



U2023

# PSA Online Application User Guide

## Subcontractors & Tier Contractors

V2 2023

### LORETTA WALDEN

*FPC Custom Application Specialist*

*FACILITIES PLANNING & CONSTRUCTION*

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## User Guide Updates

Date	Updated by	Explanation
12/01/2022	Loretta Walden	Release 1.0 Subcontractors Access, Dashboard, Fill-in Pre-Job Form, Pre-Job Mtg. review & Support
01/12/2023	Loretta Walden	Release 2.0 Comment add details & steps to scope & Ongoing Projects & App used for New Projects & update login screen
02/05/2023	Loretta Walden	Crew & Assignment SAVE icon changed
03/13/2023	Loretta Walden	Added Returned (prior to meeting) & Revise & Resubmit (from meeting review)
03/24/2023	Loretta Walden	Dashboard Update & Action Icons (Save, Edit & Delete)

**OVERVIEW of RELEASE AND FUNCTIONS**

**Release 1**

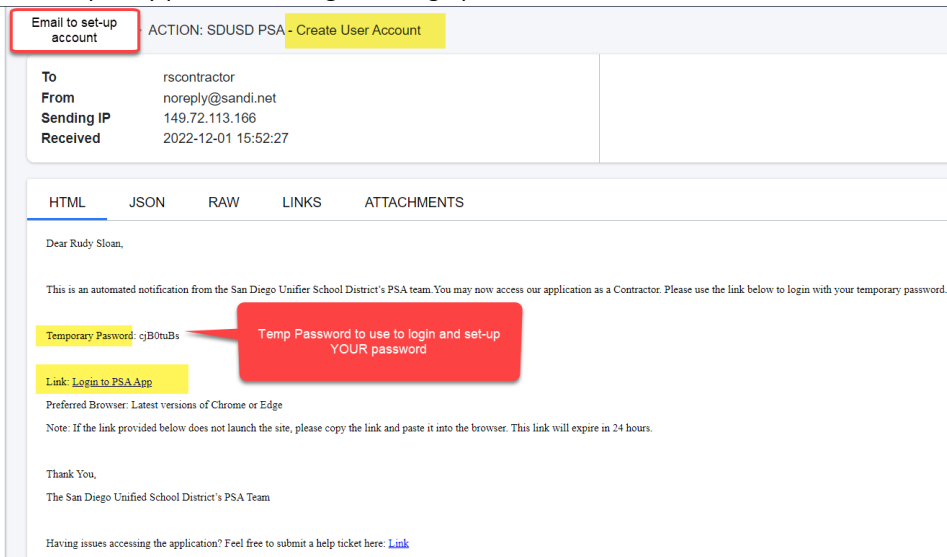
**1. Business Process:**

- a. Dashboard
- b. Create Pre-Job Conference Form
- c. Pre-Job Conference Meeting
- d. Support

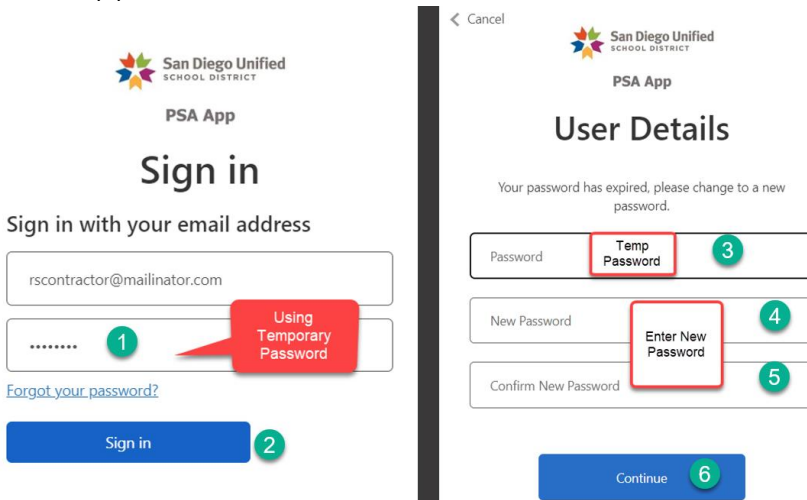
**LINK TO PRODUCTION SITE:** <https://psa.sandi.net>

**1. INVITATION TO CREATE ACCOUNT**

- Browser to use Application – **Chrome or Edge**
- One-time account set-up will be required by User and not required with each invitation to a new project
- Email invitation title will have “CREATE ACCOUNT”
- Use Temporary password to login & assign password



- Enter Temp password & User Password



- User will be sent to PSA Application Dashboard

## 2. INVITATION TO PROJECT

- Email will be sent to User in system when assigned to a project
- Click on Link to open to Pre-Job Conference and get started
- **Resend Email Invitation Link**, contact Specialist to resend email invitation

**Project Invitation** ACTION: SDUSD PSA - Submit CZ-22-CMGCTrain-01 - PSA App CMGC Train-01 Pre-Job Conference Form

<b>To</b>	rscontractor
<b>From</b>	noreply@sandi.net
<b>Sending IP</b>	149.72.113.166
<b>Received</b>	2022-12-01 18:50:39

HTML JSON RAW LINKS ATTACHMENTS

Dear Rudy Sloan,

This is an automated notification from the San Diego Unifier School District's PSA team. You may now access our application as a Contractor.

Bid Number: CZ-22-CMGCTrain-01  
 Bid Title: PSA App CMGC Train-01  
 Location: Euclid CDC  
 Contract Number:  
 Contract Title, if available:

Click on the link below to access and complete the Pre-Job Conference Form for this project.

