

SAO eNews  
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1. SAO College Spring 2008 slated for March 13, 19 & 25

The State Architect's Office will hold its annual SAO College event on March 13, 19 and 25 in North Canton, Cincinnati and Columbus respectively. SAO College, which began in 2002, is an educational training opportunity for interested parties on the proper design management and construction management of state projects. Each year hundreds of architects, engineers, contractors and owners attend the conference to obtain information about new programs required by the State of Ohio and the ever-changing management practices for state construction projects.

This year will be no exception. The 2008 topics include how to complete the newly required Standard Form 330 (SF330) used for professional design submittals, updates to EDGE requirements for design professionals and contractors and information about the new OAKS Capital Improvements project management system which will impact how state construction projects are managed by as early as July 2008.

Prices for the classes range from \$25 to \$35 per class or \$120 for the full day, a \$50 savings. Up to eight learning units are available through the American Institute of Architects and the Ohio Construction Industry Licensing Board. All attendees will receive a certificate of attendance.

To register or for more information about SAO College go to [www.ohio.gov/sao](http://www.ohio.gov/sao) and click on "SAO College."

2. SF330 form reminder and update

Reminder: State agencies or institutions with projects advertised for professional design services on or after March 1 will require firms to respond using the State of Ohio version of the Federal Standard Form 330 (SF330) no later than the response deadline indicated on the announcement.

We've now included more detailed information in the instruction pages of the Microsoft Word version of the SF330 form that pertains to State of Ohio projects only. Please pay close attention to these instructions since they are somewhat different from the federal version. Note: The Microsoft Word version of the SF330 form is intended to be a totally flexible document to allow for photos, charts and varying lengths of text. It is not intended to resemble the PDF version of the federal form. We hope to have a "fillable" PDF version of the State of Ohio form available on our Web site soon.

Professional design firms are required to provide a copy of Part II of the SF330 form to be considered for state work. Part II of the SF330 should be submitted directly to the State Architect's Office, 4200 Surface Road, Columbus, Ohio 43228-1395, no later than Oct. 1, 2008. Firms who have previously submitted an ADM-0254 form within the past year do not need to update their qualifications until Oct. 1.

To access the State of Ohio version of the SF330 form online, go to the SAO Web site at <http://www.ohio.gov/sao> and click on "Forms/Documents."

3. OAKS CI completes phase one user acceptance test

The OAKS Capital Improvements (OAKS CI) team is pleased to announce the successful completion of the Phase 1 user acceptance test. At this time, all critical defects have been addressed by Skire, Inc., the contractor for the project. As a result the OAKS CI team and the application is ready to deploy.

Phase 1 provides four functional components that do not require integration into the OAKS financial module or involve the cost or funding tables. These four components are project initiation, design review, project communication and evaluations.

The "project initiation" business processes consist of the local administration authorization request, the request for qualifications and the bid planning calendar. These business processes provide for electronic routing of documents while fully adhering to the existing work processes. Automated workflow guides the process and documents the results in the project record.

The "design review" business processes provide for electronic submission, review and approval of program verification, schematic design, design development and construction documents. Using this process, the architect/engineer (A/E) submits drawings and specifications electronically. The project manager coordinates review of the submittal using a "discussion group." Automated workflow guides the process and documents the results in the project record.

The "project communication" business processes consist of action items, meeting minutes, schedule updates, submittals, transmittals, field reports and requests for interpretation. Collectively these processes document much of the day-to-day, non-fiscal related communication between contractors, the A/E and the contracting authority. In addition, automated workflow guides the process and documents the results in the project record. OAKS CI provides useful search and reporting capabilities to facilitate timely retrieval of this data.

The "evaluation" business processes consist of the contractor evaluation and the A/E evaluation. These business processes provide an electronic version of the existing SAO evaluation forms, which are supported by automated workflow to guide the process and document the results in the project record. Reports provide the ability to retrieve data for a given vendor from across all projects maintained in the system.

The OAKS CI team will pilot these four functional components on a limited basis prior to general implementation. The OAKS CI team will begin initiating pilot implementation activities shortly.

#### 4. PTAC event to be held Feb. 26

The Southwest Central Ohio Procurement Technical Assistance Center (PTAC) is hosting "Construction & Facility Services Matchmaker" on Feb. 26 from 9 a.m. to 4 p.m. at the Wingate West Chester in Cincinnati. The event is being held to educate businesses on upcoming construction and construction-related opportunities, to connect construction and facility services companies to government and primes and to assist government and primes in finding capable small businesses to meet set-aside goals.

For more information, visit [www.swcoptac.org](http://www.swcoptac.org).

#### 5. Ohio Register archive

At the end of each month, all RFQs that were published during that month are compiled into one "Ohio Register" document using the next issue number. For example, all RFQs published in January 2008 will be archived after the last day of December 2007 as "Ohio Register #173." RFQs will continue to be accessible individually on the "Current RFQs" page of the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> until the response deadline. The archived Ohio Register documents also are available via this site under the title of "Archived RFQs." For more information or questions about this process, please contact Angie Carder at 614.752.0448 or at [angie.carder@das.state.oh.us](mailto:angie.carder@das.state.oh.us).

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