



CONSTRUCTION WORKFORCE MANAGEMENT SYSTEM (CWMS) FOR VENDORS

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I. About CWMS

The New Jersey Schools Development Authority (NJSDA) Construction Workforce Management System (CWMS) was created for the NJSDA Division of Risk Management and Vendor Services to monitor, track, and report information concerning the workforce composition of all contractors (Prime and Sub) contracted for NJSDA construction projects.

The application itself is a constantly evolving tool; additional functionality is added periodically to provide for more efficient data entry and access. As changes are implemented, users will be notified of the changes and their impact upon specific processes.

II. NJSDA'S Division of Risk Management and Vendor Services

The Division of Risk Management and Vendor Services of NJSDA is dedicated to enabling the employment of Small, Minority, and Women-owned Business Enterprises (SMWBEs) for the fulfillment of NJSDA construction contracts. One requirement of the Division is to monitor Prime Contractor and Sub-contractor workforce composition throughout the course of the project for which they are contracted.

III. The Prime Contractor's Role

Prime Contractors are responsible for completing paper **Forms AA201** and **AA201a**, and submitting them to the NJSDA within seven (7) days of NJSDA **Notice to Proceed (NTP)**. These forms contain information regarding the Initial Projected Workforce Composition, as well as the names and trades of proposed Sub-Contractors. NJSDA is responsible for entering the information from those forms into the CWMS system.

On a monthly basis, Prime Contractors are required to file **Form AA202**, which details actual workforce composition statistics for the previous month. The Prime Contractor files this form online, with the data going directly into **CWMS**.

Prime Contractors have access to **AA201**, **AA201a** AND **AA202** information in CWMS for all contracts they have been awarded.

IV. Logging in to CWMS

CWMS is a web-based application. The URL to access CWMS is:

<https://sda01.njsda.gov/CWMS>



Construction Workforce Management System (CWMS)

Enter Your Network Username and Password

User Name:

Password:

MIS Help Desk: Phone number: 609-943-4960, Email: MISHelpDesk@njsda.gov

Download User Guide [Click Here](#)

Enter your user name and password. While the user name is not case sensitive, the password is. Additionally, you will be required to change this password every 90 days, based on the system prompt. Your password must be a minimum of 10 characters and must contain a combination of capital letters, lower case letters, special characters and numbers. Per NJSDA policy, you must never share your password with anyone.

If you have any problems logging in, please contact the Information Systems Help Desk (609-943-4960).

Once logged in, the following screen displays:

Work Force Program

Welcome, CWMS1 TEST1

[Help](#) [Logout](#)

Select Contract:

Select a contract number from the dropdown list. Only contracts for which the logged in Contractor is listed as the Prime Contractor display in the list.

Work Force Program

Welcome, CWMS1 TEST1

[Help](#) [Logout](#)

Select Contract:

CA-0005-C01	xx-xxxx-xxx
EL-0007-P01	
ET-0056-P01	
JE-0034-C01	
NE-0001-P01	
NE-0015-C01	
PA-0008-C01	
PA-0026-P01	
WT-0008-C02	
WT-0008-C05	

Once the desired contract is selected, select the applicable school from the dropdown list.

Work Force Program

Welcome, CWMS1 TEST1

[Help](#) [Logout](#)

Select Contract: CA-0005-C01

Select School: Dudley E.S.

Form AA201 AA202 Report

Select either Form AA201 or AA202 Report.

Work Force Program

Welcome, CWMS1 TEST1

[Help](#) [Logout](#)

Select Contract: CA-0005-C01

Select School: Dudley E.S.

Form AA201 AA202 Report

V. Form AA201

Form AA201 contains projected workforce composition statistics, broken out by trade as well as by Minority, Female and job Classification details. The Prime Contractor submits the paper form to the NJSDA within seven (7) days of the contract award. The data is entered into the WFP system and maintained by NJSDA Division of Contractor and Workforce Compliance, but is accessible to that Prime Contractor at any time by selecting the **FORM AA201** option: Once the contract and school are selected, the header information for the vendor will display.

Work Force Program

Welcome, CWMS1 TEST1

[Help](#) [Logout](#)

Select Contract: CA-0005-C01

Select School: Dudley E.S.

