State of Maryland

Interagency Commission on School Construction

Business Management System

Educational Specifications

Process User Guide



Interagency Commission on School Construction 351 W. Camden Street Baltimore, MD 21201 (410) 767-0617

This guide is available for download at *iac.mdschoolconstruction.org*

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.

Home	Dashboard	Proje	ects Pl	lanning	Forms	Processes	Documents	Calendar	Contacts	Bidding	Cost	Schedule	Reports	Setup •••		
		×														Hidden Projects
	: IAL		Proje	cts												
			*Project Vi	iew.		Y Rdt Add V	iew.								bad	
Recent Pages.		•													Project Name	Project ID
															Anne Arundel/Bates Middle/HVAC/Electrical Upgrade (L02F037Y2023P006)	CFAS-10345
			H 4 1	2345	- F H										Anne Arundel/Lindale Middle/HWAC/RTUs	CFAS-10446
			U Pr	roject Name	•									Description	Anne Arundel/Meade High/HVAC/Gelling/Lighting	CEAS-09194
			Edit 🗆 • -	 Allegany Glo 	obal Project									Global Project	(L02F013Y2015P001)	
			Edit 🗆 🐂	 Anne Arund 	iel Global Proje	ct								Global Project	Anne Arundel/North County High/HVAC/Fire Safety	CFAS-10311
			Eat 🗆 🔹	 Baltimore Ci 	ity Global Proje	set								Global Project	Anna Annadel Netheast Middle SIVAC	CEAS-10480
			Edit 🗆 * -	- Baltimore Co	ounty Global P	roject								Global Project	(L02F044V2024P014)	2003-10007
			Edit 🗆 * -	- Calvert Glob	al Project									Global Project	Baltimore City/Charles Carroll Barrister Elementary #	CFAS-10581
			Edit 🗆 * -	- Caroline Glo	ibal Project									Global Project	Babimore City/Custic Bay DC-8 # 207/AMAC/Roof -	CEAS-10424
			tot 🗆 •	- Carroll Glob	al Project									Global Project	Design (L30F248Y2023P023)	0.00 1000
			tot 🗆 *-	- Cecil Global	Project									Global Project	Baltimore City/Dallas F. Nicholas Elementary #	CFAS-09282
			Eat 🗆 * -	- Charles Glob	bal Project									Global Project	Rahmore City/Dinital Harbor High # 416/HVAC	CEAS-10582
			Eat O .	- Dorchester (Global Project									Global Project	(L30F146Y2024P041)	5000 1000s
			Eat 🗆 •	- DUMMY Glo	obel Project									Test global LEA project	Baltimore City/Edgecombe Circle PK-8 # 062/HWAC/Roof/Fire Alarm (L30F199Y2024P04	CFAS-10584
			Edit 🗆 •-	 Frederick GI 	obal Project									Global Project	Baltimore City/Fallstaff # 241/HVAC	CFAS-10583
			Eat 🗆 ••	- Garrett Glob	oal Project									Global Project	UII 206148V2024D0421	
			Edit 🗆 • -	- Harford Glo	bal Project									Global Project		

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.

Recort Pages Project Menu	C Q. Filter by.										Start process
> Cetails	Instance 1	State 11	Subject	ţ1	Step	11	In Step 11 Since	Date Due 11	Status 11	Requested Comment	
Processes Documents	PCP - 6	Open	Downsville Pike ES Project Request,		Admin Create Project		Feb 20, 2024		Submitted		
Schedule ⇒ Schedule Cost ■ Contacts	PCP - 7	Open	Friendship Valley ES - PreK Project Request.		Admin Create Project		Feb 20. 2024		Submitted		
Calendar	PCP - 8	Open	Oakland Mills MS - Reno/Add Project Request, Howard		Admin Create Project		Feb 20, 2024		Submitted		
	Page View 25	~									Showing result 1 - 3 of 3 1

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

- 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 Subm	it Save Draft	Cancel
Project:	"Governor Mickey Memorial Overpass Project (L0144556699882211)				
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 ope	n it in a new window. This will allow you have the checklist and the application open a	the same time.			
* Program Space Summary (Excel): 🖬	Drag and drap file here or Browse Computer Browse e-Builder				
* Ed Spec Checklist:	Drag and drap file here or Browse Computer Browse e-Builder				
* Educational specifications and all specified documents (in one	Please combine all documents into one PDF for upload.				
combined PDF):	Drag and drop file here or Browse Computer Browse e-Builder				
Scheduled Event Table					^
Show Filter Select All Row Height: 1X V			Download Ten	plate Import	Delete
Please select the scheduled event from the dr	opdown menu, and then select the date the scheduled event is or was schedu	iled. Once you have clicked add, then you will see the event in the table abo	ove. Please use t	nis process f	for all
events.					
You are also able to upload the list of events u	using the template provided.				
# Schedule Event		Date			
4					•
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 A
	· · · · · · · · · · · · · · · · · · ·
	None: Please hold Chrit to select multiple Items from the list.
If "Other," what standards?:	
* Is this project expected be be net zero energy?:	0% 0.
TCO calculator:	Required for new, replacement, or lotal renovation/addition only. The Total Cost of Ownership (TCO) Worksheet template can be downloaded here. https://lac.mdischoolconstruction.org/Tpage_id=616 Drug and drug file here: or Browse Computer Browse e-Bailder
* Estimated total construction cost:	
* Project delivery method intended:	· · Please select an option V
* Do you intend to have a regional Special Education program?:	O ves
	ONe Contraction of the Contracti
Project Provid Education Processor and and and	Usil under consideration
nogranis special concernent i ragneria caparianan	
* Will this school be used as an Emergency Management Shelter?:	Over
Emergency Sheiter explanation:	O struter on ceston

 Will there be CTE programs provides for this school? CTE Programs explanation: 	ONA, bit is a elementary or middle school One. One. Ols lunder consideration				
* Does this school have a magnet program?:	O Yee O No O No O Still under consideration				
Magnet Program explanation (including projected enroliment):					
		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.

Ed Spec Process (EDSP)								
Start Process				Cancel				
Project:	*Governor Mickey Memorial Overpass Project (L0144556699882211)	-						
Project Number:	CR5-1234							
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.