



**Office of  
General Services**

# **D&C Request for Services**

**January 4, 2022**

This instructional document is intended to provide Project Requestors step-by-step instructions on how to set up their user account, submit requests for services, and review requests for services utilizing the electronic process.

## **NYS OGS - Design & Construction Group**

### **OGS Design & Construction Portal Membership**

You have been authorized to begin submitting your Request for Services electronically for ( OMH,Office of Mental Health), through the OGS Design & Construction Client Portal.

The Client Portal can be accessed via the OGS Design & Construction website or directly by clicking on the following link.

<https://online.ogs.ny.gov/dnc/projectinfo/Default.asp>

Please log in with your email address that you used to receive this email, and then enter the following temporary password:

5849878948

Once you complete your log-in, please change your password.

Feel free to notify the D&C Project Control at [OGS.dl.D&CProjectControl@ogs.ny.gov](mailto:OGS.dl.D&CProjectControl@ogs.ny.gov) if you have any other questions.

Thank you.

OGS - Design & Construction - Empire State Plaza, Albany, NY 12242

Please do not reply to this e-mail; it is a system generated e-mail that is not monitored.

An invitation email will be sent to individuals who have been identified by the client agency as authorized Project Requestors.

Click on the link within the email to initiate the Request for Services process.



Services News Government Local

# OFFICE OF GENERAL SERVICES

Governor Kathy Hochul

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### CORE SERVICES FOR

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## DCNet Client Logon

Agency:

User ID:

Password:

Project Number:  (Optional)

### To set up your account:

1. Select your agency from the drop down
2. Enter your State email address as the User ID
3. Enter the temporary password provided in the invitation email

*Note: Existing DCNet Client Portal users (standard client access) should continue to use the Agency code (ex. OMH) as the User ID.*

 **Project Selection**

## ▶ Select a project (Enter its project number):

Project Number: 

## ▶ Reports:

- [Reports Menu](#)

## ▶ Billing:

- [Current Month](#)
- [Past Monthly Billings](#)

## ▶ Client Services:

- [Request For Services](#)
- [Account Info](#) ←

## ▶ Or Search for a project (Supply desired criteria):

Project Type: Status: Status Date:   This date or earlier  This date or laterProject Title: County: Client Project Number: 

Facility:

Team Leader:  EIC:

To set up your account (continued):  
4. Click on Account Info to change your temporary password.

*\*This step is not required. You may keep your temporary password.*

 **Project Selection**

## ▶ Select a project (Enter its project number):

Project Number: 

## ▶ Reports:

- [Reports Menu](#)

## ▶ Billing:

- [Current Month](#)
- [Past Monthly Billings](#)

## ▶ Client Services:

- [Request For Services](#) ←
- [Account Info](#)

## ▶ Or Search for a project (Supply desired criteria):

Project Type:

Status:

Status Date:   This date or earlier  This date or later

Project Title:

County:

Client Project Number:  Facility:

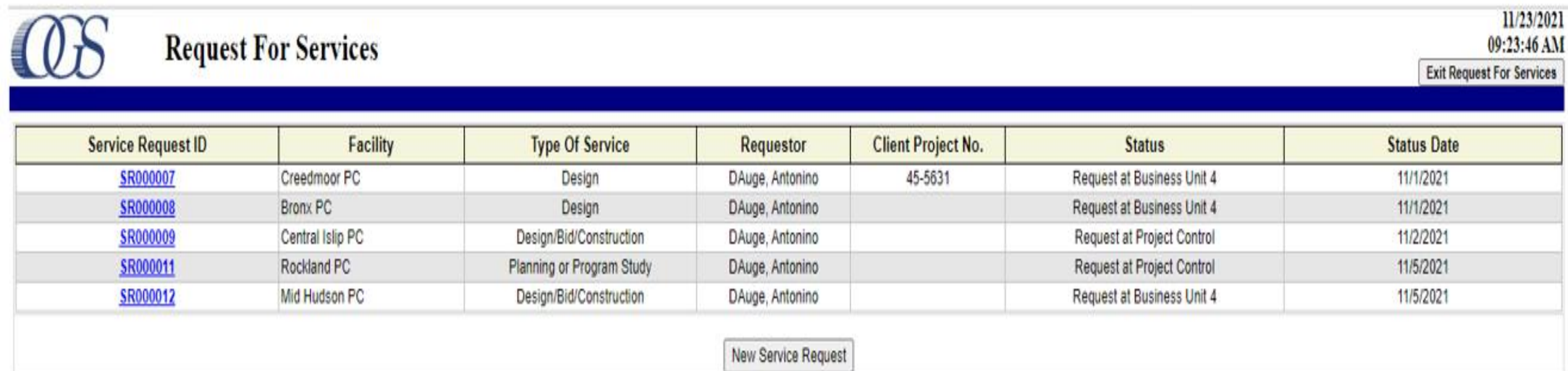
Team Leader:  EIC:

