Masterworks Frequently Asked Questions

(Updated May 5, 2021)

General

Notification Emails. (10/06/20)

Masterworks is sending out notification emails to responsible individuals in the non-formal request, negotiation and contract approval workflows.

How far down can a prime/higher tier consultant see? (10/06/20)

A prime/higher tier consultant can see their direct subs and lower-tier subs.

How do I adjust indirect cost rates in Masterworks while negotiations are open? (10/06/20)

Indirect cost rates can be adjusted up or down on Actual Cost Plus Fixed Fee, Lump Sum and Specific Rate basis of payments.

What is the optimal screen resolution to use Masterworks? (04/01/20)

A display resolution of 1920 x 1080 at 100% browser zoom will allow for optimal use of Masterworks.

When are new Resource Classifications added to Masterworks? (02/17/20)

WisDOT periodically reviews requests for new resource classifications. The following have been added:
- Flight Specialist/Professional
- Flight Technician
- IT Specialist/Professional
- IT Technician
- Landscape Architect
- Landscape Technician
- Photogrammetry Specialist/Professional
- Photogrammetry Technician

How do I print out a Notice to Proceed InScope? (02/17/20)

Navigate to **Delivery Contracts → Regular Contracts**. Expand open the Contract Number then select "Notice to Proceed InScope." Select the pertinent record and select **Reports → Details Report**.
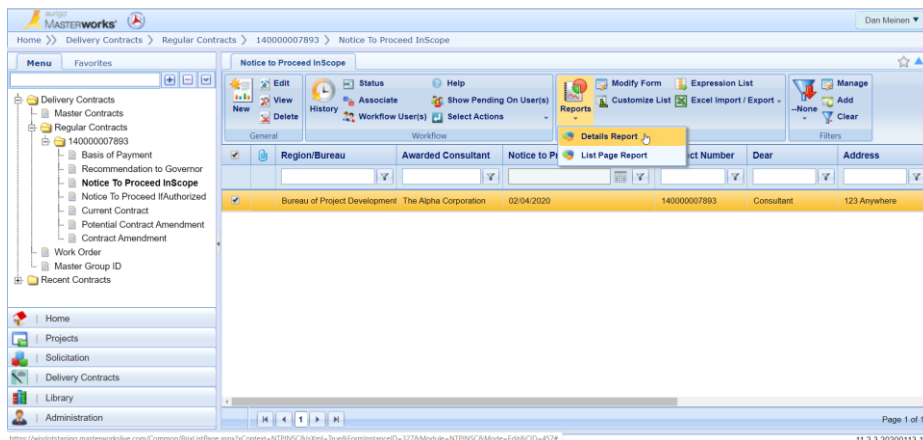
How do I insert tasks into the task list in the correct activity? (01/16/19)

Prior to adding an activity task, make sure none of the tasks/containers or task lines are selected. Then click "Add Multiple" to add tasks.

What are the rounding rules? (01/16/19)

Calculations are rounded to two decimal places at every step.

The left menu item area disappeared. Where did it go? (8/13/18)

Use the arrow on the middle of the far-left side to expand out the left menu.

When using filters to search for something that exists, why aren't there any results? (8/13/18)

Use the "Clear" to remove filters to re-start your search. Make sure you are selecting the correct filter.
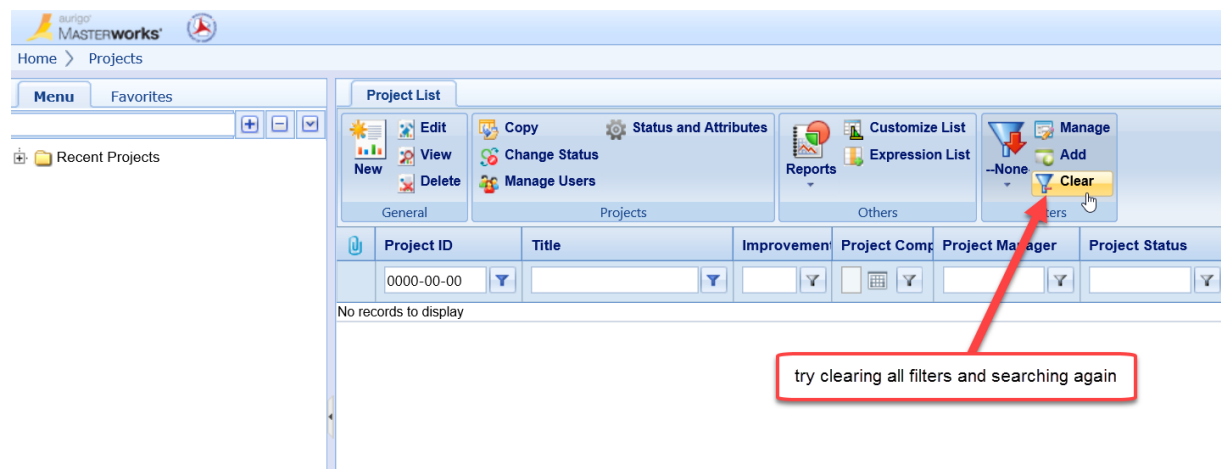
Consultant unable to create a Consultant Estimate. (5/2/18)

A selected consultant for a regular contract or work order is not able to create their consultant estimate until WisDOT has marked the "Scope Finalized." After that moment, a consultant with proper roles can use Masterworks to create their Consultant Estimate.

Specific Task Not Listed in Work Breakdown Structure. (5/2/18)

Click the "Add Multiple" option under "New" to add a new task to the scope.

Notice to Proceed on Work Orders. (5/2/18)

There is not a NTP for work orders. The executed work order allows the consultant to proceed.

