-DIVISION OF PUBLIC WORKS DESIGN AND CONSTRUCTION ON-LINE WORK REQUEST FORM INSTRUCTIONS-

ALL work requests will be submitted, electronically only, via the NH On-Line Forms Website in accordance with the Governor's Executive Order 2014-05, directing state agencies to "move all possible business-related forms into an online format through the Business One Stop. The work request site has had a recent upgrade that has made the submission a little more user friendly.
This instruction package leads you to register and sign in using the NH On-Line Forms Website, at https://onlineforms.nh.gov/.

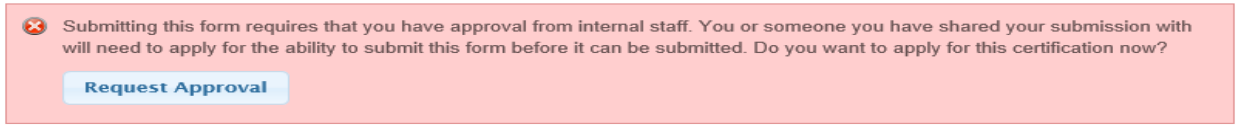
On page three please see a screen print of the sign-in page.

New User Log in Process (Internal State Users Only)

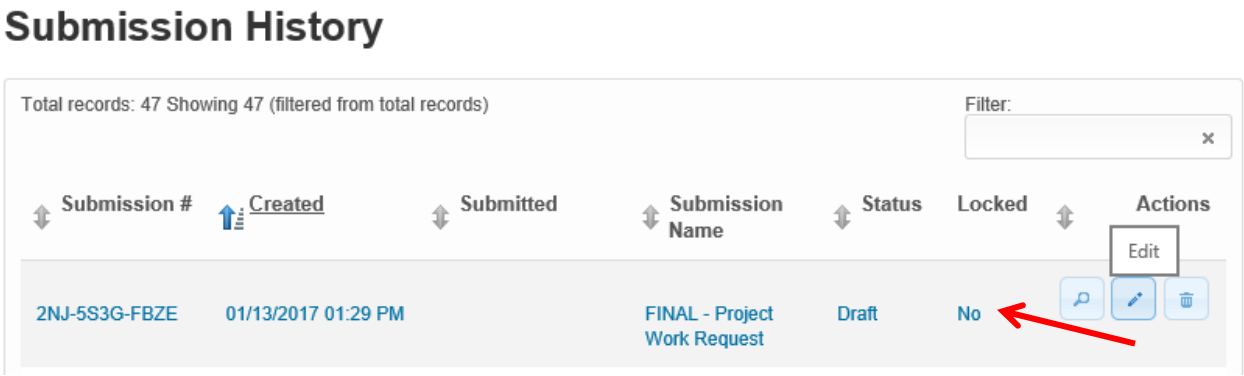
1. Go to https://onlineforms.nh.gov/.

NEW Users, complete these steps to create and validate your new user account (in the nform software):

1. Click the **Register** link, located in the upper, right-hand corner of the screen on the menu bar.
2. From the Create User Profile screen, complete all fields and click the **Save** button.
3. Check your email for a communication with the subject line *New User Registration*; this will be your email verification communication that will allow you to validate your email address.
4. Copy the confirmation code in the email and paste it into the confirmation window that will appear.
5. From the User Registration Complete screen, click the **Click here to visit the NHDOIT NH On-Line Forms System homepage** link, located in the middle of the screen.
6. From the Sign In dialog box, enter your User ID (this will be your email address) and the password you entered when you registered your profile.
7. Click the **OK** button



