CONSTRUCTION BULLETIN

Washington State Department of Transportation

State Construction Office
Multimodal Development & Delivery

Enterprise Content Management System for use on Design-Build Contracts

Bulletin #2020-04, Page 1 of 1

Date: July 30, 2020

Purpose

To announce the availability and mandatory use of the Enterprise Content Management (ECM) system as a centralized repository for storing electronic procurement documents for all design-build (DB) projects posted on or after this date.

Background

After developing a standardized folder structure for documents during the procurement phase of DB contracts (refer to Construction Bulletin #2018-03), DB Headquarters (DBHQ) partnered with IT to develop a solution for managing those procurement documents in a manner that complies with the Secretary of State's Record Retention Polices. The result was the ECM, existing software with the capability to capture, store, preserve, and destroy documents in a centralized database.

The ECM is comprised of two parts, the Desktop Importer and the Portal. The Desktop Importer is the tool used to upload and index all documents included in the standardized Design-Build Procurement Folder Structure and the Portal is the online database for storing, searching, viewing, downloading, and destroying those uploaded documents. The ECM has an intuitive user-interface for ease-of-use, advanced search functions for quickly producing Public Disclosure Requests (PDRs), and a built-in retention schedule that automatically destroys documents for seamless compliance with the State's Record Retention Polices.

The ECM has been reviewed by the WSDOT DB Workgroup, WSDOT Document Control Group, WSDOT subject matter experts, and WSDOT Headquarters Construction Division.

Guidance

Headquarters Construction Division has approved the use of the ECM. All procurement documents shall be uploaded and indexed to the ECM Portal using the Desktop Importer tool for records retention. Files are to be indexed in accordance with the DB Procurement Folder Structure.

A link to the ECM Portal and DB Procurement Folder Structure can be found on the DB Program SharePoint Site along with instructions for downloading the Desktop Importer. Instructional videos for using and navigating the ECM Portal can be found on the ECM Portal under "Help Topics".

Resources

Design-Build Program SharePoint site
Design-Build Procurement Folder Structure
ECM Portal

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