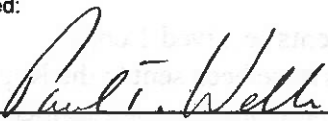
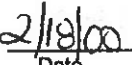


To: SUPERSEDED BY EI 04-009 EFFECTIVE 9/9/04		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 00-006
Title: CHAMP® MANAGEMENT SYSTEM /EX (Expanded Usage) ITEM 15637.92 M (METRIC)			
Distribution: ☐ Manufacturers (18) ☐ Surveyors (33) ☒ Main Office (30) ☒ Consultants (34) ☐ Local Govt. (31) ☒ Contractors (39) ☒ Regions/Agencies (32) ☐ ()		Approved:  P.T. Wells, Assistant Commissioner & Chief Engineer  Date	

PURPOSE. This Engineering Instruction (EI) transmits contract specification 15637.92 M. This item will be utilized on contracts where justified Champ® expenditures exceed the funds available under item 15637.91 M.

EFFECTIVE DATE. The specification is effective for all Department contracts upon issuance.

TRANSMITTED MATERIALS.

Item 15637.92 M, CHAMP® MANAGEMENT SYSTEM /EX

SUPPLEMENTED MATERIALS. This EI shall supplement EI 99-012.

BACKGROUND. 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. EI 99-012 distributed item specification 15637.91 M and criteria for its use.

PROJECT SELECTION CRITERIA. This item is eligible for use on projects where item 15637.91 M is present, and where it can be demonstrated that there are justified and reimbursable expenses that will exceed the funds available under the 15637.91 M item. This may be due to the magnitude of the project, and/or the number of firms requiring software.

DESIGNER INFORMATION. There are no actions required of the project designer. This item will only be added to existing contracts by the Order-on-Contract process.

METHOD OF MEASUREMENT. Champ® will be measured for payment on an Each, Fixed Price Basis. The unit 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.

ACTIONS FOR FIELD PERSONNEL. Construction field personnel (EICs) and the Regional Compliance Specialist (RCS) will evaluate the contractor's request for software and/or training under the 15637.91 M item. In those cases where the requested reimbursement will exceed the funds available under the 15637.91 M item, the RCS will complete a worksheet and determine if additional reimbursement is

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justified. If additional reimbursement is justified, this worksheet shall be the basis for calculating the quantity of 15637.92 M to be added by Order-on-Contract. A copy of this worksheet shall be given to the EIC for retention in the project records and for submitting with the Order-on-Contract. The EIC will then submit an Order-on-Contract requesting the addition of item 15637.92 M to the contract.

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) 457-1129 (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 obtain technical support and training from the indicated sources as follows:

The Jared Group, Inc.

- Purchase copies of the Champ® Contractor Module (CM) as necessary and justified 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) as necessary and justified 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;
- Obtain file specifications for the payroll import file;
- Obtain technical advice and assistance regarding software installation and operation.

The Jared Group, Inc., or another Department approved vendor of Champ® training

- Obtain Champ® training.

For the duration of the contract, the contractor shall:

- Keep the Champ® software updated with contractor and subcontractor payroll data;
- Provide monthly reports from the Reports and Forms menus of Champ® CM as specified by the Engineer-In-Charge, in both diskette and hard-copy format, 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

ITEM 15637.92M

CHAMP® MANAGEMENT SYSTEM /EX

by the unit "Each, Fixed Price" complete and accepted.

BASIS OF PAYMENT: The Department shall reimburse the contractor up to the fixed bid price of \$7,000 per unit, 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 original purchase receipts from The Jared Group, Inc., and/or a Department approved source of Champ® training. The contractor shall not request reimbursement for software, training and/or fees already paid or reimbursed by another source (i.e.: another Department contract, another state that requires Champ® use or voluntary purchases by the contractor).

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