



E-Contracting Project Concept:

WisDOT Bureau of Project Development has been assigned to improve scoping, estimating, and negotiation for the delivery of projects through several process improvement efforts underway. One effort in this process improvement is the integration of computer applications associated with data used for these tasks. The ultimate goal is to seamlessly use data from a programming and scoping perspective using FIIPS, PeopleSoft, and PMP and then tracking and managing contracts and costs for that delivery in a consistent fashion in an e-contract system, CARS and PeopleSoft has been approved by DTSD administration for implementation.

Currently the functionality of tasks completed in CARS begins with entering contract information in the system once selections are made, reporting progress and invoicing and ending when a contract is completed. There are critical functions in these current processes needing development to ensure optimal operation and processing.

WisDOT currently is in the process of awarding a contract with a vendor to automate its current paper process for soliciting, selecting, awarding, negotiating, and executing its consultant contracts.

Business Project Scope:

E-Contracting: Complete the portion of functions to solicit, select, develop, negotiate and execute a contract through paperless means.

WisDOT uses Wisconsin s.s.84.01(13) for procuring engineering related services. Currently WisDOT has 5 types of contracts including; 2-party design, 3-party design, construction, specialty, and master contracts with work orders negotiated to procure the services. WisDOT uses a qualification based selection process that provides for competition based on qualifications rather than price. Current process is very paper intensive and does not allow WisDOT the advantage of data stored in one place for review, reporting, and analysis.

WisDOT manages these functions centrally in Madison and coordinates with 8 region offices throughout the state. WisDOT also uses contracted services with consulting firms to act on behalf of the state to oversee local type consultant contracts with the same access needs as a region staff for those specific contracts.

Solution will integrate functions that include security, contract tracking, audit needs, evaluations, and invoicing and include the planning, design, development and implementation of new functions that include:

- contract solicitation
- contract selection
- contract development
- contract execution



It will also send data to a reporting and analysis data warehouse concept and integration with financial and other project related systems to provide and track various performance measures and other tools used for estimating and negotiating contracts.

Contract Solicitation/Selection/Development/Execution: Develop functionality and data tables to register firms, estimate, scope, request approval for and solicit contracts chosen for consultant services. The system will also allow for a selection of awarded consultant and the development of contracts negotiated. Once negotiated, the system will allow contract execution through various submittal processes with various business areas of the organization and will send data to PeopleSoft through WisDOT's interface system for payment.

PeopleSoft Integration: DOA/DOT is implementing PeopleSoft in 2016, and the solution will need to use WisDOT's interface system to send and receive data. Data elements of PeopleSoft are unknown at this time, however, it is anticipated that data elements will be defined during implementation (e.g. object codes, program codes, contract numbers, etc.)

Data Warehouse Integration: To gain data analysis tools for scoping, estimating, negotiations, performance measures, a data warehouse will need to be developed to allow data extraction and integration with other department data sources. This work can be done in parallel with the DTSD data warehouse activities.

Other System Integration: Scoping and estimating systems within the department may be identified that data will need to be exchanged with. Some examples include the project management system, the financial information system, and payroll systems.

Reporting: With tracking of information now available in an automated process, needed reports to help with business functions will need to be identified. (e.g. estimating tools with average hours to complete work, original estimate vs. final paid information, performance related comparisons, etc.)

