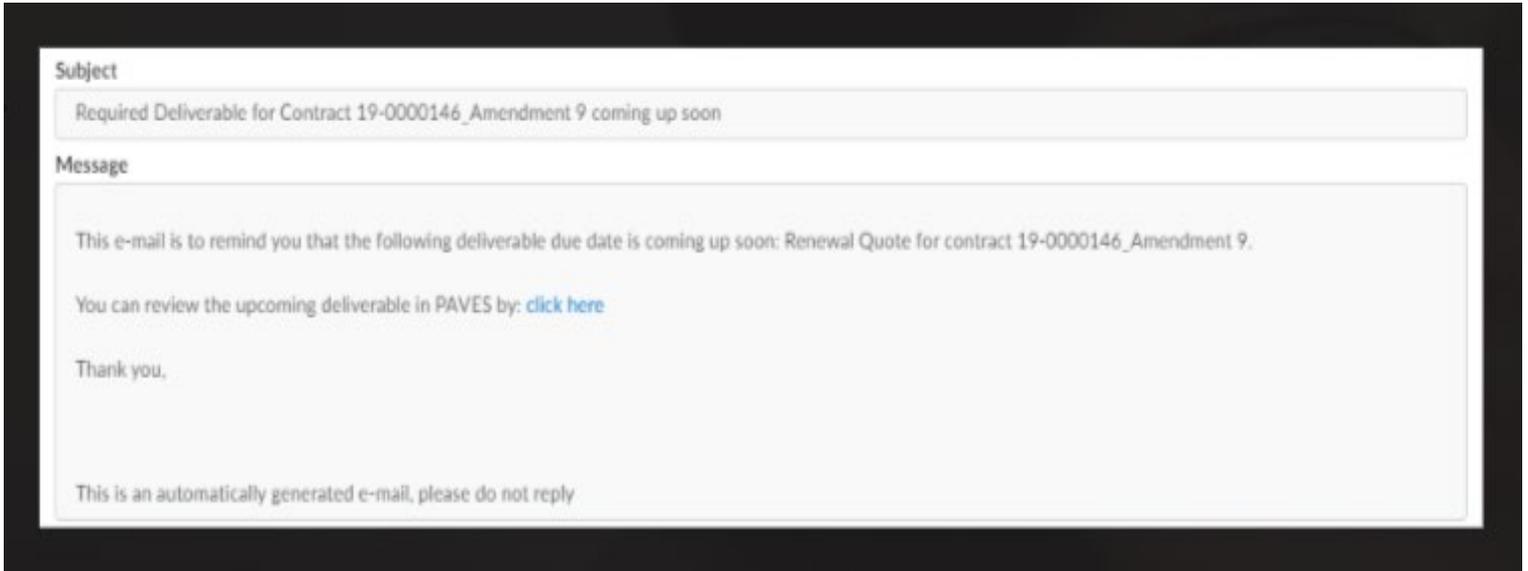


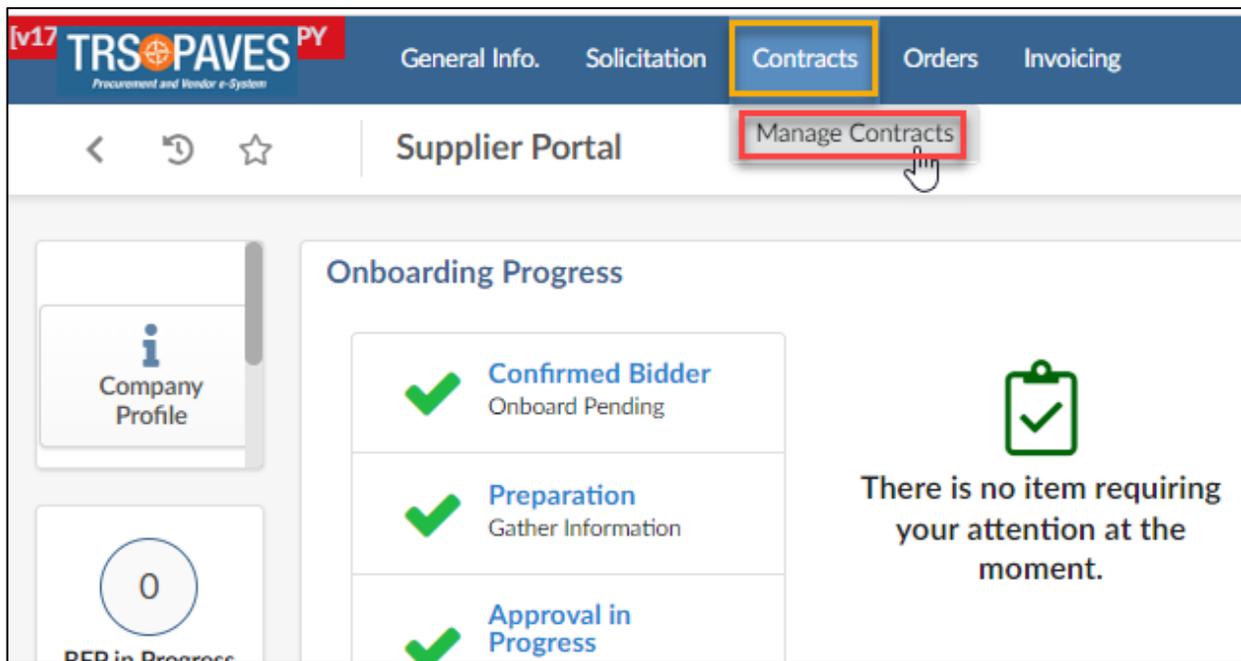
How to Complete an Assigned Deliverable in PAVES

When a vendor is assigned a deliverable, they will receive a notice three days before and on the due date. Then, receive a notice every day once it is past due.

The notification will look like the following:



To upload your deliverable, log into PAVES, click the "Contracts" tab at the top, and then click "Manage Contracts":