The Request for Services link will provide you access to your agency's project requests and where you will initiate a new project request.

The Request for Services link will take you to your Request for Services dashboard.

The dashboard will list all requests in process, showing you the current status, until a project number is issued. Once a project number is issued, it will remain on your dashboard for seven days.

Click on the “New Service Request” button to create a new request.



Service Request ID	Facility	Type Of Service	Requestor	Client Project No.	Status	Status Date
<a href="#">SR000007</a>	Creedmoor PC	Design	DAuge, Antonino	45-5631	Request at Business Unit 4	11/1/2021
<a href="#">SR000008</a>	Bronx PC	Design	DAuge, Antonino		Request at Business Unit 4	11/1/2021
<a href="#">SR000009</a>	Central Islip PC	Design/Bid/Construction	DAuge, Antonino		Request at Project Control	11/2/2021
<a href="#">SR000011</a>	Rockland PC	Planning or Program Study	DAuge, Antonino		Request at Project Control	11/5/2021
<a href="#">SR000012</a>	Mid Hudson PC	Design/Bid/Construction	DAuge, Antonino		Request at Business Unit 4	11/5/2021

[New Service Request](#)

The New Service Request link will take you to the Request for Services page (required fields indicated).



# Request For Services

11/23/2021  
09:25:48 AM

[Exit Request For Services](#)

## ▶ New Request for Service

Facility Name:	<input type="text" value="Select Facility"/> * Required
DOB Request Information: ?	<input type="text"/> * Required
Type of Services Requested:	<input type="text" value="Select Request Type"/> * Required
Summary of Work:	<input type="text"/> * Required
Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input type="checkbox"/> No * Required	
If Yes, Who?	<input type="text"/>
Construction Estimate/Source:	<input type="text"/> / <input type="text"/>
Client Agency Project No.:	<input type="text"/>
Client Priority / FY:	<input type="text"/> / <input type="text"/>



Enter the required information and click “Add” once all information has been entered.



# Request For Services

11/23/2021  
09:28:27 AM

[Exit Request For Services](#)

## ▶ New Request for Service

Facility Name:	Bronx PC	
Facility Information:	1500 Waters Place Bronx NY, 10461  David Schott, Plant Superintendent (718) 862-4513 No contact email address on file.	Additional Facility Information: If contact information is incorrect, you may enter the correct information here.
DOB Request Information: ?	B1184 # 3660231-5-2018	
Type of Services Requested:	Design/Bid/Construction	
Summary of Work:	Replace roof on building 2.	
Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, Who?		
Construction Estimate/Source:		
Client Agency Project No.:		
Client Priority / FY:		

[Add](#) [Submit Request to OGS](#) [Upload Documents](#) [Return](#)

Requests can be canceled anytime **prior to submitting the request to OGS** by selecting Cancel and then clicking Update.

▶ Service Request ID SR000013

Facility Name:	Bronx PC	
Facility Information:	1500 Waters Place Bronx NY, 10461  David Schott, Plant Superintendent (718) 862-4513 No contact email address on file.	Additional Facility Information: If contact information is incorrect, you may enter the correct information here.
DOB Request Information: ?	B1184 # 3660231-5-2018	
Type of Services Requested:	Design/Bid/Construction	
Summary of Work:	Replace roof on building 2.	
Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, Who?		
Construction Estimate/Source:	/	
Client Agency Project No.:		
Client Priority / FY:	/	
Requestor:	DAuge, Antonino	
Request Status:	<input checked="" type="radio"/> In Process <input type="radio"/> Cancel	

Update Submit Request to OGS Upload Documents Return

Modifications to the request can be made until it is submitted to D&C. Once the request is finalized, click the “Submit Request to OGS” to submit the request to D&C. No changes can be made after the request is submitted.

