SCOC Notice of Intent (NOI) Handbook

Version	Date	Updated By	Updated
1.0	04/08/2025	Mike Johnson	04/08/2025
1.1	12/04/2025	Mike Johnson	12/04/2025

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Roles

SCOC applications have the following roles.

1. System Administrator
2. District Administrator
3. Enhanced Publisher
4. Publisher
5. Attributor
6. Contributor
7. NOI Read
8. NOI User
9. Secure

For each role granted to a user, an access level must be assigned as well. This is managed by the District Administrator. Access levels can be District, Cost Center, or Contract

The process of assigning roles and access levels is outside the scope of this document. Those features will be covered in separate documents.

System Administrator

This role has full access to all sections of the application.

District Administrator

This role has access to:

-   Assign roles and access level to users
-   Edit or delete Documents
-   Edit NOI data or delete NOI Record upon request

Enhanced Publisher

This role has access to:

-   Upload, attribute, and publish documents
-   Edit or delete documents not in published status
-   Request a document in published status to be deleted

This should be limited to six per District (or HQ office, if split)

Publisher

This role has access to:

- Upload, attribute, and publish documents
- Edit or delete documents not in published status

Attributor

This role has access to:

- Upload and attribute documents, but can't publish
- Edit documents not in published status
- Delete documents only in pending status

Contributor

This role has access to

- Upload documents
- Delete documents that they uploaded and are still in pending status.

NOI Read

This role has "read only" access to NOI data.

NOI User

This role can create a new NOI record. Once a record is created only the admin roles can delete it. This role has full editing rights of NOI data.

Navigation

Menu

SCOC has two menus. The one along the top in blue is a menu to common department sites. The application menu is located below this menu and is the main navigation tool.

Most roles will see the following menu items.

Active Contracts

This is the main page of the application(aka landing page) which is the default page when you accessing the site.

This page consists of a grid that contains a list of active contracts and contracts that have been final accepted. See the Grid section for additional information.

Vendor Estimate

This page provides the user with the means to download and view estimates associated with contract.

Contract Analytics

This page provides the user with an overview of the contract status of the current active contracts being managed by FDOT.

Reports

This page provides the user with the means to run many different reports.

MyReports

This page provides the user with the means to download reports that have been queued or deferred.

Help

This page provides the users with help. This is where this document can be found.

What's New

This page provides an overview of new features that have been added.

Grid

The grid shows the data in a way that allows the user to quickly sort, filter and navigate through the data.

Paging

Paging is handled by buttons found above the grid on the far right of the screen. See below for a screen shot of what they look like.

There are four options, first page, last page, next page, previous page.

Filtering

Each grid will have a row just above the first row of data that is used to filter the data. Below is a screen shot of what it could look like.

Some columns have a drop down and others are text box. If an entry is made into a text box, the grid data will filter based on that value. It will look for the text within the data column, e.i., if "E1" is entered in the Contract Id column the grid shows all records that start with E1 or has E1 contained in the data.

Selecting an item from the drop down will filter based on the selected value.

Multiple filters may be provided.

Links

Most of the grids also have links associated with the columns data. See screen shot below.

Adding NOI Record

After logging in with an assigned NOI role, search for the appropriate contract using the filters along the top of the grid. See filtering for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing NOI records) displayed in the NOI column. Screen shot of example below.

Active	District	⬍ Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name		Document	NOI
	▾	▾		▾				▾	▾			
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJS.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map	38	0
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map	6	0
No	01	E1R76	MATERIALS CERTIFIED	2020-08-16	20121535201	Design Build I-4 at SR 55716320000	INTERCHANGE IMPROVEMENT	POLK	SKANSKA USA CIVIL SOUTHEAST INC.	Map	9	7

Selecting the link opens the NOI details page.

Select the Add button. **+ Add**

A modal window will open that looks like the following.

Add Notice of Intent (NOI) Details: E1R76   ✕

NOI: #	Related NOI	OLD NOI: #	Received Date	NOI Status*
2	Select NOI Related Nu ▾	Old NOI Numb	2025-12-0 📅	Select Sta ▾

Reason (Prime)*

Select Prime Reaso ▾

Description*

Description

Referenced Document(s)

Referenced Document(s)

Response	Escalation Level
Select Response ▾	Select Escalation Level ▾

Provide the following when appropriate and available

Docs Date	Time Impacted	Cost Impacted
YYYY-MM-DD 📅	☐	☐

Additional Description

Additional Description

*Denotes Required Fields   ↺ Reset   ⊘ Cancel   📊 Save

Required fields are identified by the following *. Entry data is as follows:

