Key Tips & FAQ

1. I cannot change the evaluation date.
   a. Evaluation dates are produced by the system; based on work start date and cannot be changed.
   b. The evaluation date is selected by the system and occurs every ninety days from the work start date for each interim evaluation that is due for the project.
      • Users cannot enter an evaluation before the work start date.
      • Evaluation dates occur 90 days after work start date and continue every 90 days thereafter.
      • **No interim evaluation due** message - The application will not allow an interim to be completed before the evaluation date.
   c. The review date can be selected by the user.
   d. *The system will not allow an annual or final to be performed if an interim is missing.* An interim evaluation must be completed for each quarter the contract is active; for the 12 month period preceding the annual or final. The only exception is if the contract is active for less than 12 months. Then a final is due once a work end date is entered.

2. System notifications are sent on a weekly basis via email. These emails are contract specific. Emails notify users when an annual, final or interim evaluation is due or delinquent.
   a. Notifications cannot be deactivated. The intent is to insure evaluations are completed.
   b. You can change who will receive notifications by changing or adding an active VDOT contact using the CPE Administration tab.

3. I cannot perform an interim.
   a. Has a work start date been entered?
   b. Are you attempting to perform an interim before the evaluation date?
   c. Are the VDOT contacts completed?
   d. Have questions been selected in the contract categories?

4. I cannot perform an annual
   a. Has the work end date been entered?
   b. Have you added the DCE Contact in the “VDOT Contacts” section?
   c. Go to “Add interim” and see if an additional interim needs to be completed.
   d. The system will not allow an annual or final to be performed if an interim is missing.
   e. An interim evaluation must be completed for each quarter the contract is active for the 12 month period preceding the annual or final. In addition, if the project ended in the middle of the 90 day period, an interim needs to be completed for
those days between the last interim and the work end date. The only exception is if the contract is active for less than 12 months. Then a final is due once a work end date is entered.

f. If no work was performed for a specific quarter, “No Work Performed” should be selected on the “Add Interim” screen.

5. I need to add new questions to an interim evaluation.
   a. New questions will show up on new evaluations.
   b. New questions cannot be added once an interim is started.
   c. If you need to add questions to an interim that has been started perform the following:
      i. Send an email to Sandra.coleman@vdot.virginia.gov entitled, “Request to Delete”
      ii. Within the email note the following:
          • ProjectID
          • ContractID
          • VendorID
          • Review Date
          • Reason for deletion

6. Adding contacts
   a. Changing Contacts – The last contacted added will be the active contact. You can change the active contact by clicking the “Active” box.
   b. Cannot Add A Contact - Intranet settings will need to be changed. See user guide section titled: “Change Intranet Settings” on the following page: fig.1 - fig.3)