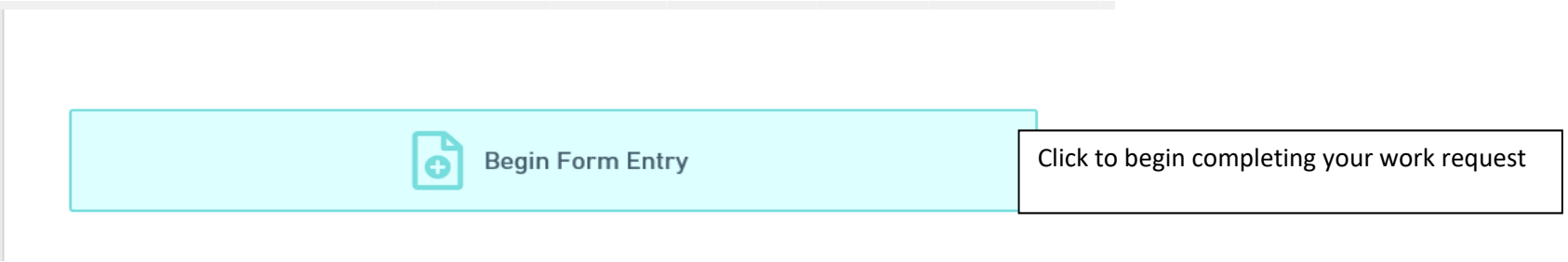
8. Once approval is received, sign back in to https://onlineforms.nh.gov/.
9. Click on the History button at the top of the page.
10. Click the pencil icon to continue submitting your form



11. Click the "Next Step" button until you come to the Certify & Submit step

12. Click "Submit Form".
13. If you need assistance with the Work Request form contact: **Brenda Thomas at 271-3526**, email: **brenda.thomas@das.nh.gov**.

a. Questions regarding your project request should be directed to Brenda.
b. Questions regarding NH Online Forms account access should be directed to BusinessOneStop@nh.gov.



INSTRUCTIONS

THE PURPOSE OF THIS FORM IS FOR STATE GOVERNMENT USE ONLY.

This form should be completed by approved submitters at a State of NH agency for the purpose of requesting services from the Division of Public Works for design, bid, construction administration of a maintenance or capital improvement project.

Please click the link below to see our Project Work Request instructions:

http://das.nh.gov/PublicWorks/workrequest-instr.asp

Please do not submit revisions of a work request after it has been approved and assigned. Alterations should be sent to Brenda Thomas (brenda.thomas@das.nh.gov).

Begin Form Entry

NEXT SECTION
Requesting State Agency

FREQUENTLY ASKED QUESTIONS

- *Why does my Agency need to submit a Work Request Form?*
- *When does my agency pay the Division of Public Work. fees?*

CONTACT INFORMATION

Contact

Division of Public Works
Design and Construction
7 Hazen Drive, Room 250
Concord, NH 03301
Telephone: 603-271-7675

Processing Info

Requesting State Agency

Submitter

Project Description/Address

Real Property Asset Code

Services Requested

Funding for your Project (am and type)

Attachments

Review

Processing Info

Please specify the following:

