



FAQ and Glossary of Terms Training Guide

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CAMP FAQ

The following is a list of frequently asked questions (FAQs) regarding the implementation of the New York City School Construction Authority's (NYC SCA) new construction management platform, CAMP.

What is CAMP?

CAMP stands for Construction and Architecture Management Platform. CAMP, a platform powered by Kahua project management software, is intended to replace the functions of PCM (CM 13) as it reaches its end of life.

What functionality will CAMP have?

CAMP will replace all functionality covered in PCM (CM 13), including management of hard bid and requirements contracts. It will also incorporate components of some ancillary systems such as ZPAC, Directory Creator, Photo Manager, etc., in effort to streamline the number of systems that our users must interact with. CAMP will not replace many systems that are in place today such as PTS, RCMS, Oracle Financials, but will exchange data as necessary.

How is CAMP any different than PCM (CM 13)?

As PCM (CM 13) reaches the end of its life, CAMP is a new, modern, and user-friendly technology that takes the core processes from PCM (CM 13) and makes them more efficient through automation, fewer clicks, and an easy to navigate interface. It also eliminates the need for some ancillary systems. Some highlights include:

- Electronic pin signatures eliminating the need for some paper processes
- Personalized dashboards showing a user's open tasks
- History Tracking for review of actions and auditability

What will happen to PCM (CM 13)?

We do intend to transition entirely away from PCM (CM 13) and decommission the system; however, there will be a gradual phase out of the system, not a sudden switch from PCM (CM 13) to CAMP. Additional information will be shared as we approach the go-live of CAMP.

When can I expect to start using CAMP?

There is a phased approach planned for the rollout of CAMP. The intent is to rollout Requirements to users first, shortly followed by Hard bid contracts. While several details are being worked out, the general timeline for rollout is late 2021 for Requirements contracts and early 2022 for Hard Bids.

Glossary of Terms

The following is a list of terminology that will be helpful in the implementation and utilization of the CAMP system.

Amendments	Process Change Order cost items for approval and encumbrance.
Applications bar	On the far left. Shows the project finder, apps menu, and search bar.
Budget Application	The group of applications that are related to a contract between SCA and the Construction Management Firm.
Budget Transfers	Zero-sum Work Type transfers. Previously Supplemental Agreements in PCM.
Bulletin	Created to provide design and engineering direction.
CAMP project hierarchy	The ranking of four program levels within the CAMP system.
Change Orders	Add positive or negative cost items to Expense Contracts.
CIC	A Change in Conditions (CIC) is the documentation process regarding General Conditions or unexpected on-site changes.
Closeout	A log that tracks required information that must be submitted by the GC to SCA. Closeout items must be delivered before the completion of the project.
Companies	All companies added to CAMP by an SCA admin.
Contacts	The application that consists of people and will be maintained by the CM and AE Facilitators.
CSI Division	Values are determined by project during the design phase.
Daily Report	Contains vital documentation of the events taking place on the project site including: the report date, shift, notes, the companies, equipment, material received on the project, the day's weather, and any relevant attachments such as photos.
Expense Application	The group of applications that are related to the contract between the Construction Management Firm and the General Contractor.
Expense Contract Pay Requests	Created by the CM firm when they pay the GC. Where the schedule of values is built out for the expense contract and able to generate a pay requisition against.
Expense Contracts	Agreements between the Construction Management Firm and the General Contractor.
File Manager	An application that allows the user to add files, access various folders, and view the files in the system, among other tasks.

ISR	Inspection and Safety Reports (ISR) are created in IFA Works and viewable in CAMP.
Issue	The Issues application tracks change events including CAMP RFIs, Bulletins, NODs, CICs and TCRs as well as the associated CES Estimate (EST), Potential Change Order (PCO), Fair and Reasonable Estimate (FRE), and Change Order (CO). Issues are processed to create CAMP Change Orders.
LLW	Low Level Work (LLW) is an SCA work package. The LLW application manages and stores LLW information across CAMP.
Locations (East, West, Ceiling, etc.)	Exist at the project level and can be set up by the CM firm to further specify locations within a property.
Master Contract	Contains the contract value with Work Type cost items. Previously the Work Type cost lines in the Budget Contract in PCM.
Master Contract Authorizations	The SCA authorized work that the Construction Management (CM) firm will request payment against using the Master Contract Pay Requisition. Previously Budget Contracts in PCM.
Master Contract Pay Requisitions	The pay requisition from the CM to SCA.
Meetings	Allow users to set up, capture meeting information, track action items, and distribute minutes.
Messages	An inbox specific to CAMP.
Navigation bar	The teal bar that runs across the top of the screen. Shows the application you are currently in, the project name, and settings.
NCR	A Non-Conformance Report (NCR) informs project participants of significant deviations from contract specifications.
NOD	A Notice of Direction (NOD) allows SCA to acknowledge a change to documented work.
Pay Request Backup	Provides an area for the upload of Lead Abatement work documentation (previously GCU eDocument Center).
People	All individuals who have been added to CAMP by an SCA admin.
Portfolio Manager	An application that allows the user to create new projects (also accessible from Project Finder) and update existing projects.

Program Indexes	Properties (Building ID) and LLW.
Program level	The second-lowest program level in the CAMP project hierarchy – includes Mentor, JOC, Emergency program on the requirements side, and the individual and multi-borough programs on the hard-bid side.
Project Directory	An application that consolidates all contacts and companies working on a project in one place.
Project Indexes	CSI and Locations.
Project level	The lowest program level in the CAMP project hierarchy.
Properties (Building ID)	Prepopulated in the SCA CAMP level and are selected when creating a project under a program.
Punchlist	A log that tracks inspection and deficiency items that must be completed by the GC to close the project.
Requirements and Hard bid	The second-highest program level in the CAMP project hierarchy – separates the Requirements and Hard bid programs at the SCA.
RFI	A Request for Information (RFI) is a formal written process submitted by the General Contractor for clarification regarding potential changes from the onset of a job.
SCA level	The highest program level in the CAMP project hierarchy – contains all programs and projects within CAMP.
Submittals	A log that tracks information required to be submitted by the GC for SCA’s approval during the contract. Information includes but is not limited to plans, reports, logs, tests, product data, material safety data sheets, samples, drawings, diagrams, images, videos, and certificates.
Subproject	The project hierarchy located below the program level. Will hold expense contracts (previously committed contracts).
Subproject Work Breakdown	
Supplemental Agreements	An increase or decrease to the Master Contract.
Task	An action item or something you need to respond to.
TCR	A Time Change Request (TCR) is submitted by the General Contractor to request a change to the agreed upon time expected to complete an approved job underway.
Work Authorization	Processes Expense Contract cost items for approval and encumbrance.
Work Breakdown	The base component of contract and cost applications. Where the initial activity code/cost code structure for your project is established.

