



PROVIDER EVALUATION UPDATE

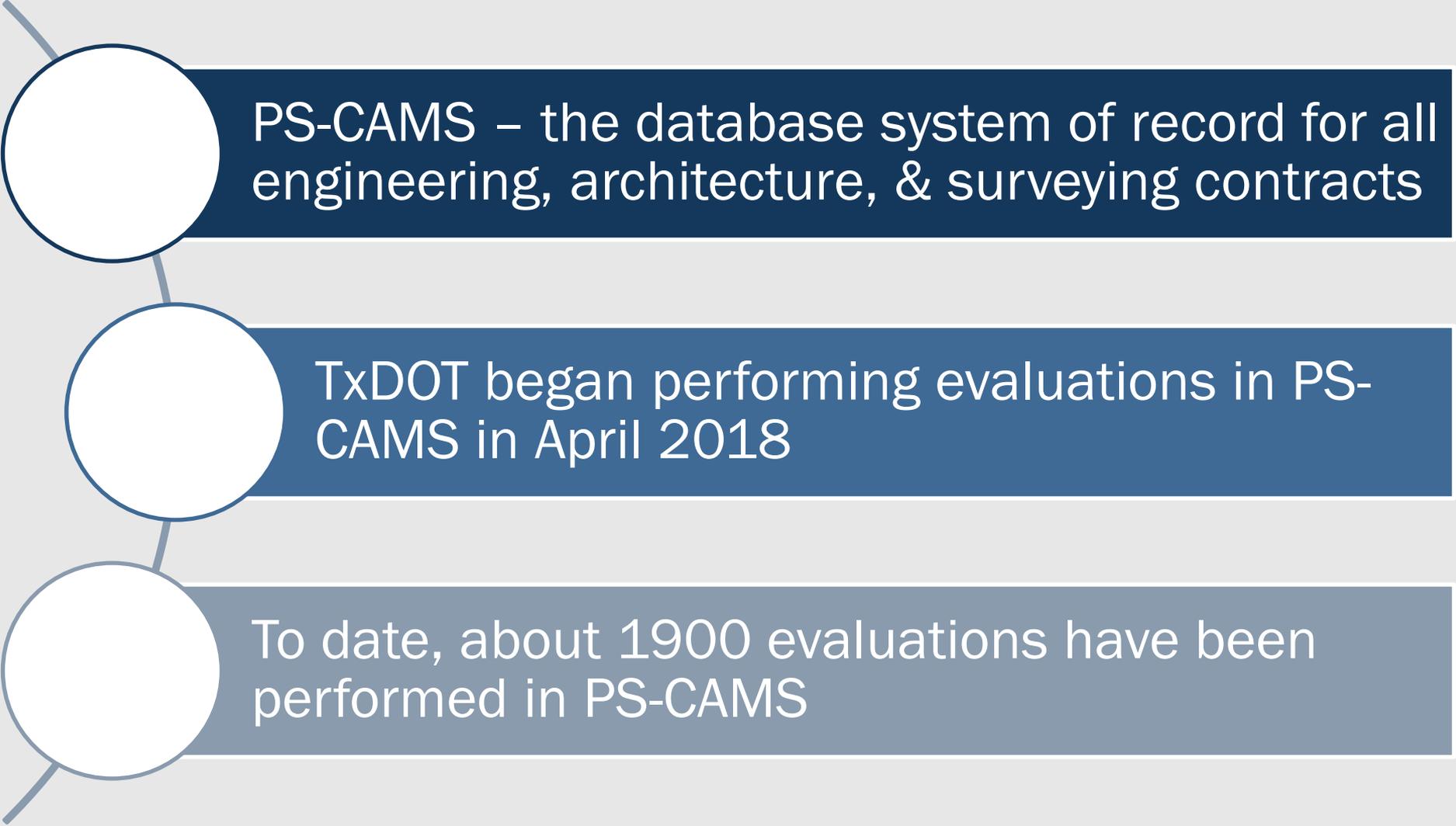
July, 2019



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Provider evaluations in PS-CAMS

