

PS-CAMS 2023 PEPS Conference

Gunalini Rajkumar



Presentation Topics



PS-CAMS Consultant Portal

- Payments
- Forms
- Evaluations

PS-CAMS - Internal Users

- Evaluations
- Errors & Omissions
- Reports



PS-CAMS Consultant Portal



Consultant Portal – Gaining Access





Discover Texas v Data and maps v Do business v Explore projects v Stay safe v About v Q

Home / Business / Engineering, architectural, and surveying consultants / Manage active contracts

Manage active contracts with PS-CAMS

Professional Services - Contract Administration Management System (PS-CAMS) is an online reporting system designed for use by firms with active TxDOT contracts. Project managers can submit required reporting information directly into the system and view their contract data.

The PS-CAMS online reporting system Z supports direct entry of the following information

- Monthly reporting for HUB or DBE utilization (H-3 and H-6 form submission)
- Initial projection and monthly updates of spending projections (required for all firms) with active professional services contracts and work authorizations; not applicable to vendors with purchase order contracts)

Obtain user ID for PS-CAMS

1. To obtain a User ID, follow these instructions for completing and submitting the three

- PS-CAMS External User Information Sheet
- F Request for External Access to TxDOT Information Systems (Form 1980)
- Information Security Compliance Agreement (Form 1828b)

2. In approximately three days you will receive an email with your User ID and login instructions

Instructions for using PS-CAMS

Follow here instructions to log in and begin using the PS-CAMS online reporting system [7].

Additional resources

- Prime Provider Evaluation Criteria
- Provider Evaluation Update Presentation July 2019
- FAQ FAQ



PEPS_PS-CAMS@txdot.gov

512-416-2712



The instructions for gaining access and using the Consultant Portal are found on the TxDOT.gov website

Consultant Portal - Login Screen

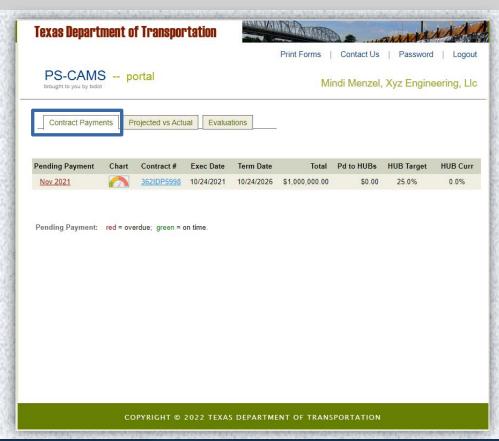


Texas Department of Providing sofe, effective and efficient move PS-CAMS por brought to you by txdot	rment of people and goods.	act Administration Management System					
Email Password	your email enter password Submit forgot password?						
COP	COPYRIGHT © 2022 TEXAS DEPARTMENT OF TRANSPORTATION						

Consultant Portal - Contract Payments



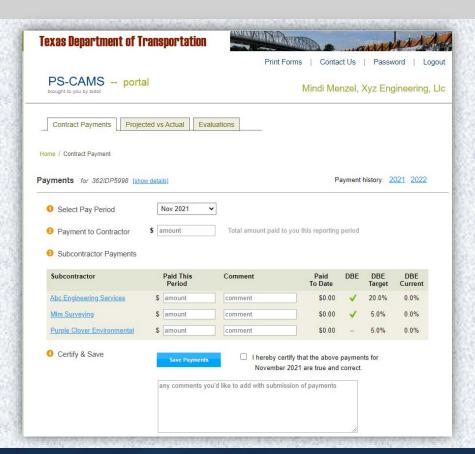
Entries are required every month from contract execution until contract termination





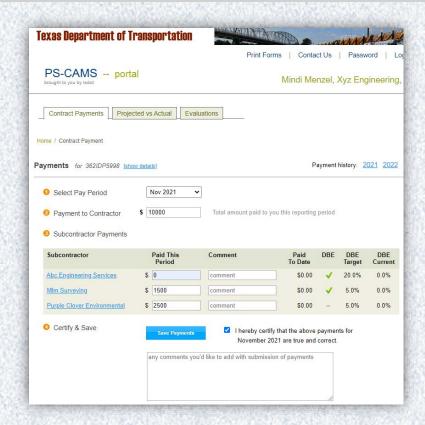
 Enter the amount you received from TxDOT in the month you receive
 it

 Enter the amount you pay your subs in the month you pay them.

