Booz | Allen | Hamilton

VHA FIRE PROTECTION ENGINEERING SERVICES REQUEST GUIDE

EXTERNAL ACCESS: **STEP 1**

PROCESS FOR EXTERNAL USERS TO ACCESS YOUR ACCOUNTS

GET STARTED

This document will guide you through the steps of accepting your invitation to collaborate with Booz Allen Hamilton employees by activating your new external account. To activate your new external account, you will first need to email the Fire Services Coordinator (Plunkett-Reid_Nicole@bah.com) requesting access to the VHA Fire Protection Engineering Services Site. Please allow 24 hours for response.

When your account is fully activated, your Booz Allen contacts will be able to share collaborative content with you stored in Booz Allen systems. The process then begins with an email, like the example below, sent from Collaboration_NoReply@bah.com, with a subject line of: **Invitation from BAH**. If you don't see your invitation, please search your Inbox for the subject. Please begin the acceptance process by selecting **Get Started**.

Greetings Jane Smith,

John Doe invites you to collaborate on Booz Allen Hamilton resources using PME Online and OneDrive for Business. Click the "Get Started" button below to accept the invitation and start collaborating on resources shared with you.

Terms and conditions of Use

Please read these Terms and Conditions ("Terms", "Terms and Conditions") carefully before accessing the Booz Allen Hamilton resources using PME Online and One Drive for Business applications ("Applications") operated by Booz Allen Hamilton ("us", "we", or "our").

Your access to and use of the Applications is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Applications.

By accessing or using the Applications you agree to be bound by these Terms. If you disagree with any part of the Terms, then you may not access the Applications. If you continue to browse and use the Applications, you are agreeing to comply with and be bound by the following Terms and Conditions of use, which together with our privacy policy govern our relationship with you in relation to the Applications. If you disagree with any part of these Terms, please do not use the Applications. The use of the Applications is subject to the following Terms and Conditions:

- The content of the pages of the Applications is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on the Applications for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on the Applications is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through the Applications meet your specific requirements.
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- All trademarks reproduced in the Applications which are not the property of, or licensed to, the operator are acknowledged on the Applications.
- Unauthorized use of the Applications may give rise to a claim for damages and/or be a criminal offence.
- From time to time the Applications may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of the Applications and any dispute arising out of such use of the Applications is subject to the laws of the United States of America.

YOU MUST NOT:

- Use our Applications in any way or take any action that causes, or may cause, damage to the Applications or impairment of the performance, availability or accessibility of the Applications;
- Use our Applications in any way that is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity;
- Use our Applications to copy, store, host, transmit, send, use, publish or distribute any material which consists of (or is linked to) any spyware, computer virus, Trojan horse, worm, keystroke logger, rootkit or other malicious computer software;
- Conduct any systematic or automated data collection activities (including without limitation scraping, data mining, data extraction and data harvesting) on or in relation to our Applications without our express written consent;
- Access or otherwise interact with our Applications using any robot, spider or other automated means;
- Use data collected from our Applications for any direct marketing activity (including without limitation email marketing, SMS marketing, telemarketing and direct mailing);
- Use data collected from our Applications to contact individuals, companies or other persons or entities.
- You must ensure that all the information you supply to us through our Applications, or in relation to our Applications, is true, accurate, current, complete and non-misleading.
- These Terms and Conditions are governed by the laws of the United States of America. If any provision of the foregoing is held to be unlawful, void or for any reason unenforceable, then that provision shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions.

Note: By accepting this invitation, you agree that you have read and agree to all the Terms & Conditions. Click the "Get Started" to accept the invitation. The link below will remain active for 20 days from the date of the email. If you have any questions, please contact John Doe [USA] at doe_john@bah.com..

Please do not reply to this email.

