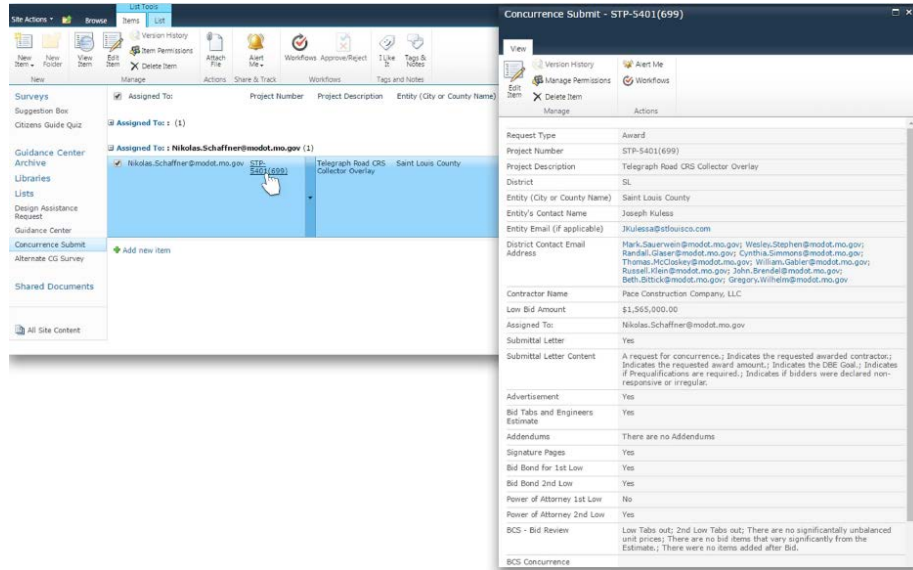




Projects First-Round Winner
Innovations Challenge

April 2017
Prepared by Transportation Planning
Missouri Department of Transportation

Automated LPA Concurrence



Description

MoDOT provides oversight through the development and construction of projects and is responsible for administering the federal funds distributed to cities and counties. The Bidding and Contract Services section of the Design Division is responsible for providing concurrence in award or rejection of the bids received on Local Public Agency projects. The Automated LPA Concurrence process automates the bid concurrence through SharePoint and Harmon.ie. The cumbersome old LPA method was to submit concurrence requests and the documentation to a group email to be forwarded to Bidding and Contract Services and External Civil Rights for review. The recipient would inform the group that they were handling the request. The Bidding and Contract staff reviewed the documents and coordinated with the External Civil Rights Division to do the DBE review. Once reviewed, the Bidding and Contract Services created a letter reiterating the necessary information then emailed the local public agency, district staff and the External Civil Rights and Financial Services divisions.

Our innovation created a list in SharePoint to automate the facilitation and notification process. The LPA submits the request and documentation to the same email group, then one recipient adds it to the LPA Bid Concurrence List to populate the project data. The SharePoint list prompts an email to the district LPA staff, External Civil Rights staff and Bidding and Contracts staff. The Bidding and Contract staff will complete the review while populating the rest of the project data. External Civil Rights staff reviews and populates the DBE submittals data. Once the concurrence is complete, the SharePoint site automatically sends an email notification to the LPA, district LPA Staff, Financial Services and Bidding and Contract Services. The email serves as the letter of concurrence in award/reject and is saved to the SharePoint site for future referencing.

Benefit

This innovation simplifies the automation process and provides data to be instantaneously accessible for anyone to view and track the progress. By streamlining the bid concurrence process, it saves time and allowing staff to spend more time on the review. The approximate time savings per year is two weeks of labor, or 33 percent. When compared to the old method, the data storage space is reduced by 16GB, or 400 percent per year.

Materials and Labor

1 hour of staff time with no material costs.

For More Information Contact:

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Additional photos or videos can be seen by accessing the Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>.

<u>Storage Space</u>					
Old			New		
Typical File size	7.5 MB		Typical File size	7.5 MB	
Number of email recipients	17 (Original 2 + Distribution Avg 15)		Number of email recipients	2	
Number of requests per year	150		Number of requests per year	150	
	19125 MB			2250 MB	
File Retention in SP	0		File Retention in SP	1125	
File Retention in SIMS	1125		File Retention in SIMS	1125	
Space Requirements	20250 MB		Total Space Requirement	4500 MB	
<u>Approximate Reduction in Storage of Electronic Files of 16 GB/Year or 400%</u>					
<u>Time</u>					
Old			New		
Typical Process Time	60 Min		Typical Process Time	60 Min	
Time to Write	30 Min		Time to Write	0 Min	
Number of Requests per Year	150		Number of Requests per Year	150	
SP Set up Time (One Time)	0 Min		SP Set up Time (One Time)	480 Min	13500
Total Time Year One	13500 Min		Total Time Year One	9480 Min	9048 0.670222
Total Time Each Future Years	13500 Min		Total Time Each Future Years	9000 Min	4452
					74.2
<u>Approximate per year reduction in time is approximately 2 weeks of man hours or 33%.</u>					
Other advantages:					
Tracking Items:					
LPA staff can verify submittals					
LPA Staff can check status easily, and without the need to contact others and wait for a response					
LPA staff the option of speeding the process by uploading requests themselves					
Administration and Processing					
CO staff can quickly and easily see if any requests are still pending their action					
CO staff can quickly take responsibility for requests, with out having to confer with others to ensure that they are the only person working on the requests					
CO Staff can quickly see if ECR has addressed DBE concurrence					
CO ECR staff can quickly identify if action on their part is necessary					
A repository for all submitted items is established and disposition can quickly and easily be determined.					
Quality Control					
LPA Staff are copied into automated email for notification and quality control purposes					