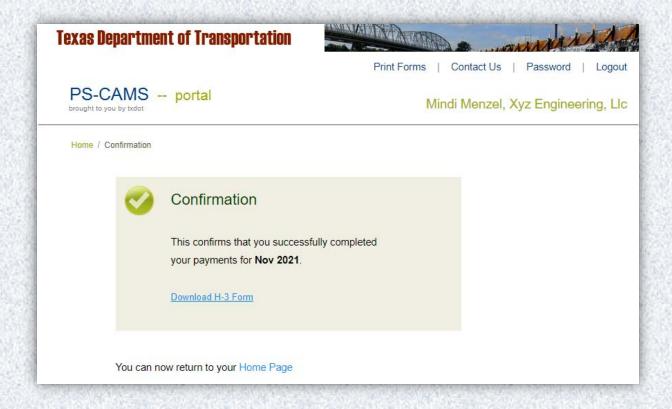




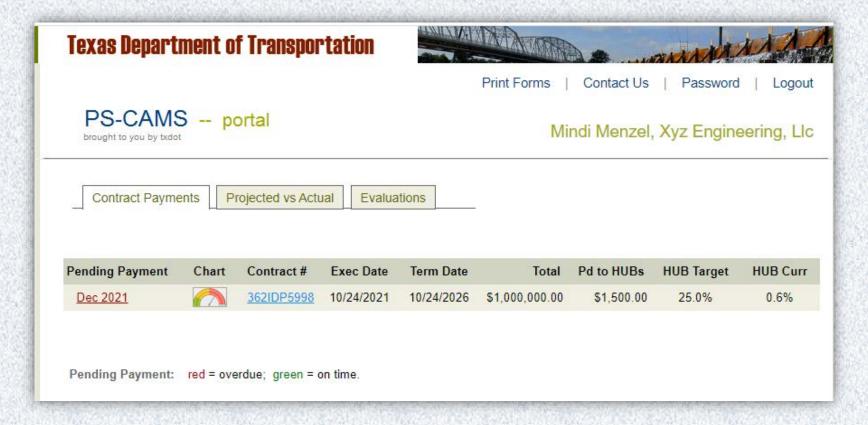
If no payments are received or paid to subproviders, enter zeros and submit









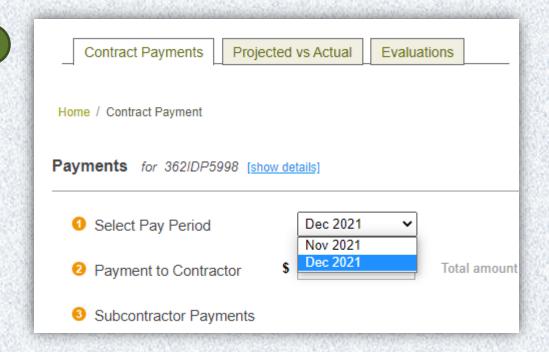




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You can go back one month to make corrections.

If corrections need to be made to other months contact PEPS_PS-CAMS@txdot.gov

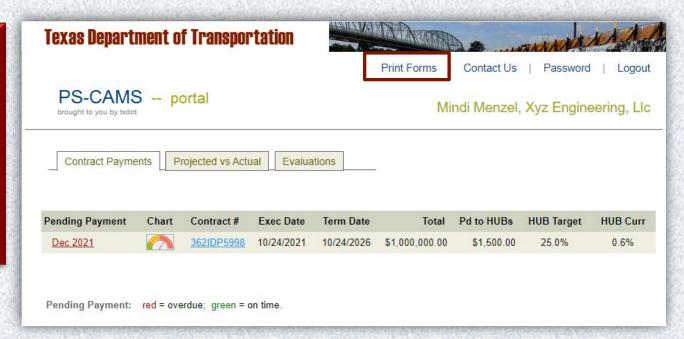


Consultant Portal - Forms



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All forms can be accessed from the Print Forms link at the top right

