State of Maryland

Interagency Commission on School Construction

Business Management System

Educational Specifications

# Process User Guide

Educational Specifications (Ed Spec) Process

Starting the Process

To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application should recognize the first few letters that have been typed and will shorten the list to help you find the project easily.
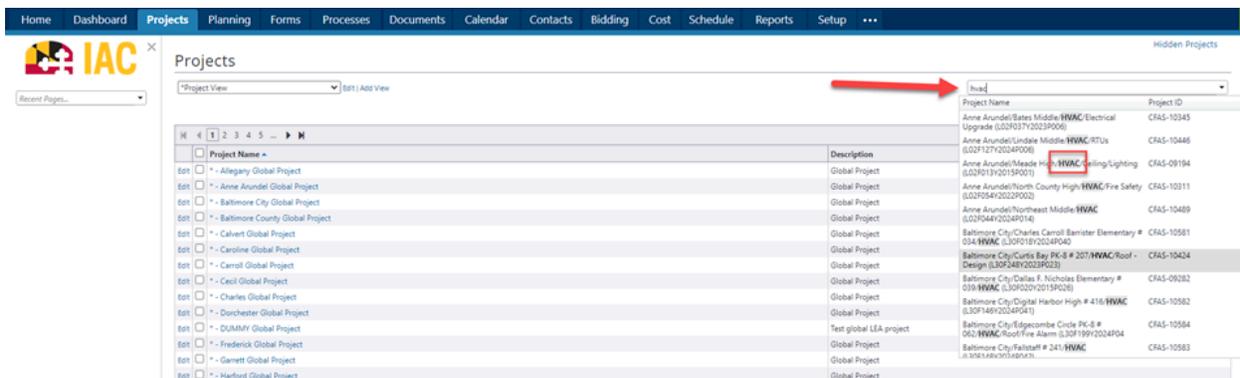
Once you are within that project, please use these steps to start the process.

1. In the Project Menu, select the "Processes" tab.
2. In the "Project Processes" home screen, click on the start process tab which is situated in the top right corner of the page.
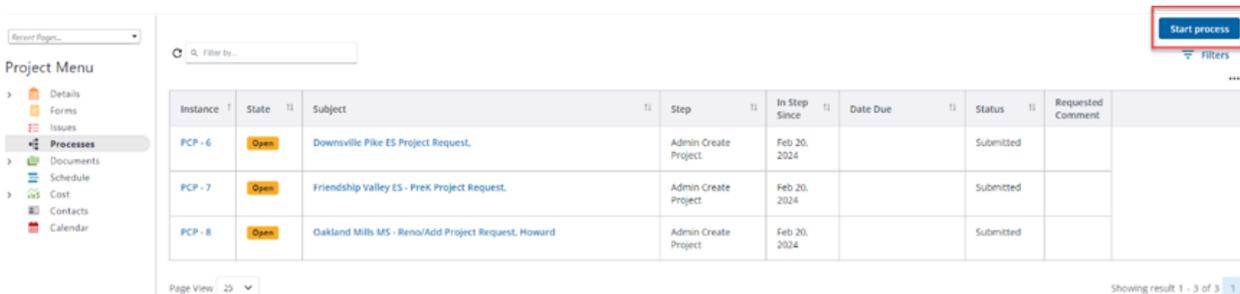
3. Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.

