# Work Authorization Project Management

## 2024 PEPS Conference

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December 12, 2024

Texas Department of Transportation

# Presentation Topics

1 What You Need to Know

2 Request and Development

3 Managing the Work

4 Invoicing and Closeout

5 Where to Find Help

WHAT **YOU** NEED TO KNOW
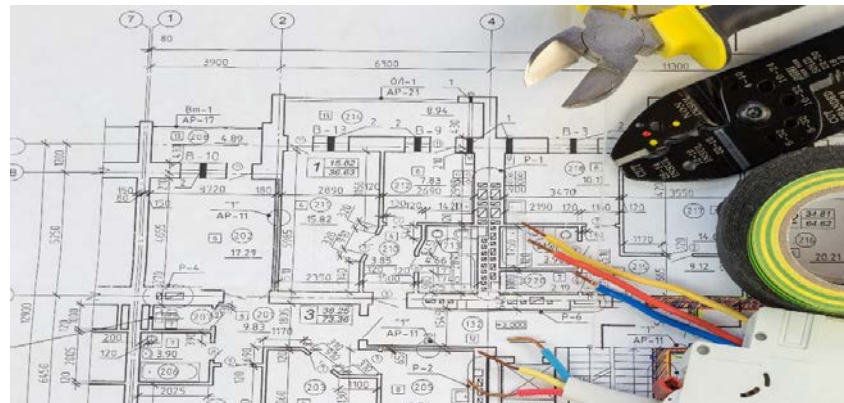
Before You Get Started

# PEPS CTR Training Policy

- **Mandatory Training Required** for employees who make decisions or recommendations involving engineering, architecture, or survey contracts and related work authorizations

- Training must be completed as soon as possible and completed <u>every five years</u>

- <u>If employee role is not listed below but is involved with managing the work, then training is required.</u>
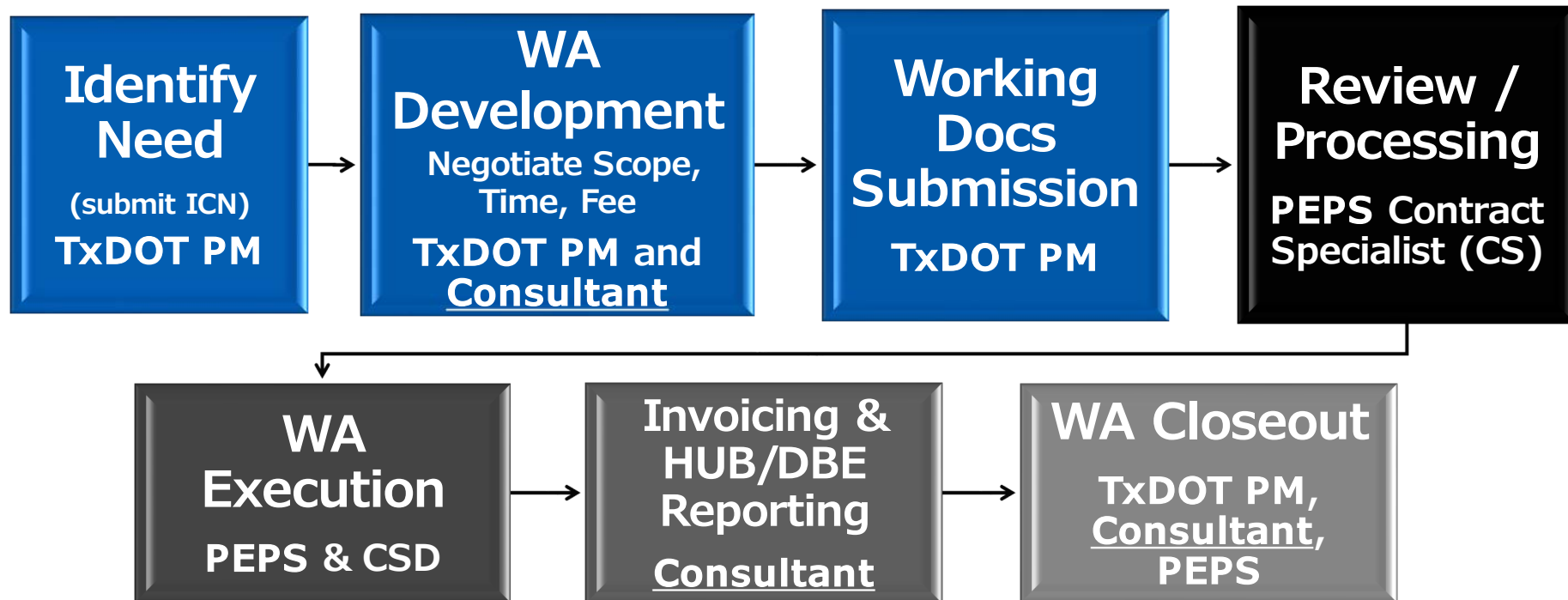
| Role | CTR600 Introduction to PEPS Contracting | CTR620 PEPS Consultant Selection | CTR621 PEPS Contract Negotiations | CTR622 PEPS Contract and Work Authorization Management |
|---|---|---|---|---|
| Signature Authorities | X | | | |
| Project Managers | | X | X | X |
| CST Members | | X | | |
| Contract/WA Negotiators | | | X | X |
| Contract Administrators | | | | X |
| PEPS Managers | | X | X | X |
| PEPS Engineers | | X | X | X |
| PEPS Contract Specialists | | X | | X |
| PEPS Invoice Specialists | | | | X |
| All other PEPS employees | X | | | |

