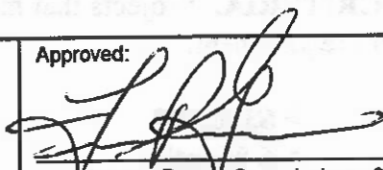


T- n-30-1-87728- SUPERSEDED BY EFFECTIVE 9/9/04 MC 0750,		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 99-012
Title: CHAMP® MANAGEMENT SYSTEM ITEM 15637.91 M (METRIC)			
Distribution: ☐ Manufacturers (18) ☒ Main Office (30) ☐ Local Govt. (31) ☒ Regions/Agencies (32) ☐ Surveyors (33) ☒ Consultants (34) ☒ Contractors (39) ☐ ()		Approved:  F.P. Gerace, Deputy Commissioner & Chief Engineer Date 3/30/99	

PURPOSE. This Engineering Instruction (EI) transmits contract specification 15637.91 M that requires contractors to use Champ® (an Affirmative Action Management Program) to prepare required affirmative action reports and documents, and establishes criteria to select projects that should contain this requirement.

EFFECTIVE DATE. The specification is effective for Department contracts in Regions 7 and 10 initially scheduled for letting on or after May 20, 1999. If this specification can be incorporated into ongoing contracts let after January 1, 1999 up to and including May 20, 1999 in Regions 7 and 10, it is strongly recommended that it be added by order-on-contract. Additional Regions will be added by an Engineering Bulletin as appropriate.

TRANSMITTED MATERIALS.

Item 15637.91 M, CHAMP® MANAGEMENT SYSTEM.

SUPERSEDED MATERIALS. Item 15639.90 CHAMP® DEMONSTRATION PROJECT.

BACKGROUND. Federal and State Regulations mandate affirmative action requirements on construction contracts. These requirements have numerous reports and documents associated with them that must be prepared and submitted by the prime contractor. Historically, manual preparation of these reports and documents has been time consuming and prone to error resulting in delayed and inaccurate submissions. Champ® was developed to automate the preparation of these items so that they can be produced timely and more accurately.

Champ® is a software application that tracks and analyzes data for Equal Employment Opportunity (EEO), training, and Disadvantaged/Minority/Womens Business Enterprise (D/M/WBE) contract requirements. Champ® has the capability of producing the following reports and documents:

Employment Utilization Report	AAP 33
Annual EEO Report	PR-1391
D/M/WBE Utilization Worksheet/Approval to Subcontract (also used for amendments and revisions)	AAPHC 89

Additionally, Champ® collects data that facilitates the preparation of the Monthly Training Progress Report (AAP 26). In Champ®, the AAPHC 89 maintains a historical record of all changes in participation; this is used in lieu of the D/M/WBE Utilization Worksheet Amendment/Approval to Subcontract (Amended), Form AAPHC 89-1.

PROJECT SELECTION CRITERIA. Projects that meet all of the following criteria must contain the Champ® Management System requirement.

Engineers Estimate: > \$350,000
Project Duration: > 6 Months
Number of Items: > 30

At this time only projects in Regions 7 and 10 are eligible for consideration. It is anticipated that the following schedule of regional implementation will be used, but may be delayed or accelerated by EB:

November 1999 - Regions 2, 3, 11
May 2000 - Regions 1, 8, 9
November 2000 - Regions 4, 5, 6

DESIGNER INFORMATION. The project designer shall determine if a project meets the criteria for Champ® and shall indicate so in the Advanced Detail Plan (ADP) transmittal letter. The Regional Construction Engineer will verify that appropriate projects contain the Champ® requirement as part of the ADP and/or PS&E review.

For contracts scheduled to be let after May 20, 1999 and prior to September 9, 1999, the project designer will include the Champ® Management System item by Amendment. For contracts scheduled to be let on or after September 9, 1999, the project designer will include the Champ® Management System item.

Champ® will be measured for payment on a Lump Sum Fixed Price Basis. The estimated bid price for use with the Engineers Estimate is \$7,000. This item cost is to be assigned to fiscal shares in the following manner:

100% in a share containing Federal participation, or
if no federal share is present, distribute equally among all shares.