Get Started

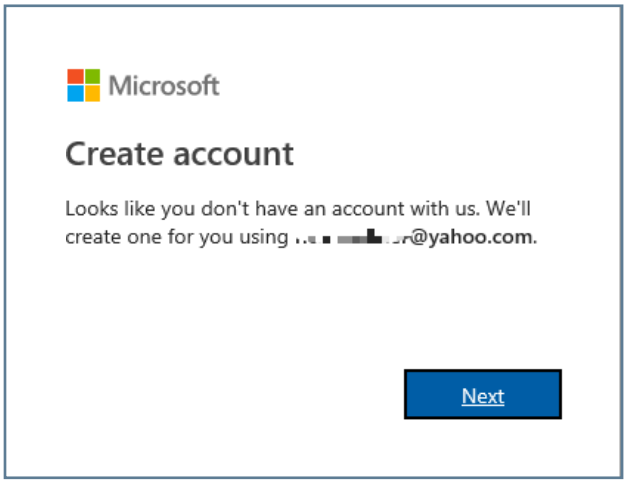
***If you already have a Microsoft Office 365 account you can skip to Step 2 on Page 5**

1. ENTER PASSWORD *(SCREEN 1)*

If you already have a Microsoft account (Live or O365) with this email address, you will be prompted to enter your password and *Sign In*. If you have more than one Microsoft account, you need to choose the one to which the invitation was sent. You will then skip to reviewing permission before proceeding to create Multi-Factor Authentication (MFA).

2. CREATE MICROSOFT ACCOUNT *(SCREEN 2)*

If you don't yet have a Microsoft account, you will be prompted to create one. Click *Next*.

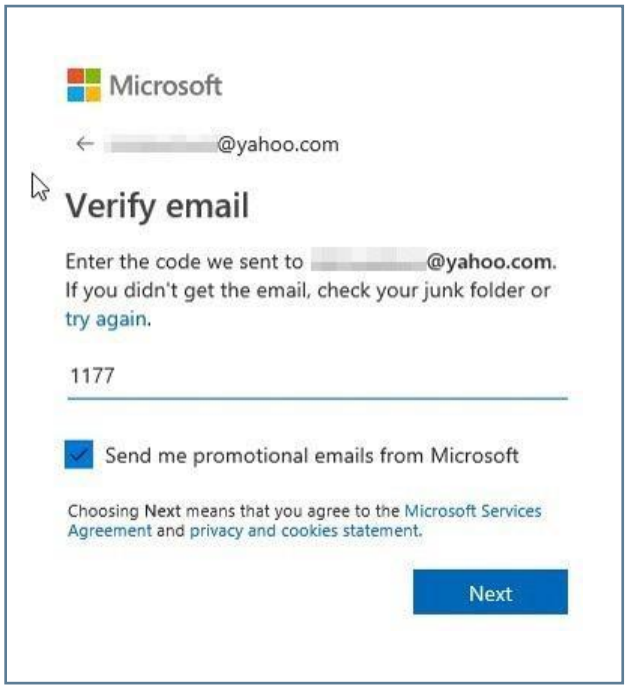


3. CREATE A PASSWORD *(SCREEN 3)*

Since you are creating a new Microsoft account, you will create a password and click *Next*.

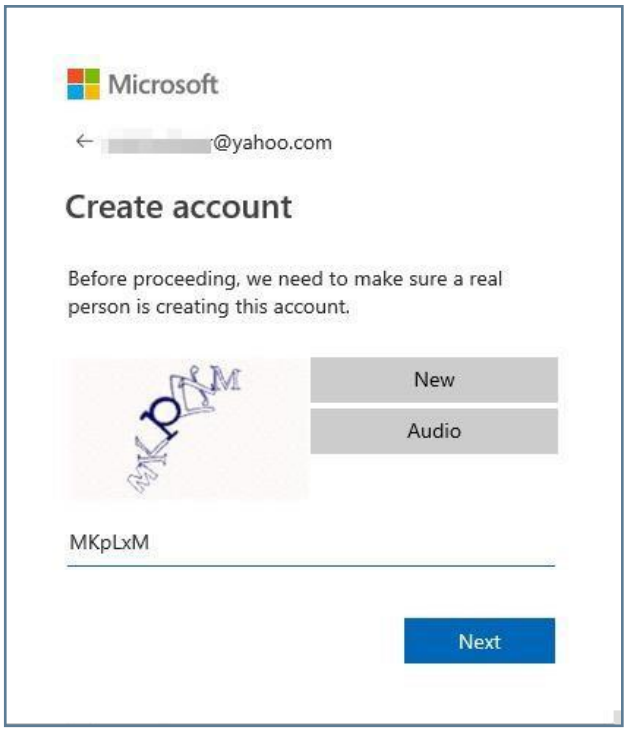
4. VERIFY YOUR EMAIL *(SCREEN 4)*

You will get an email with a security code to verify that it is your email.