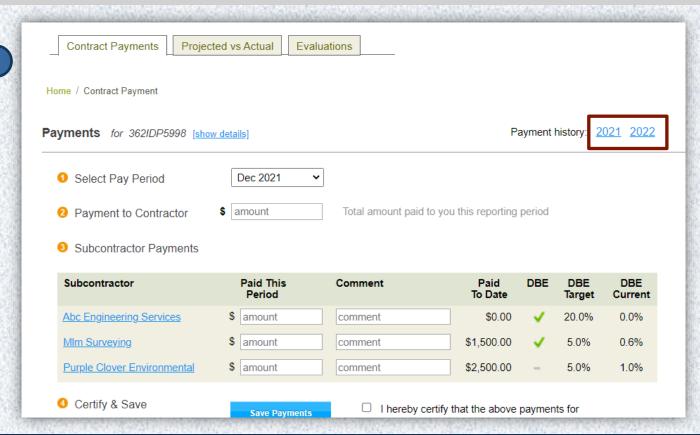


Consultant Portal - Forms



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The forms for a specific contract can be found by clicking on a year in the payment history



Consultant Portal - Forms



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The forms for each month can be found here





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Anyone with the firm who has access can view the evaluations performed, individually





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	Home / Evaluation							
Contract Eval Status PM Score Comment	362IDP5998 Mgmt Approved 75.00 %	Work Auth Eval'd By Firm Score	1 Gunalini Rajkumar 80.00 %	Eval Dat Firm Firm PM	XYZ Eng	gineering, LLC		
Criterion	Description			Raw Score	Weight	Wtd Score	Target	
1.a	Quality of Deliverables:	Accuracy		5.00	7.5	37.500	External PM	
1.b	Quality of Deliverables:	Completeness		4.00	5	20.00	External PM	
2	Timeliness of submittal	3.00	7.5	22.500	External PM			
3.a	Contract administration	2.00	1	2.00	External PM			
3.b	Contract administration	1.00	1	1.00	External PM			
3.c	Contract administration	4.00	1	4.00	External PM			
4	Responsiveness and a	5.00	7.5	37.500	External PM			
5	Resolution of issues	4.00	2.5	10.000	External PM			
6	Communication and co	2.00	2.5	5.000	External PM			
7	Management of subpro		1.00	2.5	2.500	External PM		
8	Adequate use and pror	npt payment of H	UB/DBE firms	3.00	1	3.00	External PM	
9	PM performance	5.00	1	5.00	External PM			
1	Firm Responsiveness	4.00	10	40.00	Firm			
2	Firm Invoicing	3.00	5	15.00	Firm			
2 3	Firm Invoicing Firm Resource Manage	ement		3.00 5.00	5	15.00 25.00	Firm Firm	



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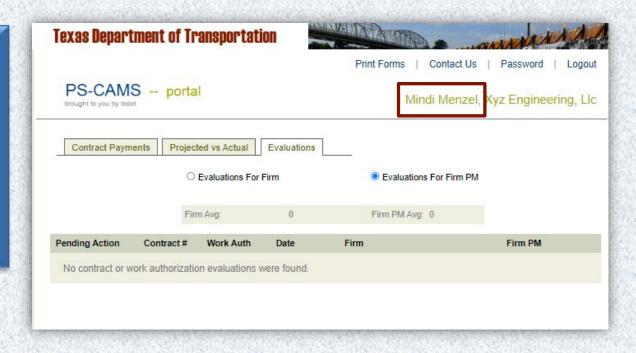
Criterion	Criterion Score Comment						
1.a	Deliverables submitted: were in excellent form; required few, if any, red lines saving TxDOT time						
1.b	Deliverables submitted: were complete and organized (e.g. NO missing details/information), AND REQUIRED FEW (less tha 10% of deliverable) clarifications to details or notes required and were corrected without causing delays						
2	Deliverables submitted: were received on time or within recommended time frames and overall project development progres met expectations						
3.a	PM / WA Manager: had some budgeting issues and could have communicated issues more effectively						
3.b	PM / WA Manager: frequently missed deadlines which significantly impacted the schedule						
3.c	Invoices: were submitted on time with no errors but required little in additional clarification/information (two or less pieces of documentation) prior to approving invoices						
4	PM / WA Manager: consistantly available and responsive to requests; showed initiative to quickly resolve issues; promptly returned calls or emails; attended meetings; anticipated needs.						
5	PM / WA Manager: proactively identified issues and worked well with TxDOT PM to resolve issues in a timely manner with n prompting needed						
6	PM I WA Manager: had some issues with communication and coordination; some items were unclear or misleading; some prompting by TxDOT PM was required						
7	PM / WA Manager: did not manage subproviders well thus causing delays or other problems, issues, and/or disagreements						
8	PM / Firm: prime needed fittle to no prompting to use subproviders, including HUB/DBE and made a good faith effort to fur contract HUB/DBE terms and conditions; met the prompt payment requirements and consistently documented prompt payment in PSCAMS						
9	Firm PM / WA Manager: deliverables were high quality, complete, and on-time; managed budget and resources very well; promptly responded (within 12 hours); proactive and anticipated needs; took responsibility for all products						
1	Firm: consistently available and responsive when requested; resolved issues quickly; anticipated resource needs to support the project.						
2	Firm Invoices: were submitted on time with no errors but required some requests for additional clarification/information (three or more pieces of documentation) prior to approving invoices						
3	Firm: exceeded expectations; managed/maintained resources very well with minimal resource adjustments and with little or impacts to production						
Firm Comn	nent						
	Submit						