4. Choose the process by clicking on the name.
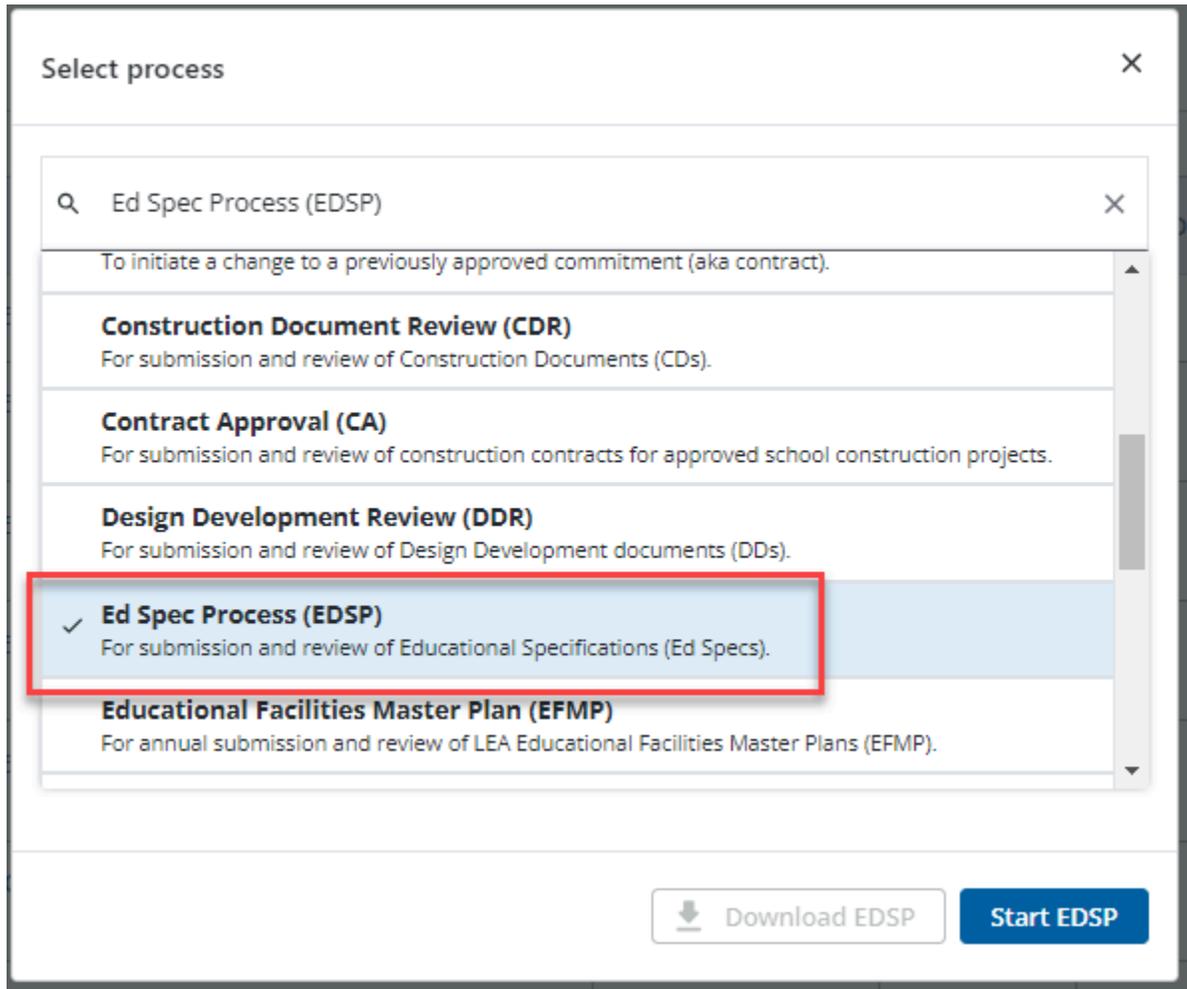
5. You will then be presented with the initial step of the process. This will include lengthy instructions on filling out the request.

Initial Submission Layout

1. You will be asked to download and complete the current Ed Spec checklist. To do this you will be provided with a link that will bring you into the IAC Design Submissions page. From there you will be able to download and complete the checklist.
2. **It is easiest to right click on the provided link and then choose to open in a new window, otherwise you will lose your information.**

Ed Spec Process (EDSP)

Start Process

Check Spelling | Submit | Save Draft | Cancel

Project:	*Governor Mickey Memorial Overpass Project (L014455669988211)
Project Number:	CFIS-1234
Process:	Ed Spec Process

Details | Documents (0) | Attached Processes (0) | Attached Forms (0)

Expand All | Collapse All

Submittal for Review

Download and complete the current Ed Spec Checklist here: Click Here
Right click on the "Click Here" link, and chose to open it in a new window. This will allow you have the checklist and the application open at the same time.

* Program Space Summary (Excel): — Drag and drop file here — or — Browse Computer — Browse e-Builder

* Ed Spec Checklist: — Drag and drop file here — or — Browse Computer — Browse e-Builder

* Educational specifications and all specified documents (In one combined PDF): **Please combine all documents into one PDF for upload.**
Drag and drop file here — or — Browse Computer — Browse e-Builder

Scheduled Event Table

Show Filter | Select All Row Height: 1X ▼   Download Template | Import | Delete

Please select the scheduled event from the dropdown menu, and then select the date the scheduled event is or was scheduled. Once you have clicked add, then you will see the event in the table above. Please use this process for all events.
You are also able to upload the list of events using the template provided.