Link: ["RUDOLPH AND SLETTEN, INC." CZ-22-CMGCTrain-01 - PSA App CMGC Train-01 Pre-Job Conference Form](#)

*Use link to open project and Dashboard*

**NOTE: NEW PROJECTS & 1<sup>ST</sup> MEETING FOR CONSTRUCTION WILL REQUIRE YOU TO USE THE APPLICATION**

**ONGOING PROJECTS WILL BE PDF FORMS SUBMITTED "BUSINESS AS USUAL". SEND TO YOUR SUBCONTRACTOR & GENERAL CONTRACTOR WILL UPLOAD TO CLOUD**

### 3. LOGIN –Production web address: <https://psa.sandi.net/>

Sign in Screen – Email & Password. If you **forgot password**, use link below to reset & Temp Password will be sent

### 4. CONTRACTOR DASHBOARD

Dashboard display of information:

- a. Role – General Contractor, Subcontractor or Tier Subcontractor
- b. Assigned Specialist Email
- c. Pre-Job Form Status
  - Not Started-no activity entered into form
  - Draft (In Progress) – currently being updated by “YOU the Sub “ or Returned by Specialist
  - Submitted – sent to Specialist for review
    - i. **Revise & Resubmit** - if Specialist returns to Subcontractor
  - Published – Specialist accepted & will review in Pre-Job Meeting
  - Final Published – accepted/completed for record
- d. PreJob Form Assigned To: & Email from Company to complete form
- e. Actions: Red - Complete Form & Blue – No Action, View Form
- f. Collapse & Expand to view all projects
  - View General Contractor & Any Tiered linked to Subcontractor

Company	Project Role	Assigned Specialist	Pre-Job Form	Actions
STRAIGHT LINE GENERAL CONTRACTORS, INC.	General Contractor	smahar@gafcon.com	Status: Published Assigned to: Straight Line Email: sline@mailinator.com	View Form
BAKER ELECTRIC, INC.	Subcontractor	--	Status: Submitted Assigned to: Baker Electric Email: baker@mailinator.com	View Form
JDS PLUMBING & MECHANICAL	Tiered Subcontractor	smahar@gafcon.com	Status: Not Started Email: ..	View Form

Company	Project Role	Assigned Specialist	Pre-Job Form	Actions
RUDOLPH AND SLETTEN, INC.	General Contractor	psatester@mailinator.com	Status: Not Started Assigned to: Rudy Sloan Email: rscontractor@mailinator.com	View Form
BAKER ELECTRIC, INC.	Subcontractor	--	Status: Draft Assigned to: Baker Electric Email: baker@mailinator.com	Complete Form

NEXT - STEP 1 PROJECT INFORMATION

## 5. PRE-JOB SUBCONTRACTOR CONFERENCE FORM STEPS

**Step 1 - Project Information** is review only for Subcontractor- no action. If information is not correct, contact your assigned Specialist, if not CLICK NEXT

**1** Project Info

2 Overall Scope

3 Self-performing

4 Jobsite Scheduling Information

5 Crews and Assignments

6 Tiered Subcontractors

1.1 Review the Project, Pre-Award, & Contract Information below. Click the "Next" button if the information below is accurate. If not accurate, contact the assigned PSA Specialist to report inaccuracy, and delay completing this Pre-Job Conference Form until notified that the reported issue has been resolved.

Subcontractor's Information		
<b>Contractor Name</b> "MASSON & ASSOCIATES, INC."	<b>Contractor License Classification</b>	
<b>Company Address</b> 200 E. WASHINGTON AVENUE # 200 ESCONDIDO, CA 92025	<b>Phone Number</b>	<b>Fax Number</b>
<b>CSLB License Number</b>	<b>DIR Number</b> 1000000422	

Pre-Award & Contract Information		
<b>Bid Number</b> CZ-22-CMGCTrain-01	<b>Bid Title</b> PSA App CMGC Train-01	<b>Prevailing Wage Determination</b> 2022.02
<b>Contract Number</b> CZ-22-CMGCTrain-01	<b>Contract Title</b> PSA App CMGC Train-01-CDC	<b>Contract Amount</b> \$1,000,000.00

Previous Next

### Step 2 – Overall Scope of Work & click NEXT

- Enter Overall Scope of Work & click NEXT. Include Tier Work with your SCOPE of work.
- **Sample:** *Installation of onsite trailers, including grading, under trailer stabilizers, connecting prefabbed decks and stairs; temp power (tier sub-Power Plus) and plumbing (tier sub-Advance Plumbing) hook ups.*

**1** Project Info

**2** Overall Scope

3 Self-performing

4 Jobsite Scheduling Information

6 Tiered Subcontractors

2.1 Include any scope you plan to subcontract to one or more tiered subs

**Overall Scope of Work for Which Your Company is Responsible**

Overall Scope of Work \*

Enter Scope & Tier Scope

Installation of onsite trailers, including grading, under trailer stabilizers, connecting prefab'ed decks and stairs; temp power (tier sub-Power Plus) ,and plumbing (tier sub-Advance Plumbing) hook ups.

Previous Next

### Step 3 – Self-Performing

- Yes - Performing– will then record work performing
- No - will move to next Jobsite Scheduling Information for (1) main contact

### Step 4 – Jobsite Scheduling Information

- Expected Start Date
- Estimate Duration (Days)
- Number of Shifts & Shift Description (Shift 1 – 6:00 am to 3pm)
- Pay Day and & Pay Period End of Day

### Step 4 - Jobsite Scheduling Information- continued

- **Jobsite Administration** – Superintendent will required & check mark by default
  - First, Last, Email & Phone Number
- **“Add Other Jobsite Administration”** names as necessary & NEXT

### Step 5 - Crews and Assignments (Crew, Scope of Work, Equipment)

- **Add Crew+**

**S.1** Please create as many crews as is required to describe the work your firm will perform on this contract. For example, if you are performing "Demolition" and "Grading" and anticipate separate work crews performing work at different times, then you would submit a separate description for the "Demolition" scope of work and the "Grading" scope of work.

- Crew name, Scope of work and Equipment utilized & **MUST SAVE Crew prior to doing assignments**
  - **NOTE: Scope of work /Activities – ADD DETAIL & STEPS.** Detail will eliminate in meetings lots of questions for clarification. **IMPORTANT!!** – Crew has to be saved 1<sup>st</sup> before Assignments can be added
  - **Sample:** Rough grade laydown are for trailer, assisting with off-loading trailers, set up and adjustment of under trailer stabilizers, installation of prefabbed decks and stairs, safety anti-slip paint application to decks and stairs.