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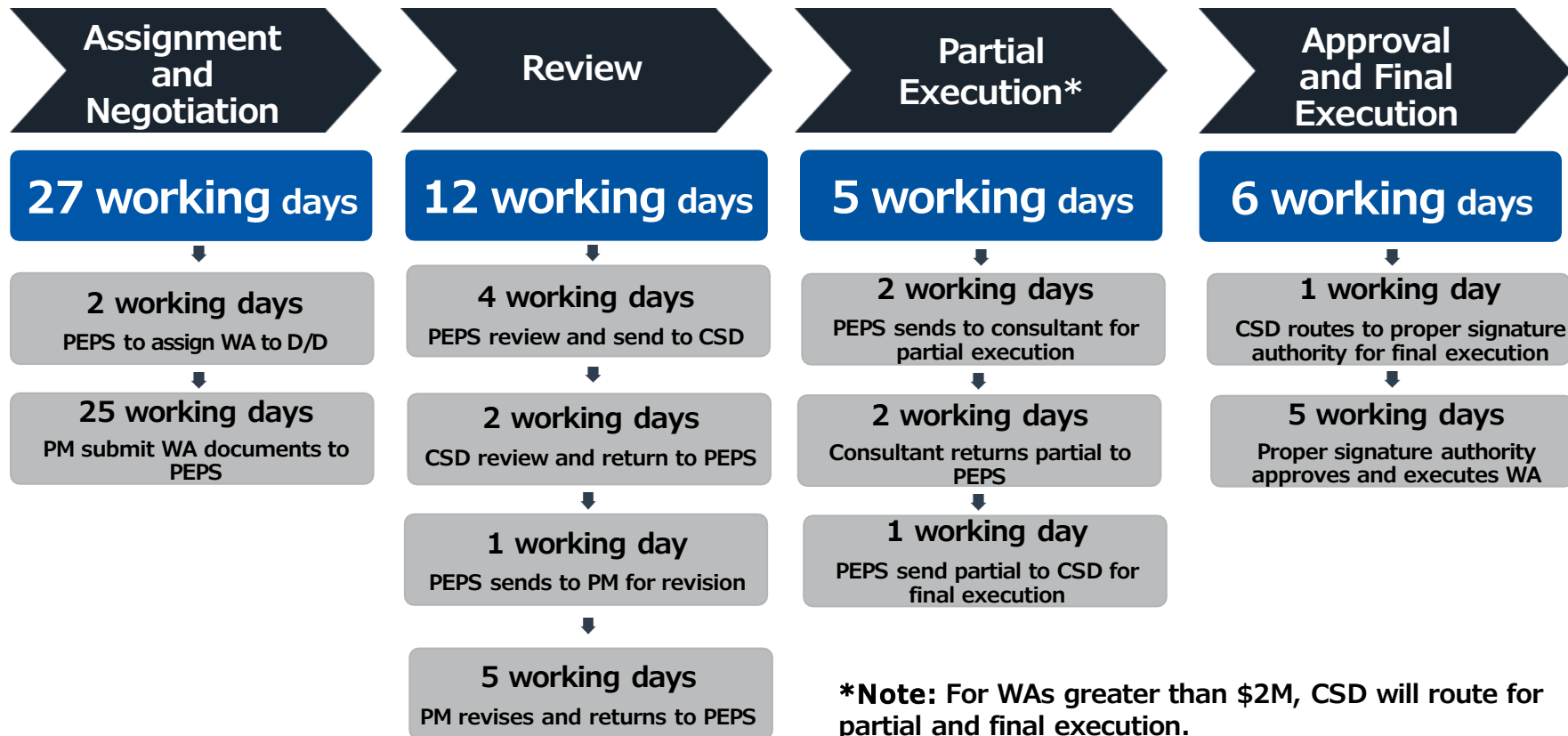# TxDOT Project Manager Responsibilities

