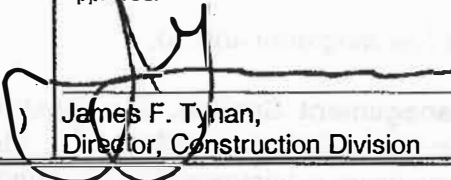


To: SUPERSEDED BY EI 06-022 EFFECTIVE <u>1/11/07</u>		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 04-009
Title: REVISION TO STANDARD SPECIFICATIONS, SECTION 637 (CHAMP®)			
Distribution: ☐ Manufacturers (18) ☒ Local Govt. (31) ☒ Agencies (32) ☐ Surveyors (33) ☒ Consultants (34) ☒ Contractors (39)		Approved:  James F. Tynan, Director, Construction Division Date <u>2-6-04</u>	

ADMINISTRATIVE INFORMATION:

- This EI is effective with projects submitted for the letting of September 9, 2004.
- This EI supersedes EI 99-012, "CHAMP Management System, Item 15637.91 M (Metric)."
- This EI supersedes EI 00-006, "CHAMP Management System / EX (Expanded Usage) Item 15637.92 M (Metric)."
- The revisions issued with this EI will be incorporated into the next revision of the Standard Specifications.

PURPOSE:

This EI issues revisions to Section 637 of the Standard Specifications of January 2, 2002.

TECHNICAL INFORMATION:

The following special specifications are disapproved:

15637.91	CHAMP Management System
15637.910001	CHAMP Management System
15637.910002	CHAMP Management System
15637.92	CHAMP Management System/EX (Expanded Usage)

The new standard specification for Item 637.10 CHAMP® Management System is approved.

IMPLEMENTATION:

Main Office Design Quality Assurance Bureau (DQAB) will insert the standard specification shelf note into all contracts beginning with projects submitted for the letting of September 9, 2004.

Design guidance for inclusion of the CHAMP® contract pay item in the Engineer's Estimate is being released concurrently in EI 04-006. CHAMP® reporting requirements are being released concurrently in EI 04-010.

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® is a software application that tracks and analyzes data for Equal Employment Opportunity (EEO), training, and Disadvantaged/Minority/Women's Business Enterprise (D/M/WBE) contract requirements. CHAMP® collects data that facilitates the preparation of required reports, and automates report production.

CONTACT:

Direct questions regarding this issuance to Ann Maestri of the Office of Equal Opportunity Development and Compliance (OEODC) at (518) 457-1129 or via e-mail at amaestri@dot.state.ny.us. Include the EI number and title along with the contact person's name in the phone message/email when making inquiries.

Make the following changes to Volume 2 of 3 of the Standard Specifications of January 2, 2002:

Page 6-129, Insert the following after line 26:

637-1.05 CHAMP® Management System. This work consists of software purchase and training of Contractor personnel in the use of the CHAMP® software. CHAMP® is specifically designed to monitor conformity with Federal and State Disadvantaged/Minority/Women's Business Enterprise (D/M/WBE), Equal Employment Opportunity (EEO), and training laws, rules and regulations.

Page 6-134, Insert the following after line 20:

637-2.07 CHAMP® Management System. The CHAMP® management system is comprised of software products marketed under the trademark of CHAMP®. The Contractor is responsible for having computer equipment meeting the minimum requirements for operating the software as specified by an approved vendor. The Contractor shall install vendor issued upgrades and maintain the software to ensure data submissions are made using the most recent approved version of the software.

Page 6-135, Insert the following after line 6:

637-3.03 CHAMP® Management System. After contract award and prior to notice to proceed, the contractor shall, if necessary, purchase CHAMP® software and become proficient in its use. The vendor(s) approved to market the software and provide or coordinate training are listed on the Department website at www.dot.state.ny.us/oeodc/champ.html or are available from the Office of Equal Opportunity Development & Compliance. Training costs will only be reimbursed for training obtained from an approved vendor. There is a NYSDOT CHAMP® user guide available for download at www.dot.state.ny.us/oeodc/ceieb.html. The Contractor and subcontractors shall retain the CHAMP® software upon completion of the contract with the understanding that the Contractor and subcontractors will employ this copy of the CHAMP® software on all subsequent contracts with the Department.

A. Software. From an approved marketing vendor, the Contractor shall, if necessary:

- 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 subcontractors in instances where subcontractors do not own CHAMP® CM or SM and cannot create a CHAMP® compatible import file from their company payroll system;
- Copies shall be distributed to and retained by the subcontractor.

B. Training. From an approved vendor of CHAMP® training, the Contractor shall, if necessary:

- Obtain CHAMP® training.

Page 6-135, Insert the following after line 29:

637-4.04 CHAMP® Management System. The work will be measured for payment on a Dollars-Cents basis. The unit price shown in the proposal for this item will be considered as the price bid, and shall not be altered in any manner. Should the amount shown be altered, the new figure will be disregarded and the original price will be used to determine the total amount bid for the contract.

Page 6-136, **Insert** the following after line 3:

637-5.04 CHAMP® Management System. The Department will reimburse the Contractor for the purchase of CHAMP® software and fifty percent (50%) of the training cost at an approved vendor for Contractor employees upon submission of original receipts. No payment will be made for computer hardware required to run the CHAMP® software. No payment will be made for software, training and/or fees paid or reimbursed by another source (i.e., another Department contract or another state/municipality that requires CHAMP® use). No payment will be made for software maintenance fees subsequent to initial purchase.

Page 6-136, **Insert** the following after line 12:

637.10	CHAMP® Management System	Dollars	Cents
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