**Next Step is adding Assignments.**





• **Add Assignments+**

- **Union – use drop down to select or type name for quick find.**
- **Activities / Responsibilities**
- **Date – start & end**
- **Estimated Works Average & Peak & SAVE.**
- **AS NEEDED- Add Assignment+ to additional to same crew OR “ADD CREW” if more crews to record & NEXT**
- **Sample DIR Classification(s) & Crew Member Activities/Responsibilities:**
  - Union DIR=Operating Engineers Local 12 | Activities=All equipment work, including rough grading and minor excavation
  - Union DIR= Laborers Local 89 | Activities=All equipment work, including rough grading and minor excavation
  - Union DIR= Painters Local 1399 | Activities= Application of anti-slip paint application to decks and stairs

Referral and Jurisdictional Assignment

Add assignment +

UNION - DIR CLASSIFICATION	ASSIGNMENT STATUS	CREW MEMBER ACTIVITIES/RESPONSIBILITIES	SUMMARY OF WORK STATUS	ESTIMATED START DATE	ESTIMATED END DATE	ESTIMATED WORKFORCE AVERAGE	ESTIMATED WORKFORCE PEAK	ACTIONS
- Operator	--	All equipment work, including rough grading and minor excavation.	--	03/06/2023	03/10/2023	3	6	
- Laborer	--	Set up: stabilizers, prefabbed decks and stairs, any hand grading.	--	03/20/2023	03/24/2023	2	5	
<div style="border: 1px solid green; padding: 2px; display: inline-block;">3 Unions Assigned</div> Painters Local 1399 -- Industrial Painter	--	Application of anti-slip paint application to decks and stairs	--	03/27/2023	03/31/2023	2	2	

1 Type Union number

2

3

4

Save

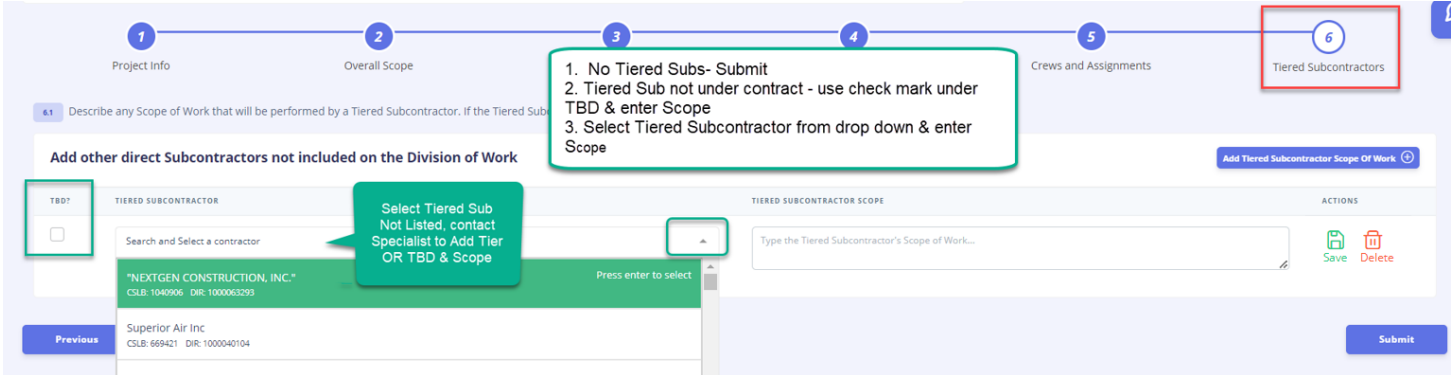
Add crew +
Use to add another crew if required

SDUSD PSA Signatory Building and Construction Local Unions	
<ul style="list-style-type: none"> <li>Boilermakers Local 92</li> <li>Bricklayers &amp; Allied Craftsmen Local 4</li> <li>Cement Masons Local 500/Area 744</li> <li>Floor Covers Local 1399</li> <li>Glaziers Local 1399</li> <li>IBEW - Electrical Workers Local 569</li> <li>Insulators &amp; Allied Trades (Heat &amp; Frost) Local 5</li> <li>International Union of Elevator Constructors Local 18</li> <li>Iron Workers Local 229</li> <li>Laborers Local 89</li> <li>Laborers Local Environmental Workers Local 300</li> <li>Laborers International Union Highway &amp; Street Strippers' LU 1184</li> <li>Millwrights &amp; Machine Erectors Local 1607</li> <li>Pile Drivers Local 2375</li> <li>Operating Engineers Local 12</li> </ul>	<ul style="list-style-type: none"> <li>Painter &amp; Allied Trades DC 36</li> <li>Paint &amp; Tapers Local 1399</li> <li>Plasterers Local 200</li> <li>Plaster Tenders of So Cal Local 1414</li> <li>Plumbers &amp; Steamfitters UA Local 230</li> <li>Road Sprinkler Fitters Local 669</li> <li>Roofers &amp; Water Proofers Local 45</li> <li>So Cal Drywall Finishers Local 1136</li> <li>Southwest Regional Council of Carpenters Local 619</li> <li>Sheet Metal Workers Local 206</li> <li>Steamfitters &amp; Pipefitters Local 250</li> <li>Teamsters Local 166</li> <li>Tile/Marble/Terrazzo Local 18</li> <li>Tradeshaw and Sign Craft Local 831</li> <li>UA Plumbers Local 345: Landscape, Irrigation, Underground and Specialty Piping Applications</li> </ul>