	#	Schedule Event	Date
Grand Totals (0 items)			

Add New Item for Scheduled Event Table

Schedule Event	Please select...
Date	

Clear | Add

|	
* Design capacity:	
* Design capacity of core:	
* Anticipated State Rated Capacity:	
* Will this school be designed to meet a high performance evaluation standard?:	No / LEED / IGCC / Green Globes / Other
	Note: Please hold Ctrl to select multiple items from the list.
If "Other," what standards?:	
* Is this project expected be be net zero energy?:	○ Yes ○ No
TCO calculator:	Required for new, replacement, or total renovation/addition only. The Total Cost of Ownership (TCO) Worksheet template can be downloaded here: https://iac.mdschoolconstruction.org/?page_id=616 Drag and drop file here — or — Browse Computer — Browse e-Builder
* Estimated total construction cost:	
* Project delivery method intended:	-- Please select an option --
* Do you intend to have a regional Special Education program?:	○ Yes ○ No ○ Still under consideration
Regional Special Education Programs explanation:	
* Will this school be used as an Emergency Management Shelter?:	○ Yes ○ No ○ Still under consideration
Emergency Shelter explanation:	
* Will there be CTE programs provided for this school?:	○ NA, this is an elementary or middle school ○ Yes ○ No ○ Still under consideration
CTE Programs explanation:	
* Does this school have a magnet program?:	○ Yes ○ No ○ Still under consideration
Magnet Program explanation (including projected enrollment):	

Check Spelling | Submit | Save Draft | Cancel

6. Fill out all pertinent information, which includes a "Scheduled Event Table". Instructions on filling in this table will be in the light blue header above the table itself

7. Please pay close attention to all required fields, which will be notated by the red asterisk.

8. Once finished, submit the process using the "Submit" button which will be in the top right corner.

9. If for any reason during the filling out of the process fields, you can save your work by clicking on the save button in the top right corner.

Start Process		Check Spelling	Submit	Save Draft	Cancel
Project:	*Governor Mickey Memorial Overpass Project (L014455699882211)				
Project Number:	CFIS-1234				
Process:	Ed Spec Process				

Process Workflow
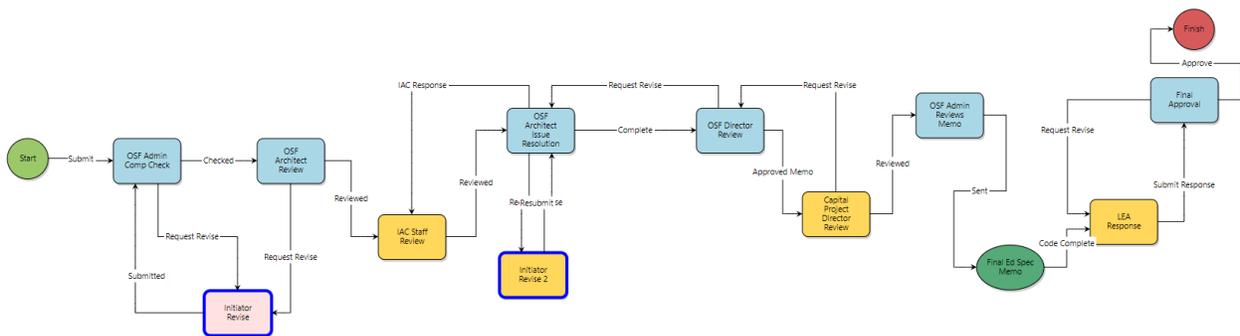
Workflow Steps

1. **Start:** Initial submission of the Ed Spec Process: Requested by the LEA Facilities Planner. The Planner will fill out all information required.
2. **OSF Admin Completion Check:** The request will be reviewed for completeness.
   a. If the OSF Admin needs a revision or requires more information, then the request will be sent back to you. You will receive a notification when this happens.
3. **OSF Architect Review:** The actor will review the request and add all pertinent information regarding the Program Summary, and will then upload a draft Memo.
4. **CPM Review:** The CPM will review the request, and add any comments or issues to be reviewed by the team.
5. **IAC Planner/Senior CPM Review:** Either or both will review the request, and provide comments and information about the facility.
6. **OSF Architect Draft Memo:** The OSF architect will review the information, and will replace the draft memo with updated information.
7. **OSF Supervisor Review:** will review and add any comments or suggestions.
8. **OSF Director Review:** WWill review and add any comments or suggestions.
9. **Capital Projects Director Review:** Will review and possibly update the memo.
10. **OSF Admin Reviews Memo:** Will do the final review of the memo.
11. **Final Ed Spec Memo:** The application will compile and complete the memo, and will send it to the process initiator. This will be a direct notification from the BMS application,

and the process initiator will review a notification with directions on how to review the memo.

12. **LEA Response:** The process initiator will be able to review the memo and formulate a response. They will then upload the memo back into the process, and then submit it.

13. **Final Approval:** The OSF will review the updated memo from the LEA, and then will approve it.