August 24, 2016

Q: *Can the PSC and Contractor evaluations be issued to University team members and completed in e-Builder? If yes, could a running average be kept, viewable to the affected vendor and by all University team members?*

A: The PSC and Contractor evaluations will be done in the Vendor Services Application (VSA) and will not be in the e-Builder system.

June 24, 2016

Q: *Is it possible to give us the option to view (not edit) the different screens and options that our vendors see? It seems like every job has an instance or two where a PSC or contractor has a question about PRZM but it's hard for us to understand or see what the issue is because we can't tell what they are looking at.*

A: Yes, it will be possible for you to see what the vendors see by using the *Delegate* feature within the system. As a Delegate, you will be able to execute any tasks for the vendor.

Q: *Is there a way to use e-Builder to track keys? That is, have a "sign out" form and a running log? We track this manually now with our own documents, but having it in the system might make it easier and drive home the point that keys are a trackable item and must be returned for final payment.*

A: Unfortunately, there is no tracking feature or form within the system. However, a document (e.g., Excel or Word file) may be uploaded by a project manager to a folder in the Document Management for manually tracking the keys.

Q: *Will we be able to import the F&S Excel Budget Worksheet for inclusion into the e-builder software?*

A: e-Builder does allow users to import an excel worksheet with budget numbers. The user must first export the e-Builder budget worksheet from the system, populate it with the necessary information and import it back into the system.

Q: *How will the "Versioning" process be made less cumbersome than FCP Web? Will you be prompted to provide the information requested in a chronological, logical order in the format selected by the administration?*

A: We are working on streamlining the versioning process while still allowing for snapshots in time to be preserved. Details of how this functionality will be built have not yet been determined.

Q: *What will the training process be?*

A: During system implementation, e-Builder will provide training to university staff and a selected group of vendors working on active projects. Post implementation, training will be provided to new university staff by the campus trainer and to vendors via online.

Q: *Can negative numbers be added in a pay app for a PSC so long as an equal positive add is made? For example, if a mistake was made on a previous pay app with funds paid in a wrong category, can you correct this in a later pay app by inputting a negative in that line item and then an equivalent add in the correct category? If not, how can mistakes in pay apps be corrected?*

A: e-Builder will limit the ability for a PSC to overbill, reducing the need to use any negative or deductive pay apps. The change order or amendment process will be utilized for net zero change situations.

Q: *Can e-Builder allow payments for PSC subs to be capped in accordance with their fee document? PRZM currently allows subs to overbill and it is hard to see when they do that b/c several screens must be consulted to check this.*

A: e-Builder will limit the ability for a PSC to overbill, reducing the need to use any negative or deductive pay apps.

Q: *Will e-Builder allow us to enter language when an RFP is voided? Currently PRZM does not allow this.*

A: Yes, there will be a required field for reasons to void the RFP.

Q: *Does e-Builder have the headers frozen when scrolling down a list?*

A: e-Builder is currently not set up for us to fully determine the functionality. However, based on what we have seen so far, some headers would stay at the top of the pages for some pages.

Q: *Does e-Builder have the capability to reverse the number for RFIs and ASIs and have that setting remain after leaving the screen? This helpful on big projects where there are hundreds of RFIs and RFPs.*

A: e-Builder is currently not set up for us to fully determine the functionality. However, based on what we have seen so far, there is a "#" button that reverse the item order and the order of items is default to the latest being on the top.

Q: *Does e-Builder have action buttons at the top and bottom of the screen, not just one or the other?*

A: e-Builder is currently not set up for us to fully determine the functionality. However, based on what we have seen so far, the action items are only at the top.

May 3, 2016

Q: *Will there be approval options for UIUC inspectors for punchlist items?*

A: Yes, our intention is to design the system such that the university and external Commission and Inspection (C&I) role would approve each Punchlist item after PSC approval and before PM approval.