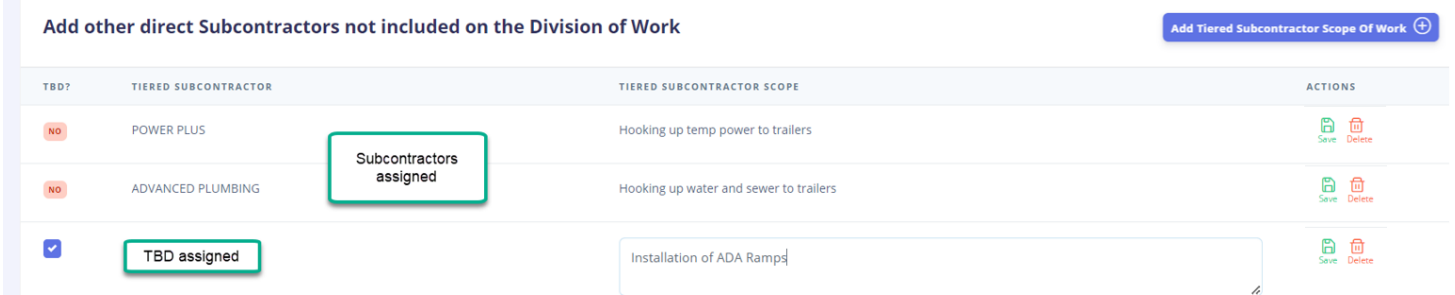
Page | 9

**Step 6 -Tiered Subcontractor**

- **No Tiered Subcontractor**- then next step is Submit
- **Tiered Subcontractor not under Contract** – check TBD & enter Scope of Work
- **Tiered Subcontractor in PSA system, use drop down to select**, enter scope of work & Submit
  - **Tiered Subcontractor not in drop down**, select TBD & use Scope of Work to add name, then contact Specialist to add

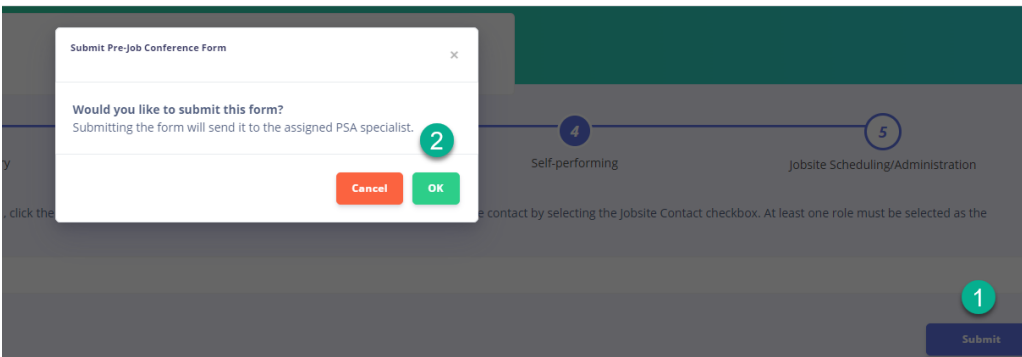


**SAMPLE TIERS: (2) Assigned with Subcontractors named & (1) TDB with Scope of Work**



**SUBMIT – Would like to submit form?**

- **Cancel to go to previous**
- **OK to submit for Specialist Review & Publish**



**VIEW OF SUBMITTED FORM & PRINT FORM**

- **Status in Upper Left Box – 1. Submitted for Specialist Review, 2. Published- Specialist Accepted & ready for PreJob Meeting & 3. Revise/Resubmit if Changes have to be made**
- **Print Form for “Subcontractor Company Record” & recommend sending to your GC (see next page)**

San Diego Unified SCHOOL DISTRICT
Report Issues Help Jim Rice

**SubContractor's Pre-Job Conference Form: CSM Plumbing Inc**

<b>Status</b> <span style="background-color: #00a68f; color: white; padding: 2px;">SUBMITTED</span>	<b>Latest Version</b> Version 1	<b>Actions</b> To make modifications to the form click the button below <span style="background-color: #e91e63; color: white; padding: 2px 5px;">Make Changes</span>
<b>Assigned PSA Specialist</b> PSA Tester	<b>Email</b> psatester@mailinator.com	<b>Phone Number</b> 212-555-1212

Use if changes to form need to be made

Use to Print for your company record

**SubContractor's Pre-Job Conference Form: CSM Plumbing Inc**

<b>Status</b> Submitted	<b>Version</b> 1	<b>Phone Number</b> 212-555-1212
<b>Assigned PSA Specialist</b> PSA Tester	<b>Email</b> psatester@mailinator.com	<b>Phone Number</b> 212-555-1212

**Subcontractor's Information**

<b>Contractor</b> SPECIALIZED PAINTING COMPANY, INC.		
<b>Company Address</b> "547 APOLLO STREET, SUITE F" BREA, CA 92821	<b>Phone Number</b>	<b>Fax Number</b>
<b>CSLB License Number</b> 641031	<b>DIR Number</b> 1000005530	
<b>Contractor License Classification</b> "C33 - PAINTING AND DECORATING, C33 - PAINTING AND DECORATING"		

**Pre-Award & Contract Information**

<b>Bid Number</b> Smoke Test 1	<b>Bid Title</b> V1 Smoke Test	<b>Prevailing Wage Determination</b>
<b>Contract Number</b> Smoke Test 1	<b>Contract Title</b> Smoke Test Project	<b>Contract Amount</b>

**Overall Scope of Work for Which Your Company is Responsible**

**Overall Scope of Work**  
Installation of onsite trailers, including grading, under trailer stabilizers, connecting prefab'ed decks and stairs; temp power (tier sub-Power Plus), and plumbing (tier sub-Advance Plumbing) hook ups.

**Jobsite Scheduling Information**

<b>Expected Start Date</b> 3/6/2023	<b>Estimated Duration(Days)</b> 0
<b>Number of Shifts</b> 1	<b>Shift Description</b> Shift 1 7am to 3:30 pm
<b>Pay Day</b> Friday	<b>Pay Period End Day</b> Saturday

**Jobsite Administration**

JOBSITE CONTACT ?	ADMINISTRATIVE ROLE	FIRST NAME	LAST NAME	EMAIL	PHONE
Yes	Superintendent	Skylar	Ship	SS@mailinator.com	(619) 555-9898

**Crew: Installation of trailers**

**Scope of Work your firm will perform on this project**

Rough grade laydown are for trailer, assisting with off-loading trailers, set up and adjustment of under trailer stabilizers, installation of prefab'd decks and stairs, safety anti-slip paint application to decks and stairs.