5. CREATE ACCOUNT *(SCREEN 5)*

You will have to prove that you're a real person and then your new account will be created.

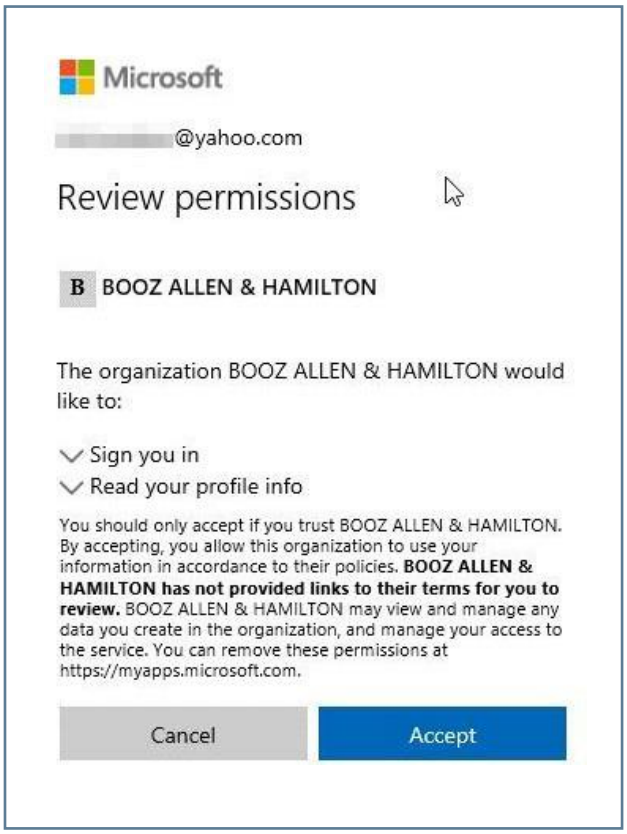


6. SECURITY INFO *(SCREEN 6)*

You will need to verify that this information is accurate.

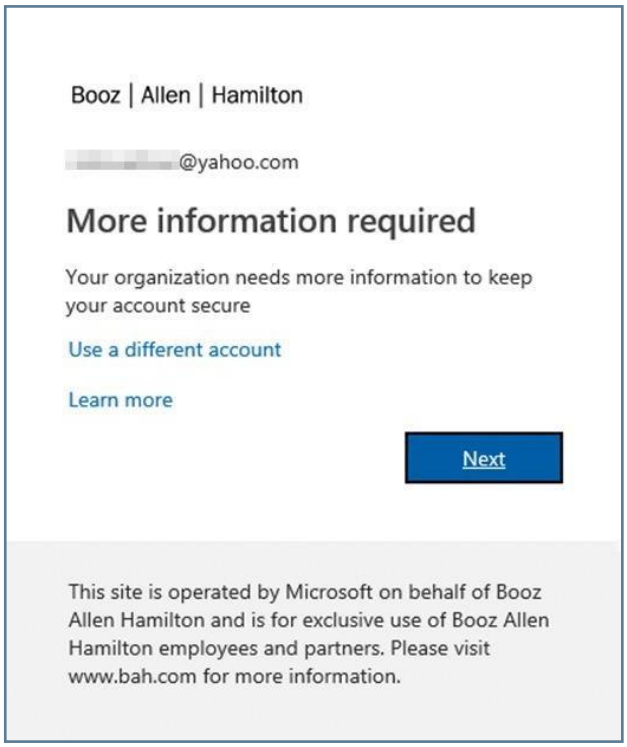
7. APPROVE PERMISSIONS *(SCREEN 7)*

You will need to allow Booz Allen access to your account profile.