Consultant Portal – Evaluations for Firm PM



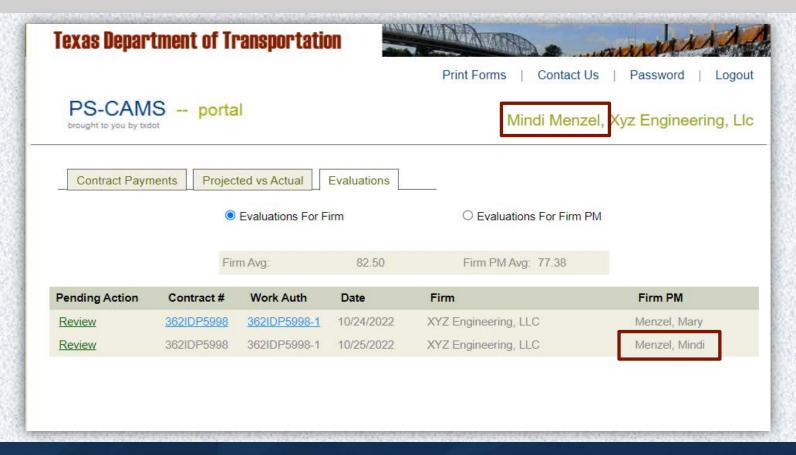
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The person logged into the Portal must have an evaluation as a PM to see their evaluations





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Questions and Discussion



PS-CAMS Internal Users



PS-CAMS: Link for Requesting Internal Access



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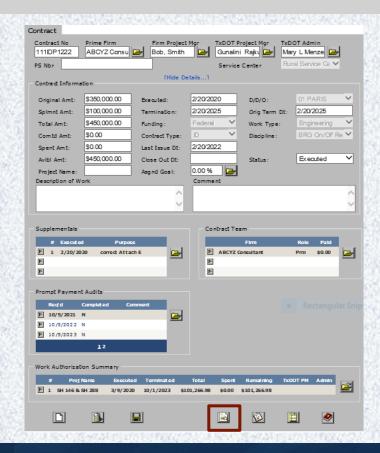




PS-CAMS System Access Request Form							
The Supervisor must request access by filling out and submitting the information below.							
User First Name:							
User Last Name:							
Network Username:							
	Select from List Abilene						
D/D/O:	Amarillo Atlanta						
	Austin						
(Ctrl-Click to	Beiden						
s elect multiple Districts)	Beaumont						
Dis tricts)	Brownwood						
	Bryan						
	Childress						
Role:	Select from List * Role Explanation * Access Criteria						
Type of Work:							
1,7,2 0.11 0.11	All (Brows e Manager Only)						
	Architectural						
	☐ Bridge Inspection						
	□ Engineering						
	Geatech						
	Materials Engineering Scientific						
	Survey						
	Utility						
Supervisor's Name:							
Supervis or's Phone Number:							
Action:	Create New Account V						
Comments:							
	^						
	~						
F	For questions about your request, please email <u>PEPS_PS-CAMS</u> .						
[Submit Request Reset						

