

# BCOM NEWSLETTER

Issue # 42



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*In this issue:*

- **Electronic Document Review**
- **VCCO Update**
- **CPSM Forms Update**
- **Resetting Your BITS Password & Updating Your BITS Profile**

## Electronic Document Review

BCOM has been developing an Electronic Documents Review (EDR) process in an effort to streamline the document submittal and review process. BCOM and the DGS IT group are in the final phase of software testing and hope to implement EDR this summer.

Electronic submittal will provide several benefits to agencies:

1. Reduced printing costs
2. Reduced courier fees
3. Simplified and shortened submittal process

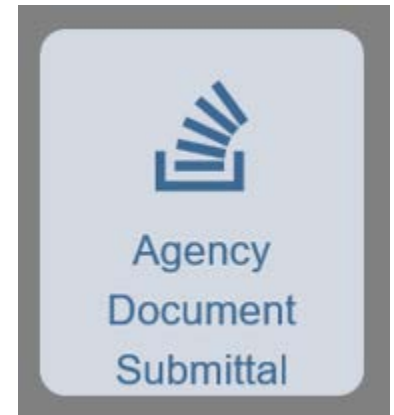
The Electronic Document Review process is optional based upon the agency's needs. When project documents are required by the agency to be secure, or otherwise determined by the agency to require sensitive handling, paper submissions are required.

The submission of documents for review can be either electronic or paper, but not both. Use only one method for submittals.

To ensure a smooth transition to this new process, Electronic Document Review will be phased-in over a period of time. **The BCOM lead reviewer will inform their assigned agencies when they are eligible to submit documents in electronic format.** At that time, BCOM will send a form to the agency's BITS Agency Access Coordinator (AAC). On this form the AAC will identify the initial agency users who should be granted access to the Document Submittal function in BITS. (As the electronic submittal process utilizes BITS, only Agency personnel will be able to submit documents electronically.)



Those agency personnel with access to the Document Submittal function will have the Agency Document Submittal icon on their BITS menu. This icon will provide access to the following screen which will allow the agency user to upload the documents into BITS. All documents, regardless of file type, can be submitted through this screen. For example, an agency may have a project with drawings and specifications in PDF format and cost estimates, a [CR-2](#) form, and a [Transmittal for Review Services](#) in Excel format. These various document files can be uploaded individually, but sent as one batch (i.e., as one submittal).



**Note:** Please ensure that all individual files have all been uploaded prior to clicking the "Submit Documents" button.

File names should just briefly describe the contents of the file (e.g., **Drawings.pdf**, **Specifications.pdf**, etc.). BITS will append the submittal type and project number to the file name upon upload. In the example below, if the agency uploaded a file named "Drawings.pdf", the file name upon arrival at BCOM would be: **WD-2-239-A6239-001-Drawings.pdf**

**Agency Document Submission**

Home > Document Submission

Agency Document Submission

Prior to uploading documents, please give each document a brief file name which describes the content (e.g. Drawings, Specs, Transmittal Forms, Responses). This helps to avoid processing delays and to assure documents are routed to the appropriate BCOM review team.

**Steps:**

1. Enter a brief "Batch Name" describing the type of submittal (e.g. WD, PD, SC).  
Batch Name:
2. If known, enter the 5 digit project number. If unknown, leave blank.  
Project Number:
3. If known, enter the 3 digit project number. If unknown, leave blank.  
Subproject Number:
4. Select each document individually to upload.  
\* You must complete the Batch Name field prior to document selection.

Upload Document:

Select

Delete	Batch Name	Document Name	Agency Code	Project Number	Subproject Number	Revised By
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Drawings.pdf	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Specs.pdf	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Responses.docx	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-CO-6a and 6b.xlsx	239	A6239	001	alee239

5. Once all documents have been uploaded, click the "Submit Documents" button.  
Once submitted, documents are transmitted to BCOM and are no longer accessible by the agency.

**Submit Documents**

Please, contact [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov) with any questions or issues uploading documents.