**Equipment to be utilized in performing work on this Project**

Bob Cat, Grader, Hand and power tools

**Referral and Jurisdictional Assignment**

UNION	DIR CLASSIFICATION	ASSIGNMENT STATUS	CREW MEMBER ACTIVITIES/RESPONSIBILITIES	SUMMARY OF WORK STATUS	ESTIMATED START - END DATE	ESTIMATED WORKFORCE AVERAGE	ESTIMATED WORKFORCE PEAK
Operating Engineers Local 12	Operator	Pending	All equipment work, including rough grading and minor excavation	Pending	3/6/2023 - 3/8/2023	2	3
Laborers Local 89	Laborer	Pending	Set up: stabilizers, prefab'd decks and stairs, any hand grading	Pending	3/8/2023 - 3/10/2023	4	8
Painters Local 1399	Industrial Painter	Pending	Application of anti-slip paint application to decks and stairs	Pending	3/13/2023 - 3/14/2023	2	2

**Add other direct Subcontractors not included on the Division of Work**

TBD?	TIERED SUBCONTRACTOR	TIERED SUBCONTRACTOR'S SCOPE
No	POWER PLUS	Hooking up temp power to trailers
No	STRELIC PLUMBING, INC	Hooking up water and sewer to trailers

Print Form

**Subcontractor's Pre-Job Conference Form: SPECIALIZED PAINTING COMPANY, INC.**

**Status**

Submitted

**Version**

1

**Assigned PSA Specialist**

PSA Tester

**Email**

psatester@mailinator.com

**Phone Number**

212-555-1212

Print Form to PDF

**Print View**

12/1/22, 8:46 PM
PSA Web Application

### General Contractor's Pre-Job Conference Form: "RUDOLPH AND SLETTEN, INC."

**Status**  
Submitted

**Assigned PSA Specialist**  
PSA Tester

**Version**  
1

**Email**  
psatester@mailinator.com

**Phone Number**  
212-555-1212

**General Contractor Information**

General Contractor  
"RUDOLPH AND SLETTEN, INC."

Company Address      Phone Number      Fax Number  
 "2 CIRCLE STAR WAY, 4TH FLOOR"  
 SAN CARLOS, CA 94070

CSLB License Number      DIR Number  
 198069      100000658

Contractor License Classification  
 B - GENERAL BUILDING

**Pre-Award & Contract Information**

Bid Number      Bid Title      Prevailing Wage Determination  
 CZ-22-CMGCTrain-01      PSA App CMGC Train-01      2022.02

Contract Number      Contract Title      Contract Amount

**Contract Summary**

Estimated Construction Start Date      Estimated Construction End Date  
 1/10/2023      1/10/2024

Print 3 pages

Destination Save as PDF


Pages All

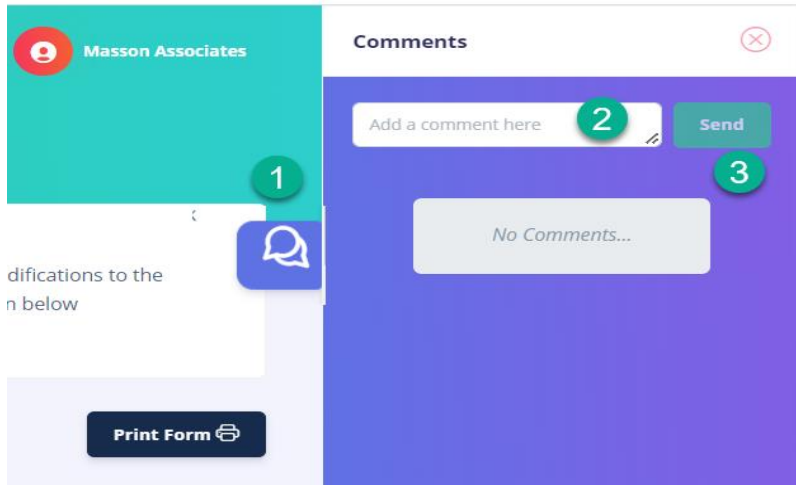
Layout Portrait

More settings v

Save
Cancel

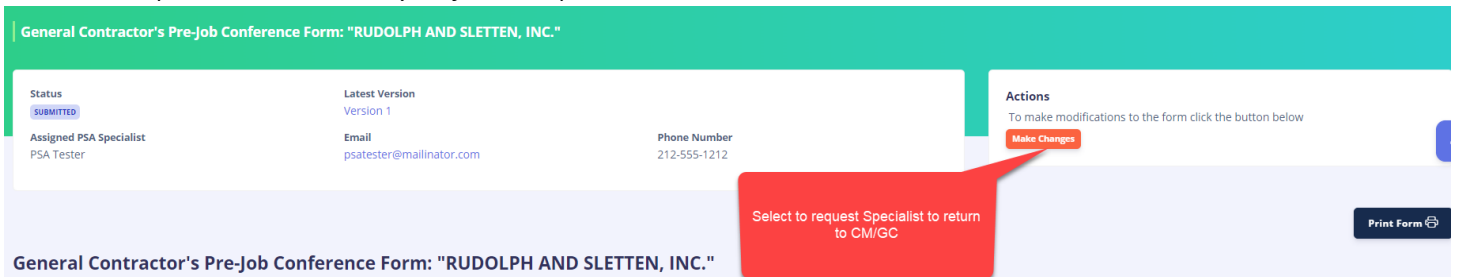
https://psadev.azurewebsites.net/Forms/PreJobConferenceForm/4 1/3

**COMMENTS** when you see Icon , you can click on **“Comment” Icon** and leave a message for Specialist or **REVISIONS** required comments will be entered by Specialist