You will come to a list of your contracts.

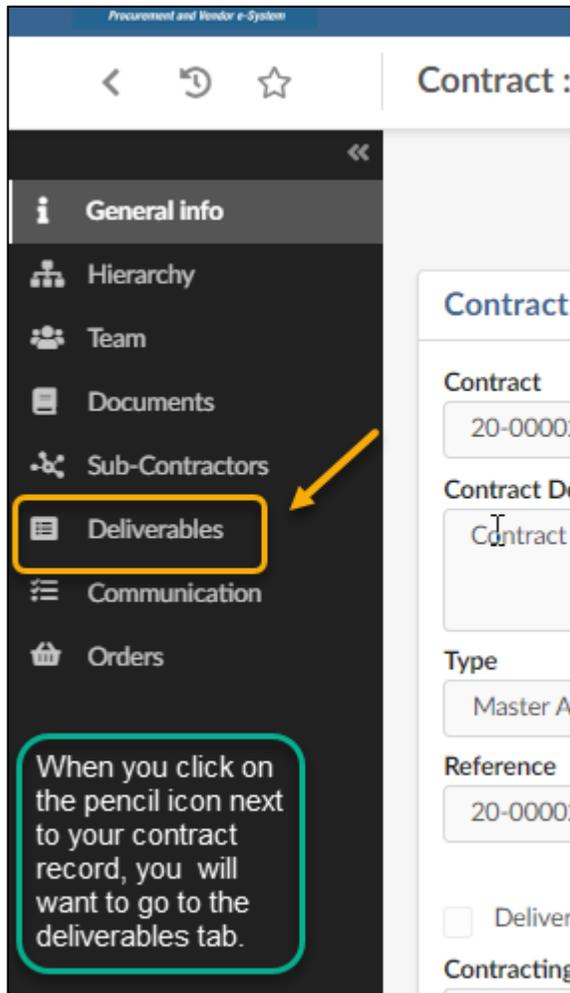
Note that there are many filters set up at this view. If you want to remove the filter, you can click the “x” in the Status section to remove all filters or the “x” next to the status you would like to remove.

Click the pencil icon next to the contract with the due deliverable.