FIELD INFORMATION. Construction field personnel (EICs) will receive a diskette containing the exported contract file and will continue to receive hard copies of required reports in accordance with established submittal procedures. The diskette and a copy of the reports will be passed on to the Regional Compliance Specialist in accordance with regional policy and procedures.

In those instances where a Surety is called upon to complete or execute a contract, the Surety is to assume responsibility for EEO and D/M/WBE reporting utilizing Champ®.

In those instances where this specification will be added to ongoing contracts, item 15637.91 M will be added by order-on-contract.

ACTIONS FOR THE MAIN OFFICE. The Design Quality Assurance Bureau (DQAB) will insert the Champ® Management System specification in all contract proposals let on or after May 20, 1999 that meet the criteria set forth above.

DISTRIBUTION. Distribution of the specification, as an attachment to this E.I., was made as follows:

List 30: Recipients received 1 copy.

List 32: Copies have been sent to the Regional Design Engineer, Regional Estimating Engineer, and Regional Construction Engineer.

List 34: 1 copy each.

List 39: 1 copy each.

CONTACT PERSON. Ann Maestri, (518) 457-1128 (OEODC).

DESCRIPTION: Champ® is a software application that is specifically designed to monitor conformity with State and Federal affirmative action and Disadvantaged Business Enterprise (DBE) laws and regulations. The Department expects this software to support the administration of Executive Order 11246, EEO Requirements, Training Special Provisions and Disadvantaged Business Enterprise Utilization Requirements more efficiently and effectively than typical manual methods.

MATERIALS: The specified management system is comprised of software products marketed under the trademark of Champ® by The Jared Group, Inc., 23240 Chagrin Blvd., Suite 310, Beechwood, Ohio, 44122, (216)765-7272. The contractor shall obtain this software from The Jared Group, Inc., for loading onto the hard disk drive of a contractor computer with the appropriate minimum requirements as specified by The Jared Group, Inc.

CONSTRUCTION DETAILS: The contractor shall import text files of Champ® compatible payroll data into the Champ® software. The contractor and all approved subcontractors shall create these payroll files via an export from their computerized company payroll systems and/or manual data entry. After award of the contract and prior to notice to proceed, the contractor shall, if necessary, purchase Champ® software and arrange for technical support and training from the indicated sources as follows:

The Jared Group, Inc.

- Purchase one copy of the Champ® Contractor Module (CM) to support the contractor's import of contractor and subcontractor payroll data, compliance monitoring and creation of required Champ® reports;
- Purchase copies of the Champ® Subcontractor Module (SM) to support the manual data entry of payroll data by the subcontractor in instances where a subcontractor does not own Champ® CM and cannot create a Champ® compatible import file from their company payroll system. Copies shall be distributed to and retained by the subcontractors;
- Obtain file specifications for the payroll import file;
- Obtain technical advice and assistance regarding software installation and operation.

A Department approved vendor of Champ® training

- Obtain Champ® training.

BASIS OF ACCEPTABILITY: For the duration of the contract, the contractor shall:

- Keep the Champ® software updated with contractor and subcontractor data;
- Provide a diskette containing the exported contract file and hard copies of required reports in accordance with established submittal procedures, and;
- Install vendor issued upgrades and maintain the software to ensure data submissions are made using the most recent version of the software.

METHOD OF MEASUREMENT: The Champ® Management System will be measured for payment by the unit "Fixed Price, Lump Sum" complete and accepted.

BASIS OF PAYMENT: The Department shall reimburse the contractor up to the fixed bid price of \$7,000, which shall include the purchase of Champ® software and fifty percent (50%) of the training course fee for the prime contractor's employee(s). Payment shall exclude the purchase of any computer hardware required to run the Champ® software. The contractor shall retain the Champ® software upon completion of the contract with the understanding that the Department will require the contractor to employ this copy of the Champ® software on subsequent contracts with the Department.

The Department shall base actual payment upon submission of an original purchase receipt for the software from The Jared Group, Inc., and original receipts from a Department approved source of Champ® training. The contractor shall not request reimbursement for software or training costs already paid or reimbursed by another source (i.e.: another Department contract or another state that requires Champ® use). The contractor shall not re-sell any module of the Champ® Management System.

NOTE: Champ® is a registered trademark of Charles A. Washington