deputy Director & Chief Engineer
Document transitioned from Reviewed by Program Management to Signed by Deputy Director & Chief Engineer
Arkansas Department of Transportation - Emanuel Banks Electronically Signed (Confirm)

Dec 11 12:51 PM CST Reviewed by Program Management
Document transitioned from Signed by Contractor to Reviewed by Program Management
Arkansas Department of Transportation - Twandria Campbell Electronically Signed (Confirm)

Dec 10 04:05 PM CST Signed by Contractor
[Redacted]

Nov 10 01:50 PM CST Contractor Signature
Version 1 (current)
Letter Wage Rates FHWA-1273 Instructions
Please review all supporting documents prior to submitting your bonds and signing the contract. IMPORTANT - An authorized officer must transition the contract. Also, note the deadline of December 10, 2020 by 4:30 pm. Please contact our office at pmd@ardot.gov if you need assistance
Arkansas Department of Transportation - Twandria Campbell

Displaying 1 document

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.