

## **Bureau of Project Development Procedure FieldManager Contractor Read-Only Copies**

The Bureau of Project Development has implemented a new WisDOT procedure of providing contractors, FieldManager “Contractor Read-Only” electronic copies of construction contracts upon request by the contractor. This procedure applies to all construction contracts let by WisDOT, whether managed by the department or consultants. FieldManager is a computer application used to administer and track contract progress in the field.

Prime contractors and subcontractors who choose to license FieldManager may request to receive Contractor Read-Only copies of contracts they are working on.

This procedure encourages managing offices and contractors to take advantage of the following Contractor Read-Only benefits:

- Improved communication between managing offices and contractors
- Reduced volume of telephone calls, mailings, and faxes
- Reduced time required to gather information for contractors
- Reduced volume of questions from contractors
- More accurate and timely information from contractors
- Earlier identification of errors and concerns
- More efficient discussions concerning item status reviews
- More efficient review of contract modifications
- Timelier responses from project staff during the busy construction season
- Improved quality and timeliness of IDRs
- Improved contract finalization process
- Elimination of some contractor spreadsheets and hand-generated data
- Elimination of difficulties related to viewing information received due to poor quality faxes
- Improved managing office/contractor relationships

Contractors must obtain a FieldManager license to receive Contractor Read-Only copies. Two different applications are available depending upon the needs of the contractor. To simply view the data, select the FieldManager Read-Only application. If in addition there is a need to manage the data, create discrepancy reports, establish subcontracts, etc., choose the FieldManager Contractor application.

Both [options](#) are available for [licensing](#) directly from [Info Tech, Inc.](#)

For further information, handouts, procedure and installation guides go to the WisDOT [Roadway Standards Contract Administration](#) webpage and look for FieldManager Contractor Read-Only. If you have any questions regarding this information, please contact David Castleberg at 608-264-7606 or Kristen McDaniel at 608-261-2561.