State of Maryland

Interagency Commission on School Construction

Business Management System

Alternative Delivery Method

Process User Guide

Interagency Commission on School Construction
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This guide is available for download at iac.mdschoolconstruction.org

Alternative Delivery Method Process

Purpose of Process

To request an Alternative Delivery Method for an existing project..

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 will recognize the first few letters that have been typed and will shorten the list to help you find the project easily.
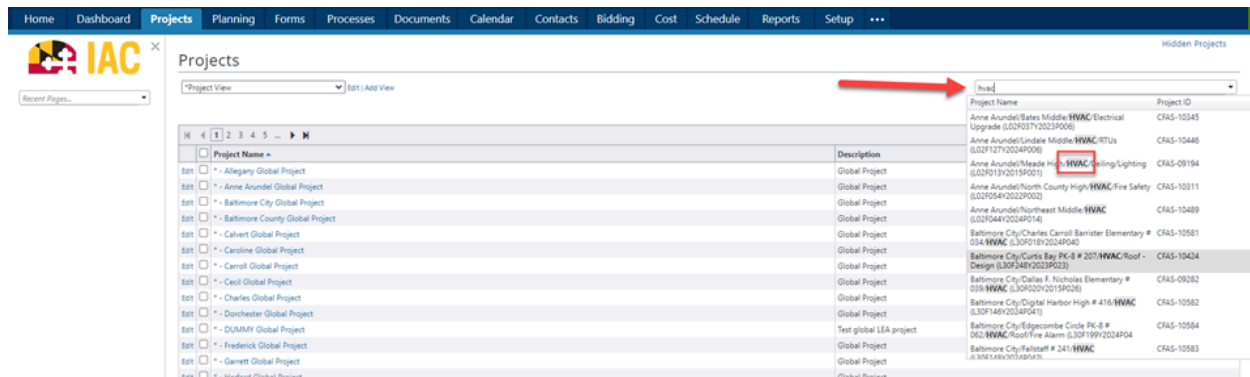
Once you are within that project, please use these steps to start the process.

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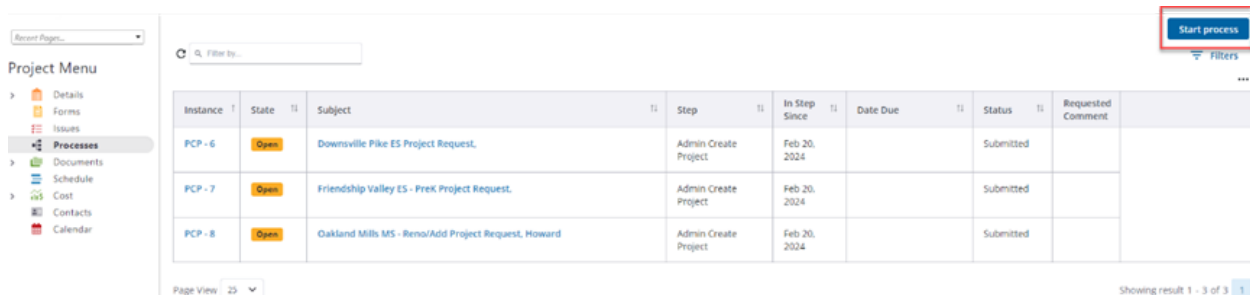
3. Once you have clicked the "Start process" button, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.

Select process   ✕

| 🔍 Alternative Delivery Method (ADM)   ✕ |

To request the exclusion or inclusion of a school facility (or facilities) considered to be adjacent to another school facility.

Aging Schools Programs (ASP)
To request school construction funding from the Aging Schools Program (ASP).

✓ **Alternative Delivery Method (ADM)**

Assessor Employee Expense Reimbursement Request (AEERR)

Budget Change (BC)
Used to add the initial budget for a project, to move money from one line item to another, and complete other budget changes.

Built to Learn Funding Application (BTL)
To request school construction funding from the Built to Learn Program (BTL).

⬇ Download ADM   **Start ADM**

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

The initial step is a simple one. You will be asked to identify the "Anticipated Bid Date," upload the "Request Letter," and then finally choose the correct "Delivery Method." The choice of the delivery method is very important, as it will route the process to the correct next step.

Alternative Delivery Method (ADM)

Once you have filled out all of the required fields, and have uploaded the "Request Letter," then click "Submit" in the upper right corner.

Process Workflow
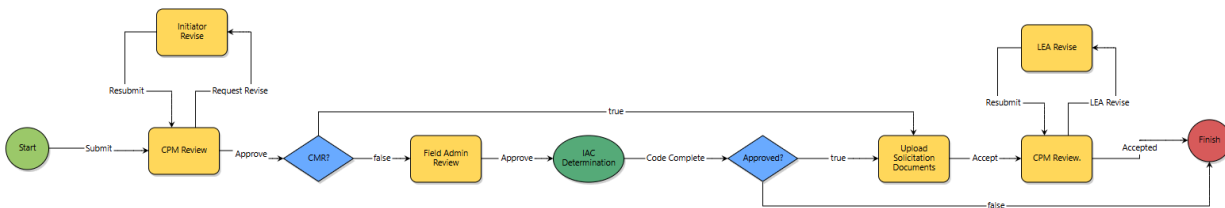
Workflow Steps

1. **Start:** This process will be started by the LEA Facilities Planner. The Planner will upload the request letter along with other information and then submit the process.
2. **CPM Review:** The CPM will review the request letter and other information. If needed, the CPM can send the process back to the process initiator with any questions or requested updates. Once complete, the CPM will then approve the request and push the process forward.
3. **CMR:** This is a conditional step that will check to see what type of request has been submitted. If the request is a "Construction Management at Risk," then the process will be routed back to the process initiator. If the request is a "Design Build," then the process will be routed to the "Field Admin" for review.
4. **Field Admin Review:** The Field Admin will review the request and either "Approve," or "Not Approve" the request. If the request is approved, the Field Admin will upload the "Approval Letter." Once the "Field Admin Review" is complete, the process will then be able to move forward.

5. **IAC Determination**: This is an automated step. If the request is approved, then the application will send an email to the process initiator with the "Approval Letter" attached. If the request is not approved, then no email will be sent out.
6. **Approved?:** This is a conditional step that will check to verify if the request was approved or not. If the request has been approved, the process will be routed to the process initiator so that they may upload the "Solicitation Documents." If the request has not been approved, then the process will go to the finish step, and the process initiator will be notified.
7. **Upload Solicitation Documents:** The process initiator will be able to review all of the uploaded documents and then will be tasked with uploading the "Solicitation Document." Once this task is complete, they will then "Accept" and move the process forward.
8. **CPM Review:** The CPM will do a final review of the "Solicitation Documents." If needed, the CPM can send the process back to the process initiator with any questions or requested updates. Once complete, the CPM will then approve the request and push the process forward. This will send the process to the final "Finish" step and the process initiator will be notified.