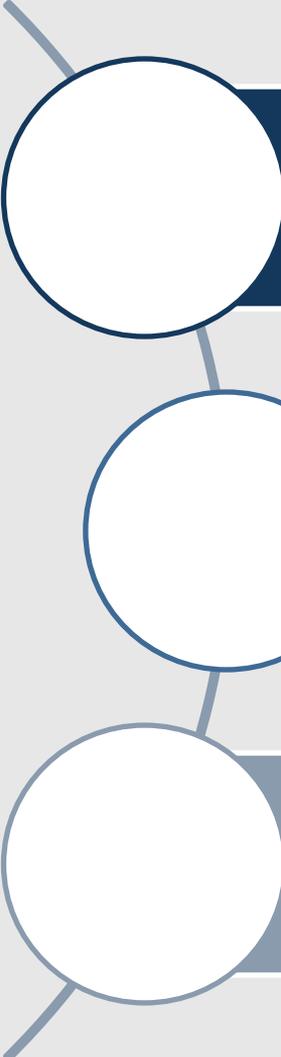


PS-CAMS – the database system of record for all engineering, architecture, & surveying contracts

TxDOT began performing evaluations in PS-CAMS in April 2018

To date, about 1900 evaluations have been performed in PS-CAMS

Provider evaluations in PS-CAMS



Evaluation criteria focus on both the Prime Provider's Contract PM and the Prime Firm

TxDOT webpage includes info for getting access to and using PS-CAMS

TxDOT webpage also includes lists of Evaluation Criteria and FAQs

Provider evaluations in PS-CAMS

Manage Active Contracts with PS-CAMS

Texas Department of Transportation > Business > Consultants
> Architectural, Engineering and Surveying Consultants

Professional Services - Contract Administration Management System (PS-CAMS) is an online reporting system designed for use by firms with active TxDOT contracts. Project managers can submit required reporting information directly into the system and view their contract data.

The [PS-CAMS online reporting system](#) supports direct entry of the following information:

- Monthly reporting for HUB or DBE utilization (H-3 and H-6 form submission)
- Initial projection and monthly updates of spending projections (required for all firms with active professional services contracts and work authorizations; not applicable to vendors with purchase order contracts)

Obtain User ID for PS-CAMS

1. To obtain a User ID, follow [these instructions](#) for completing and submitting the three forms:

- [PS-CAMS External User Information Sheet](#)
- [Request for External Access to TxDOT Information Systems \(Form 1980\)](#)
- [Information Security Compliance Agreement \(Form 1828b\)](#)

2. In approximately three days you will receive an email with your User ID and login instructions.

Instructions for Using PS-CAMS

Follow [these instructions](#) to log in and begin using the [PS-CAMS online reporting system](#).

Additional Resources

- [Prime Provider Evaluation Criteria](#)
- [FAQ](#)

Notes:

Only Prime Provider personnel can request access to the PS-CAMS portal.

When requesting PS-CAMS access, the individual must use the exact same name that is used in the CCIS system

If the individual is not listed as precertified in the CCIS system, then the name should match the exact name used for professional license/registration.

Viewing evaluations in the PS-CAMS portal

Prime consultants can now view provider evaluations using the PS-CAMS portal

- Users at a firm can view all evaluations for that firm
- Individual PMs can view their own evaluations performed while at current and former employers

Viewing evaluations in the PS-CAMS portal

To begin, log into the TxDOT PS-CAMS portal.

Texas Department of Transportation

Providing safe, effective and efficient movement of people and goods.