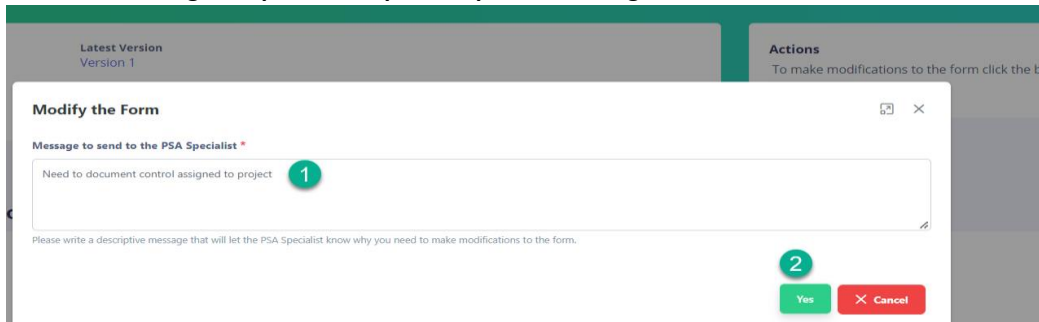


## 6. MAKE CHANGES TO FORM OR REVISE & RESUBMIT

- **Select “Make Changes” from Actions section.** *Note: the option to Make Changes will be available until the PSA Specialist has reviewed your form and promoted it to a Published status.*



- **Enter message to Specialist explain request for change to Pre-Job Form & select YES to send**



**RETURNED OR REVISE & RESUBMIT**

- **Specialist will return form to General Contractor or Sub/Tiers for updates.**
- **Status will have either Returned or Revise & Resubmit**
  - **Submitted – form will be “Returned”**
  - **Form Published – from meeting review & form status will be returned as “Revise & Resubmit”**

**STEPS:**

- User will receive an email & in the Subject have Returned or Request Revision
- Click on LINK – to open form to start

**Public Message** | ACTION: SDUSD PSA - C22-022422.0 - Grass Field & Building | Returned

**From:** PSA Admin | **Subject:** ACTION: SDUSD PSA - JDS PLUMBING & MECHANICAL Requests Revision of Exar

**To:** csm | **From:** noreply@sandi.net | **Sending IP:** 149.72.113.166 | **Received:** 2023-03-13 11:30:11

Dear George Kittle,

This is an automated notification from the PSA System. The Pre-Job Conference Form has been returned with the following comments for:

Bid Number: C22-022422.0  
 Bid Title: Grass Field & Building Renovation Grant K-8 School  
 Location: Grant Elementary  
 Contract Number: C22222.01  
 Contract Title, if available: Construction Grass Field & Building Renovation

**Comment: RETURNED TO CONTRACTOR. Add more detail to Scope of work for Crew.**

Please log into the PSA application to revise and re-submit the form.

Link: [CSM PLUMBING INC: C22-022422.0 - Grass Field & Building Renovation Grant K-8 School Pre-Job Conference Form](#)

If you need any assistance, please contact PSA Tester at psatester@mailinator.com, or 212-555-1212.

- Form will open – Status will be “Revise & Resubmit” and reference Comments
- Go to Dashboard to start revising form- “CLICK on San Diego School District icon”

**San Diego Unified SCHOOL DISTRICT** | Use to Navigate Back to Dashboard

Assigned PSA Specialist: PSA Tester | Email: psatester@mailinator.com | Phone Number: 212-555-1212

1 Project Info | 2 Contract Summary | 3 Jobsite Information

**SubContractor's Pre-Job Conference Form: CSM PLUMBING INC**

Status: RETURNED | Latest Version: Version 1

Assigned PSA Specialist: PSA Tester | Email: psatester@mailinator.com | Phone Number: 212-555-1212

**SubContractor's Pre-Job Conference Form: JDS PLUMBING & MECHANICAL**

Status: REVISE AND RESUBMIT | Latest Version: Version 2 - See other versions

Assigned PSA Specialist: SuperAdmin Tester | Email: psasuper@mailinator.com | Phone Number: 212-555-1212

**SubContractor's Pre-Job Conference Form: JDS PLUMBING & MECHANICAL**

Status: Revise and Resubmit | Version: 2

Assigned PSA Specialist: SuperAdmin Tester | Email: psasuper@mailinator.com | Phone Number: 212-555-1212

v. Dashboard - “Complete Form” are forms back in Subcontractor’s Court

**San Diego Unified SCHOOL DISTRICT** | Report Issues | Help | George Kittle

**Contractor Dashboard**

Pre-Job Conference Forms Assigned to Me

Search... | Toggle Columns | Export

Contractor Type ↑↓	Pre-Award Activity ↑↓	Contract ↑↓	LOA ↑↓	Form Status ↑↓	Actions ↑↓
Subcontractor	Feb01 LW Bid Number 01 - Feb01 LW Bid Title 01	Feb01 LW Contract No 01 - Feb01 LW Contract Title 01	YES	Submitted	<a href="#">View Form</a>
Subcontractor	Bid Feb Number 02-2023 LW.02 - Bid Feb Title 02-2023 LW.02	Contract Number 02-2023 LW.02 - Contract Title 02-2023 LW.02	YES	Not Started	<a href="#">Complete Form</a>
Subcontractor	C22-022422.0 - Grass Field & Building Renovation Grant K-8 School	C22222.01 - Construction Grass Field & Building Renovation	YES	Returned	<a href="#">Complete Form</a>

10 | Showing 1 to 3 of 3 entries | 1

7. ACCESSING DASHBOARD

- From Pre-Job Form Display, click on “San Diego Unified” icon

**San Diego Unified SCHOOL DISTRICT**

Assigned PSA Specialist  
PSA Tester

Email: psatester@mailinator.com | Phone Number: 212-555-1212

1 Project Info | 2 Contract Summary | 3 Jobsite Information

Use to Navigate Back to Dashboard

- Dashboard View – Draft will be the status when Specialist returned & in Subcontractor court