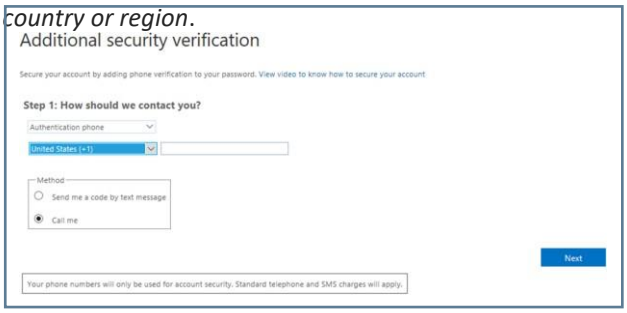
8. MORE INFORMATION *(SCREEN 8)*

Next, you will set up your Multi-Factor Authentication (MFA). Note: the message at the bottom of the screen is generated by Microsoft. **You will not need (or be able) to access www.bah.com.**



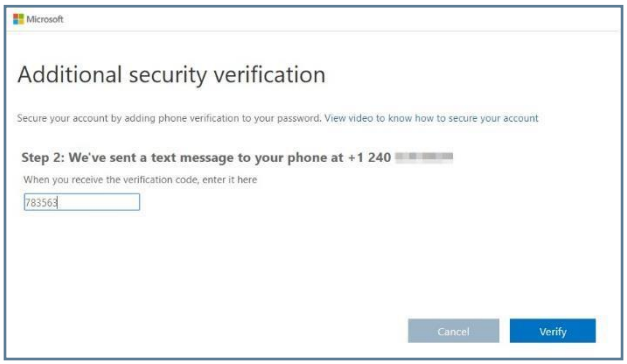
9. ADDITIONAL SECURITY *(SCREEN 9)*

At this screen you choose the second method that you will use every time you connect to PME Online or OneDrive for Business. You have a choice between a text message or a voice phone call. Be sure to choose *Authentication phone*, not *Office phone*, and *select your country or region*.



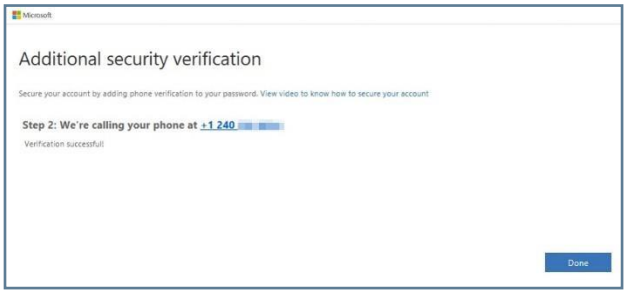
10. TEXT MESSAGE *(SCREEN 10)*

If you choose a text message as the method for your second authentication. You should receive a text message and enter the verification code received.



11. VOICE CALL *(SCREEN 11)*

If you choose a voice call as the method for your second authentication, you will be prompted to hit the pound key (#) to verify the account once you are contacted (automated system generated call).