PS-CAMS -- portal
brought to you by txdot

Professional Services - Contract Administration Management System

Login

Email

Password

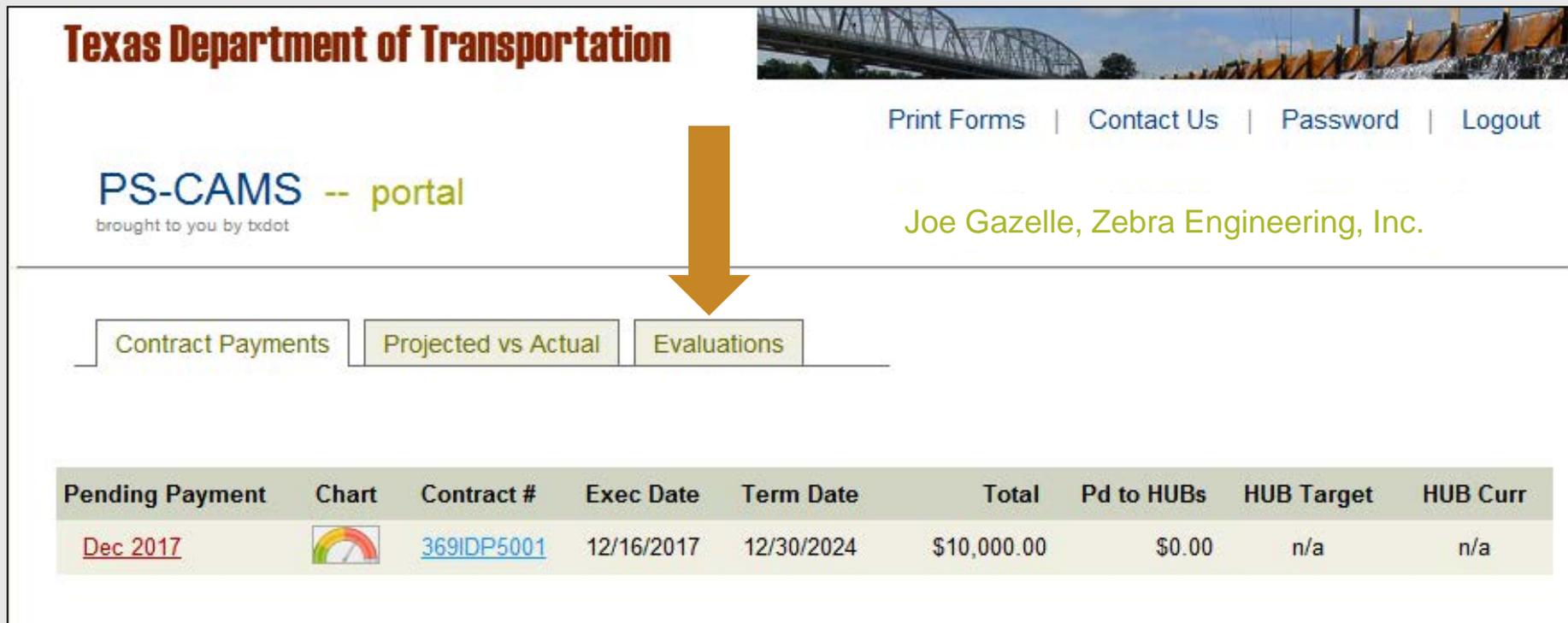


[forgot password?](#)



Viewing evaluations in the PS-CAMS portal

When the portal opens, click on the “Evaluations” tab.



The screenshot shows the Texas Department of Transportation PS-CAMS portal. At the top left, it says "Texas Department of Transportation" and "PS-CAMS -- portal brought to you by txdot". On the right, there are links for "Print Forms", "Contact Us", "Password", and "Logout". Below these links, the user name "Joe Gazelle, Zebra Engineering, Inc." is displayed. A large orange arrow points down to the "Evaluations" tab in a navigation bar that also includes "Contract Payments" and "Projected vs Actual". Below the navigation bar is a table with the following data:

Pending Payment	Chart	Contract #	Exec Date	Term Date	Total	Pd to HUBs	HUB Target	HUB Curr
Dec 2017		369IDP5001	12/16/2017	12/30/2024	\$10,000.00	\$0.00	n/a	n/a

Viewing evaluations in the PS-CAMS portal

The default view shows a list of evaluations for the firm.

PS-CAMS -- portal

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Joe Gazelle, Zebra Engineering, Inc.

Contract Payments

Projected vs Actual

Evaluations



Evaluations For Firm

Evaluations For Firm PM

Pending action	Contract #	Work Auth	Date	Firm	Firm PM
Review	369IDP5001	369IDP5001-1	4/10/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	369IDP5001	369IDP5001-2	6/16/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	158SDP5088	158SDP5088-	9/28/2018	Zebra Engineering, Inc.	Antelope, Susan
Review	228SDP5007	228SDP5007-	12/9/2018	Zebra Engineering, Inc.	Lion, Larry
Review	369IDP5001	369IDP5001-4	2/25/2019	Zebra Engineering, Inc.	Gazelle, Joe

Viewing evaluations in the PS-CAMS portal

Click on [Review](#) to view the details of an evaluation.

PS-CAMS -- portal

brought to you by txdot

Joe Gazelle, Zebra Engineering, Inc.

Contract Payments

Projected vs Actual

Evaluations

Evaluations For Firm

Evaluations For Firm PM



Proposed action	Contract #	Work Auth	Date	Firm	Firm PM
Review	369IDP5001	369IDP5001-1	4/10/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	369IDP5001	369IDP5001-2	6/16/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	158SDP5088	158SDP5088-	9/28/2018	Zebra Engineering, Inc.	Antelope, Susan
Review	228SDP5007	228SDP5007-	12/9/2018	Zebra Engineering, Inc.	Lion, Larry
Review	369IDP5001	369IDP5001-4	2/25/2019	Zebra Engineering, Inc.	Gazelle, Joe

Viewing evaluations in the PS-CAMS portal

Contract, WA, PM, and firm information is shown at the top.

