The purpose of the electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultants Section (ECS) of the Arizona Department of Transportation (ADOT).

Consultants interested in providing design services to ADOT are required to be prequalified with ECS. Prequalification is done on a biennial year basis with each prequalification period beginning Jan. 1 of an even numbered year .All firms must be prequalified for current prequalification period before they can submit Statement of Qualifications (SOQ) for contracts advertised in that year. Consultants not Prequalified through ECS should give themselves sufficient time *(at least 10 business days)* to submit and have their Pre-Qualification Application reviewed and approved prior to the time they would want to submit an online SOQ proposal through eCMS.

First step in the ECS prequalification process is gaining access to the eCMS Application. This access can be obtained through ADOT Web Application Login (Single Sign-On) if you are a new firm and don't have any active contracts with ECS or ADOT Citrix Gateway (Remote Access) for consultants with ECS Contracts.

Consultants with ECS contracts are required to apply for remote access to eCMS. Each firm must determine within the company who is the most appropriate person(s) to have remote access and what role in eCMS. There are no limits on how many users a firm can have however there are different roles assigned to the users. When applying for eCMS Remote Access firms can choose between Admin or Staff access. Visit Consultant Information and Role Management (CIRM) Module Training Manual on the ECS website for more details.

Once the user(s) has been identified, they must download and complete the Request for Remote Access to eCMS and the Computer Access Agreement forms (Acceptable Use Agreement and Information Access and Non- Disclosure Agreement) available on the ECS website. All forms must be completed and signed by the identified user(s), as well as an authorized Principal of the firm, saved as a PDF file and emailed to ecmsremoteaccess@azdot.gov for approval. Digital signatures on the application forms are not allowed per ADOT Data Security .They need to have a wet signature or otherwise they will not be accepted and application will be rejected.
Allow at least 7-10 business days from the time the request is submitted to receive the RACF ID and log in information.Once approved, the user(s) for the firm will be assigned a RACF ID Number, azdot.gov email address , Remote Access and eCMS access to be use. The Email address needs to be activated prior to completing all the training required for the access. All notifications regarding the user's access will be sent to the issued email address. Only the original email with login information will have another email provided on request as a cc email.

After successfully logging on the Citrix Access Gateway, click on **ADOT Basic Desktop** and **eCMS** will be located in the **Favorite folder** on the desktop.

The Arizona Department of Administration (ADOA) requires all state agency personnel (employees and contractors) to complete Computer Security Awareness (CSA) training in order to access the online activity. Training needs to be taken every year in order to keep access active. It is also recommended that users log in often or at least every 30 days in order to keep access otherwise access will be removed if there is no activity for 120 days per ADOT Policy ITM-10.2 Account Management Standard .

New firms without contracts with ECS can obtain access to ECS Prequalification Application by completing Single Sign on Request through eCMS Prequalification System-No account yet? Please join here , link available on ECS website.
Firms are responsible for the security of the remote access and ensuring that users adhere to all requirements as outlined in the Request for Remote Access to eCMS and the Computer Access Agreement forms.

If the duties of an approved consultant user within the firm changes and they no longer need to use the eCMS Remote Access, or they leave the firm, ECS must be contacted as soon as possible for access to reflect those changes.

ITM 20-01 Acceptable Use Policy
ITM 8-01 Electronic Mail Policy
Acceptable Use Agreement and Information Access and Non Disclosure Agreement
ITM-S10.01 Account Management Standard

Contact : eCMSremoteaccess@azdot.gov