The screenshot shows the 'Manage Contracts' interface. At the top, there are navigation icons (back, refresh, star) and the title 'Manage Contracts'. Below this is a filter section with 'Keywords', 'Type', and 'Status' filters. The 'Status' filter is expanded, showing a list of filters: 'P&C Final Approval for close-out', 'Pending close-out', 'Vendor Approval for close-out', 'Signed', 'Final Invoice - Pending', 'CM - Vendor performance pending', 'CM sets up Deliverables and Projections', and 'Release claims - Pending'. Each filter has an 'x' icon to remove it. A red box highlights the 'x' icon for 'P&C Final Approval for close-out' with the annotation 'This will clear that particular filter.' Another red box highlights the 'x' icon for the entire 'Status' filter with the annotation 'This will clear all filters.' Below the filter section, there is a 'Filters' bar showing the current filter stack: 'Status: P&C Final Approval for close-out', 'Pending close-out', 'Vendor Approval for close-out', 'Signed', 'Final Invoice - Pending', 'CM - Vendor performance pending', 'CM sets up Deliverables and Projections', 'Release', and 'Send Close Out Letter'. Below the filters is a table with columns: 'Code', 'Contract', 'Type', 'End Date', and 'Global Contract Amount'. The table contains two records: 'CTR000888-2' (19-0000204-04 Amendment #3) and 'CTR000794-3' (20-0000263 Amendment #7). A red box highlights the pencil icon next to the second record with the annotation 'Click on the pencil icon next to the contract that has a due deliverable.' At the bottom left, it says '2 Record(s)'.

Code	Contract	Type	End Date	Global Contract Amount
CTR000888-2	19-0000204-04 Amendment #3	Master Agreement	8/31/2025	
CTR000794-3	20-0000263 Amendment #7	Master Agreement	8/31/2025	

When you enter the contract record, you will want to go to the black column on the right-hand side and click the "Deliverables" tab.



You will see the deliverables as a list when you click on the deliverables tab. They will not be listed by the due date. To list the deliverables by the due date, you can click the column header to have them sorted by due date.

The screenshot shows the 'Deliverables' list in the system. The table has four columns: 'Deliverable name', 'Deliverable description', 'Deliverable due date', and 'Deliverable status'. The 'Deliverable due date' column header is highlighted with a red box, and a yellow arrow points to it. A callout box above the table reads: 'To put the deliverables in order of due date, you can click on the "Deliverable due date" column.' The table contains three rows of data:

Deliverable name	Deliverable description	Deliverable due date	Deliverable status
January Progress Assessment Report (PAR)	- Provide January 2024 monthly PAR Form	1/31/2024	Open
April Progress Assessment Report (PAR)	- Provide April 2024 monthly PAR Form	4/30/2024	Open
April Progress Assessment Report (PAR)	- Provide April 2025 monthly PAR Form	4/30/2025	Open

Deliverables

Now the deliverables are listed in Due Date Order

Deliverable name	Deliverable description	Deliverable due date	Deliverable status
October Progress Assessment Report (PAR)	- Provide October 2023 monthly PAR Form	10/31/2023	Open
November Progress Assessment Report (PAR)	- Provide November 2023 monthly PAR Form	11/30/2023	Open
December Progress Assessment Report (PAR)	- Provide December 2023 monthly PAR Form	12/31/2023	Open

Click on the pencil icon to go into the deliverable to upload your deliverable documentation.

TRSPAVES PY
Procurement and Vendor System

General Info. Solicitation **Contracts** Orders Invoicing

Contract : 20-0000263 - 20-0000263 Amendment #8

To open a deliverable, click the "pencil" icon.

	PAR: July 2021	PAR Form	5/1/2024	TRS Review	
	PAR: June 2023	PAR Form	5/1/2024	TRS Review	
	PAR: July 2022	PAR Form	5/1/2024	TRS Review	
	PAR: July 2023	PAR Form	5/1/2024	TRS Review	
	PAR: August 2021	PAR Form	5/1/2024	Met/Approved	
	PAR: August 2022	PAR Form	5/1/2024	TRS Review	
	PAR: August 2023	PAR Form	5/1/2024	TRS Review	
	PAR: October 2023	PAR Form	5/1/2024	TRS Review	
	PAR: November 2023	PAR Form	5/1/2024	TRS Review	
	PAR: December 2023	PAR Form	5/1/2024	TRS Review	
	PAR: January 2024	PAR Form	5/1/2024	TRS Review	
	PAR: February 2024	PAR Form	5/1/2024	TRS Review	
	PAR: March 2024	PAR Form	5/1/2024	TRS Review	
	PAR: April 2024	PAR Form	5/6/2024	TRS Review	
	PAR: May 2024	PAR Form	6/5/2024	Open	
	PAR: June 2024	PAR Form	7/5/2024	Open	
	PAR: July 2024	PAR Form	8/5/2024	Open	
	PAR: August 2024	PAR Form	9/5/2024	Open	

This column lets you know the status.