- ❑ **Schedule and lead a kickoff meeting**

- ❑ **Know the contract and WA content**
  - ❑ **Scope and deliverables**
  - ❑ **Work schedule**
  - ❑ **Budget and rate schedule**

- ❑ **Negotiate/Develop Work Authorization**
  - ❑ **Develop independent level of effort estimate and provide to PEPS**

- ❑ **Perform Prime Provider Evaluations**

- ❑ **Track budget and schedule**

- ❑ **Review and approve Invoices**

- ❑ **Monitor HUB/DBE goals**

- ❑ **WA closeout**

# Work Authorization Workflow

| | | | |
|---|---|---|---|
| **Identify Need**<br><br>(submit ICN)<br>**TxDOT PM** | **WA Development**<br>Negotiate Scope, Time, Fee<br><br>**TxDOT PM and <u>Consultant</u>** | **Working Docs Submission**<br><br>**TxDOT PM** | **Review / Processing**<br><br>**PEPS Contract Specialist (CS)** |

| | | |
|---|---|---|
| **WA Execution**<br><br>**PEPS & CSD** | **Invoicing & HUB/DBE Reporting**<br><br>**<u>Consultant</u>** | **WA Closeout**<br><br>**TxDOT PM, <u>Consultant</u>, PEPS** |

# Work Authorization Timeline: 50-Day Metric

| Assignment and Negotiation | Review | Partial Execution* | Approval and Final Execution |
|---|---|---|---|
| **27 working days** | **12 working days** | **5 working days** | **6 working days** |

**Assignment and Negotiation — 27 working days**

**2 working days**
PEPS to assign WA to D/D

**25 working days**
PM submit WA documents to PEPS

**Review — 12 working days**

**4 working days**
PEPS review and send to CSD

**2 working days**
CSD review and return to PEPS

**1 working day**
PEPS sends to PM for revision

**5 working days**
PM revises and returns to PEPS

**Partial Execution* — 5 working days**

**2 working days**
PEPS sends to consultant for partial execution

**2 working days**
Consultant returns partial to PEPS

**1 working day**
PEPS send partial to CSD for final execution

**Approval and Final Execution — 6 working days**

**1 working day**
CSD routes to proper signature authority for final execution

**5 working days**
Proper signature authority approves and executes WA

**\*Note:** For WAs greater than $2M, CSD will route for partial and final execution.

# Request and Development

**PEPS Identification of Contract Need** (form image)

## TxDOT PM

- Download ICN from PEPS webpage
- Complete Section A
- Provide the Justification/Impact of Non-Approval for their request
- Submit to **PEPS Service Center**

## PEPS Service Center

- Complete Section B of the ICN.
- Assign Contract/WA within 2 days of receiving the ICN

# Identification of contract need submittal

Use the email addresses below to submit your Identification of contract need (ICN) to the applicable PEPS Service Center.

| Service Center ⇅ | Email ⇅ |
| --- | --- |
| Austin | PEPS_AUS_Request@txdot.gov |
| Central | PEPS_Central_Need@txdot.gov |
| Dallas | PEPS_DAL_Request@txdot.gov |
| El Paso | PEPS_ELP_Request@txdot.gov |
| Fort Worth | PEPS_FTW_Request@txdot.gov |
| Houston | PEPS_HOU_Request@txdot.gov |
| San Antonio | PEPS_SAT_Need@txdot.gov |
| Service Center for Divisions | PEPS_SC-DIV_Need@txdot.gov |

