

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

Beginning July 1, 2021, 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 FACPAC:

<https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction>.

Access is required to the SharePoint site to submit an uploaded construction document 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.

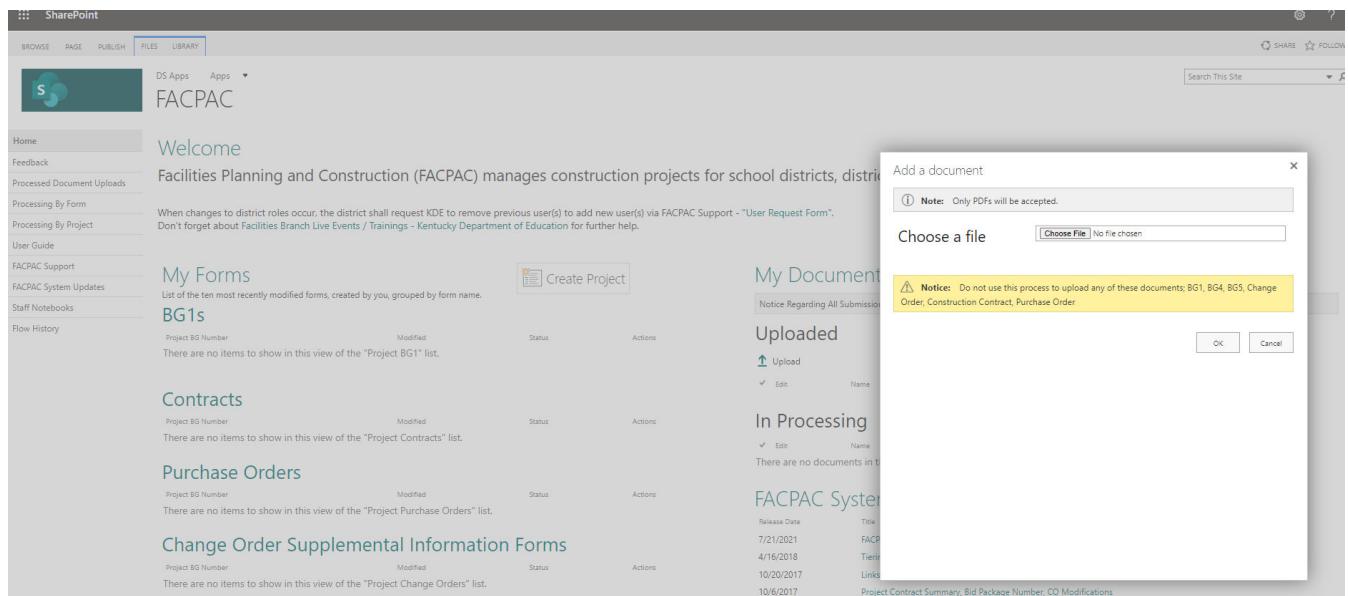
Upon request by a district role (Superintendent, Finance Officer, Facility Director and assigned staff) to DFB, access will be provided to design professionals and other appropriate parties.

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.

The screenshot shows the SharePoint FACPAC site home page. The top navigation bar includes 'SharePoint', 'BROWSE', 'PAGE', 'PUBLISH', 'DS Apps', 'Apps', 'Search This Site', and a 'Follow' button. The left sidebar has links for 'Home', 'Feedback', 'Processed Document Uploads', 'Processing By Form', 'Processing By Project', 'User Guide', 'FACPAC Support', 'FACPAC System Updates', 'Staff Notebooks', and 'Flow History'. The main content area has sections for 'Welcome', 'My Forms' (BG1s), 'Contracts', 'Purchase Orders', 'Change Order Supplemental Information Forms', and 'BG4s'. A 'Create Project' button is located in the top right of the main content area. The 'My Document Submissions' section includes tabs for 'Uploaded', 'In Processing', and 'FACPAC System Updates'. The 'Uploaded' tab shows a table with columns for 'Upload', 'Edit', 'Name', and 'BG Number and Name'. The 'In Processing' tab shows a table with columns for 'Edit', 'Name', and 'BG Number and Name'. The 'FACPAC System Updates' tab shows a table with columns for 'Release Date', 'Title', 'FACPAC Support', 'Tiering', 'Links, Signatures, and Processing Flow Changes', 'Project Contract Summary, Bid Package Number, CO Modifications', and 'Item Creation, DFP, Cancel Message, and Dashboard Tweak'.

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



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

To upload a document attachment to a form do **NOT** use “My Document Submissions” as discussed earlier. Please select “Edit Item” on the top left-hand corner of the page. This will populate the selection to attach documents. Remember to “Save” any changes to the forms.

Note: The following forms are completed in FACPACK not uploaded.

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

The screenshot shows the SharePoint FACPAC site. On the left, there's a navigation bar with links like Home, Feedback, Processed Document Uploads, Processing By Form, Processing By Project, User Guide, FACPAC Support, FACPAC System Updates, Staff Notebooks, and Flow History. The main content area has sections for Welcome, My Forms (BG1s), Contracts, Purchase Orders, and Change Order Supplemental Information Forms. On the right, a modal dialog titled 'Add a document' is open, showing options to upload files (Save, Cancel, Paste, Cut, Copy, Delete item, Commit, Clipboard, Actions) and a note about processing requirements. Below the modal, a document submission form is visible with fields for Name, Title, KDE School District, BG Number and Name, Construction Document Type, and Comments.

For assistance contact the following KDE staff

- General submission and status questions: Tanesha Keene (502) 564-4326, Ext. 4401
Tanesha.keene@education.ky.gov
- Project specific questions, questions after BG-1 approval and the district assigned DFB Project Managers. Refer to the [KDE District Facilities Branch Project Managers List](#) and contact information on KDE School Facilities webpage at <https://education.ky.gov/districts/fac/Pages/default.aspx>

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