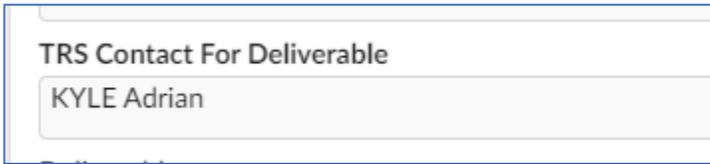
"Open" means that the deliverable has not been submitted to TRS. If you have submitted and the status is still in "Open," please reach out to PAVEShelp@trs.texas.gov.

"TRS Review" means that TRS is reviewing your deliverable.

"Met/Approved" means this deliverable is complete and has been accepted by TRS.

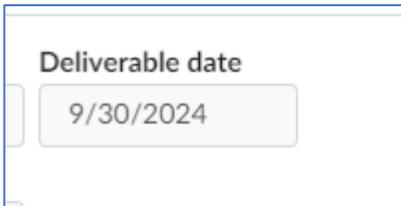
When you open the deliverable record, there are several items that you will want to take note of:

Who should you contact concerning the deliverable?



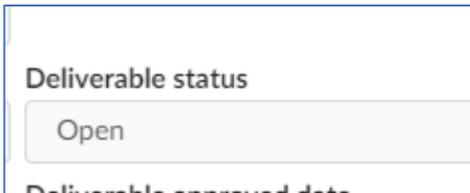
A screenshot of a web interface showing a dropdown menu for 'TRS Contact For Deliverable'. The selected option is 'KYLE Adrian'.

When is the deliverable Due?



A screenshot of a web interface showing a date field for 'Deliverable date'. The date entered is '9/30/2024'.

What is the status of the deliverable?



A screenshot of a web interface showing a dropdown menu for 'Deliverable status'. The selected option is 'Open'.

List of potential Status:

- Met/Approved
- Not Required/Canceled
- Met/Approved with Exceptions
- Not Met (Final Decisions)
- Open (Notices go out when in this status)
- Returned/Still in Progress
- Met/Approved with Corrections

Open Status:

If you submitted a deliverable, and it is still in “Open” status, please contact PAVESH@trs.texas.gov.

When do Notifications go out?

Notifications will go out to the Vendor and the Contract Manager:

- Three days before the due date of the deliverable
- The day the deliverable is due
- Every day the deliverable is past due