PS-CAMS Evaluations: Contract-level

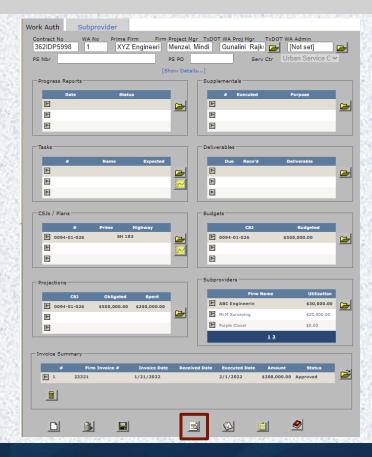




PS-CAMS Evaluations: Work Authorization-level



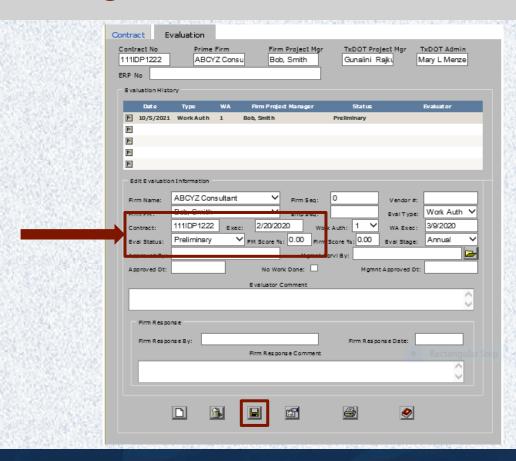
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PS-CAMS: All – Starting Evaluation



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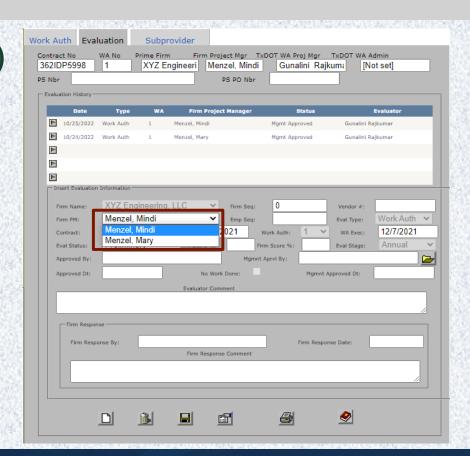


PS-CAMS: All – Picking Who to Evaluate



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If there is more than one consultant PM who has worked on the project, you can select them in the Firm PM drop down.



PS-CAMS: All – Scoring Evaluation

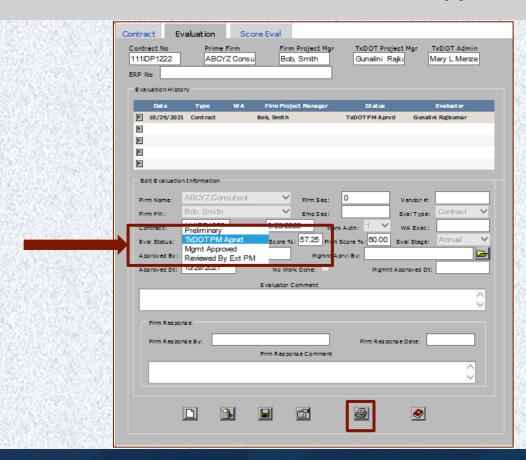


Contract	Evaluation	Score E	val			OUT-CE	121111111	204049	LI ETP SHAPE OF SH	
Contract No				n Project M	gr		T Project	_	xDOT Admin	
111IDP122	2 ABCYZ 0	Consu	Bob	o, Smith		Gun	alini Rajk	y [Mary L Menze	1
ERP No										
Evaluation	Criterion P	lana.					Target	: Wel	aht Score	
No ▶ 1a	Quality of Deliverable						PM	7.5	anc score	_^
F 1.b	Quality of Deliverables		ness				PM	5	-	
_	Timeliness of submitta						PM	7.5		
M 3.a	Contract administratio	n - Budget					PM	1		
■ 3.b	Contract administratio	n - Schedul					PM	1		
3.c	Contract administratio	n - Involces					PM	1		
	Responsiveness and a	vallability o	f the PM				PM	7.5		
№ 5	Resolution of issues						PM	2.5		
_	Communication and co						PM	2.5		~
▶ 7	Management of subpro	widers					PM	2.5		
Edit PM :	Score			Т	ital PM	1 Score	3.00	Total	Firm Score	
Number	Criterion			1	2		3	4	5	
			Unsa	atis factory		Sat	tisfactory		Excellent	
	Quality of									
	Deliverables:						₽			
1.a	Accuracy								ш	
Descrip	Description Information and quantities are		Deliverables contained significant errors, apparent that QR/QC was not completed.			A reasonable level of corrections were required		Sultr Section Flaw, com requ	Deliverables were submitted in excellent form. Few, if any, corrections were required saving TeDOT time	
TYDOT	Comment									
1,001	- Comment									
	•								*	

