Electronic Submittal Review Process Guideline with Flowchart (SharePoint)

National Park Service (NPS) - Denver Service Center (DSC) | 10-13-17

Use this guideline to ensure a timely review of submittals. A flowchart followed with step-by-step details are provided.

*ACRONYMS used in this guideline:* ***A/E****: Architect/Engineer,* ***CMR****: Construction Management Representative,* ***CO****: Contracting Officer (DSC),* ***COR****: Contracting Officer Representative (DSC)*



| **Responsible**  **Party** | Electronic Submittal Review Process (SharePoint)  **Steps and Description of Tasks** | **Time Schedule** |
| --- | --- | --- |
| Contractor | 1. Prepare submittal package.    1. Attach all related documents in Portable Document Format (PDF). 2. SharePoint Project website:    1. Upload completed submittal package.       1. Hover over **Construction** to view its menu, then hover over **Submittals**.       2. Under **Uploads/Forms**, click **Submittals** to create a new electronic submittal review form.    2. **Submittal Type** drop down menu - choose **Action** or **Information.**    3. Complete required fields shown with a red asterisk.    4. Much of the top fields will be filled in automatically upon submitting the form.    5. Attach files as needed following these file requirements:       1. File size must be smaller than 50 megabytes.       2. Do not include special characters in file name. For details, view Microsoft Support’s [Information about the characters that you cannot use in site names, folder names, and file names in SharePoint](https://support.microsoft.com/en-us/help/905231/information-about-the-characters-that-you-cannot-use-in-site-names--fo) and scroll to the **File names** section.    6. **Update Responsible Party** drop-down menu - select **CMR** or **COR** per COR.    7. Add comments as needed.    8. **Contractor Sign** field - add your username. Click outside the field. Click **Sign** button.    9. Click **Submit** button. An automatic notification is e-mailed to the **responsible party** listed on the workflow notification list. | Not Applicable |
| CO, COR, or CMR | **ACTION SUBMITTAL**   1. Review submittal for completeness. 2. SharePoint Project website:    1. If **incomplete:**       1. Does not require a new submittal number.       2. **CMR Submission Complete** drop-down menu - change option to **Rejected**.       3. **Update Responsible Party** drop-down menu - change option to **Contractor**.       4. Add notification comments providing reasons for incomplete submittal.       5. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list.    2. If **complete:**       1. **Update Responsible Party** drop-down menu - change option to **A/E** or **COR** per COR.       2. **CMR Submission Complete** drop-down menu - select **Accepted**.       3. Add comments as needed.       4. Click **Save** button. An automatic notification is e-mailed to **A/E** or **COR** listed on the workflow notification list.   **INFORMATIONAL SUBMITTAL**   1. Review submittal for completeness. 2. Add comments as needed and attach in PDF. 3. SharePoint Project website:    1. If **rejected**:       1. **Update Responsible Party** drop-down menu - change option to **Contractor**.       2. Add notification comments as needed.       3. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list.    2. If **accepted:**       1. **Update Responsible Party** drop-down menu - change option to **COR**.       2. Add notification comments as needed.       3. Click **Save** button. An automatic notification is e-mailed to **COR** listed on the workflow notification list. | Maximum 3 days |
| A/E | 1. Review submittal. 2. Add comments as needed in PDF. 3. SharePoint Project website:    1. Attach PDF comments.    2. **Update Responsible Party** drop-down menu - change option to **COR**.    3. Add additional comments as needed.    4. **Recommended Submittal Status** drop-down menu - select appropriate option.    5. **Recommended Sign** field - add your username. Click outside the field. Click **Sign** button.    6. Click **Save** button. An automatic notification is e-mailed to **COR** listed on the workflow notification list. | Maximum 12 days |
| CO or COR | 1. Review submittal, A/E comments, and recommended status.   Add comments as needed and attach in PDF.   1. SharePoint Project website:    1. Attach PDF comments as needed.    2. **Update Responsible Party** drop-down menu - change option to **Contractor**.    3. Add notification comments as needed.    4. **Permission** drop-down menu(s), located left of comments to Contractor - change option to **Project Team**.    5. **Action Sign** field - add your username. Click outside the field. Click **Sign** button.    6. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list informing submittal is processed. | Not applicable |
| Contractor | **IF APPROVED OR APPROVED WITH NOTATION**   1. Reconcile all review comments and implement.   **IF DISAPPROVED**   1. If COR disapproves, a new electronic submittal review form is automatically created. Append submittal number by adding **A**, **B**, **C**, etc. Examples: 1**A**, 1**B**, 1**C** 2. Attach additional information to appended electronic submittal review form and process using same steps. | Not applicable |