For the construction packages, if a fixed fee has been entered, how is it deleted? (5/2/18)

~~Once you remove the fixed fee from the scope of service and save it, go into the task list and click on each of the tabs (task list, direct cost, fixed fee, indirect cost) and then it will clear it so the fixed fee does not show.~~

Once the fixed fee from the scope of service has been updated and saved, the solicitation estimate details for packages will automatically reflect the new estimate. (5/5/21)

Is there a way to set up a favorites menu in Masterworks that can organize projects for easier access? (5/2/18)

You can create a "Favorite" to access currently used pages. See section 5.6 of this document how to do that.
https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrces/contracts/masterworks/mw-intro.pdf
There is also a way to create filters – see section 7.3 of the same document listed above.

WisDOT

Can the solicitation estimate be updated after the solicitation is published? (8/21/18)

No, once the solicitation has been published the estimate is locked from editing.

How to view information about a firms' past projects and key staff. (8/21/18)

It is in the consultant's library.

Should multiple delivery estimates be created if different people are contracting with multiple consultants on the same project? For example, someone is using a work order to obtain traffic counts and someone else is using a full-service work order for design. (01/16/19)

~~No, WisDOT should create one project estimate that will incorporate all the consultant costs anticipated for the project. When work order requests are made, not all tasks in the project estimate need to be included in the work order estimate. If you are creating a work order for traffic counts, you only need to include the traffic counts tasks. Please keep in mind that when multiple people will be contributing to a project estimate there needs to be communication between all parties to prevent people from overwriting each other's work. Bureaus should coordinate with regions when requesting work orders.~~

WisDOT may continue to create separate estimates for solicitations and work orders. *(10/25/18)*

Why aren't indirect costs updating in the delivery estimate? (8/13/18)

When the delivery estimate is created, a view of the indirect rate and fixed fee rates are copied to the project estimate. To update your estimate, use the copy function to take a new snapshot of the indirect and fixed fee rates.

Why aren't the tasks in the solicitation estimate updating when the delivery estimate is updated? (8/13/18)

A view of the tasks is imported when the solicitation is created. To update the tasks, use the Update Tasks button in the Task List tab.

When a Consultant Estimate is created and sent to the consultant, what can they see? (8/13/18)

When the Consultant Estimate is created, the consultant will only see the task list created and marked "In Scope" in the estimate. Note, if you put in hours and dollars in the consultant estimate, that information will be visible to the consultant.

Can users upload documents after the work order request has been submitted for administrator/statewide engineer review? (8/13/18)

No.

Which basis of payment should a consultant estimate have? (8/13/18)

Please select all basis of payments.

What is the work order process? (8/13/18)

Work Order Request → Non-formal Estimate created → Work Order Request Approved → Consultant Estimate → Work Order Contract

Consultants

Can I use the same resource classification and rate card type more than once? (10/06/20)

No, but you may utilize the resource classification prefaced by "2" (all Masterworks resource classifications have this duplicate classification).

See example below for a Construction Engineer – Entry rate card that is Individual Wage.

Is there a "View Only" role in Masterworks to review contracts? (10/06/20)

Consultants should assign users at their firm with the "Consultant Contract Viewer" role.

Can I copy Rate Cards across projects? (01/16/19)

Yes

What should the Authorized field be set to in the task list? (01/16/19)

The field for Authorized should usually be set to No. This will cause the task to be added to the initial contract authorization. The field should only be set to Yes when it will be included as an/(a part of a set of) if authorized task(s).

What basis of payment should direct costs use? (01/16/19)

Direct costs must have the same basis of payment as the direct labor cost.

How to create a Consultant Financial Report (CFR) in Masterworks. (01/16/19)

~~Consultants should submit their Consultant Financial Report (CFR) as instructed on the CFR webpage until submission in the Masterworks application is available.~~

Consultants should submit their Consultant Financial Report (CFR) as instructed on the CFR webpage. (5/5/21)

What should be uploaded/attached with the NOI? (8/21/18)

Consultants should only attach documents/pictures/files to the NOI that WisDOT has specifically requested.

Can direct cost of the same type be included multiple times? For example, there are different rates for black & white and color copies. (8/21/18)

Yes, you may include a direct cost type multiple times. You should differentiate between the different types using the Description field.

How does the narrative for key staff in the NOI get populated? (8/21/18)

After adding key staff to the NOI from the consultant's library, the narrative in the library will be added to the NOI. The narrative may be edited at this point.

What happens when a consultant updates the basis of payment on a completed consultant estimate? (8/13/18)

All the resources within that task are cleared and need to be re-entered.

Why is the escalation detail not updating? (8/13/18)

Changes made to the escalation details do not cascade to other records.

Security Administrators. (5/2/18)

Setting up an Administrator is the first step in using Masterworks. The Administrator is responsible for enabling other users of the consultant firm access to Masterworks and to perform specific roles within the application.

Performing Needed Actions within Masterworks. (5/2/18)

Request from your Administrator that you need additional roles to see and perform actions. In the application, the Administrator needs to go to the Consultant\Contractor → Consultant – User Account page. From there, the Administrator needs to select the user and edit/add roles.

If you are a WisDOT employee and cannot perform a specific action, please click here: wisdotmasterworks@dot.wi.gov

Unable to create a Consultant Estimate because of Rate Card. (5/2/18)

The rate card needs to be marked as "Final" for the consultant to publish the consultant estimate.

The Subconsultant is unable to get into Masterworks. (5/2/18)

Make sure you have assigned tasks to your Subconsultant. If there are no tasks assigned, they will not have an opportunity to enter hours and direct labor.