Contract Payments

Projected vs Actual

Evaluations

Home / Evaluation

Contract	369IDP5001	Work Auth		Eval Date	02/13/2018
Eval Status	TxDOT PM Aprvd	Eval'd By	John Q. Engineer	Firm	Zebra Engineering, Inc.
PM Score	60.00 %	Firm Score	60.00 %	Firm PM	Gazelle, Joe
Comment					

Criterion	Description	Raw Score	Weight	Wtd Score	Target
1.a	Quality of Deliverables: Accuracy	3.00	7.5	22.500	External PM
1.b	Quality of Deliverables: Completeness	3.00	5	15.00	External PM
2	Timeliness of submittals	3.00	7.5	22.500	External PM
3.a	Contract administration - Budget	3.00	1	3.00	External PM
3.b	Contract administration - Schedule	3.00	1	3.00	External PM
3.c	Contract administration - Invoices	3.00	1	3.00	External PM
4	Responsiveness and availability of the PM	3.00	7.5	22.500	External PM
5	Resolution of issues	3.00	2.5	7.500	External PM
6	Communication and coordination	3.00	2.5	7.500	External PM

Viewing evaluations in the PS-CAMS portal

PM and firm scores are also shown at the top.

Contract Payments

Projected vs Actual

Evaluations

Home / Evaluation

Contract	369IDP5001	Work Auth		Eval Date	02/13/2018
Eval Status	TxDOT PM Aprvd	Eval'd By	John Q. Engineer	Firm	Zebra Engineering, Inc.
PM Score	60.00 %	Firm Score	60.00 %	Firm PM	Gazelle, Joe
Comment					

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Viewing evaluations in the PS-CAMS portal

Details are shown for each criterion.

Contract Payments

Projected vs Actual

Evaluations

Home / Evaluation

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Viewing evaluations in the PS-CAMS portal

Use the grey bar to scroll up and down the list

Contract Payments

Projected vs Actual

Evaluations

Home / Evaluation

Contract	369IDP5001	Work Auth		Eval Date	02/13/2018
Eval Status	TxDOT PM Aprvd	Eval'd By	John Q. Engineer	Firm	Zebra Engineering, Inc.
PM Score	60.00 %	Firm Score	60.00 %	Firm PM	Gazelle, Joe
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6	Communication and coordination	3.00	2.5	7.500	External PM

Viewing evaluations in the PS-CAMS portal

Review comments related to specific criterion here.

6	Communication and coordination	3.00	2.5	7.500	External PM
7	Management of subproviders	3.00	2.5	7.500	External PM
8	Adequate use and prompt payment of HUB/DBE firms	3.00	1	3.00	External PM
9	PM performance	3.00	1	3.00	External PM
1	Firm Responsiveness	3.00	10	30.00	Firm
2	Firm Invoicing	3.00	5	15.00	Firm
3	Firm Resource Management	3.00	5	15.00	Firm

Criterion Criterion Score Comment

Firm Comment

Submit

Viewing evaluations in the PS-CAMS portal

To return to the list of evaluations, click on the “Evaluations” tab.

Contract Payments Projected vs Actual **Evaluations**

Home / Evaluation



Contract	369IDP5001	Work Auth		Eval Date	02/13/2018
Eval Status	TxDOT PM Aprvd	Eval'd By	John Q. Engineer	Firm	Zebra Engineering, Inc.
PM Score	60.00 %	Firm Score	60.00 %	Firm PM	Gazelle, Joe
Comment					

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3.c	Contract administration - Invoices	3.00	1	3.00	External PM
4	Responsiveness and availability of the PM	3.00	7.5	22.500	External PM
5	Resolution of issues	3.00	2.5	7.500	External PM
6	Communication and coordination	3.00	2.5	7.500	External PM

Viewing evaluations in the PS-CAMS portal

Click here to view evaluations for the Firm PM.

PS-CAMS -- portal

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Joe Gazelle, Zebra Engineering, Inc.

