

Partnering Evaluation Program (PEP) Quick Reference Guide

Construction Module - Among and between Government and private entities (DOT and Contractor), governed by a Buyer-Seller contract.

General Module - Among and between DOTs, other state, local and federal agencies and non-governmental stakeholders. Among and between members and work units of the same organization.

Development Module – Among and between Project Managers and the various Stakeholders.

RIGHTS

Viewer – View any Partnership and view/print Summary Reports, can not add/delete Ratings or view/print Comments Report.

Stakeholder – Enter Ratings for assigned Partnership and view/print Summary Reports and Comments Reports.

Facilitator – View assigned Partnership and view/print Summary Reports and Comments Reports. Unable to add/delete Ratings.

Champion – Enter Ratings for assigned Partnerships and view/print Summary Reports and Comments Reports. Can add/delete Ratings for others and can add additional Goals and Sub-Goals.

REGISTER IN PEP

Go to the Partnering Website

<http://www.azdot.gov/ccpartnerships/partnering>

Select PEP Web Application

Select PEP System - No account yet? Please join - here
Complete Information

Select Module (Construction or General) Click Register
You will receive a confirmation email with your password

Contractors Must have Vendor Number minus last 2 digits (if needed, contact ADOA or ADOT procurement office)

CHANGE PASSWORD

From the Partnering Website

Select PEP Web Application

Select Change your password? Click here

Complete Information Select Change it

ENTER RATINGS

From the Partnering Website Select PEP Web Application
Login

If needed, Select either Construction or General Module
Run Partnering System or Enter Ratings

If needed, Select Project from Project field Click View
Button

Click ADD Button

Tab to Move from Goal to Goal, enter ratings

Double Click on any Goal to add comments

Click OK Button to save comment

Click SAVE Button when finished

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ENTER GOALS AND SUB GOALS

(must have Champion rights)

From Ratings Screen Click Custom Evaluations button
Add/Type additional Goals

Add/Type Sub-Goal descriptions

Click SAVE Button

In General Module additional fields are available to
Customize

VIEW/PRINT SUMMARY REPORTS

From the PEP Main Menu

Select Summary Reports'

Select Report Type

Select Select For

Select Start/End period

Select Breakdown (if applicable)

Click Run Report

To Print Report, Select File Menu, Print

Must have Java installed to see Summary Reports

Change page orientation to **Landscape** for most reports

VIEW/PRINT COMMENTS REPORT

From Ratings Screen

Click PRINT COMMENTS Button

Select Yes or No for evaluator's name

Report is displayed

To Print Report, Select File Menu, Print

Change page orientation to **Landscape** for most reports

PEP ASSISTANCE

ADOT Employees (anyone with a RACF ID)

Contact the ADOT Support Desk 602.712.7249

Outside ADOT

Contact the ADOT Partnering Office 602.712.7120

Include as much information as you can regarding your
question or issue. i.e.

TRACs Number (If applicable)

Org Number (If applicable)

Company Name

Phone Number

Email Contact Information

Exact error message or screen print

<http://www.azdot.gov/ccpartnerships/partnering>

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