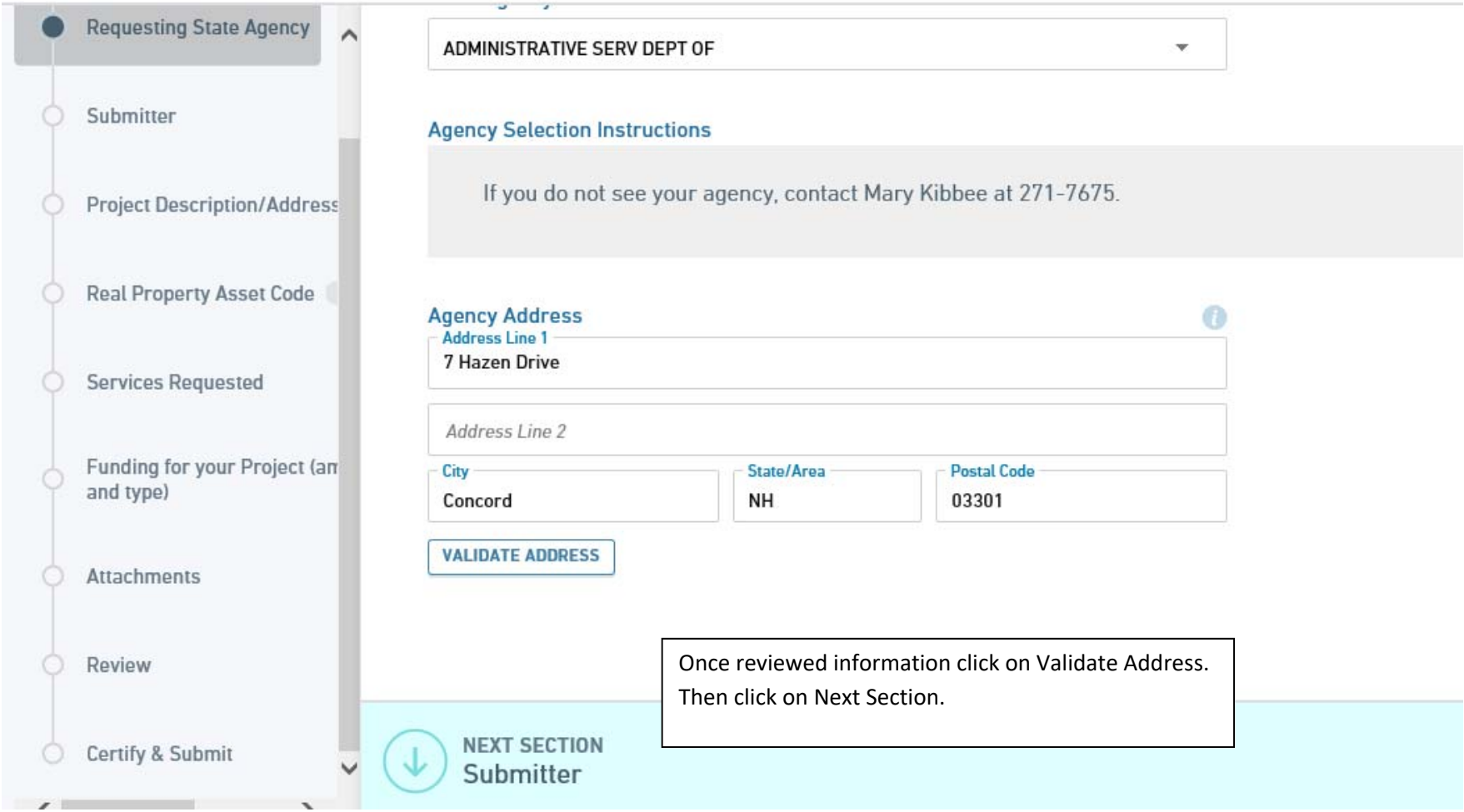
- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The ADEQ Facility Identification Number (AFIN) for your facility, if available.
- The relevant fee if requested below. Not all applications will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Submission Reason
new

NEXT SECTION
Requesting State Agency

Click on Next Section to proceed.

This sidebar will show you which section of the work request you are working on and when you have not completed a section. If you miss a section or not properly completed it will be **red, and will not be able to submit until corrected.**


Requesting State Agency
Submitter
Project Description/Address
Real Property Asset Code
Services Requested
Funding for your Project (an
and type)
Attachments
Review
Certify & Submit
ADMINISTRATIVE SERV DEPT OF
Agency Selection Instructions
If you do not see your agency, contact Mary Kibbee at 271-7675.
Agency Address
Address Line 1
7 Hazen Drive
Address Line 2
City
Concord
State/Area
NH
Postal Code
03301
VALIDATE ADDRESS
Once reviewed information click on Validate Address.
Then click on Next Section.
NEXT SECTION
Submitter

Ms.

Mary

Kibbee

Title
Business Admnistrator III

Organization Name
Administrative Services, - DPW

Phone Type
Business

Phone Number
603-271-7675

Ext.

