

DRAFT MEETING MINUTES  
CONTRACT MONITORING TAG  
November 7, 2005

## **1. Call to Order**

TAG Coordinator Myles Sweeney (NM) opened the meeting at 8:05 AM.

## **2. Roll Call**

### **Members present:**

Myles Sweeney, Coordinator, NM DOT  
Barbara Scruggs, VA DOT  
Nassar Pourfarzaneh, FL DOT  
Anthony Compton, TX DOT  
Jeff Hisem, OH DOT  
Shirley Daugherty, NDOR

### **Absent –**

Bridgette Codling (Asst. Coordinator)– she has a new job with VT AOT and will not be serving on the committee anymore.

### **GUESTS:**

13 guests, 6 InfoTech staff – see sign-in sheet for complete list of names.

### **New Members:**

The following individuals plan to submit forms to become members.

Todd Bergland – MN	Tim Lindberg - SC
Mike Fowler – VT	Joni Wissinger - MT
William Howe - New York	Steve Specht - Oregon

## **3. TAG 2004 Minutes**

Correct to show Jeff Hisem as in attendance as the member from OH. Jennifer McAllister was a guest. Todd and Tim were guests, not members.

Shirley Daugherty moved the minutes be accepted as corrected. Tony Compton seconded. Motion carried.

## **4. Old Business**

### **Purpose, Mission and Goals**

Review of the Mission Statement – After much discussion, Tony Compton moved the TAG accept the following revised Mission Statement:

*The mission of Contract Monitoring TAG is to assist the TUG in making decisions relating to direction, support and services required to promote proper use and enhancement of the BAMS/DSS database and its many data analysis capabilities.*

William Hove seconded. Motion carried.

### **Review of Long Range Goals:**

The TAG reviewed the current statement and rewrote it as follows.

*Continue to advocate and guide the rewrite of BAMS/DSS.*

Motion made and approved by TAG.

### **Review of Short Range Goals:**

There was a suggestion to remove the wording “strongly opposes design/build” statement. Discussion ensued around the fact that design/build or design/bid/build contracts do not provide enough detailed information for support to the estimating process or the bid analysis / contract monitoring processes. Goal should be rephrased to include some definite action items.

Discussion on having a subgroup to look into design/build contracts and how to capture enough data for the needed analysis. We have the potential to make recommendations to management on the issues of how it affects the estimating processes, analysis processes, etc. Could recommend modifying the design / build contracts to require the major cost item quantities be furnished. Agency would need to come up with major cost item groupings and the quantity and have the bidder(s) report quantities at this level.

Motion – Jeff Hisem:

To create a committee to identify the issues associated with analyzing lump sum and design/build contracts, and to formulate recommendations for both analysts and DOT officials to address these issues in a manner which will benefit both the bidding practices and our ability to analyze and protect the public’s construction dollars.

Tony Compton seconded. Motion carried.

The Coordinator appointed a committee which includes Tony Compton, Todd Bergland, Nassar Pourfarzaneh, Karen Veenstra, Tim Pritchard and Wick Heath.

### **BAMS/DSS Prototype**

Jeff Hisem reported that Ohio DOT will be using on-site service units to analyze the DSS Prototype software that was demonstrated last year by Randy Lawton from info Tech. They also intend to communicate their impressions to the TAG, the TUG and the Task Force and possibly make recommendations for implementations. Randy will make arrangements to show it to those interested who haven't seen it yet.

### **DSS E-mail capabilities**

Discussed Turner Bond's presentation from last year. His process provides the ability to send emails to those interested in the reports. Has anyone followed up on it? FL and MN are using it. Contact MO if interested.

### **Contract Monitoring Ballot Items**

TMR 7234 – Karen Veenstra, FL, highly recommended this one as being very helpful to have.

Tony Compton moved to endorse it. Bill Hove seconded. Motion carried.

### **New Ballot Format**

Looked at the new ballot format. Are there any suggestions for future changes? Paul Neumann reminded the group that the ballot and format belong to the TUG. Suggestions should be forwarded to the TUG Chair.

