

Preview Future Project Process

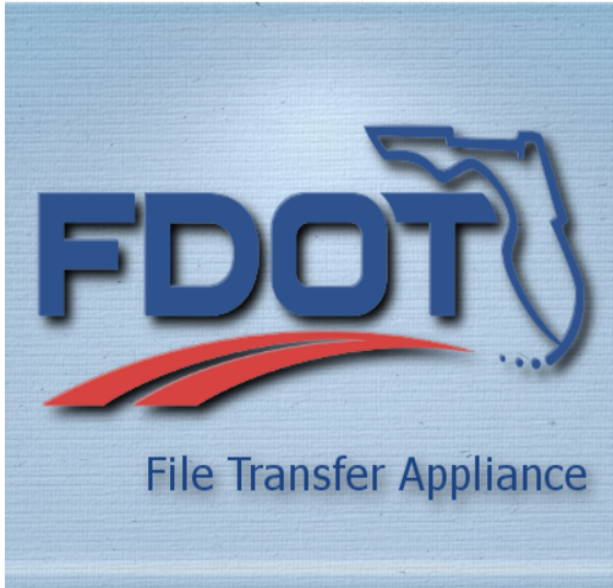
1. Districts should request approval from Chief Engineer to post a future project.
2. Upon receipt of approval to post a future project, the District should send an email to the Manager, Contracts Administration with the Financial Project Number (FPN, the project name and the district contact). Once the project is officially advertised, notify the Manager, Contracts Administration to remove the availability of the draft.
3. The Contracts Administration Office and the Procurement Office will notify consultants/contractors when new draft RFP plans are available to preview.
4. Contractors/consultants will fax the “Request to Preview Future Projects” form to the appropriate District Contracts Offices (DCO). The DCO should give the forms to the office sending the document(s).
5. Upon receipt of the “Request to Preview Future Projects” fax form, the office in the District responsible for the project will email the document(s) to the requestor. If the file is too large for regular email, use the “File Transfer Appliance.” The office sending the document(s) should maintain a file with all the “Request to Preview Future Projects” fax forms by FPN, in alphabetical order by consultant/contractor.

To access the “File Transfer Appliance”, go to

<http://fdotsp.dot.state.fl.us/sites/Portal/Lists/fileshare/grouped.aspx>

| Title | Address | Description | Retention | Access | Edit |
|---|---|---|-----------|--|------|
| Category : Computer-Based Training (2) | | | | | |
| E-mail Etiquette | http://cibt.dot.state.fl.us/ois/EmailEtiquette/default.htm | The Do's and Don'ts of Email. Think before you send. | | | |
| Plain Language | https://www.plainlanguage.gov | Plain language makes it easier for the public to read, understand, and use government communications. | | | |
| Category : Electronic File Sharing (7) | | | | | |
| Electronic Fax Service | https://dotscofax1.fdot.dot.state.fl.us/DocMgr/ | The Electronic Fax Service allows you to send and receive faxes via email or online. With E-Fax, any device connected to the Internet will allow you to send and receive faxes. | None | TO SEND: All FDOT staff can send e-mails using E-Fax. TO RECEIVE: Only those staff that have an assigned E-Fax number can receive faxes directly. E-Fax Numbers should be requested via AARF. | |
| File Transfer Appliance | https://fdofta.dot.state.fl.us/ | The File Transfer Appliance provides users with a mechanism to transfer (e-mail) large files internally and externally. The FTA offers a familiar and intuitive email-like interface while giving you the ability to send very large files securely. For additional information review the FTA Quick Start Guide located at https://cofta.dot.state.fl.us/courier/1084/@custom_template/1084/Web_Quick_Start_Guide.pdf . | None | All FDOT staff currently have the ability to send and receive files via the FTA. | |

- a. Login using your DOT email address and windows password.



User Login:

E-mail:

Password:

[Forgot password?](#)

[Getting Started?](#)

[Contact Us](#)

- b. Click “Add Bcc” and type the contractor’s email address. If you’re emailing multiple contractors, separate each email address with a comma. Enter your email address in the “To:” section.

FDOT | latashi.kitchen@dot.state.fl.us | [Settings](#) | [Help](#) | [Sign out](#)

File Manager | **Send File**

Send | **Save Now** | **Discard** | **Request File**

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

Files: **Choose File** or [Use Large File/Folder Applet](#) for files larger than 2GB
Choose from File Manager

Use Rich Text Formatting »

Additional Options

Send copy to myself

Mark as non-confidential

Send | **Save Now** | **Discard**

- c. Click “Choose File” to select the corresponding project files to attach.
- d. Select the “Non Confidential” check box
- e. Click “Send”