## Non-Federal ID (State)

❑ WAs issued in order of rank on a rotational system

❑ Contract capacity and provider availability, past performance, and conflict of interest are also considered after one complete rotation to ensure utilization is equitable

## Federal ID

❑ First WA issued to top ranked provider

❑ Subsequent WAs assigned by evaluating proposals and PM resume to select most qualified for services required for project assignment

❑ Contract capacity, and provider availability, past performance scores, and conflicts of interest are also considered

# Work Authorization Required Documents

| WA Components | Exhibit Guidelines |
| --- | --- |
| Signature Page | Use current Templates- Contract Services Website |
| Exhibit A<br>Services Provided by the State | Use native Attachment B and Rename |
| Exhibit B<br>Services Provided by the Engineer | Use native Attachment C and Rename<br>Remove tasks that will not be used or include the title and non-applicable<br>Language should match Master, for ID contracts add details that align to specific tasks within the master |
| Exhibit C<br>Work Schedule | Gantt chart preferred<br>Include Start Date:  WA execution date<br>Include Termination Date negotiated with Provider |
| Exhibit D<br>Fee Schedule | Use Attachment E templates, Include summary page, ensure Level of effort is on separate excel tab from ODE and UC |
| Exhibit H-2 | Include Provider and Subprovider Information, tasks description and totals<br>Ensure emails and signature authorities are correct |

# Work Authorization Support Documents

**BCM/Routing Memo** →

**BCM required for all agreements over $2M. Routing Memo required for all others. Provide project background, rationale for work request, and impact of non approval. Guidance is provided within form template**.

**Nepotism Form** →

**Required for all agreements over $25K. State law requires the form to be completed by state employees that, makes decisions or recommendations regarding the contract term or conditions, prepares bids or proposals, participates in selection and prepares solicitation.**

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# Work Authorization Support Documents

**Risk Analysis**

**Risk analysis is the process of 1) identifying all risks; those uncertain events that could negatively impact a project, and 2) developing mitigation strategies; what will be done, if anything, to reduce or eliminate the risk or its negative impact. Required for contracts over $25K and initial and amended work authorizations.**

**PS Budget Setup/Invoice Routing**

**If required by Service Center, Provide charge codes for invoices, fiscal year budget allocation and invoice approvers. PM provides to consultant for invoicing.**

## Scope

**WA Development**

**TxDOT PM & Consultant**

❑ Defines project assignment, tasks, controls and deliverables

❑ Should follow the master contract scope order and content in Attachments B and Attachment C.

❑ Must not go beyond the scope in the Master Contract.

❑ Elaborate / refine contract scope to include project specific details, as needed.

❑ Identify deliverable expectations, needs, milestones, etc.

❑ Tasks and deliverables should clearly correspond to the negotiated budget (fee schedule).

❑ Consult subject matter experts (SMEs) to refine WA scope for project and determine Level of effort (LOE).

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# Work Schedule

**WA Development**

**TxDOT PM & Consultant**

☐ **Provide Gantt chart(s), if possible, and indicate scope tasks**

☐ **Ensure listed activities match Exhibit B & D**

☐ **If referencing Fiscal Years, make sure they are shown correctly**

☐ **Dates included can not be prior to the WA execution date**

☐ **Include Start date and Termination date**

▪ **Start date: use "WA Execution Date"**

▪ **The termination date must be within the contract termination date**

**Avoid termination dates in August or December**

# Fee Schedule

**WA Development**

**TxDOT PM & Consultant**

- ❑ Include a Summary page – Show totals for Prime and Subprovider and HUB/DBE utilization
- ❑ Identify payment type
- ❑ Labor rates, classifications, Unit cost descriptions and Other Direct Expenses (ODE's) must match Attachment E
- ❑ Level of Effort (LOE)/ Labor hours should align with the Scope
- ❑ Include HUB/DBE Subproviders to meet contract commitments
- ❑ Escalation rates included if applicable
- ❑ ODE- Include Fixed cost and Max cost columns
- ❑ Lump Sum Payment Type – Include Table of Deliverables (TOD)