PS-CAMS: All – Evaluation in TxDOT PM Approved Status



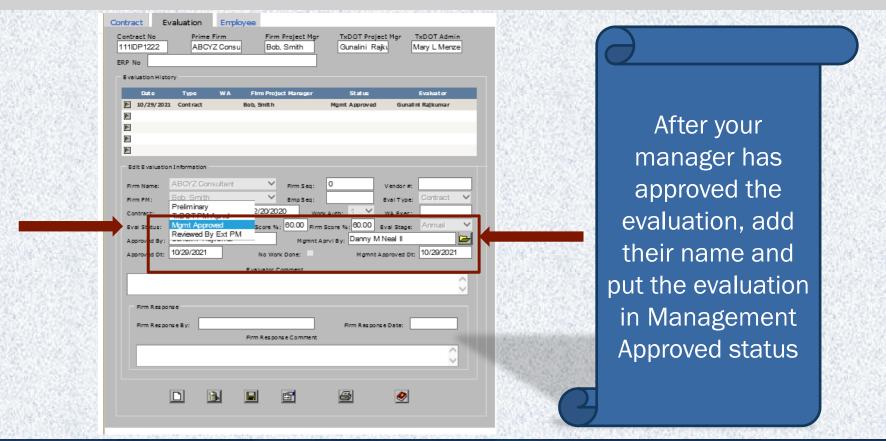
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After scoring the evaluation, put it in TxDOT PM approved status. Print the evaluation and send to your manager through DocuSign.

PS-CAMS: All – Evaluation in Management Approved Status

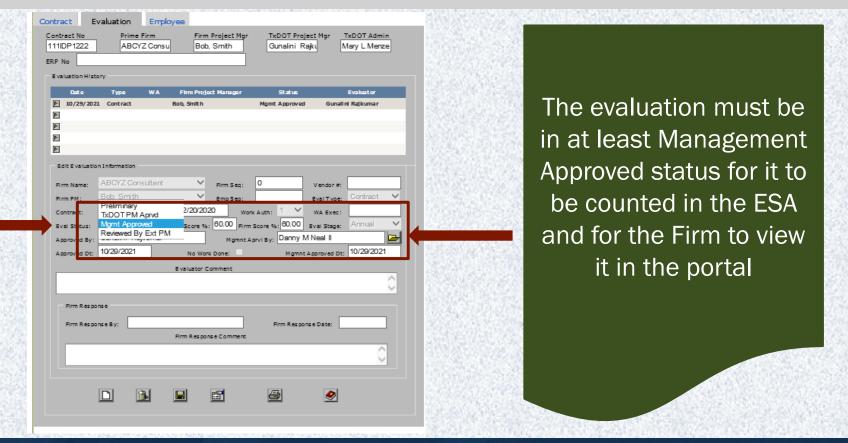




PS-CAMS: All – Evaluation in Management Approved Status



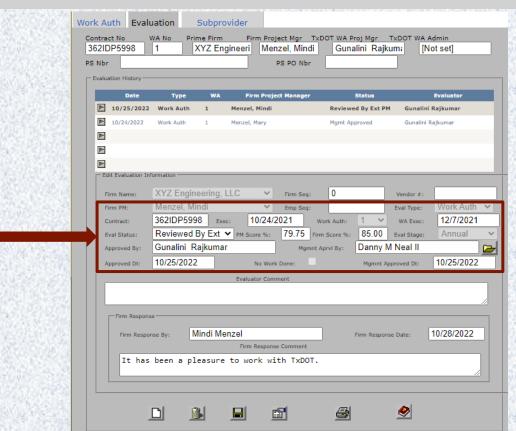
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PS-CAMS: All – Evaluation in Reviewed by External PM approved Status



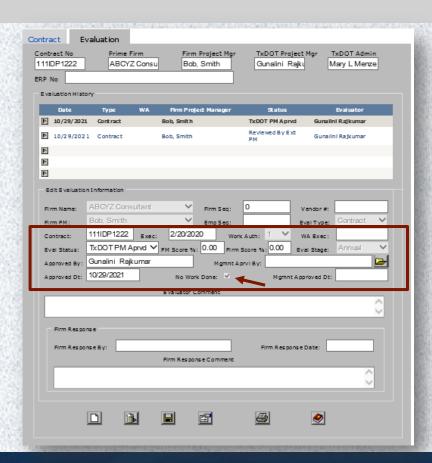
Once the evaluation has been reviewed by the external PM, the status is changed to Reviewed by external PM



