



## MEMORANDUM

**To:** UWP Committee

**From:** CMAP Staff

**Date:** October 16, 2023

**Subject:** CMAP Unified Work Program Development Methodology

**Purpose:** An overview of revisions to the draft Unified Work Program Development Methodology will be presented by staff for discussion and consideration of committee approval.

**Action Requested:** Discussion and consideration of approval

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Since the committee last met, staff has updated the attached draft methodology for the development of the Unified Work Program. This update incorporates committee discussion about the competitive program development process and active program management provisions and contains the core program methodology approved by the committee in September. Staff is seeking approval of the competitive methodology.

### The Competitive Program

Based on committee discussion, clarifying changes were made to two of the scoring criteria. The past performance criteria was updated to clarify that the full contract period, including approved extensions, will be part of the on-time completion calculation. The project administration criteria language was also updated to clarify what a nearly complete RFP package is.

### General Provisions

The consultant activities section was revised to align with changes to the deadlines for the use of funds section.

### Active Program Management

The deadline for the submittal of quarterly status updates was revised to require completion within 28 days of the end of the quarter. Finally, deadlines for the utilization of competitive program funds are proposed to be phased in over the course of the initial five-year program, beginning with 21 months to complete work in fiscal years 2025 and 2026, decreasing to 12 months by FY 2029, with three additional months to complete invoicing. Extensions for the competitive program are proposed only in extreme circumstances.

### Requested action and next steps

Following the staff presentation of the revisions to the methodology, staff requests that the committee consider approval of the entire methodology.