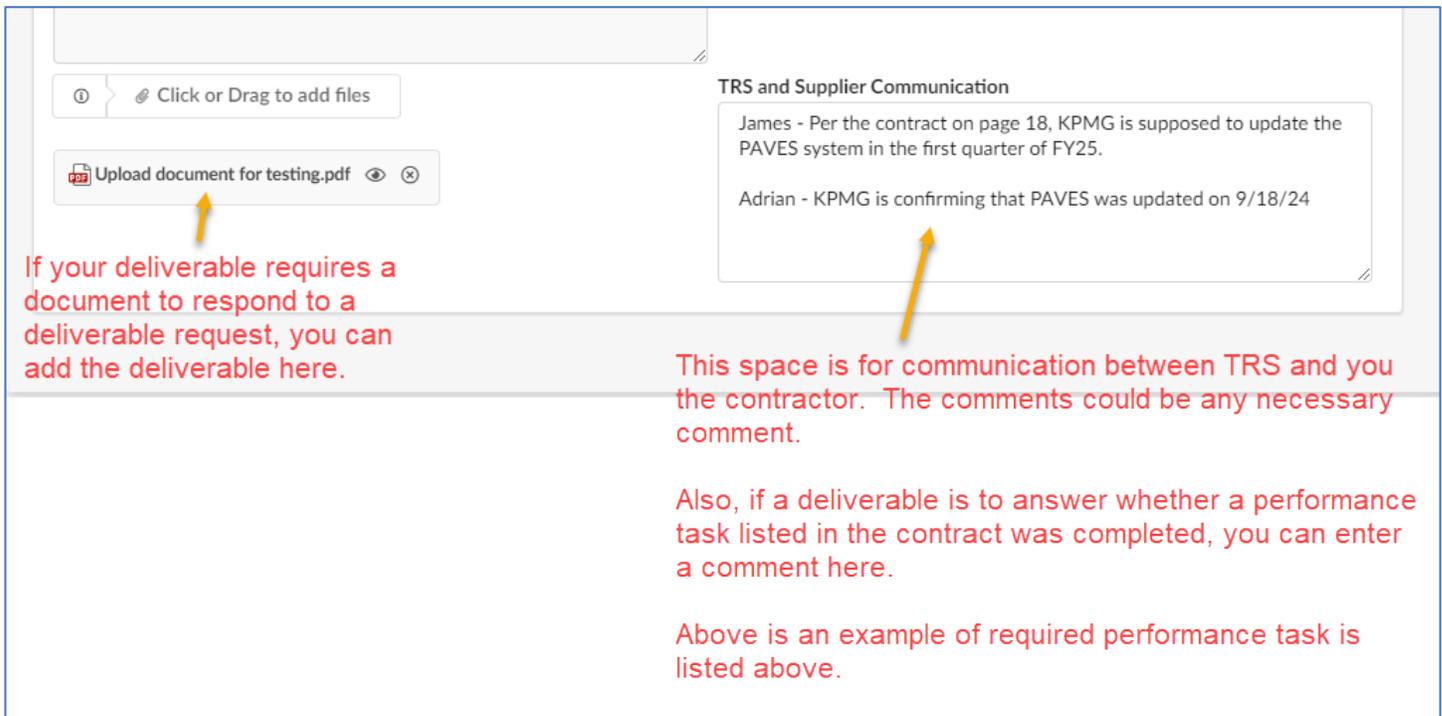
What is the deliverable is required?

The name and description will provide information on what is needed for the deliverable.

Deliverable name
Insurance Certificate 2024 - 2025
Deliverable description
Need an updated insurance certificate for coverage from 10/1/2024 through 8/31/2025.
The current insurance certificate expires 10/1/2024.

How do I enter a deliverable?

You may be required to upload a document or provide confirmation of task that was performed.



The screenshot shows a software interface with two main sections. On the left, there is a file upload area with a button that says "Click or Drag to add files" and a file named "Upload document for testing.pdf" with a red arrow pointing to it. On the right, there is a "TRS and Supplier Communication" box containing two messages: "James - Per the contract on page 18, KPMG is supposed to update the PAVES system in the first quarter of FY25." and "Adrian - KPMG is confirming that PAVES was updated on 9/18/24" with a red arrow pointing to it.