Keep the individual file names very simple (e.g., drawings.pdf, specs.pdf).

BITS will append the submittal type and project code onto each individual file based on the agency's entries in database fields 1, 2 & 3.

This helps to assure a uniform document naming structure within the database.

While multiple file types can be uploaded through BITS, there are certain submittal standards required to allow efficient processing and review once they have been received at BCOM. A full description of the Electronic Document Review submittal requirements is included in Appendix S of the [CPSM](#). The key elements of these standards are described below:

**1. Drawings** should be submitted as:

- a. Searchable, vector **PDF**
- b. Flattened (in simplest terms, flattening brings a multilayer document to a single layer)
- c. Generated from the source program (e.g., Autocad, Revit, etc.)
- d. Contain recognizable text utilizing TrueType fonts
- e. Generated at defined scale (e.g.,  $\frac{1}{4}'' = 1'$ , etc.)

**2. Specifications** should be submitted as:

- a. Searchable **PDF**
- b. Flattened
- c. Generated from the source program (i.e., Word, etc.)
- d. Contain recognizable text utilizing TrueType fonts

**3. Submit other supporting documentation** in PDF, Word, or Excel format.

The review will begin upon receipt of the electronic documents. However, agencies are asked to submit one half-size paper copy of the electronic document, plotted from the same files as the electronic version. This set is simply a reference set to help expedite reviews and to be available during meetings. Include the Transmittal for BCOM Review Services, form DGS 30-380, indicating that the half-size set is accompanying the electronic submittal.

Regardless whether any earlier submittals were paper or electronic, **three (3) paper copies of each document type will still be required for the Building Permit submittal.** Please assure the required paper copies, displaying the signed and dated seals of the responsible design professionals, are submitted to allow BCOM to issue the Building Permit in a timely manner.

**VCCO Update**

The following individual recently passed the Virginia Construction Contracting Officer (VCCO) certification examination:

- **Sharon Cash** with Albemarle County

Virginia Construction Contracting Officers are state and local government employees who have completed the necessary training and successfully passed a multi-part examination focused on state procurement law, policy and procedures. VCCOs perform several key functions in delivering projects including the procurement of professional services; the receipt, opening and review of bids; and in some cases the approval of CO-8 forms for recommending the award of construction contracts. ☐

## CPSM Forms Update

The following new or revised forms are available from the DGS Forms Center:

- [CPSM Forms Master List \(DGS-30-000\)](#)
- [Annual Permit Agency Representative Application \(DGS-30-218\)](#)

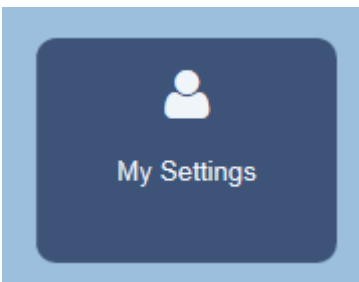
## Resetting Your BITS Password & Updating Your BITS Profile

BITS users can easily reset their own passwords.



**If you know your current BITS password**, click the [Change password](#) link on the BITS Login page and you will be immediately directed to a password reset page.

**If you have either forgotten your BITS password OR your BITS password has expired**, click on the [Forgot password](#) link. You will be directed to a BITS screen to key in your BITS username (e.g., jsmith425). You will be sent an automated email message with further instructions. The purpose of the email message is allow BITS to first authenticate that it is you making the password reset request.



Users currently logged into BITS can easily change their password and other BITS user profile information (e.g., name, job title, email address, and phone number) from the BITS "My Settings" page.

*If additional assistance is required, please email [bits@dgs.virginia.gov](mailto:bits@dgs.virginia.gov)*

### Password Policy

1. Passwords must **not** contain any part of the User Name.
2. Passwords must be at least **8 characters long**.
3. Passwords must include at least **3** of the following 4 categories:
  - a. Uppercase letters
  - b. Lowercase letters
  - c. Numbers
  - d. Special characters
4. Password must be changed every **90 days**.