PS-CAMS: All – Evaluation for No Work Done

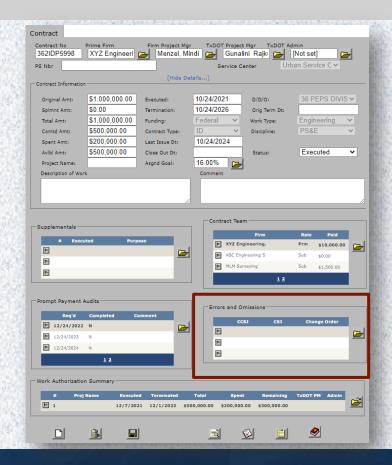


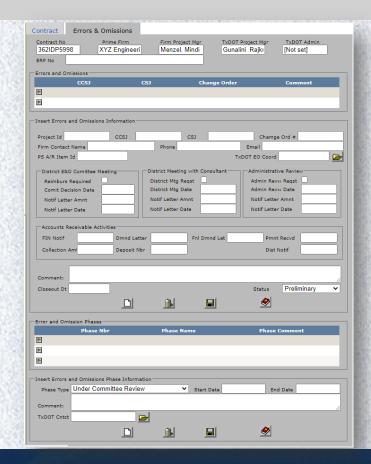
The evaluation only needs TxDOT PM Approved status



Contract Errors and Omissions screen



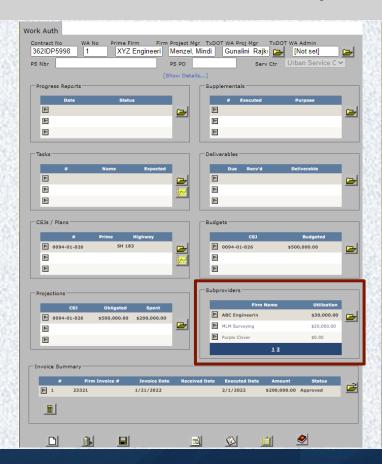


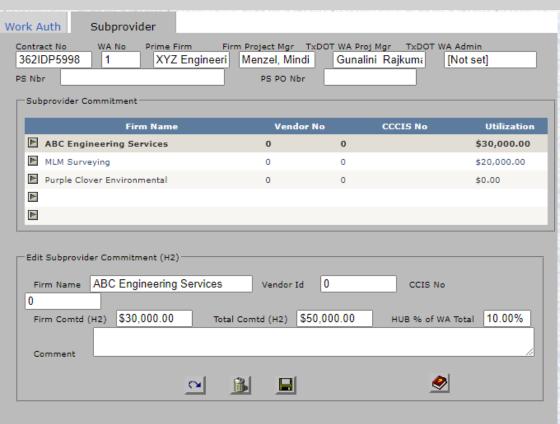


Work Authorization – Subprovider screen



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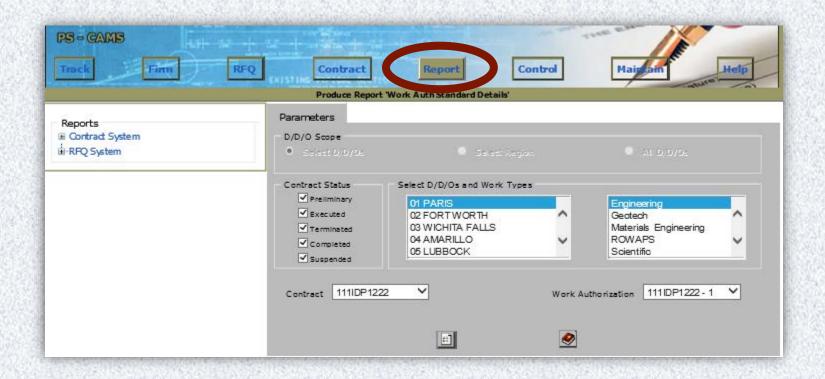
Reports



PS-CAMS: Report



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PS-CAMS: Reports Expanded



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```
    □-Work Authorizations
    □-Summary
    □-By D/D/O & Work Type
    □-By Work Auth Status
    □-For One TxDOT Project Managers
    □-For All TxDOT Project Managers
    □-For One TxDOT Administrator
    □-For All TxDOT Administrators
    □-By CSJ
    □-Be cuted Work Auths By Date
    □-Detail
    □-Detail
```





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