Email
mary.kibbee@das.nh.gov

Fax
603-271-3515

Address Line 1
7 Hazen Drive

Address Line 2

City
Concord

State/Area
NH

Postal Code
03301

County
Merrimack

Country
USA

VALIDATE ADDRESS

Once reviewed information click on Validate Address. Then click on Next Section.

NEXT SECTION
Project Description/Address

Provide the description of your project (including title- it may be the name established by the Capital Improvement Budget Law) and where it is located.

Project Name

John O. Morton Building Roof Replacement

Project Description

The roof is aging and has a few leaks, please review. (sample)

Project Location

Address Line 1

7 HAZEN DR

Address Line 2

City: CONCORD

State/Area: NH

Postal Code: 03301

VALIDATE ADDRESS

After completing the information click on validate address, when accepts or ask you to accept it as shown based on postal codes replace it, then click on Next Section.

NEXT SECTION

Real Property Asset Code

1 Real Property Asset Code

DUPLICATE

Provide Your Real Property Asset Code.

- +

Click the link below to search for the property involved in your project request in order to retrieve its asset code.

Real Property Asset Search

If you do not know the Real Property Asset Code contact Jared Nylund at 603-271-7644.

If you have more than one Real Property Asset you can do more than one, click DUPLICATE. However, this is not a required field if you cannot locate it.

Is this Asset a Capital Project?

Unassigned

DUPLICATE *REAL PROPERTY ASSET CODE*

ADD NEW *REAL PROPERTY ASSET CODE*

NEXT SECTION
Services Requested

Revised 4/25/2019

Services Requested

Indicate services you are requesting.

Services being requested

Design

Bidding

Other

Select...

Please Describe

Suggested best materials

Services being requested: you may choose just those you are requesting.

Project Schedule - Start Date

03/21/2019

Estimated Construction End Date

09/17/2019

Click next Section to proceed to funding.

NEXT SECTION
Funding for your Project (amount, appropriation and type)

Revised 4/25/2019

You must provide the funding available for this project in order for the Bureau to proceed. You will need the Infor/Lawson Accounting Unit Agency #, Company, Expense Account, Expense Class, Activity #, Amount available for the project, Type of Funds (% General, Federal, Highway, Other) and Lapse Date of funds. (Example of funding string 010-014-20910000-500226-048 100% General Funds - Lapse 6/30/2020). If you do not know this information contact your business office.

Funding is CRUCIAL; the format to the left is what your funding should be similar to. If any question, see your business office.

For each funding source provided, please indicate if it is for Consultant Fees, Construction or DPW Fees

Please press the '+' to add additional funding sources.

1 Funding for your Project (amount, appropriation and type) DUPLICATE

Funding Purpose

- ○ Consultant Fees
- ○ Construction
- ◉ DPW Fees

If you have multiple funding sources/appropriations click on add new funding at bottom of section for your project and use the same format for each. New: tell us what is being covered by the funding indicated.

Company # (Operating, Capital, Highway, etc.)

010

Agency No.

014

Accounting Unit

20910000

Expense Account

500226

Expense Class

048

Activity Code (Job Number)