Q: ***Will we have the ability to do a batch upload of punchlist items and the ability to approve multiple punchlist items at a time?***

A: There is not currently the ability to upload a Punchlist in e-Builder. Instead, there are two ways to track Punchlist:

1. Use a form to track each item; same as the current functionality in PRZM. Each item must be created, tracked, and closed.
   - For this option, each approver including Commission and Inspection (C&I) group must approve each Punchlist item to close. It also has ability to track the estimate amount for each item and provide a 200% total estimate amount for the remaining Punchlist items.
2. Upload an electronic file (e.g., Excel) of a list of Punchlist items to track. The creator can update the list by uploading the updated file, which is viewable by the selected members.
   - For this option, no approval is required; think of it as sharing a file on a SharePoint or Box site.
   - This option is not dynamic; it will only show the status of the Punchlist at the moment in time.

Q: ***Will there be an option to calculate remaining funds in the budget?***

A: e-Builder functionality should provide greater visibility to both remaining budget and contract/encumbrance amounts than we currently have in FCPWeb. There is also a forecasting functionality for PMs to build out, modify and track their project budgets at their desired level of detail.

Q: ***Does the PM have to pre-approve a change order after approving a RFP? This is a step in the current system and is not necessary.***

A: Our goal is to consolidate the two steps into a one step process.

Q: ***Is there a possibility that Outlook support will be added?***

A: e-Builder has some functionality integrated with Outlook:
- The Calendar module provides a central calendar that is accessible by all project members for meeting coordination among multiple companies. However, both e-builder project and personal outlook calendars are not synced.
- Any file can be sent from Outlook to an e-Builder folder.

Q: ***Will we be able to import Microsoft Project Schedules in a workable format?***

A: Yes, per the e-builder brochure:
- Built-in integration with Oracle® Primavera P6 and Microsoft® Project® lets you import existing project files.
- Track performance against a baseline as the system automatically updates the critical path when tasks are completed or you approve schedule changes.

- Integrated Gantt views and reports give you a graphical presentation of your project's activities and milestones (e.g., Completed, Percent Complete, etc.), as well as an early-warning system to alert you about potential issues.

Q: ***Will we be able to import what schedules the contractors are using in a workable format?***

A: Yes, please see description of schedule offerings above.

Q: *Can the vendor information section be restricted, similar to PRZM, to eliminate the possibility of double entry?*

A: e-Builder will be integrated with Banner and Vendor Services Application (VSA) to populate the necessary vendor records. It has yet to be determined whether we can prevent e-Builder users from updating any portion of the vendor record once it is created in e-Builder.

Q: *Will the RFP/CO process be modified to match our current system, or will our processes be changed to match e-Builder?*

A: e-Builder is working with us to design a CO process that is specific to our needs and requirements.
- Our goal is to eliminate multiple RFP/CO forms, consolidate into one form, and streamline the process.
- We will still have RFP/Potential CO and an actual CO form, based on a discussion with e-Builder.

Q: *Is Request For Proposal (RFP) being replaced with Change Order Request (COR)?*

A: We will still have RFP/Potential CO and an actual CO form, based on a discussions with e-Builder.

Q: *Can a module/function be added to directly feed into iCS in order to streamline the CO process (i.e. attaching PDF's of signed Change Orders for approval)?*

A: Unfortunately, e-Builder cannot be integrated with iCS at this time.

Q: *Will e-Builder be able to have multiple vendors/PSCs invoice thru the system as opposed to PRZM, which only allows one vendor per project.*

A: Yes, our plan is to allow any combination of one PSC from a QBS selection, a CM from an RFP selections, a PSC (None AE) from a P&A selection, and multiple retainer PSC consultants.

Q: *Will payments be processed thru e-Builder similar to how they are processed thru PRZM?*

A: We are working to build a consistent process for payments, whether they be to AEs or Contractors. Using e-Builder will eliminate the need for duplicate entry of data and it will interface with Banner.

Q: *Will Exhibits II and III be approved in e-Builder instead of by routing paperwork as we do now?*

A: That is not the plan at this time, however Exhibit 2 (Scope/Program Statement) and Exhibit 3 (Funding Commitment) will be uploaded into e-Builder as part of the project approval process.

THE END