AASHTOWare Project
Civil Rights & Labor (CRL)

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CRL Functionality

- Manages all aspects of the agency’s internal and external Civil Rights and Labor Compliance activities:
  - DBE goals, Small Business goals, and VET goals
  - OJT and Work Force goals
  - Bidders/Quoters
  - Contract Clearance and Good Faith Efforts
  - Prompt Pay Requirements
  - State and Federal Prevailing Wages Regulations
  - Federal/State Reporting Requirements

- Additionally, it manages:
  - Vendors/Subcontractors/Trucking Entities
  - Construction Employees
CRL Concepts

- Handles Two Social Engineering Functions
  - Civil Rights Specifications
  - Labor Standards Specifications

- One Module of a larger fully integrated Construction Management Enterprise System but it can standalone
  - Additional Modules: Estimation, Bid, Preconstruction, Construction/Materials

- Some Civil Rights Functionality resides in all the Modules

- Data is no longer in Silos
  - Data is now shared amongst all groups (one point of entry)

- Product is an Electronic Data Reporting System
  - It’s not a Payroll System; It’s a STANDARDIZED reporting tool
Benefits

- Allows electronic filing of contractor payrolls and subcontractors payments; instant Confirmation
- **Standardizes** all contractors’ payroll reporting
- Online **prime contractor** review and approval of subcontractor’s payrolls
- Electronic signing of Documents (3 step Process)
- Reduction of Administrative workload; elimination of paper forms (printing, filing, long-term storage, and mailing)
- Provides faster, easier, and **accurate** way to meet government reporting requirements
- Eliminated MnDOT’s EEO–12, EEO–13, Total Payment, and future forms
System Requirements

- No cost to the contractor to access the system or receive a Login-ID
- Web-based
- Windows 7, 8, & 10
- Internet Explorer 11
- Google Chrome
- Microsoft Excel 2007 or newer
- Continuously testing new Platforms
Additional Functionality

- **Issue & Resolution Tracking**
  - Electronic Administrative assistance
  - Functionality has been fully uploaded to system
  - Functionality will track contract issues, send auto-emails based on events, and tickler messages

- **External Access**
  - Request to Sublets (Primes)
    - Currently add MTO and subcontractor Manually with Paper
  - Month-end Trucking Report (All Hiring Entities)

- **Field Interviewer Mobile App**
  - MnDOT has Beta tested
  - Populates the Compliance area of CRL
MnDOT History

- 2000: LCU started research and review of several Electronic Payroll Programs.
- 2002: OCR started work on new internal Civil Rights Program
- 2003: LCU & OCR worked on a joint Internal program; RFE 2.5 Million
- 2004: MnDOT proposed at User Group Conference
- 2005: 17 states participate in Adjunct Meeting; MnDOT Use Cases.
- 2006: 12 states participated in Funding/Development
- 2008/2012: MnDOT Beta tested several iterations; Helped set up our Servers and Firewalls
- 2009: Discussions with various Software Payroll Vendors on XML File exports/imports
Prior to Full Implementation (July 1, 2013)

- 2008: Started CRL Implementation Team/Program Manager
- 2011: Cleaned up Vendor Lists & internal Data Migration
- 2012: Discussion with Contractor Organizations
- 2012 – 2013 (winter): Tested with a selected group of contractors
- 2012 – 2013: Implemented Pilot Projects
- 2012 – 2013: Set up the CRL Website defined Contract Specifications
- 2013 (January): Develop/Deliver Contractor Training w/InfoTech
- 2013 (March): Develop/Deliver Office Manager Training
MnDOT Support Model

- **Management Steering Team** (Agency-wide Decisions)
- **Implementation Team** (CO & District Business Experts from all Modules & IT Support Staff & PM)
- **Project Manager** (works with both Teams)
- **District Office Managers** handle the payroll reviews and are the contract support experts
- **Labor Compliance Unit** is the State-wide Business Support Experts with a LCU supported: CRL Website, LCU Support Email and Phone Line.
- **Civil Right Office** supports Bidder/Quoter & Payments
- **CRL Support** is the IT Staff support for the system
Implementation

- St Croix Bridge Crossing (Border Project)
  - Spring 2013 – CRL Pilot projects
    - 1 Design/Build – Federal – Hwy 36 Approach
    - 2 Design/Bid/Build – Federal – Foundation & Deck
    - 1 State funded contract – Overlook

- CRL contract requirements Special Provision Division S:
  - Altered language in FHWA 1273 (Civil Rights & Labor)
  - Altered MnDOT language in Labor Provision – Division A
  - Required primes to support subcontractors

- All MnDOT contracts advertised after July 1, 2013
  - Live for CRL and Piloted Preconstruction (Lettings)

- Some Local & Specialty Office contracts have been added to CRL.
Contractor Access

- Apparent **Low Bidders** receive access on day of bid opening

- All Vendors assigned login usernames and passwords through a MnDOT Developed web interface.