1. NOI #: this field is read only and is calculated by the system
2. Related NOI: Seen on additional NOIs. Provide the NOI this NOI is related to.
3. OLD NOI#: can be used to record what the old NOI # was in PSSP
4. Received Date: The date the NOI was received by the Department.
5. NOI Status:
    a. Open
    b. Closed

            i. Additional input fields are required when selected.
1. Date Closed
2. SA # (use drop down to select SA #)
3. WO # (use drop down to select WO # or Text Box to enter the WO #)

   c. Rescinded

6. Reason (Prime):
   a. Materials
   b. Utilities
            i. Additional input fields when selected.
1. Secondary Reason (use drop down to select reason)
2. Utility Agency/Owner (use drop down to select)
   a. Note if not found in list, select Other.
   b. The system will then ask the user to provide a name.
      i. This provide name will be added to the list.
   c. Added Work
   d. Storm Event
   e. Plan Changes
   f. Unforeseen Site Conditions
   g. Other

7. Description: A detailed description of NOI

8. Response
   a. Acknowledged
   b. Acknowledged w/3rd Party
   c. Denied
   d. Entitlement

9. Escalation Level
   a. Project Level
   b. Resident Office/Operation Center
   c. District Construction
   d. DRB
   e. State Construction

Provide the following when appropriate and available.

1. Docs Date
2. Addition Description
3. Time Impacted
   a. Additional input fields when selected.

       i.   Estimate Added Days, or

      ii.   Negotiated Added Days

4. Cost Impacted

   a.   Additional input fields when selected.

       i.   Estimate Cost, or

      ii.   Negotiated Cost

Once data entry is completed, select the Save button.

Edit NOI Record

After logging in with an assigned NOI role, search for the appropriate contract. This can be done by using the filters along the top of the grid. See filtering for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing NOI records) displayed in the NOI column. Screen shot of example below.

Active	District	⇅ Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name		Document	NOI
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJS.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map	38	0
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Selecting the link opens the NOI details page.

Select the Edit Icon that is to the right of the NOI Number to be edited.

This will open a Modal window that that looks like the following:

Edit Notice of Intent (NOI) Details: E1R76   ☒

NOI: #	Related NOI	OLD NOI: #	Received Date	NOI Status*
2	Select NOI Related Nu ⌄	Old NOI Numb	2025-12-0 📅	Open ⌄

Reason (Prime)*   **Reason (Secondary)***

Utilities ⌄   Unidentified Utility ⌄

Utility Agency/Owner*

This is a test ⌄

Description*

test

Enter Description

Referenced Document(s)

Referenced Document(s)

Response   **Escalation Level**

Select Response ⌄   Select Escalation Level ⌄

Provide the following when appropriate and available

Docs Date   **Time Impacted**   **Cost Impacted**

YYYY-MM-DD 📅   ☐   ☐

Additional Description

Additional Description

*Denotes Required Fields   ↺ Reset   ⊘ Cancel   📊 Update

Required fields are identified by the following *.

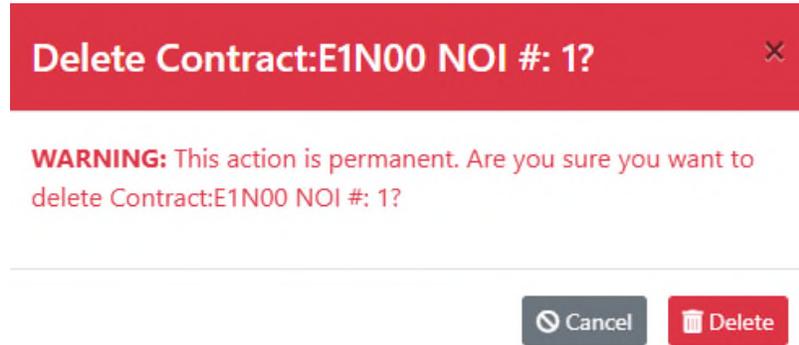After completing the desired edits, select the Update button. 📊 Update

See Adding NOI Record for a complete list of fields and additional information concerning them.

Delete Record

Only the System and District Administrator roles have access to delete a NOI record and will see the Delete Icon on the far right of the NOI Record 🗑 .

Selecting the Delete Icon will open a confirmation dialog window.

Delete Contract:E1N00 NOI #: 1?   ✕

WARNING: This action is permanent. Are you sure you want to delete Contract:E1N00 NOI #: 1?

[⊘ Cancel] [🗑 Delete]

Select delete to permanently remove the NOI Record. This action cannot be undone.