



# WisDOT e-Contracting Committee Meeting

When: Thursday, May 12, 2016

Time: 9:00 am – 11:00 am

Location: Madison Hill Farms – Waukesha Room 701

DOT TEL DTSD SWB TConf3 888-808-6929 Access Code 7753302

## ATTENDEES:

X	Sharon Bremser	X	Bill Strobel
	Beth Cannestra	X	Mike Treazise
X	Nate Czech	X	Brenda Veaser
X	Randy Knoche	X	Mike Bakalars
X	Mike Kretschmer	X	Darin Blang
X	Dan Meinen	X	Joe Bunker
	Biren Patel	X	Troy Gagner
X	Mitch Patoka		Derek Hungness
	Diane Phaneuf	X	Mike Statz
	Mark Ploederer	X	Brian Wilson
X	Jeff Stewart		
Time	Lead	Topic	
9:00 AM	Sharon	<b>Introductions</b>	
9:10 AM	Dan	<b>New Items</b>	
9:15 AM	Sharon/Joe	<b>Scope and Fee Meeting progress</b> <ul style="list-style-type: none"> <li>• First use of Masterworks will be late 2016-early 2017</li> <li>• Firms will be requested to test beta version of software in early July 2016 (sprint 3 of development)</li> <li>• Testing of acceptance version of application will be in last months of 2016.</li> <li>• E-contracting application expected to released for solicitation in early 2017.</li> <li>• Currently WisDOT helping load data libraries to assist in development of application</li> <li>• Scope and fee focus team meeting feedback to WisDOT is that the process is going well. Team members understand there is a lot of work to do, but are excited about the progress being made</li> <li>• By start of 2<sup>nd</sup> round of scope and fee focus team meetings (late May/early June), we will have task</li> </ul>	

definitions, roles, classifications and employees needed for the activity, and low, medium and high effort definitions and work hours by activity

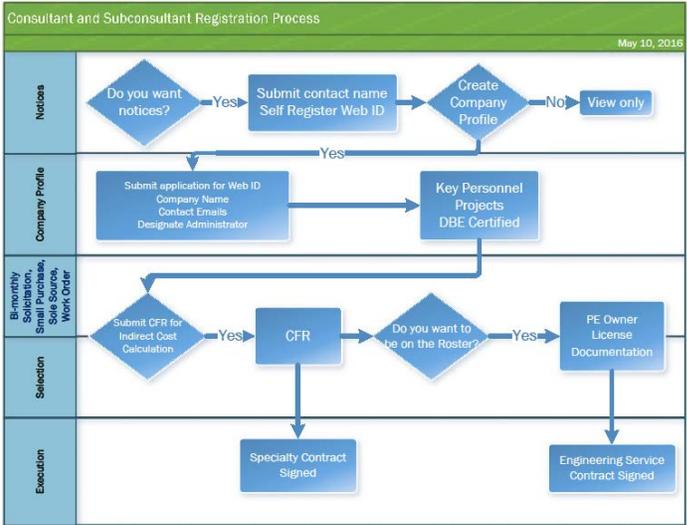
- WisDOT may use the Minnesota DOT dictionary of classifications and roles to assist in the e-contracting classification and role process.
- When Masterworks is implemented, PeopleSoft, CARS and Masterworks will have consistent activity codes
- Hours will be tracked for CARS at level 3 of the work breakdown structure (WBS). In the spreadsheet, these are the orange color codes.
- The [user guide matrix](#) of activity tasks is updated weekly for team members to review the assumptions made by their team and other teams

9:30 AM

Sharon

**System Requirements in Masterworks**

- Review Consultant and Subconsultant Registration Process



- Consultant sign up will be similar to WisDOT's CARS application. Firm will designate an administrator. Enter information similar to the DT1538 form (key personnel, projects, DBE status). There will be a special role for individuals at the firm, such as those that submit the CFR information.
- If you have a specialty contract, you only need a CFR. If you want to be on the Consultant Roster, more information is needed from your firm.
- Regarding NOI submittal, firms will enter in key staff. Data from staff will be tied to their profile, automating much of the NOI submittal process. Firms will be able to edit the narrative, tailoring it to the specific NOI.

		<ul style="list-style-type: none"> <li>• Ability to add in subconsultant key staff will be handled by either free form entry or another method. Need ability for a joint venture to create an NOI submittal.</li> <li>• Will work within Masterworks to create a library which keeps a running list of consultants that are in good standing and have current CFR and DBE status on file.</li> <li>• Reviewed current components of the NOI to see if there are some improvements that can be made, or if some components can be removed.</li> </ul>
10:35 AM	Sharon	<p><b>Schedule next meeting date – late-June</b></p> <ul style="list-style-type: none"> <li>• Next meeting date is June 29, 2016 (Hill Farms – Waukesha Room 701)</li> </ul>
10:40 AM	Sharon	<p><b>Project Success Factors and Measures</b></p> <p><b>How do we measure success with Masterworks?</b></p> <ul style="list-style-type: none"> <li>• Consistency <ul style="list-style-type: none"> <li>○ Better Fiscal Year Budgets</li> <li>○ Better Resourcing</li> <li>○ Guidance Updates</li> </ul> </li> <li>• Time to Negotiate</li> <li>• Better Scoping <ul style="list-style-type: none"> <li>○ Reduction of Amendments</li> </ul> </li> <li>• Documentation of selection and negotiation <ul style="list-style-type: none"> <li>○ Retain and find documentation</li> <li>○ Paperless</li> </ul> </li> <li>• Better reporting capabilities by WisDOT</li> </ul>
11:00 AM	All	<b>Adjourn</b>