Amount

100000

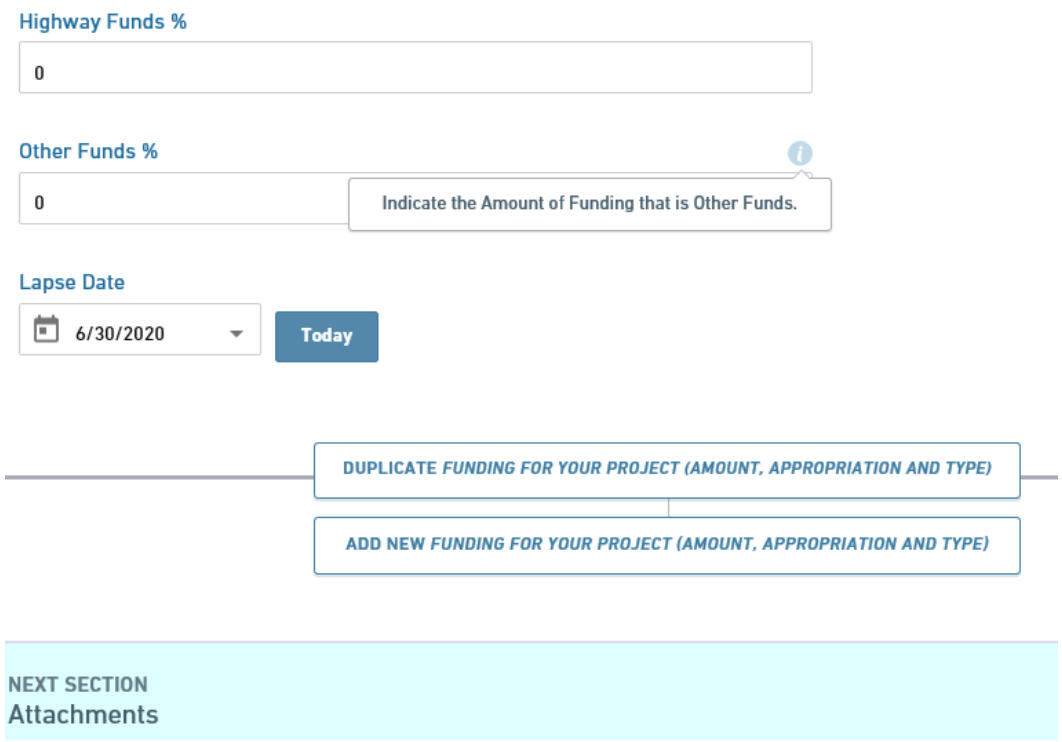
General Funds %

100

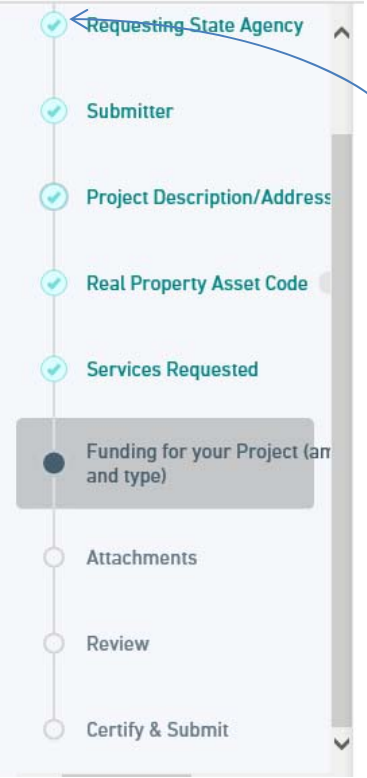
Federal Funds %

0

Amount: do not use $, commas or decimals. All funds must be filled in even if they are zero.



When you have completed your funding for your project, DPW Fees, and /or consutlant click next section. This will allow you to include any attachments you wish (ex: floor plans, quotes, etc).



Note always to the left you have a status of each section and if you have completed it properly it will have a checkmark . If it is red or no checkmark you need to go back to that section (by clicking on the section and make the correction,. If you don't do so you will NOT be able to submit the work request at the end.

If you have additional information such as Scope of Work, Estimates and Maps, etc. please attached them here.

Attachments Relevant to the Project Request

Provide any pertinent information that will assist with your project.

Drop files here to upload

OR

Browse...

Comment

You may attach a document, drawing etc. Do not want to attach something too large, can be shared with the project manager via email after the project is assigned.

Then click Next Section

NEXT SECTION
Review

You are being asked to review your work request to make sure you haven't missed any crucial information. Make sure to look at the left sidebar (shown above) to see if any section is red indicating an issue.