### **Other old business**

None

## **5. New Business**

### **Focus of the Contract Monitoring TAG**

Jeff Hisem, OH, provided update on what has been happening in Ohio DOT in recent years. Feels more emphasis should be made on the other uses for the data contained in the database. More use will lead to more improvements. A wealth of information is available to support many aspects of management analyses and decisions. Ohio feels there is a need to promote all the other uses of the data by ad hoc reports, etc., and there should be changes to all promotional language used for BAMS/DSS. Place emphasis on all these other uses for this data and the importance of keeping the data clean and up-to-date.

There was a discussion on what ways the data can be used in a positive, pro-active manner. We should have a list of these types of uses. Some are: Prevention of bid collusion activities, bid analysis for awards, etc., support for estimating, executive decision support.

Jim McClave agrees with the importance of emphasizing the many benefits of the BAMS/DSS database. Less than half the states have their database up-to-date or utilize it for any of these beneficial uses.

The AASHTOWare Catalog contains the following paragraph:

Trns•port BAMS/DSS provides a complete Trns•port historical data warehouse specifically designed to provide decision support in the areas of bid monitoring and evaluation, vendor (contractor, subcontractor, and DBE) and market analysis, item price estimation, and the planning and budgeting process.

The TAG developed the following resolution to present to the TUG at the business meeting to expand the marketing emphasis for the many uses of the BAMS/DSS data.

### Contract Monitoring TAG Resolution

Whereas the image of the BAMS/DSS module has originally and traditionally been as a tool for bid analysis for the purpose of collusion detection, and that AASHTO has typically marketed this module in this manner, and

Whereas, the Contract Monitoring TAG recognizes the importance of using BAMS/DSS data for a myriad of applications, over and above its well-known capabilities as a bid collusion detection tool, and

Whereas, even though the AASHTOWare catalog does address many of the functional capabilities of BAMS/DSS over and above those for collusion detection, the underlying perception of this module is that it is a collusion detection tool, and

Whereas, improved marketing of BAMS/DSS could entice more agencies to exercise more of the capabilities of this module, and

Whereas, additional usage of this very important data and its supporting models by the agencies would promote increased interest, use and future enhancement of this tool by the Trns•port Community,

Be it hereby resolved that the Trns•port User group agrees and urges the Trns•port Task Force and AASHTO to change the focus of marketing for this module to its overall capabilities, of which collusion detection is only one of many options.

### **Rewrite of BAMS/DSS Models**

Randy Lawton reported – no change. There isn't any funding available at this time to do this earlier. This may occur as a part of NGT.

Nassar Pourfarzaneh questioned the importance of the dates used by Market Shares model. These dates aren't always reliable at the time of the letting and when they are passed into BAMS/DSS. Jeff Derrer stated that the model needs the dates to distribute the money over time. Nassar feels the model needs to be less sensitive to the dates and also be able to choose which amount to use, the awarded or the current amount.

### **ITI Bid Collusion Training**

ITI has determined that more hands-on training is needed on using the BAMS/DSS models. Two days have been added for a new course for BAMS/DSS Training. This session will be followed by the normal three day Collusion Detection Seminar. Now, two separate courses are being offered, with the BAMS/DSS models training being optional. It is geared to the new users, so they get up to speed for the following three days.

Date: BAMS/DSS training on Feb 27 and 28, 2006

Bid Collusion training on Mar 1–3, 2006.

### **US DOT OIG Fraud Conference**

This has been held every two years. Next one is April 2006, probably in Orlando. Final dates will be shown on the AASHTO web site when available. The US DOT OIG has a new website, [www.TOPnet.gov](http://www.TOPnet.gov). There is a lot of good information available there. It is still new and growing.

### **New Coordinator and Assistant Coordinator**

Shirley Daugherty nominated Jeff Hisem for Coordinator. Tony Compton seconded. Jeff was approved.

There were no nominations for Assistant Coordinator. The TAG decided to add the assistant coordinator after the new members are added to the TAG.

### **Other New Business**

NGT. Todd Bergland of the TTF made a presentation. The groups discussed potential impact on BAMS/DSS models. Paul Neumann and Todd Bergland recommended that anyone with questions / concerns / suggestions be sure to enter them on the NGT Message Board. This will be the primary area for all the users to provide their input.

Does the TAG need a new name because of the changing focus for our TAG? This will be brought up for future discussion.

Do we need a ListServe for this TAG? Tim Pritchard moved the TAG request a Data Analysis ListServe. Tony seconded. Motion carried.

## **6. Adjournment**

The meeting was adjourned at approximately 11:55 AM.