# Submittal

**After Negotiations, TxDOT PM reviews and submits the following to PEPS for review and WA execution**

**WA Development**

**TxDOT PM & Consultant**

❖ **Clean version of the following <u>without</u> track changes:**

❑ **Agreement Page**

❑ **Exhibit A:  Services Provided by the State**

❑ **Exhibit B:  Services Provided by the Engineer/Architect/Surveyor**

❑ **Exhibit C:  Work Schedule**

❑ **Exhibit D:  Fee Schedule/Budget**

❑ **Exhibit H-2:  HUB/DBE Subprovider information**

❑ **Applicable Supporting Documents**

## Agreement Routing Execution

❖ **PEPS Contract Specialists will use DocuSign for required signatures.**

- Verify Provider and Subproviders names are correct
- Verify labor classifications and rates are correct
- Check calculations and formulas
- Verify scope aligns with contract scope

- Be consistent with formatting
- Term date not beyond contract term date
- Verify all exhibits are included
- Include all applicable support documents

# Don't get caught on a Merry-go-Round

- **Be responsive**

- **Communicate timelines and project commitments**

- **Work with contract staff to address questions**

- **Provide requested information in a timely manner**

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# Supplemental Work Authorization (SWA)

## Scope:

- **Must be within the parameters of the original scope and project**

## Time:

- **Start date will be the date the original WA execution date**

## Funds:

- **Must add scope if adding funds**
- **If deleting and replacing the fee schedule, include the complete fee schedule**
- **If amending the fee schedule, on the summary page shows the amount the SWA is adding to the original fee schedule**

## DBE/HUB Subproviders:

- **Include new H-2 if commitments change**

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**SUPPLEMENTAL WORK AUTHORIZATION NO. ____**
**WORK AUTHORIZATION NO. ____**
**CONTRACT FOR ENGINEERING SERVICES**

**THIS SUPPLEMENTAL WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 5 of Contract No. _____ hereinafter identified as the "Contract," entered into by and between the State of Texas, acting by and through the Texas Department of Transportation (the State), and _____ (the Engineer).

The following terms and conditions of Work Authorization No. ____ are hereby amended as follows:

This Supplemental Work Authorization shall become effective on the date of final execution of the parties hereto. All other terms and conditions of Work Authorization No. ____ not hereby amended are to remain in full force and effect.

**Each party is signing this Supplemental Work Authorization on the date stated under that party's signature.**

| THE ENGINEER | THE STATE OF TEXAS |
|---|---|
| (Signature) | (Signature) |
| (Printed Name) | (Printed Name) |
| (Title) | (Title) |
| (Date) | (Date) |

**LIST OF EXHIBITS**

# Managing the Work

# Managing the Work

| Conduct Kick-Off Meeting | Manage Correspondence | Conduct Progress Meetings | Review Deliverable |
|---|---|---|---|

**Conduct Kick-Off Meeting**
- Introduce project team
- Communicate project expectations
- Review project deliverables and schedule
- Identify key roles and stakeholders

**Manage Correspondence**
- Maintain direct communication with provider
- Serve as point of contact between internal and external stakeholders
- Respond to questions, problems and remove obstacles
- Document communication, directions and decisions

**Conduct Progress Meetings**
- Review overall progress status
- Ensure adherence to scope
- Discuss status and quality of deliverables
- Review budget and schedule
- Discuss Subprovider usage and commitments
- Document decisions

**Review Deliverable**
- Ensure deliverable submission is complete
- Forward to stakeholders for review and acceptance
- Provide timely reviews and comments

# Managing the Work

| Monitor Project Schedule | Review Invoices | Monitor Budget | Perform Provider Evaluations |
|---|---|---|---|

**Monitor Project Schedule**
- Identify critical path activities
- Ensure milestone dates are reached
- Track project vs actual schedule

**Review Invoices**
- Ensure invoice match deliverables and work performed
- Verify staffing categories and rates align with work performed
- Verify prompt payment is signed and Subprovider commitments
- Review timeline for rejecting invoices (21 days)

**Monitor Budget**
- Track committed and available WA balance
- Track projected vs actual spending
- Track FY budget allocations and expenditures

**Perform Provider Evaluations**
- At a minimum complete evaluation at least once per year
- Consider performing evaluations at the completion of major milestones
- Complete evaluation whenever there is a performance issue (Good or Bad)
- Complete evaluation when project manager changes