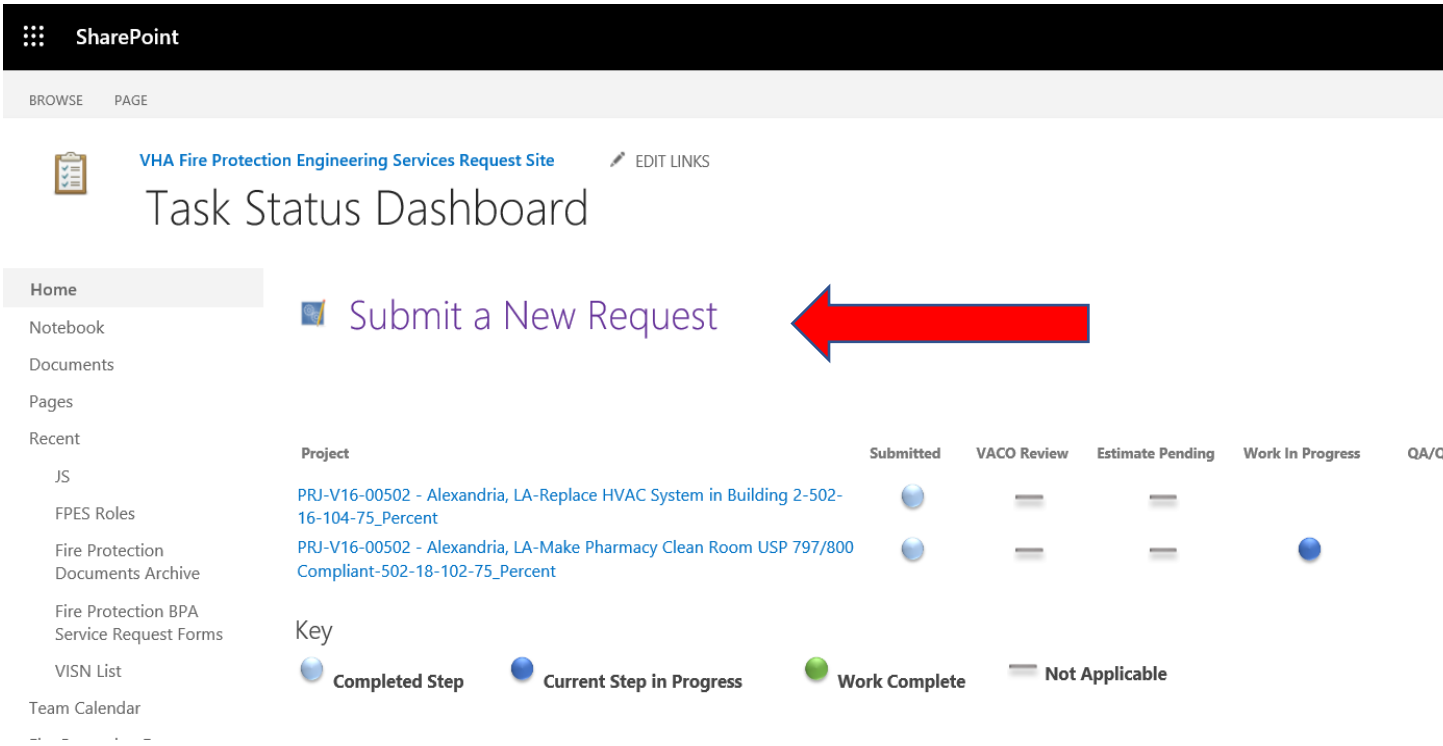
12. FINAL SCREEN *(SCREEN 12)*

You have finished creating MFA. You can now access collaborative content that is shared with you from Booz Allen systems. **NOTE**: You will need specific URLs provided by the Booz Allen POC.

STEP 2: SUBMIT A NEW REQUEST

Link to Homepage:

https://boozallen.sharepoint.com/teams/pmeVHAfpes/Pages/StatusDashboard.aspx?e=1:0e1021bf144e4fd8bc1fe050f5d9f316



a. Access our homepage where you can track and view the status of your requests once they are submitted.
b. Click "Submit a New Request" and fill out the form below.
c. Fill out all fields including VISN, Station #, contact info, project number, construction cost, and page count. Then click Submit.
    a. **NOTE:** Please select **Project Review (PRJ)** in the Task Requested dropdown as this is the only engineering service that is provided.
d. If the project has been **reviewed previously at the <u>same percent design</u>** (resubmission of the same project), select "Yes" on the dropdown for "Is this a resubmission?"
    a. <u>If the project is submitted at a different percent design than a prior review</u> (new project submission), select "No" for this question.

0. New

HEFP Engineering Support Services Contract -- Service Request Submission Form

For questions on this form, please refer to the Fire Protection Services Request Guide

VISN	Station # - Name	Request Date
V02	528 - Western New York, NY	2023-05-31

Task Requested: Project Review (PRJ)

Point of Contact

First Name	Last Name	Phone Number (xxx) xxx-xxxx	Ext	VHA Email Address
Mike	Smith	123-456-7890		mike.smith@va.gov

Project COR (individual authorized to approve actions related to project reviews)

☑ *Check if Same as Above*

First Name	Last Name	Phone Number (xxx) xxx-xxxx	Ext	VHA Email Address
Mike	Smith	123-456-7890		mike.smith@va.gov

Will this activity correct a deficiency or other sanction by an external agency? No

This refers to deficiencies cited during an AWE, OSHA inspection, Joint Commission survey, etc.

VA Project Number *	123-456	**Estimated Construction Cost***	$1,000,000
Project Title	Test Project	**% Submission** *	95 %
		Is this a re-submission?	No

Is the building designed to the VA Hospital Building System (VA HBS, Interstitial Floors)? No

Does the contract require project submissions in accordance with PG-18-15 (A/E Submission Rqmts)? No

Are there any approved equivalencies for the building? No

A set of fire protection feature(s) that compensate for code deficiencies. Equivalencies are approved by The Joint Commission and/or VA Central Office. Equivalencies are generally retained by the Safety Office and documented on the Statement of Conditions.