Contract Payments

Projected vs Actual

Evaluations

Evaluations For Firm



Evaluations For Firm PM

Pending action	Contract #	Work Auth	Date	Firm	Firm PM
Review	187SDP5001	187SDP5001-	4/1/2018	Rhino & Associates, Inc.	Gazelle, Joe
Review	368IDP5125	368IDP5125-3	4/7/2018	Rhino & Associates, Inc.	Gazelle, Joe
Review	369IDP5001	369IDP5001-1	4/10/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	369IDP5001	369IDP5001-2	6/16/2018	Zebra Engineering, Inc.	Gazelle, Joe
Review	369IDP5001	369IDP5001-4	2/25/2019	Zebra Engineering, Inc.	Gazelle, Joe

Viewing evaluations in the PS-CAMS portal

What if all of my evaluations as a PM aren't listed?

Possible Cause	Example	Corrective Action
Your name may be entered in PS-CAMS differently for different contracts	On contract A, the PM name is Joseph T. Gazelle, but on contract B, the PM name is Joe Gazelle	Contact the PEPS Service Center to request that the name on the contracts be updated to match CCIS
The name you used when requesting PS-CAMS access does not match the name listed in CCIS.	When requesting PS-CAMS access, the PM name was given as Joe Gazelle, but in CCIS the PM name is Robert J. Gazelle	Contact the PS-CAMS administrator via email at PEPS_PS-CAMS@txdot.gov to request a change to the name used for PS-CAMS access

Note: If a PM is not listed in CCIS, then the PM name should match the name listed on the applicable professional license/registration roster

Responding to evaluations in the PS-CAMS portal

After reviewing an evaluation, the firm PM may enter response comments in this area and then click “Submit”.

7	Management of subproviders	3.00	2.5	7.500	External PM
8	Adequate use and prompt payment of HUB/DBE firms	3.00	1	3.00	External PM
9	PM performance	3.00	1	3.00	External PM
1	Firm Responsiveness	3.00	10	30.00	Firm
2	Firm Invoicing	3.00	5	15.00	Firm
3	Firm Resource Management	3.00	5	15.00	Firm

Criterion	Criterion Score	Comment
-----------	-----------------	---------

Firm Comment

Note: The firm comment data field is limited to 3000 characters, including spaces.

Submit

Appealing the results of a provider evaluation

Title 43 TAC §9.41 (f) defines the process for appealing provider evaluation results

TxDOT PM & Provider PM try to resolve the scoring dispute



If the PMs can't resolve the issue, then the TxDOT District Engineer or Division Director tries to resolve the dispute



If resolution is still not reached, the issue is escalated to the PEPS Division Director (PEPS DD).



PEPS DD will gather information, talk to staff of TxDOT and firm, and then provide the final decision to the firm in writing.

Appealing the results of a provider evaluation

To resolve the appeal, the PEPS DD may decide to:



Void the evaluation



Request a re-evaluation or adjustment



Affirm the original evaluation

Note: The decision of the PEPS DD is final.

Using the evaluation scores during selection

TxDOT will begin using PS-CAMS evaluation scores for selection with Wave 4 (August 2019)

From this point forward, evaluation scores from CCIS will no longer be used.

PS-CAMS evaluation scores will be used during the SOQ or proposal evaluation stage

Evaluation Score Average (ESA) = (PM score * 80%) + (Firm score * 20%)

If a firm or PM doesn't have a score in PS-CAMS, then the median score will be used for the "missing" score

Using the evaluation scores during selection

Scenario	What scores will be used to compute the ESA?	
Both firm and PM have scores	Firm Actual	PM Actual
Firm has scores, but PM does not	Firm Actual	Median PM
PM has scores, but firm does not	Median Firm	PM Actual
Neither firm nor PM have scores	Median Firm	Median PM

Notes:

Median scores were computed using all scores in PS-CAMS as of 6/25/19.

Median PM Score = 74%

Median Firm Score = 70%

Median (PM and Firm) Score = 73.2%

Median scores used in selection may be updated periodically.

Using the evaluation scores during selection

The ESA will be used to determine the Selection Score used during the selection process.

ESA Range	Selection Score
$80 \leq \text{ESA}$	5
$60 \leq \text{ESA} < 80$	4
$40 \leq \text{ESA} < 60$	3
$20 \leq \text{ESA} < 40$	2
Note: There are no ESA scores lower than 20.	

Who to contact with questions

For general questions about the evaluation process, contact:
the PEPS Service Center managing the contract
or
the PEPS Center of Excellence
E-mail: PEPS_COE_Process@txdot.gov



For specific questions about an evaluation, contact:
the TxDOT PM that is managing the contract or Work
Authorization that is the subject of the evaluation