Invoicing

# Invoice Life Cycle

RECEIVED

**Consultant submits invoice to PEPS Invoice Center DocuSign CLM email address**

→

**Invoice is assigned in DocuSign CLM to Invoice Specialist for processing/review**

→

**Invoice Specialist rejects OR approves invoice**

**\*if denied: contacts consultant – Via CLM email, asks for revision and to resubmit**

**\* If approved –sends to PM for review**

→

**TXDOT PM reviews invoice**

→

**PM approves and signs invoice**

**OR denies**

**\*if denied will contact consultant and cc: Invoice Center Specialist on rejection**

↓

PAID

**Invoice Process COMPLETE**

←

**Finance processes voucher and sends to Comptroller issues payment on 30th day**

←

**Finance receives receipted invoice**

←

**Invoice Specialist receipts invoice for payment in PeopleSoft and sends to Finance via OnBase**

←

**Invoice Specialist receives approved and signed invoice from TXDOT PM in DocuSign CLM**

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# PM Invoice Review

> # TXDOT PM <u>MUST</u> complete 100% review of every invoice.

- **Invoice Center Reviews 100% of the 1st Invoice**

- **Invoice Center Reviews 30% of all invoices thereafter**

# PM Invoice Review

## Verify the following are correct

- ❑ Received Deliverables prior to invoice review

- ❑ Labor Classifications and Rates align with WA and contract
- ❑ Hours worked- No Overtime, unless preapproved by TxDOT PM, include approval email with invoice
- ❑ Subproviders are used per work authorization fee schedule - H-2 commitments are met
- ❑ Ensure Other Direct Expenses(ODE) are listed in the Executed Work Authorization
- ❑ Receipts (meals, hotel, etc.) saved– clear date, address, name of business, items purchased, prices
- ❑ Service dates do not cross Fiscal Years, are not before WA execution or after termination date

\* **Payments are NOT made for any work that occurs before the execution date and after termination date of work authorization. Labor for invoicing can NOT be billed.**

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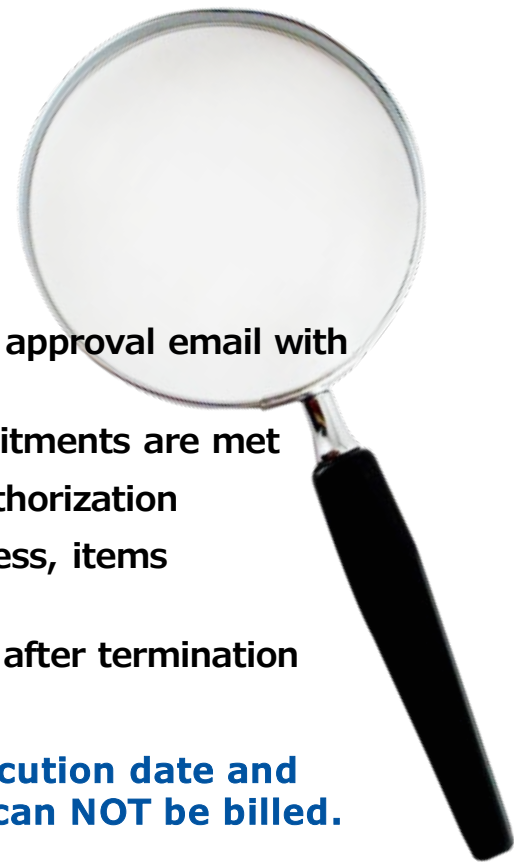
# Invoice Submittal and Reimbursement Requirements

## Verify Invoices include:

❑ **Progress Report**

❑ **Labor Time Sheet Summary Report or Time Sheets**

  ▪ **Identifies name, labor classification, date, hours worked**

❑ **Projected vs Actual Report – TxDOT provides copy**

❑ **Subconsultant Invoices (if applicable): ensure sub invoices contain the same information requested in main invoice template.**

❑ **Itemized Receipts: ensure cost is within maximum <u>allowable</u> amount.**

❑ **Table of Deliverables (TOD) Lump Sum only**

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# Work Authorization Closeout (CO) Process

| 90-Day Term Notice | Decommit Request | WA Closeout Checklist | WA Closeout Letter |
|---|---|---|---|

- Email from PEPS Contract Specialist (CS) at 90-days and 60-days prior to WA termination
- Request response if time is needed or WA allowed to terminate

- Can be initiated by TxDOT PM and Provider PM
- 60-days after WA termination, Email sent requesting if remaining funds can be decommitted or if there is a pending invoice.