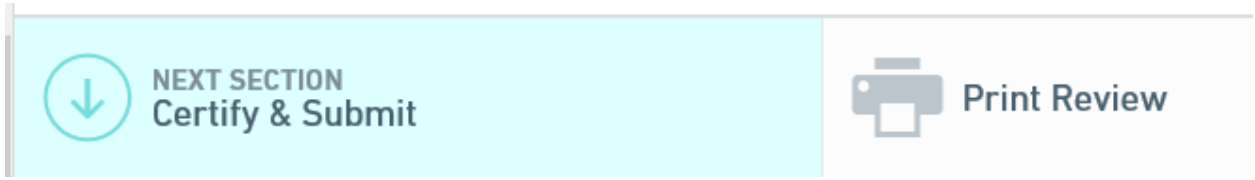
Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by State of New Hampshire staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to State of New Hampshire and may be accessible under the Right to Know Act, RSA 91-A.

You will see the entire work request, which is not shown here due to size. Once you have reviewed and comfortable it is complete.

Next you will certify and submit. Your Certification is that you have the authority to submit a work request and commit funding on behalf of your agency. Next you can print the work request if you wish to keep a copy of your work request you can write down the last five digits (example: HVA55). Then click Next Section: Certify & Submit

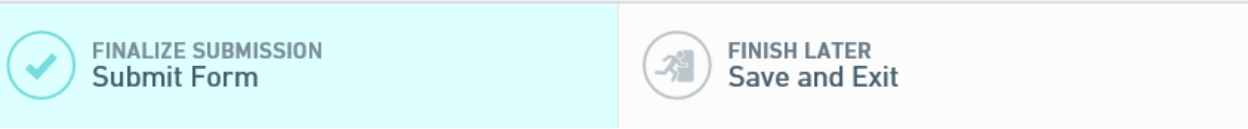


This last step is to finalize the submission or if you think you will want to make changes before final submission at a later time, Click Finish Later/Save and Exit and your form will be saved. At a later date go into history at the top of the top and search for your work request with the last 5 difits (Ex:

This step allows you to certify the form as complete and accurate and to submit the form to State of New Hampshire for review and processing.

Please note: Any work you perform filling out a form will not be accessible by State of New Hampshire staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be securely transmitted to State of New Hampshire and may be accessible under the Right to Know Act, RSA 91-A.

By submitting this form, I attest that I have the **authority** to request the Division of Public Works' assistance for this project, to commit funding and to make decisions on behalf of the Agency.



If you submit you will receive a message confirming your submission (see below).

You will receive this message indicating submission complete, and you can print confirmation or view submission at this point.

Submission Complete

Project Work Request

03/28/2019 Submission HNN-KHZ5-TXPCR Revision 1 Form Version 3.19

A confirmation has been emailed to you at Brenda.Thomas @das.nh.gov

Print Confirmation | View Submission | RETURN to Home

Project Work Request

version 3.19

(Submission #: HNM-QBD3-HVA55, revision 1)

Thank you for your submission!

Your submission has successfully been submitted. A confirmation message has been issued to you at Mary.Kibbee@nh.gov. We recommend that you retain a copy of your receipt for this transaction by using the Print Receipt function.

RECEIPT

Submission #	HNM-QBD3-HVA55
Submitted on	2/20/2019 2:40 PM

Thank you for your submission!

Print Receipt

This submission will be received by the Business Administrator at the Division of Public Works, funding will be confirmed and then electronically passed to the Assistant Administrator for review and assignment to a project manager. The Business Administrator will assign a project #, email the DPW Project Manager and agency contact that the project has been set up in our database and ready to begin.

If you wish to cancel the work request, once submitted, you would need to go to history find submission by the last 5 digits, then click on the finder

Submission List

Find Submission: hva55 Go

Total records: 1 Showing 1 (filtered from total records)

Filter:

#	Date Submitted	Age	Alternate Identifier	Description	Status	Current Steps	Current Step Target	Locked	Actions
HNM-QBD3-HVA55	02/20/2019		N/A	Project Work Request	Rescinded (None)	Submittal Verification (Mary Kibbee)	2/23/2019	No	