Include any special instructions, requirements or other comments here:

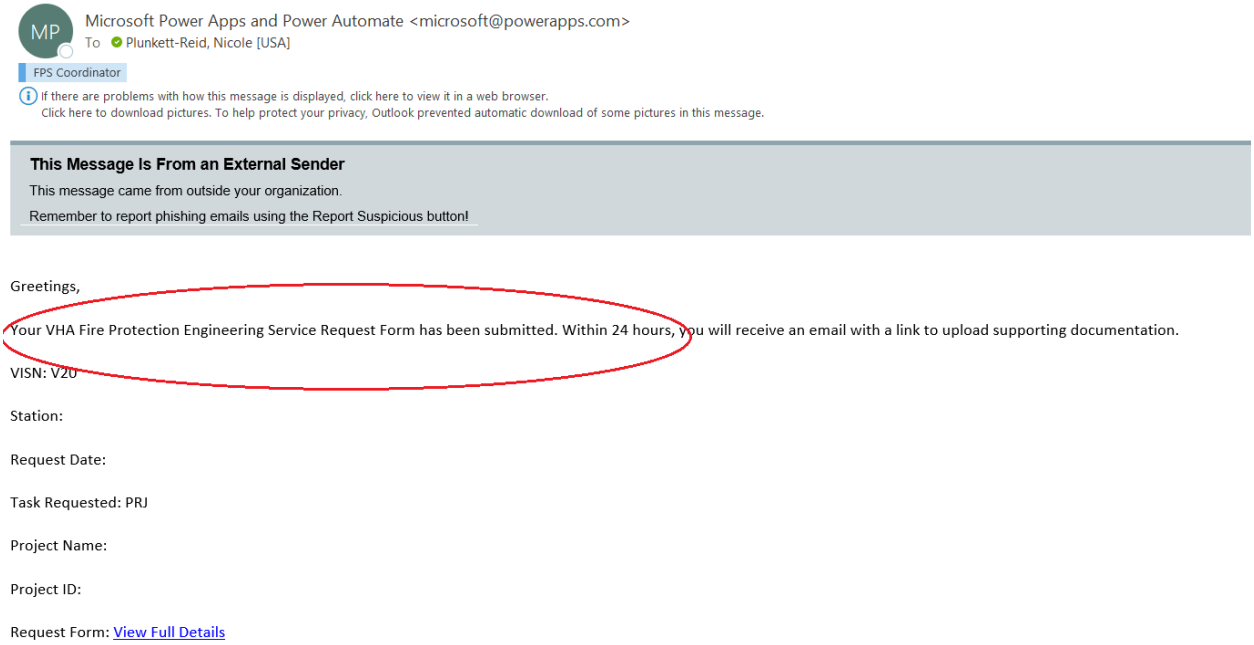
Specify number of drawings being submitted:

	5	Architectural*			
	10	Mechanical/Elec/Plumbing*		30	Total number of drawings submitted* (including those specified at left)
	15	Life Safety/ Fire Protection*			

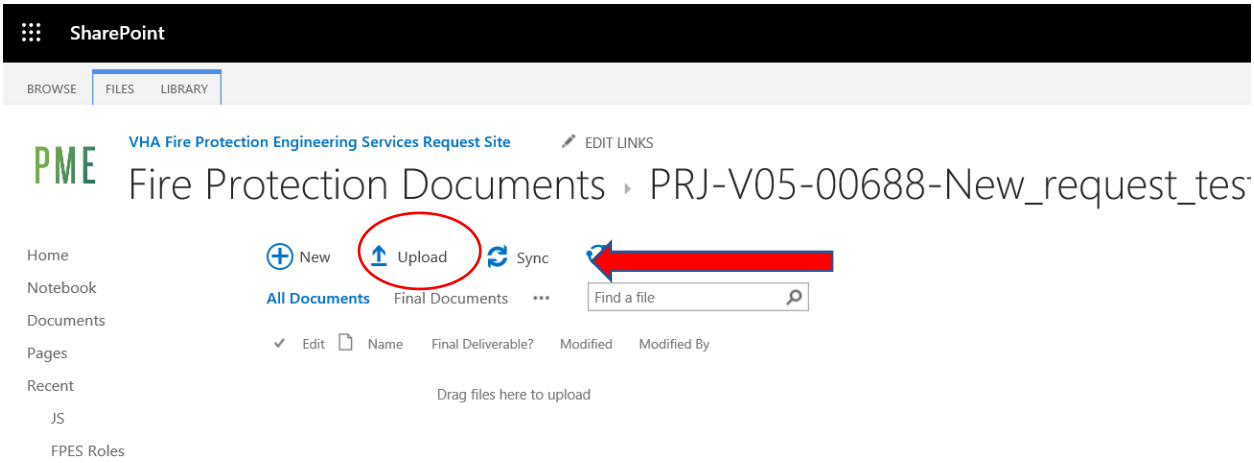
Within 24 hours of submitting this form, you will be emailed a link to upload project submission files including drawings, specifications, and narrative.