**San Diego Unified SCHOOL DISTRICT** | Report Issues | Help

**Contractor Dashboard**

Pre-Job Conference Forms Assigned to Me

TYPE	PRE-AWARD ACTIVITY	CONTRACT	LOA?	FORM STATUS	
Subcontractor	C2-22-CMGCTrain-01 - PSA App CMGC Train-01	-	YES	Draft	<a href="#">Complete Form</a>

Status when form is returned prior to Publishing

- Submitted form pending Specialist Review for Publishing for Pre-Job Meeting

**Contrator Dashboard**

Pre-Job Conference Forms Assigned to Me

TYPE	PRE-AWARD ACTIVITY	CONTRACT	LOA?	FORM STATUS	
Subcontractor	CZ-22-CMGCTrain-01 - PSA App CMGC Train-01	--	YES	Submitted	<a href="#">View Form</a>

Submitter to Specialist for Publishing

- **Published Specialist Review for Publishing for Pre-Job Meeting review**

**Contrator Dashboard**

Pre-Job Conference Forms Assigned to Me

TYPE	PRE-AWARD ACTIVITY	CONTRACT	LOA?	FORM STATUS	
Subcontractor	CZ-22-CMGCTrain-01 - PSA App CMGC Train-01	--	YES	Published	<a href="#">View Form</a>

Specialist accepted & published for Meeting

- **Final Published after Pre-Job Meeting and scope and assignments are accepted**

**Contrator Dashboard**

Pre-Job Conference Forms Assigned to Me

TYPE	PRE-AWARD ACTIVITY	CONTRACT	LOA?	FORM STATUS	
Subcontractor	CZ-22-CMGC-SUB Train 12-06-2022 - CZ-22-CMGC-SUB Train 12-06-2022	CZ-22-CMGC-SUB Train 12-06-2022 - CZ-22-Train 12-06-2022 Euclid CDC	YES	Final Published	<a href="#">View Form</a>

After Pre-Job Mtg. and assignments & scope accepted

## 8. PRE-JOB MEETING

- **Meeting will start with the Specialist starting the meeting. The General Contractor (GC) will then take the lead and present each Subcontractor and Tiered Subcontractor(s) review scope of work, equipment used, and work assignments**
- **Form review during meeting & status applied:**
  1. Overall Scope
  2. Crew & scope of work performed
  3. Equipment Utilized
  4. Union
  5. Summary of Work
- i. **Status will be applied depending on discussion & acceptance of Unions**
  1. Assignment Status- Final, Final Challenged Rejected
  2. Summary of Work – Accepted or Rejected



**Pre-Job Conference Meeting** Close Meeting Print

**Meeting Details**

**Title**  
Pre-Job Mtg. m#1

**Location**  
Web Conference

**Notes**  
Zoom

**Closed**  
No

**Time**  
02/27/2023 08:41 AM

**Project Information**

Assigned PSA Specialist: SuperAdmin Tester

General Contractor Information	Pre-Award Activity Information	Contract Information
<b>General Contractor</b> STRAIGHT LINE GENERAL CONTRACTORS, INC.  <b>CSLB License Number</b> 760964  <b>DIR Number</b> 1000002142	<b>Bid Number</b> Feb01 LW Bid Number 01  <b>Bid Title</b> Feb01 LW Bid Title 01  <b>Prevailing Wage Determination</b> 2023.02	<b>Contract Number</b> Feb01 LW Contract No 01  <b>Contract Title</b> Feb01 LW Contract Title 01  <b>Contract Estimated Start-End Date</b> 02/27/2023 - 03/02/2024

**Contract Summary Comments** 1

lwalden@gafcon.com 02/28/2023 04:40 PM  
Overall Comments for project

Submit

**PreJob Conference Mtg. Review**

Subcontractor RAMONA PAVING & CONSTRUCTION CORP. YES Published [Icons]

**Contractor Name** **CSLB License Number** **DIR Number**

RAMONA PAVING & CONSTRUCTION CORP. 795526 1000005430

**Overall Scope**

Installation of onsite trailers, including grading, under trailer stabilizers, connecting prefabbed decks and stairs; temp power (tier sub-Power Plus) and plumbing (tier sub-Advance Plumbing) hook ups.

**Crew: Installation of trailers**

**Scope Of Work To Be Performed**

Rough grade laydown are for trailer, assisting with off-loading trailers, set up and adjustment of under trailer stabilizers, installation of prefabbed decks and stairs, safety anti-slip paint application to decks and stairs.

**Equipment To Be Utilized**

Bob Cat, Grader, Hand and power tools

DIR CLASSIFICATION	UNION	ASSIGNMENT STATUS <span style="font-size: x-small;"> ⓘ</span>	SUMMARY OF WORK	SUMMARY OF WORK STATUS
Operator	Operating Engineers Local 12	Pending	All equipment work, including rough grading and minor excavation.	Pending <span style="float: right;">⋮</span>
Laborer	Laborers Local 89	Pending	Set up: stabilizers, prefabbed decks and stairs, any hand grading.	Pending <span style="float: right;">⋮</span>
Industrial Painter	Painters Local 1399	Pending	Application of anti-slip paint application to decks and stairs	Pending <span style="float: right;">⋮</span>

**From Meeting, Specialist will assign status to Assignment and Status to Summary of Work from response from Unions & Form Completion**

**Scope Of Work To Be Performed**

Rough grade laydown are for trailer, assisting with off-loading trailers, set up and adjustment of under trailer stabilizers, installation of prefabbed decks and stairs, safety anti-slip paint application to decks and stairs.

