OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

OAKS Capital Improvement (OAKS CI)

OAKS CI is a construction management system for State of Ohio-sponsored capital improvement projects, and is avilable at no cost to school districts, state-funded agencies and institutions of higher education.

OAKS CI USERS

State agencies, school districts, higher education facilities, architects, engineers, construction managers, contractors, project managers, scheduling managers, project coordinators and fiscal staff

NEED MORE INFORMATION OR ASSISTANCE?

Visit OFCC website:
http://ofcc.ohio.gov/OAKSCI.aspx

OAKS CI Help Desk:
Email: oaksci@ofcc.ohio.gov
Phone: 614-644-2211

OAKS CI BACKGROUND

OAKS CI is a web-based project management system, sponsored by the Ohio Facilities Construction Commission, which makes data readily available, ensures project communication and collaboration, and reduces the potential for litigation. Currently, it provides EDGE (Encouraging Diversity, Growth and Equity) participation reporting for construction projects and construction vendors.

The functional scope of OAKS CI includes:
- Collaborative management involving all of the project team
- Integration from conceptual planning and design through procurement, project execution, and closeout
- Document approval and tracking through workflow based on OFCC processes
- Budget control and cost tracking; dynamic change management functionality that feeds budget management
- Shared document repository reducing printing, handling, and mailing
- Powerful reporting and information query tools

OAKS CI MIGRATES TO CLOUD

OAKS CI migrated to a cloud-based system in February 2015. One benefit of the cloud system was accessibility and device independence.

ELECTRONIC SIGNATURES

OFCC implemented a electronic signature process in early 2016. This update provides a safe and secure way to sign documents quickly through email via your computer or cell phone.

The Process

Instead of printing and signing documents received in OAKS CI, electronic signatures are accessed directly from an email account. This process significantly reduces the time it takes to sign and approve records.

The record that is received electronically will have all associated backup attached, and neither the document nor the backup can be modified. Once the document

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has been fully approved, a fully executed Contract/Change Order will be sent via email. Only signatures initiated by OFCC and through OFCC's electronic signature applicationare accepted.

TRAINING & JOB AIDS

The OAKS CI Support Team provides users with a a growing bank of job aids and pre-recorded webinar sessions that can be viewed at any time. Registration and passwords are not required.
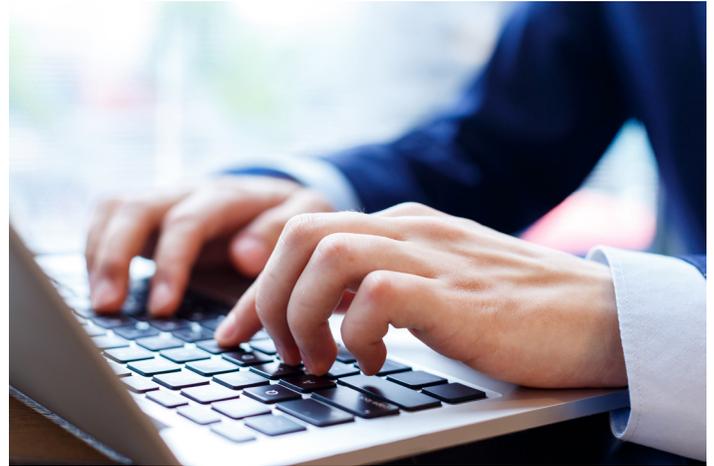
Training and job aid topics are broken down into areas of specific interest for Agency and Higher Education and K-12 project clients.

OAKS CI NEWS

For a listing of OAKS CI news and announcements, check the OFCC website to look for announcements and newsletters you may have missed.

Newsletter

OAKS CI Users will automatically receive newsletters from the OAKS CI Support Team detailing useful tips for users. Have a question or idea for the next newsletter? Contact the Operations Support Desk at oaksci@ofcc.ohio.gov.

ABOUT OFCC

OFCC is responsible for guiding capital projects for state agencies, state-supported universities and community colleges, including Ohio's comprehensive public K-12 school construction and renovation program. The Commission also manages grant programs for cultural facilities, school security, community school classroom facilities, and lead plumbing fixture replacement in schools.