Submit Cancel

e. After submission you will receive a confirmation email, as seen below.



f. Once the Fire Services Coordinator receives your submission, a project folder will be set up. You will receive a link to upload your project documents (see below).



g. Access your project folder and upload **all drawings**, **specifications**, **narrative**, **any approved equivalencies**, and the **A/E responses** to our previous comments (if applicable).
   a. Per our VA HEFP contract, and consensus with VHA AHJ's **we cannot proceed with a re-review** (either resubmission or new design stage) **without responses to our previous review letter.** Responses to review letters are to be managed by the VA Project COR.

h. Notify the Fire Services Coordinator (Plunkett-Reid_Nicole@bah.com) of your completed upload. We do not receive a notification when edits are made to project folders. Once received projects are moved forward to Work in Progress.

i. We will provide our completed review 10 business days after receipt of the documents.

j. Once reviews are complete, a final copy of the design review comment's will be sent to the Project COR, POC, VISN Safety Manager, VISN Capital Asset Manager, and VHA AHJ (Pete Leszczak, Peter.Leszczak@va.gov)

If you have any questions, contact the Fire Services Coordinator (Plunkett-Reid_Nicole@bah.com).
Please allow 24-hours for responses.

Statement of Work

Booz Allen Hamilton provides project design reviews for the VHA Fire Protection Engineering Services Task Order. Below outlines the statement of work for the project design reviews:

Review Project Documents

- Receive request from COR or designee for review of project documents.
- Receive a set of project documents.
    - Design review documents could include narratives, specifications, drawings, Requests for Information (RFIs), or other documents. COR or designee will provide documents in electronic format. (See VA Program Guide PG-18-15 for typical A/E Submittal requirements that would be reviewed.)
    - Where the contractor has performed a previous review of a project and the project is submitted at a later stage of design, the VA COR shall document the resolutions to the previous comments made by the contractor and submit that documentation back to the contractor prior to the contractor subsequent review the new submission.
- Design reviews shall include a review of the following as a minimum:
    - Classification of Occupancy (this must be determined before a review can be started)
    - Minimum Construction Requirements (and separation)
    - Means of Egress
        - Components (review hardware [closers/latches etc.] schedule at 100% or later)
        - Capacity (Clear Widths)
        - Number of Means of Egress
        - Arrangement
        - Travel Distance (including but not limited to exits, within suites, to smoke barriers, etc.)
        - Discharge from Exits
        - Illumination
        - Emergency Lighting
        - Marking Exit Signs"
    - Protection
        - Vertical Openings
        - Hazardous Areas
        - Detection/Alarm Systems
        - Extinguishment (Sprinklers & Extinguishers)
        - Corridors (Door Hardware BHMA)
        - Subdivision of Building Spaces (Smoke Barriers)
    - Building Services
        - Utilities
        - Heating, Ventilation, and Air Conditioning
        - Elevators
        - Chutes
    - Design Specifications, if provided
    - Narrative, if provided

Note: VHA does not normally permit Project Reviews to be performed for Design/Build projects except for the conceptual design prepared for D/B advertisement (as the D/B firm normally provides life safety review of contractor design documents). Please contact Peter Larrimer if you feel your D/B project has unique circumstances that warrant review under this Task Order.