**Equipment To Be Utilized**

Bob Cat, Grader, Hand and power tools

DIR CLASSIFICATION	UNION	ASSIGNMENT STATUS	SUMMARY OF WORK	SUMMARY OF WORK STATUS
Operator	Operating Engineers Local 12	Pending	All equipment work, including rough grading and minor excavation.	Pending
Laborer	Laborers Local 89	Pending	Set up: stabilizers, prefabbed decks and stairs, any hand grading.	Pending
Industrial Painter	Painters Local 1399	Pending	Application of anti-slip paint application to d stairs	

Assignment Status	Summary of Work Status
Final	Accepted
Final Challenged	Rejected
Rejected	

Assigned from Union Acceptance/Challenge & Form Completion

**Pre-Job Tiered Scopes**

**Tiered Subcontractors**

TBD	TIERED SUB NAME	SCOPE OF WORK
NO	--	Hooking up temp power to trailers
NO	--	Hooking up temp power to trailers
NO	--	Hooking up water and sewer to trailers

**Comments**

Add a comment here Add comment

## 9. SUPPORT & REPORT ISSUES

- Users can submit issues and submit support tickets from with the system

Report Issues
1
0

**SubContractor's Pre-Job Conference Form: ELITE ELECTRIC**

**Status**  
SUBMITTED

Assigned PSA Specialist  
PSA Tester

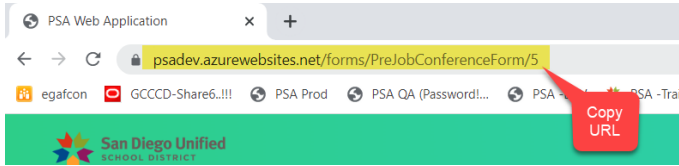
**Latest Version**  
Version 1

**Email**  
psatester@mailinator.com

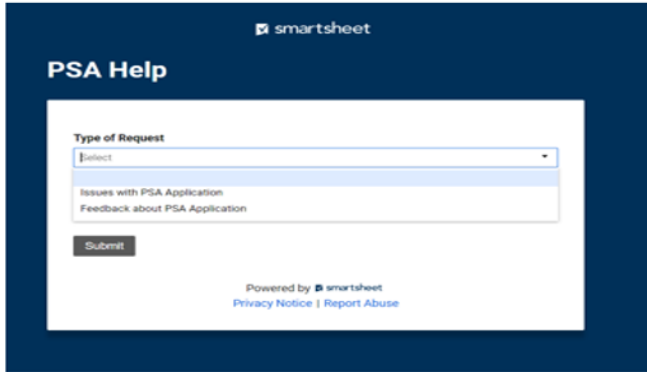
**Actions**  
To make modifications to the form click the button below

Make Changes

- Upper Right hand corner "Report Issues" & form will be displayed walking you through submission
- **IMPORTANT: If you can, take a screen capture of error message and copy the URL**



Type of Request – Select from drop down: **1. Issues with PSA Application** or **2. Feedback about PSA Application**



**Type of Request**  
Issues with PSA Application

**Date \***  
Today's date.

**Name \***  
Your first and last name.

**Email \***  
Your email address. If you have an account with the PSA Application, please enter that email address.

**Role \***  
Please enter your role/position title and the company for which you work.

**Company \***  
Please list the full name of the company for which you are completing the Pre-Job Conference Form. If your company isn't listed, select "Other".

**Project Information \***  
Please enter the bid/contract number and bid/contract title.

**URL \***  
Please copy and paste the URL from the page you encountering the issue. Example: <https://psa.sandi.net/forms/PreJobConferenceForm/#>

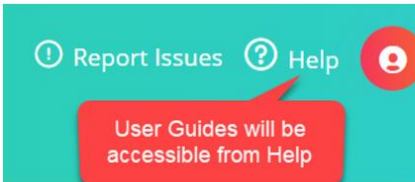
**Screenshot**  
If you are able, please attach a screenshot of your full browser window within the application, including the error you're encountering.

Drag and drop files here or [browse files](#)

Use for Support, Issues/Errors or Feedback

Use to attach screen captures

User Guides – located within Application or on the “Cloud” PSA and PWM Application Support



## END OF USER GUIDE

<b>Jurisdictional Assignments</b>	
<b><u>Type of Work</u></b> <b><u>Scope/Name of Contractor</u></b>	<b><u>Work Assignment</u></b> <b><u>Craft/Classification &amp; LU #</u></b>
<b><u>BYROM-DAVEY, INC. (SELF PERFORM)</u></b>	
<b><u>SWPPP BMPS / SITE CLEANUP</u></b>	
	LABORERS LOCAL 89
<b><u>DEMOLITION</u></b>	
Spot operators & misc. clean up	LABORERS LOCAL 89
Operate equipment for removals	OPERATING ENGINEERS LOCAL 12
Operate water truck for dust control	TEAMSTERS LOCAL 166
<b><u>GRADING</u></b>	
Including clear/grub, cut/fill, fine grading, import/place fill, topsoil, base & DG	
Operate grading equipment	OPERATING ENGINEERS LOCAL 12
Operate water truck for dust control	TEAMSTERS LOCAL 166
Spot grading equipment & misc. clean up	LABORERS LOCAL 89
<b><u>CONCRETE</u></b>	
Including curbs at field, curbs parking lot, curb/gutter and sidewalks	
Form, pour, finish & strip	CEMENT MASONS LOCAL 500
Spot operators, assist with form, pour & strip	LABORERS LOCAL 89
Cut grade/backfill curbs & grade/base walks	OPERATING ENGINEERS LOCAL 12
Rebar in curbing & flatwork	IRON WORKERS LOCAL 229

## REFERENCE INFORMATION



## ACRONMN LIST LIST

ABBR	TITLE
AGC	American General Contractors
CREW	Build Project Crew
CORE	Core Worker
WORKER	Core Worker
GC	General Contractor
LOA	Letter of Assent
PJCF	Pre-Job Conference Form
PLOC	Project List of Contractors
PREJOB	Pre-Job Conference Form
PSA	Project Stabilization Agreement
PSAADMIN	PSA Administrator
SUB	Subcontractor
TIER	Tier-Subcontractor (works for sub)
UNION	Union Labor

### What is the definition of PSA

Project Stabilization Agreement (PSA) It **establishes a standard for a contractor's relationship with his/her workers** by setting basic standards for hiring, dispute resolution, payment of fringe benefits, and utilization of apprentices, among other things. These basic standards come from the labor unions.