

CMIS Frequently Asked Questions

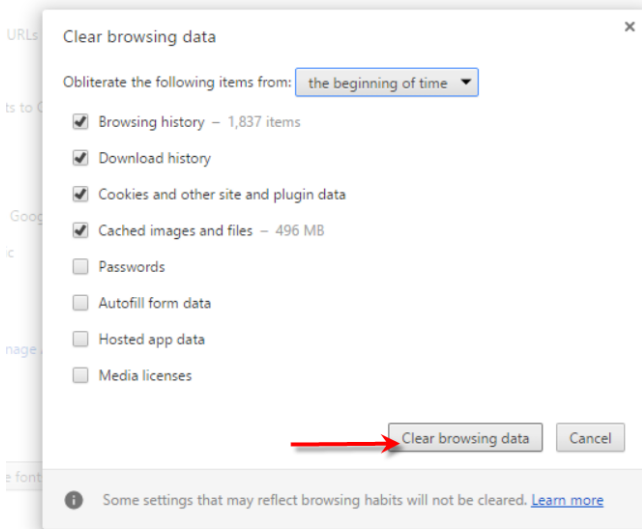
1. What internet browser is recommended to access the CMIS application?

Google Chrome works best with the new CMIS application as in faster loading times for Contracts, Invoices etc.

2. The pages is not showing/displayed in proper format. What could be the reason?

This is most likely a browser cache issue. You need to clear your browser and this should resolve the issue. Press 'Shift + Ctrl + Del' on your keyboard and then click on the 'Clear Browsing Data' button (see screenshot below).

If this doesn't resolve your issues, please contact SolutionsCenter@dot.ga.gov



3. Will the new CMIS application still use Invoice Packages?

Invoice Packages are no longer a requirement. Invoices will now be submitted at Project/Activity level. This will result in simpler invoice processing and faster approval times which should facilitate expeditious payment. Vendors can also submit invoices to allow for multiple overhead location based rates for Cost Plus Fixed Fee Payment type contracts.

A screenshot of the CMIS (Consultant Management Information System) web application. The top header is dark blue with the 'GDOT' logo on the left and 'CMIS Consultant Management Information System' in white text on the right. Below the header is a navigation bar with tabs: 'Home', 'Electronic Invoicing' (highlighted with a red box), 'Vendor Evaluation', 'Invoice Search', and 'Help'. Below the navigation bar is a breadcrumb trail: 'Home >> Electronic Invoicing >> Contract Projects'. The main content area displays contract information: 'Contract #: 48400-265-AEDI7DES100634', 'Contract Excuted 07-30-2010', and 'Contract Amount: \$165,000'. Below this, it says 'Contract Type: Project Specific Contract (Non-IDIQ)'. A table with the following columns is shown: 'Project #', 'NEW INVOICE', and 'NEW INVOICE'. The first row of the table has 'PESTP00020...' in the 'Project #' column, which is highlighted with a red box. The 'NEW INVOICE' buttons are also highlighted with red boxes.

4. What can I do on the Vendor Evaluation form?

Vendors are evaluated in CMIS for the work that has been performed by them and/or sub-vendors. Two types of evaluation are done within this module – Vendor Evaluation and Vendor Area Class Evaluation. Vendors will have the opportunity to provide their feedback on their evaluations.

Prime Vendors will be evaluated via the Vendor Evaluation Form in the following categories:

- Management
- Prosecution & Progress

Prime Vendors and/or Sub-Vendors will be evaluated on a specific area class via the Vendor Area Class Evaluation Form in the following categories:

- Management
- Prosecution & Progress
- Quality

5. Why is GDOT requiring the new Professional Services Consultant Invoice Form?

The purpose of the new Professional Services Consultant Invoice form is to reduce the administrative efforts associated with invoice preparation and approval, and provide time savings for consultants and GDOT staff.

6. The Professional Services Consultant Invoice form created by GDOT does not allow formulas. Is it acceptable to recreate the form using software that will allow formulas?

Yes. You do not have to use the form created by GDOT. The content of the form may be transferred to a document/spreadsheet utilized by your firm.

7. Is it a requirement to use the exact DBE form created by GDOT?

You do not have to use the form created by GDOT. The content of the form may be transferred to a document/spreadsheet utilized by your firm.

8. When the request is made for supporting documentation, must I provide the documentation for the entire year?

GDOT Project Manager will inform you of the Invoice Number they are requesting supporting documentation. The Invoice Number is shown on the Professional Services Consultant Invoice form. (i.e. Invoice # 56 for billing period March 1 to March 31, 2013)

9. What information is considered as supporting documentation?

Timesheets, progress reports, lodging, travel expense authorization, receipts, and other documentations for cost consistent with the contract terms and conditions.

10. Could I continue submitting a progress report monthly?

Yes, you may continue submitting the progress report monthly. Although, not required it is a useful report for both GDOT and the consultant.

11. Is it a requirement to submit a DBE form with every invoice?

No. The DBE form is only required if payment for a DBE firm is included on the invoice submitted.

12. Currently, if an invoice is rejected at any level of the process, why does the GDOT PM need to reject the invoice prior to the vendor resubmitting the invoice?

GDOT PM is the first individual to review the invoice and is responsible for the project budget.

13. CMIS does not allow invoicing of two different task orders that are under the same Master Task Order at the same time. Could this be permissible?

When the system was developed this was not allowed. The Department is in the process of updating/rewriting CMIS to remove this restriction.

14. What are Race Neutral and Race Conscious?

The federal regulation (49 CFR26.51.a) defines Race Neutral as:

- any time a DBE wins a prime contract through customary competitive procurement procedures,
- is awarded a subcontract on a prime contract that does not carry a DBE goal,
- Or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low bid system to award subcontracts.)
- If none of the above scenarios apply then the participation should be reported as Race Conscious.