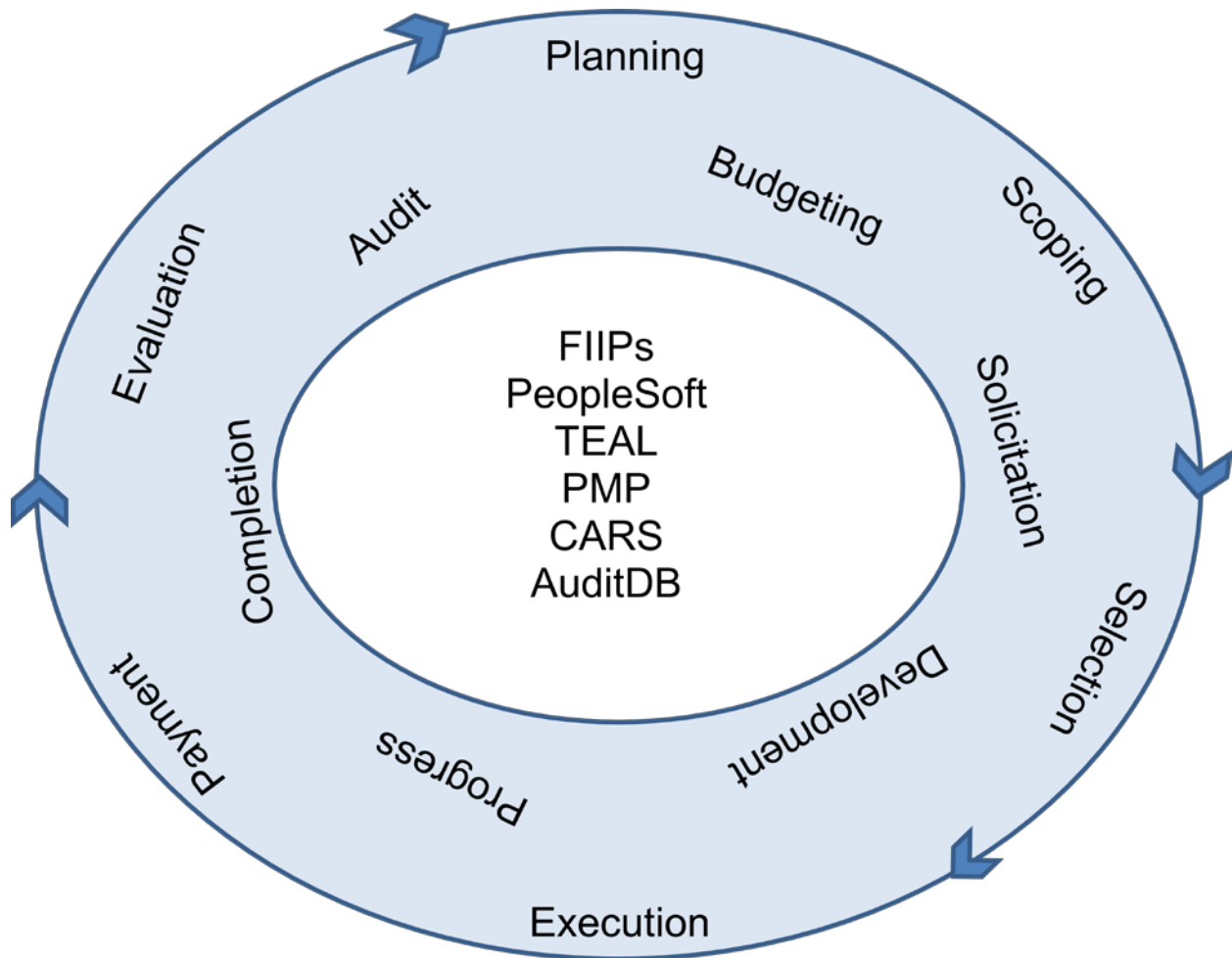
Maintenance: Maintenance of tables and clean up of current data will be an on-going effort to improve data integrity and consistency of administration of contracts. Some of this work will be a manual entry and some will be automated. (e.g. vendor name additions/changes/deletions, function types, project engineer list, federal funding amounts, etc.)

Additions/Enhancements: (Invoicing/Evaluation/Contract Creation/Reports/Security): Implementation of several functions/tasks that were not developed due to time constraints or other systems were not available to integrate to will be needed. These functions include integration with PeopleSoft and the invoicing processes, added data fields to accommodate work processes and other fields as required for the automation of functionality listed above.

Audit: The integration of CARS with current Audit/PeopleSoft System will involve the addition of various data fields added to CARS for the Audit system to pull from CARS. These fields would include but not limited to overhead lifecycle changes, audit status, project status and provisional true up details. There would also be integration with the PeopleSoft system to send back data to CARS once the function of payment and purchase orders is complete.



Contract Life Cycle:



Preliminary E-Contracting Timeline:

Development:	Anticipated Due Date
RFP Award	7/27/15
Contract	8/31/15
Requirements Phase	11/31/15
Configuration	March 2016
Testing/Documentation	May 2016
Training	August 2016
Implementation	Late 2016