Third Party Review Laserfiche Process

1 **Design Agency** — Upload docs to appropriate A/E folder, including SED submission forms

2 **TPR** — Are files in "PENDING REVIEW" folder?

No → **STOP** Contact Design Agency

Yes

3 **TPR**
- Downloads files
- Perform review

If comments, proceed to step 4. Otherwise, skip to step 7.

4 **TPR**
- Uploads commented file back into "PENDING REVIEW" folders
- Changes status to "ADDENDUM REQUIRED"
- Verifies files are now correctly located in the "PENDING ADDENDA" folders
- Selects "REQUEST ADDENDUM" from "REVIEW PORTAL" tab
- Notifies all parties

5 **Design Agency**
- Addresses comments
- Uploads addenda
- Notifies all parties

6 **TPR**
- Downloads files from "PENDING REVIEW" folder
- Performs review

Steps 2-6 repeat until TPR is satisfied with latest addenda.

7 **TPR**
- Notifies NYSED TPR Coordinator that review is complete
- Submits certification, review dates, and any modified SED forms

LEAVE FILES IN "PENDING REVIEW" FOLDER

NYSED determines if QA/QC is necessary. If yes, proceed to step 8. If not, skip to step 14.

8 **NYSED**
- QA/QC Downloads files from "PENDING REVIEW" folder"
- Reviews project
- Adds comments as needed
- Uploads files into "PENDING REVIEW" folder

9 **NYSED**
- Changes file status to ADDENDA REQUIRED
- Confirms files moved/uploaded to "PENDING ADDENDA" folder
- ***DO NOT REQUEST ADDENDUM***
- Notifies TPR Coordinator that QA/QC comments have been uploaded into Laserfiche

10 **NYSED** — TPR Coordinator relays message to TPR

11 **TPR**
- Reviews QA/QC comments
- Contacts NYSED QA/QC for clarification if needed
- Sends "REQUEST ADDENDUM" to Design Agency
- Notifies all parties involved

12 **Design Agency**
- Addresses comments
- Uploads addenda
- Notifies all parties

13 **TPR**
- Review files in "PENDING REVIEW" folder to ensure addenda addresses QA/QC comments
- Notifies NYSED TPR Coordinator that review is complete
- ***LEAVE FILES IN "PENDING REVIEW" folder

Steps 8-13 repeat until both TPR & NYSED QA/QC are satisfied.

14 **NYSED** — Once satisfied (including Fiscal review) and payment received, NYSED TPR Coordinator communicates to TPR the final steps

15 **TPR**
- Changes project status to complete
- Notifies all parties involved

16 **NYSED** — Issues Building Permit

Laserfiche User's Guide

For more detailed directions on the Third Party Review steps, please see the above manual.