

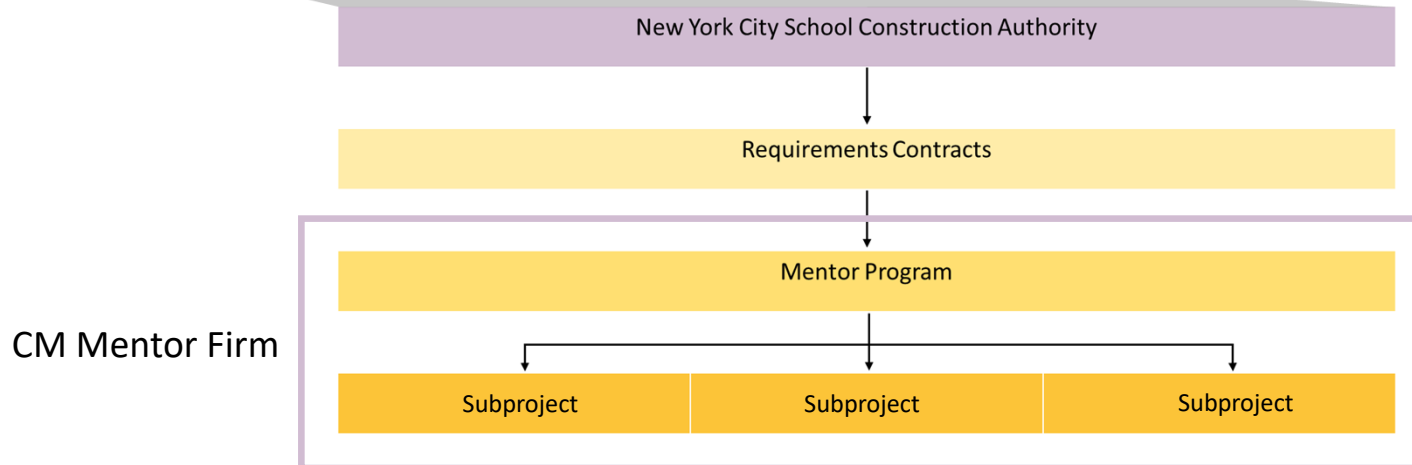


AEoR End User Training



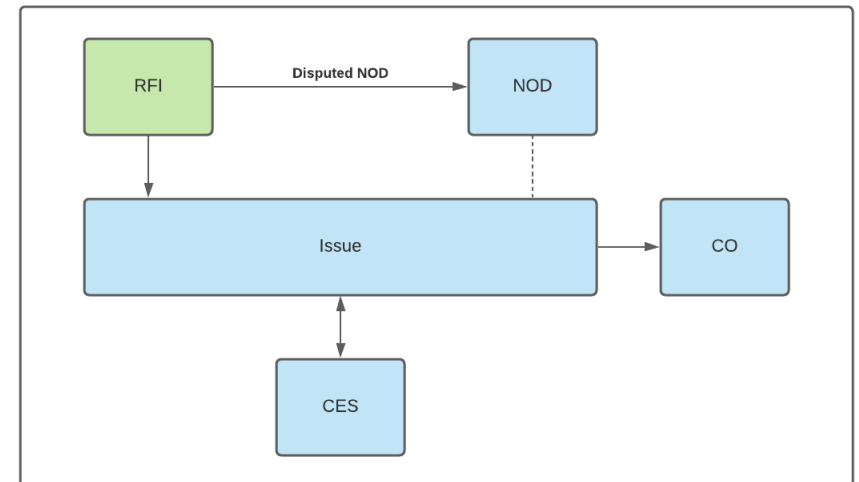
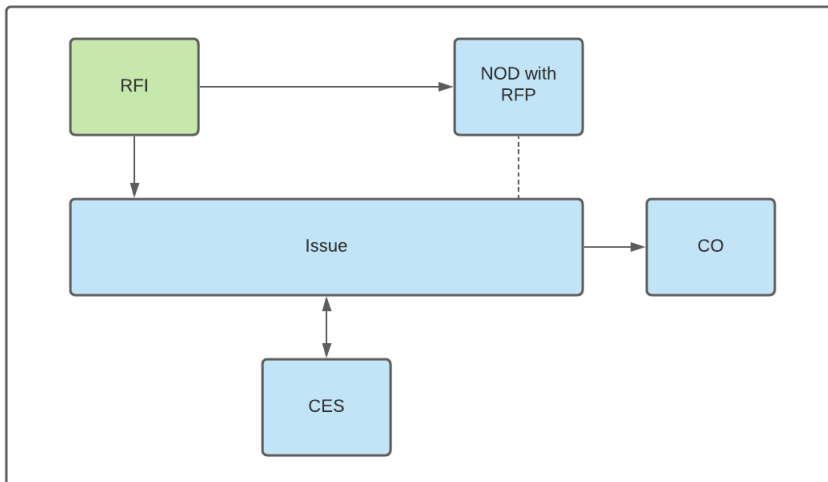
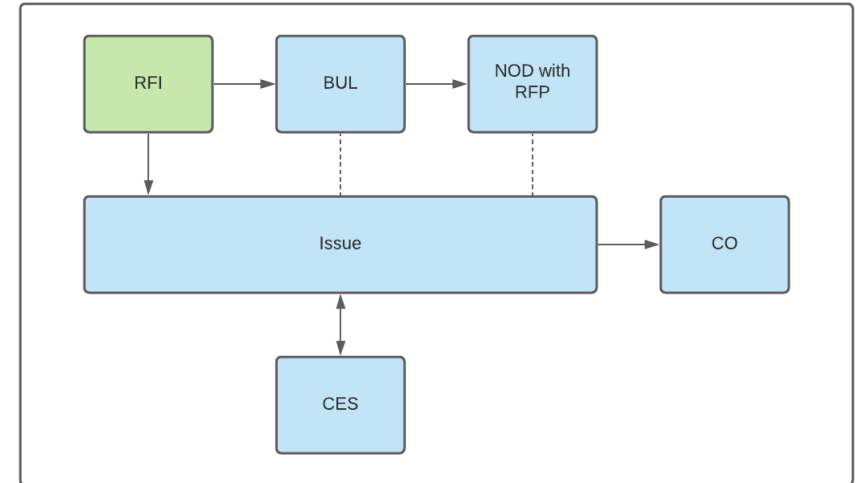
CAMP Platform

New York City School Construction Authority								
Requirements Contracts			Hard Bid					
Mentor	JOC	Emergency						
Program	Program	Program						
Subproject	Subproject	Subproject						