▶ Service Request ID SR000013

Facility Name:	Bronx PC	
Facility Information:	1500 Waters Place Bronx NY, 10461 David Schott, Plant Superintendent (718) 862-4513 No contact email address on file.	Additional Facility Information: If contact information is incorrect, you may enter the correct information here.
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Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, Who?		
Construction Estimate/Source:	/	
Client Agency Project No.:		
Client Priority / FY:	/	
Requestor:	DAuge, Antonino	
Request Status:	<input checked="" type="radio"/> In Process <input type="radio"/> Cancel	

Update Submit Request to OGS ← Return

Once the request has been submitted, a Service Request number is assigned.

▶ Service Request ID SR000013 ←

Facility Name:	Bronx PC	
Facility Information:	1500 Waters Place Bronx NY, 10461  David Schott, Plant Superintendent (718) 862-4513 No contact email address on file.	Additional Facility Information: If contact information is incorrect, you may enter the correct information here.
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Type of Services Requested:	Design/Bid/Construction	
Summary of Work:	Replace roof on building 2.	
Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, Who?		
Construction Estimate/Source:		
Client Agency Project No.:		
Client Priority / FY:		
Requestor:	DAuge, Antonino	
Request Status:	At Business Unit 4.	

Documents may be uploaded to the request at any time (B-1184, Drawings, etc.).

▶ Service Request ID SR000013

Facility Name:	Bronx PC	
Facility Information:	1500 Waters Place Bronx NY, 10461  David Schott, Plant Superintendent (718) 862-4513 No contact email address on file.	Additional Facility Information: If contact information is incorrect, you may enter the correct information here.
DOB Request Information: ?	B1184 # 3660231-5-2018	
Type of Services Requested:	Design/Bid/Construction	
Summary of Work:	Replace roof on building 2.	
Have any vendors been contacted regarding this work (contractors, designers, suppliers, etc.): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, Who?		
Construction Estimate/Source:		
Client Agency Project No.:		
Client Priority / FY:		
Requestor:	DAuge, Antonino	
Request Status:	<input checked="" type="radio"/> In Process <input type="radio"/> Cancel	

[Update](#) [Submit Request to OGS](#) [Upload Documents](#) [Return](#)



To upload documents, select “Choose File” and select file to upload. Click “Upload” to save file.

Multiply documents can be uploaded.

**OGS** Request For Services - Document Upload 11/30/2021 02:12:53 PM  
Exit Request For Services

▶ Upload Document for Service Request ID SR000013

Description:

Supported file formats are PDF/JPG/JPEG/GIF/PNG.

Upload Document:

Max file size: 4MB

▶ List of Documents:

Description	Document Name	Upload Date
No Documents found.		

The status of the service request is shown on the dashboard for each project.



Request For Services

11/23/2021  
09:38:59 AM

Exit Request For Services

Service Request ID	Facility	Type Of Service	Requestor	Client Project No.	Status	Status Date
<a href="#">SR000007</a>	Creedmoor PC	Design	DAuge, Antonino	45-5631	Request at Business Unit 4	11/1/2021
<a href="#">SR000008</a>	Bronx PC	Design	DAuge, Antonino		Request at Business Unit 4	11/1/2021
<a href="#">SR000009</a>	Central Islip PC	Design/Bid/Construction	DAuge, Antonino		Request at Project Control	11/2/2021
<a href="#">SR000011</a>	Rockland PC	Planning or Program Study	DAuge, Antonino		Request at Project Control	11/5/2021
<a href="#">SR000012</a>	Mid Hudson PC	Design/Bid/Construction	DAuge, Antonino		Request at Business Unit 4	11/5/2021
<a href="#">SR000013</a>	Bronx PC	Design/Bid/Construction	DAuge, Antonino		Request at Business Unit 4	11/23/2021



New Service Request

If you have any questions, please contact the D&C Project Control group:

[ogs.dl.d&cprojectcontrol@ogs.ny.gov](mailto:ogs.dl.d&cprojectcontrol@ogs.ny.gov)