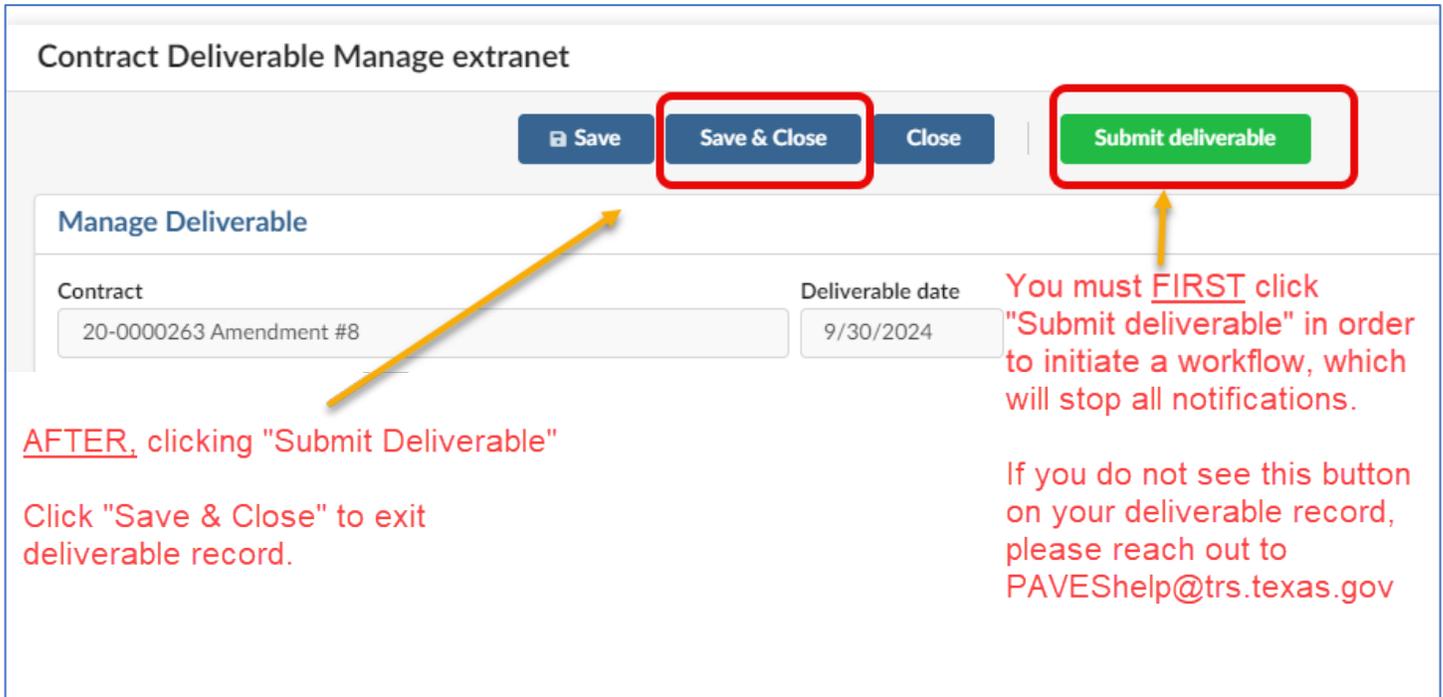
If your deliverable requires a document to respond to a deliverable request, you can add the deliverable here.

This space is for communication between TRS and you the contractor. The comments could be any necessary comment.

Also, if a deliverable is to answer whether a performance task listed in the contract was completed, you can enter a comment here.

Above is an example of required performance task is listed above.

How do I submit a deliverable?



Contract Deliverable Manage extranet

Save Save & Close Close Submit deliverable

Manage Deliverable

Contract 20-0000263 Amendment #8 Deliverable date 9/30/2024

AFTER, clicking "Submit Deliverable"

Click "Save & Close" to exit deliverable record.

You must FIRST click "Submit deliverable" in order to initiate a workflow, which will stop all notifications.

If you do not see this button on your deliverable record, please reach out to PAVESHelp@trs.texas.gov

Below is a screenshot of the entire Deliverable Record:

Contract Deliverable Manage extranet

Save Save & Close Close Submit deliverable

Manage Deliverable

Contract: 20-0000263 Amendment 88

Deliverable date: 9/30/2024

TRS Contact For Deliverable: KYLE Adrian

Deliverable name: Insurance Certificate 2024 - 2025

Deliverable status: Open

Deliverable description: Need an updated insurance certificate for coverage from 10/1/2024 through 8/31/2025. The current insurance certificate expires 10/1/2024.

Deliverable approved date:

Click or Drag to add files

TRS and Supplier Communication

Once you have completed answering the deliverable by uploading a document or entering a comment, click "Submit deliverable" which is needed to initiate a workflow.

This is the person to contact if you have questions about the deliverable.

If you do not see this button, please contact PAVEShelp@trs.texas.gov

If the status is in "Open" then notifications will continue to go out.

This field allows communication between both TRS and you the vendor.

If the deliverable requires a document, then you can enter the document here.

If the deliverable is to confirm a performance task listed in the contract, you can confirm the task by enter information here:

Example of a potential entry:

Adrian - We have implemented the scheduled upgrade to the PAVES system on 9/1/24.