- WA CO Checklist completed in DocuSign by TxDOT PM and PEPS Contract Specialist
- Ensure Evaluation is complete
- Lessons learned document completed
- Document Files complete

- WA CO letter is sent to the Provider PM and TxDOT PM

Knowledge is power!

TxDOT.gov ↗    Administration ⌄    PeopleSoft    TxDOTNowService ↗

**CROSS✕ROADS**

Apps    Districts ⌄    Divisions ⌄    Resources    Safety    🔍

Procurement planning and budgeting    Contracting phases    Business case memos    PS-CAMS    Reports and statistics

DD consultant contract portfolio summary    Training and presentations

Divisions / PEPS Division (PPD) / PEPS contracting phases

# Management and administration

**PEPS contracting phases**

| Management and administration | ⌃ |

Resources

WA requests and assignment process

Second-level engineering competition

Commercial lab program

Risk analysis (RA)

WA negotiation

WA management

WA closeout

Invoice processes and templates

HUB and DBE compliance

Prime provider evaluations

With assistance from PEPS, the TxDOT Project Managers (PMs) are responsible for the management of contracts and work authorizations for Engineering, Architectural, and Surveying services. The items found on this webpage assist PMs with the work authorization process, invoicing, HUB and DBE compliance, provider evaluations, supplemental agreements, errors and omissions, and contract closeout.

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Procurement planning and budgeting    Contracting phases    Business case memos    PS-CAMS    Reports and statistics

DD consultant contract portfolio summary    Training and presentations

Divisions / PEPS Division (PPD)

# Reports and statistics

## Reports

| Documents and files ⇕ |
|---|
| 📄 HUB-DBE Participation FY 2021 to FY 2025 |
| 📄 FTW District - Status of Requests |
| DD Consultant Contract Portfolio Summary |
| All Funds Report |

## Tableau Dashboards

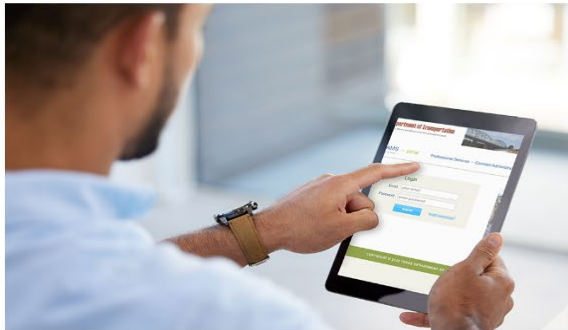| Phase ⇕ | Dashboard ⇕ | Description ⇕ | Refresh Frequency ⇕ | Guidance ⇕ |
|---|---|---|---|---|
| Contract management | ⭐ Contract Utilization ↗ | Displays contract and work authorization utilization by dollar amount and time. | Live-Time | 📄 User guidance |
| Contract management | ⭐ Contracts/WAs Terminating in 90 Days ↗ | Displays Contracts/WAs terminating in 90 days. | Live-Time | 📄 User guidance |
| Contract management | Errors and Omissions ↗ | Displays 1E Change Orders. | Live-Time (PS-CAMS) TBD (PS/FIN) | 📄 User guidance |
| Contract management | ⭐ Executed Contracts & WAs ↗ | Displays all executed contracts and WAs since FY15. | Live-Time | 📄 User guidance |
| Contract management | ⭐ HUB & DBE Utilization ↗ | Displays HUB/DBE utilization of sub-providers and current percentage against the HUB/DBE goal | Live-Time | 📄 User guidance |

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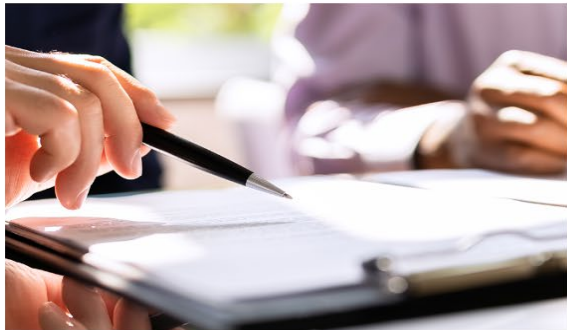
Home / Business / Engineering, architectural, and surveying consultants

# Manage active contracts



**Manage active contracts with PS-CAMS**

PS-CAMS online reporting system, prime provider evaluations  »

**Invoicing**

Invoice template packages, resources, and FAQs  »

## Resources

- Contract negotiation rules of engagement
- Work authorization negotiation rules of engagement
- Work authorization assignment

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 ↗ 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)

**Contact PS-CAMS Administrator**

✉ PEPS_PS-CAMS@txdot.gov

📞 512-416-3153

## Obtain user ID for PS-CAMS

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

- 📄 PS-CAMS External User Information Sheet
- 📄 Request for External Access to TxDOT Information Systems (Form 1980)
- 📄 Rules of behavior for general users (Form P-ITD-ISO-025-1)

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

## Instructions for using PS-CAMS

Follow 📄 these instructions to log in and begin using the PS-CAMS online reporting system ↗.

