

## PEPS Fireside Chat Question & Answer Summary

### *Contract Utilization – January 2022*

**Q1: Can we (internal staff) be added to the monthly report that Gail sends out?**

A1: Send an email request to [Gail.Morea@txdot.gov](mailto:Gail.Morea@txdot.gov)

**Q2: How will work authorization project managers be formally designated when different than the contract project managers?**

A2: Work with your PEPS Service Center Manager to confirm it is ok to switch project managers. TxDOT has the right to not change the PM. It needs to be worked through the TxDOT project manager and PEPS.

**Q3: To confirm ... is the Consultant Meeting requested thru Gail or the local service center?**

A3: Send email to Gail if you want to talk to her directly. If you want an actual meeting rather than just an answer to a question, provide her a list of contracts so she can give you viable times to meet. These meetings are typically done via MS Teams. Remember to always work with the PEPS Service Center Manager and District as well. Might want to talk about your actual project portfolio, which is different than your contract portfolio.

**Q4: What is the second-tier review for assignments of work authorizations?**

A4: The second-tier review is for federal contracts only. PEPS and the District PM are involved in this process of reviewing from a qualifications-based standpoint. For example, if you have a particular task that you weigh more importantly than another, you would look at which provider has the strongest experience with that particular task. Example, in Houston drainage is an important issue so that experience would be weighted more heavily.

**Q5: Will extensions to time for work authorization assignments on state funded contracts be retroactive to older contracts with capacity remaining?**

A5: If the contract still alive, we can extend the contract. We will do that on all state-funded contracts if we need to. We will talk to the districts to verify what needs to be done.

**Q6: We have been told that statewide indefinite deliverable contracts that are issued thru Divisions (vs other Service Centers) are not subject to the one-year extension for window of opportunity. Is that true?**

A6: They can if they have sufficient funds left. It is up to the divisions to decide. We did a global supplemental for all contracts if it was feasible and approved for extension.

**Q7: We have had contracts for over a year with no work authorizations. Could you explain this and sorry if I missed the first part of the presentation.**

A7: For a personal response contact Gail with a list of your contracts at [Gail.Morea@txdot.gov](mailto:Gail.Morea@txdot.gov) to schedule a Teams meeting to go over your firm's contract portfolio to include status, ranking and trends. Additionally, she will discuss the work authorization assignment process. Many consultants have availed themselves of this opportunity and have found it to be very informative.

**Q8: We have 5 IDIQ contracts with \$0 in work authorizations. The total contract capacity is \$11.5M. What should we do?**

**A8:** A three-pronged approach is recommended.

1. Reach out to the PEPS Service Center Manager(s) that your contracts are with and discuss possible projects that the districts may have discussed with them.
2. request a meeting with Gail to discuss your contract portfolio, their status, ranking and trends by discipline; and,
3. reach out to the districts and divisions to demonstrate your Project Portfolio (projects you have worked on in the past that demonstrate your capabilities) and introduce your key staff or new staff that may have joined your firm. A district or division should never guarantee you a work authorization since they must first request a work authorization assignment from the PEPS Service Center that manages their contracts.

**Q9: Can you add a work authorization project manager to existing work authorizations? Or is this only for new work authorizations moving forward?**

**A9:** A request for a change in Project Manager can be made by a firm at any time. This written request with a resume is normally sent to the PEPS Service Center managing the ID contracts but will require prior approval from the TxDOT Project Manager that is managing the project.

**Q10: Can you provide a consolidated report to a provider that provides a summary of the provider's available indefinite deliverable contract capacity? Data to be included could be contract number, available contract capacity, date of contract termination, and date of WWO.**

**A10:** It is the responsibility of a firm's Project Manager to track the information for their contract portfolio with TxDOT. However, you can schedule a Teams meeting with Gail to go over your portfolio to confirm your records.

**Q11: With the outstanding capacity on material testing contracts, could those be utilized before soliciting for the ones shown on the current wave list?**

**A11:** Materials Testing contracts like surveying contracts are a bit unique in that districts are concerned with the location of the firm to perform the necessary test. Usually, these contracts are scheduled for a particular region of the state. Travel distance plays a role in whether a firm's contract can be utilized state-wide.

**Q12: My work authorization did not use all the funds. How do I get unused funds put back in the contract?**

**A12:** If the work authorization has passed the termination date and the invoices have been paid, then funds can be decommitted. However, for us to know whether all invoices have been paid, the firm should provide written confirmation to the PEPS Service Center Manager that invoices have been paid and that the funds remaining may be decommitted.

If the work authorization is active, even if all invoices have been paid, funds cannot be decommitted. The work authorization needs a supplemental work authorization to move up the termination date (adjust Exhibit C, Work Schedule) and adjust the fees (Exhibit D, Fee Schedule). Once terminated, the funds can be decommitted. You cannot decommit funds from an active agreement since they are obligated in the agreement.