- Contractors **only** have access to contracts where they are ALB, Prime, or Subcontractor

- User/4 Roles > Vendor > Contract
Vendor Forms

- All Contractors submit a MnDOT Vendor form

- This includes:
  - All Tiers of Subcontractors
  - All trucking entities (Separate MTO & ITO Form)
  - Suppliers: Apparent Low Bidder’s Bidders/Quoters

- Vendors need to obtain a SWIFT Id. (Federal tax ID)

- MnDOT is validating:
  - SWIFT Id and Addresses
  - Minnesota Revenue Numbers
  - DOT Numbers
  - Secretary of State Names
  - Independent Contractor Status
Three ways contractors can enter payrolls
- Manual Entry (Add New, Copy, and Modify)
- Spreadsheet Conversion Tool
- XML File Data Import
  - Payroll Software Vendors (Online Validator)

MnDOT does not accept **Paper Payrolls**
- 3.01 will allow primes to submit payrolls on behalf of subs

MnDOT was *lenient* in the beginning but has *withheld monies* for non-submittal of electronic payrolls based on our *contract specifications* to protect our interests
Payrolls are managed inside the system through several processes:

**Contractor Process**
- Manually Enter or Import Payrolls Reports
- Advance, Copy, Modify, or Delete Payroll Reports
- Sign their payrolls

**Primes**
- Approve all subcontractor Payroll Reports

**Agency**
- Review Exceptions; Approve or Reject Payrolls
- Information used for 1392 Report & Workforce Goals
Payrolls

- Work Flow
  - Initial or Pending (unsigned can be altered or deleted)
  - Under Prime review (sub signed)
  - Prime Returned (Can be deleted if necessary)
  - Under Agency Review (prime has approved)
  - Agency Rejected
  - Approved

- Payrolls can be modified at any point in the process; only be deleted in “Initial” phase
After 3 years of production:

- 3384 – Active Vendors (Contractors) in the system
- 16,076 – Contractor Employees (7000 in 2014)
- 908 – Contracts in the system
- 7,158 – Contractors on various contracts
- 725 – Individual Contractors have imported payrolls
  - Largest Payroll 648 Employee Classifications listed
- 35,297 – Payrolls imported in various workflows
  - (Roughly 11,765/year)
Post-Implementation Process

- Winter CRL Training 4 hour Sessions (20+)
  - Contractors
  - Office Managers & Consultants (10)

- Biweekly **OM meetings** during construction season / Monthly during winter cleanup

- Ongoing discussions on including Local Contracts & Specialty Office Contracts

- OCR entering other Federal Contracts for Reporting

- Developing Agency Specific Reports & Processes

- Ongoing System Cleanup – Vendors & Payrolls

- Continuous updating of Website information
Website

- LCU CRL Website Link:
  - http://www.dot.state.mn.us/const/labor/civil-rights-labor.html
    - Google.com enter: MnDOT Labor Compliance

- Contains:
  - Link to Portal home page
  - E-learning tool
  - Electronic Vendor Login process
  - Reference Materials & Manuals (Screenshot)
  - System Support emails and phone numbers
  - Search engines: Contractor (Vendor) & Project Id
    - Locals and primes use to validate contractors
  - 3 – Excel Spreadsheets & Convertor link
  - Software Vendor area
Key Points

- System driven change in **Agency Processes**
- Industry vs Technology – Non-tech savvy vendors
  - 3.01 functionality for primes to enter subs payrolls
- Releases, PU, & Patches take time to regression test
- It is an “Agency Business Enterprise System”
  - Business staff need to drive – IT Staff need to support.
- Microsoft support needs; **Browsers, Excel, Operating Systems, etc.**
- Implementation Group; changing dynamics/inclusion
- Can be hosted in the **Cloud**
Key Agency Advantages

- Collaboration between states; Sharing Customized Reports, Ideas, Best Practices
  - If licensing, your Agency should have a business person on the corresponding Technical Advisory Group (TAG).

- Continuous Enhancements driven by the Agencies

- Costs are distributed across all agencies/Set license fees

- Customizable; System Agency Options and Custom Metadata (Maintenance of customizations)

- Fully Integrated System; one point of entry reduces FTE costs

- Accurate Construction Data for State & Federal Reporting
Questions