## Prime provider evaluations

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

# Invoicing

The invoice template published on the website will be the most current template. Always use the current template. Do not submit the invoice more than once, as this will cause a delay in processing. Submit all invoice questions to: PEPS_InvoiceInquiries@txdot.gov

**Announcing:** New email accounts for PEPS invoice submissions will be operational soon. TxDOT's PEPS Division is improving the efficiency of invoice processing by employing automation strategies using DocuSign CLM. The email addresses are posted below will be available on June 23, 2023.

| For Division invoices: | peps_invoice_center_division@inboundna11.springcm.com |
|---|---|
| For District invoices: | peps_invoice_center_district@inboundna11.springcm.com |

Please note: After June 23, 2023, please do not submit invoices to the previous email process boxes as those accounts will not be used to accept invoices.

## Invoice template packages and resources
### Cost plus fixed fee (CPFF)
- Cost plus fixed fee (CPFF) invoice template and instruction package - September 2023-Ver 16
- Cost Plus Fixed Fee Master Template Setup Video ↗ - July 2022 - Ver 1
- Cost Plus Fixed Fee How to Complete a Monthly Invoice Video ↗ - July 2022 - Ver 1

### Specified rate and unit cost (SR and UC)
- SR and UC invoice template and instruction package - September 2023 - Ver 14
- SR and UC master template setup video ↗ - May 2022 - Ver 2
- SR and UC how to complete a monthly invoice video ↗ - May 2022 - Ver 2

### Lump sum (LS)
- Lump sum (LS) invoice template and instruction package - September 2023 - Ver 11
- Lump sum master template setup video ↗ - May 2022 - Ver 2
- Lump sum how to complete a monthly invoice video ↗ - May 2022 - Ver 2

### Resources
- 📄 Invoicing process quick reference for consultants - Updated
- 📄 PEPS Function code mapping
- 📄 Utility Engineering Investigation FC 135 change FAQ
- 📄 Guidance on other direct expenses

## Frequently asked questions

Show All   Collapse All

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Professional Engineering
Procurement Services Division

## PEPS Support Centers

**Business Operations Center**
Roy Gonzales
512.781.8212
Roy.Gonzales@txdot.gov

**Center of Excellence**
Dan Neal, P.E., P.G. CTCM, CTPM
512.416.2667
Dan.Neal@txdot.gov

**DRIVE Program**
Caleb Bryant, P.E., PMP
281.224.8484
Caleb.Bryant@txdot.gov

**Negotiations Center**
Rebecca Lozoya, P.E.
915.790.4344
Rebecca.Pinto@txdot.gov

**Center of Contract Utilization**
Gail Morea, P.E.
713.876.1258
Gail.Morea@txdot.gov

**Controls Center**
Shana Thomas, CTCM, PMP
737.230.7238
Shana.Thomas@txdot.gov

**Invoice Center**
Tira Dobrozensky, CTCM
512.317.8511
Tira.Dobrozensky@txdot.gov

**Support Services Center**
Tina Farias, CTCM, CTCD
432.202.2144
Tina.Farias@txdot.gov

## ★ PEPS Division
Austin HQ

**PEPS Division Director**
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Martin.Rodin@txdot.gov

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## PEPS Service Centers

🔴 **Austin**
Charles Davidson, P.E., CTCM
512.832.7315
Charles.Davidson@txdot.gov

🔵 **Central**

| | |
|---|---|
| Abilene | Lubbock |
| Amarillo | Odessa |
| Atlanta | Paris |
| Beaumont | Pharr |
| Brownwood | San Angelo |
| Bryan | Tyler |
| Childress | Waco |
| Corpus Christi | Wichita Falls |
| Laredo | Yoakum |
| Lufkin | |

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