Form AA201 AA202 Report

Primary Contractor/Vendor information:

Vendor Name:	Construction Delivery Method:	Pre-construction Scope:	County:	County Goals(%):
Cobra Construction Co., Inc.			Camden	Minority: 19
Address:	Contract Number:	District:		Women: 6.9
70 Porete Ave	CA-0005-C01	Camden City		
City: State: Zip:	Project Status:	Project Name:	Inspector:(Full Name)	PLA:
North NJ 07031	Completed	Dudley E.S.	<input type="text"/>	<input checked="" type="checkbox"/> Yes
Vendor FED ID or SS Number:	\$Amount Of Award:	Project Number:	Team Name:(Full Name)	FCI: (first initial + last name (ex. tsmith))
222038858	\$21,430,000.00	0680-190-01-0927	<input type="text"/>	racedo
Vendor Analyst Name:	Design Consultant:	Design Contract Amount:	Construction Completion%:	CM/PMF:
<input type="text"/>	Gensler and Associates/Architects		100%	<input type="text"/>
NTP Date P6:	Actual Construction Start NTP Date P6:	Sub-Completion Date P6:	Final Completion Date P6:	Project Manager(s):(Full Name)
01/23/2008				<input type="text"/>

Scroll down to see the trade information. Select the Print button to get a listing of the report.

NTP Date: Project End Date:

Receipt Date: Date Sent to FCI: Date Returned From FCI: Date Approved: Status:

Trade Or Craft	Projected Total # of Employees			Projected Employee						Projected Phase-In Date	Projected Compl. Date
	F	J	AP	Minority			Female				
Select:				F	J	AP	F	J	AP		
Asbestos Removal/Treatment											
Bricklayer or Mason	1	4	2	0	1	1	1	0	0	04/01/2008	06/01/2008
Carpenter	1	3	1	0	1	0	0	0	0	05/01/2008	07/01/2008
Caulker											
Electrician	1	5	2	0	1	1	0	0	0	04/01/2008	08/01/2009
Glazier											
HVAC Mechanic											
Insulator											
Ironworker	1	3	0	0	1	0	0	0	0	03/01/2008	08/30/2008
Plumber											
Prime											
Roofer	1	4	0	0	1	0	0	0	0	10/01/2008	02/01/2009
Sheet Metal Worker											
Sprinkler Fitter											
Steam Fitter											
Surveyor											
System Engineer											
Taper											
Tiler	1	2	0	0	0	0	0	0	0	08/01/2008	06/01/2009
Truck Driver											
Work Not Started											

The report opens in Adobe PDF and can be printed to any local printer.

CA0005C01_08142017.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create 67.5% Tools Fill & Sign Comment

Office of Diversity, Small Business, Government and Community Affairs
INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION (201)

Vendor Name:	Construction Delivery Method:	Pre-construction Scope:	County:	County Goals(%):
Cobra Construction Co., Inc.			Camden	Minority: 19 Women: 6.9
Address:	Contract Number:	District:		
79 Porete Ave	CA-0005-C01	Camden City		
City: State: Zip:	Project Status:	Project Name:	Inspector:(Full Name)	PLA:
North Arlington NJ 07631	Completed	Dudley E.S.		Yes
Vendor FED ID or SSB#:	Amount of Award:	Project Number:	Team Name:(Full Name)	FCI: (first initial - last name):
222038888	\$21,430,000.00	0660-190-01-0927		racevedo
Vendor Analyst Name:	Design Consultant:	Design Contract Amt:	Construction Completion:	CM/PMF:
	Gensler and Associates/Architects		100%	
NTP Date PE:	Actual Construction Start NTP Date PE:	Sub-Completion Date PE:	Final Completion Date PE:	Project Manager(s): (Full Name)
01/23/2008				

Trade Or Craft	Projected Total # of Employees			Projected Employee						Projected Phase-in Date	Projected Compl. Date	
	F	J	AP	Minority			Female					
Asbestos Removal/Treatment												
Bricklayer or Mason	1	4	2	0	1	1	1	0	0	4/1/2008	6/1/2008	
Carpenter	1	3	1	0	1	0	0	0	0	5/1/2008	7/1/2008	
Caulker												
Electrician	1	5	2	0	1	1	0	0	0	4/1/2008	8/1/2009	
Glazier												
HVAC Mechanic												
Insulator												
Ironworker	1	3	0	0	1	0	0	0	0	3/1/2008	8/30/2008	
Laborer	2	4	0	1	1	0	0	0	0	2/1/2008	8/1/2009	
No Work This Month												
Operating Engineer	1	2	0	0	1	0	0	0	0	2/1/2008	4/1/2009	
Painter												
Plumber												
Prime												
Roofer	1	4	0	0	1	0	0	0	0	10/1/2008	2/1/2009	
Sheet Metal Worker												

VI. AA202 Report

Form AA202 details the monthly workforce composition by Prime Contractor and Sub-Contractor. **In accordance with certified payroll information, the Prime Contractor must submit this form by the seventh (7th) working day of each month, from inception through duration of the contract, even if no work occurs for a certain period.**

Click the AA 202

Work Force Program

Welcome, CWMS1 TEST1 [Help](#) [Logout](#)

Select Contract: CA-0005-C01 Select School: Dudley E.S.

Form AA201 AA202 Report