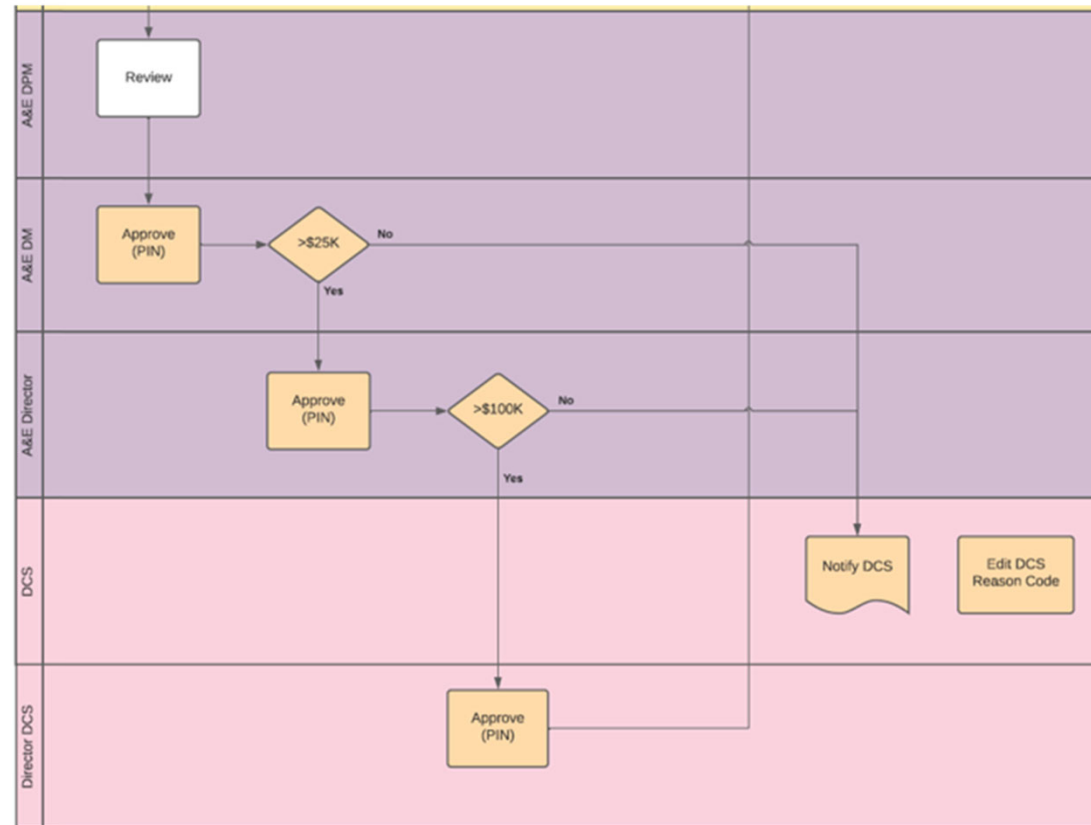
1. RFI

1. **CM Firm** Create New RFI
2. **CM Firm** Submit RFI for Response
3. **AEoR** Send RFI to Secondary Responder
4. **AEoR Secondary Responder** Add Secondary Response
5. **AEoR** Adds Secondary Response to Primary Response
6. **AEoR** Selects Closure Status and Responds to RFI
7. **CM Firm** Dispute RFI
8. **DM** Respond to Disputed RFI
9. **CM Firm** Request NOD Dispute Process



2. Bulletin

1. **AEoR** Initiate New Bulletin and Submit
2. **AEoR** Create an Issue (If not previously created from RFI)
3. **AEoR** Submit Bulletin
4. **CM PM** Review to Send to GC
5. **CM Firm** Review to Accept or Return Bulletin
6. **CM PM** Meeting with All Parties of Draft BUL (If CM Firm returns bulletin)
7. **AEoR** Update Estimated Cost
8. **AEoR** Finalize Draft
9. **A&E DPM** reviews
10. **A&E DM** reviews and approves
11. ***A&E Director** reviews and approves
12. ***DCS Director** reviews and approves
13. **DCS** Notified to Review for Reason Code
14. **CM PM** Review for Completeness
15. **CM PM** Initiate NOD (Button)





3. Submittals

1. **CM Firm** Create Submittal
2. **CM Firm** Upload PDF
3. **CM Firm** Submit Submittal
4. **Submittal Coordinator (Plans Desk)** Assign Official Reviewer
5. **AEoR** Official Reviewer Responds with Revise and Resubmit
6. **CM Firm** Resubmit Submittal
7. **AEoR** Official Reviewer Responds No Exceptions Taken

4. Non-conformance Reports

1. **AEO**R creates NCR
2. **CM Firm** provides solution with time frame
3. **AEO**R reviews and accepts corrective action
4. **CM Firm** notes when corrective action has been completed
5. **AEO**R inspects and confirms that COA is completed
6. **AEO**R adds pin signature



Meetings

5. Meetings

1. **External AEO**R Create Meeting
2. **External AEO**R update details, attendees, and meeting items
3. **External AEO**R distribute Meeting Minutes