



U.S. Department of Transportation
Federal Highway Administration

Federal Highway Administration Contracting Alternatives Suitability Evaluator (CASE) Webtool **Guide to Accessing CASE Webtool**

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Notice

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16. Abstract This document provides instructions for accessing the Federal Highway Administration Contracting Alternatives Suitability Evaluator (CASE) Webtool, which was designed to assist public agencies in the evaluation and selection of alternative contracting methods including design-build, progressive design-build, and construction manager/general contractor. The webtool incorporates and expands on current tools and processes developed by the Federal Highway Administration and State departments of transportation.			
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Background and Overview

The purpose of the **Federal Highway Administration (FHWA) Contracting Alternatives Suitability Evaluator (CASE) Webtool** is to assist public agencies in the evaluation of alternative contracting methods (ACMs). The agency enters information for a planned project and the webtool provides an evaluation of the different project delivery methods to assist the agency in determining the most appropriate method for the project.

This document provides an overview of accessing the webtool. For detailed screen shots and explanations of all pages, fields, and processes, see the FHWA *CASE Webtool User Guide*.

Register Account (First-Time Users Only)

The **FHWA CASE Webtool** is internet-based.

- Access the webtool via this link: <https://case.fhwa.dot.gov>.



Select the “Sign In” button in the center of the page. Here users will be re-directed to the Login.gov sign in page where they will be able to access the CASE Webtool.

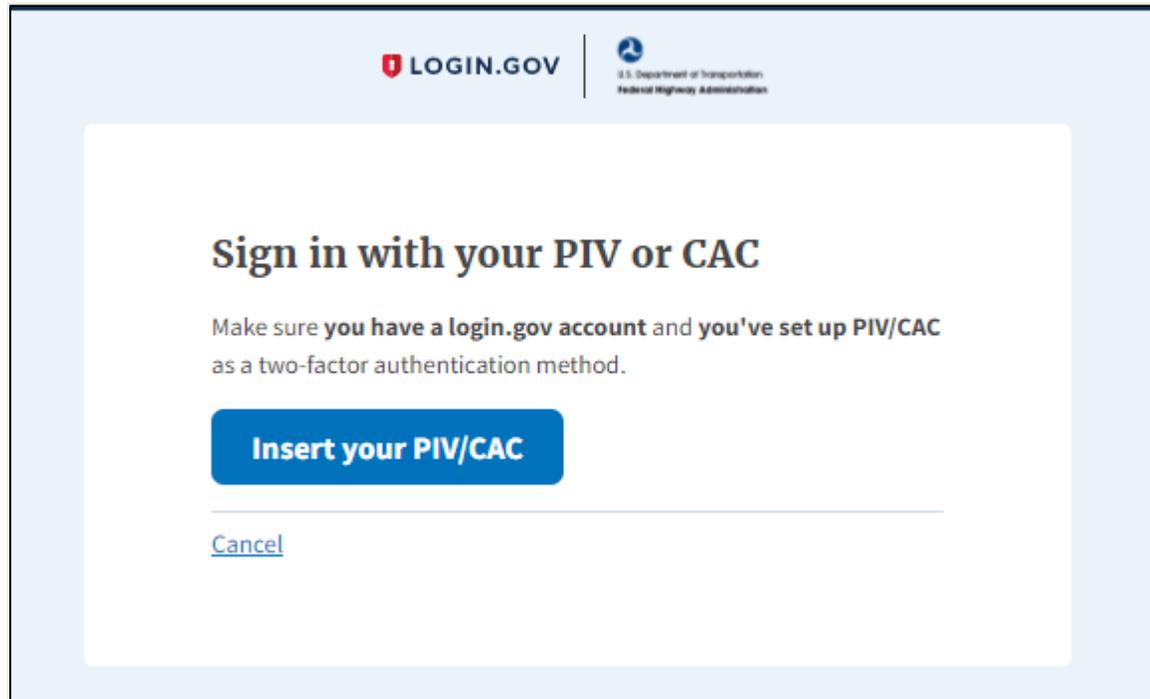
There are two ways to access the CASE Webtool: via PIV/CAC access or via creating a user account and password with Login.gov.

Users with a DOT PIV Card

For users with PIV/CAC access, they simply have to select the option on the Login.gov page titled “Sign in with your government employee ID.”

The screenshot shows the Login.gov sign-in interface. At the top, it displays the LOGIN.GOV logo and the U.S. Department of Transportation Federal Highway Administration logo. Below the logos is a graphic showing a person, a shield, and a laptop. The main heading reads: "Contracting Alternatives Suitability Evaluator (CASE) Webtool is using login.gov to allow you to sign in to your account safely and securely." The form includes an "Email address" field, a "Password" field with a "Show password" toggle, a blue "Sign in" button, and a "Create an account" button. Below the buttons, there is a link "Sign in with your government employee ID" which is circled in red. At the bottom, there are links for "Back to Contracting Alternatives Suitability Evaluator (CASE) Webtool", "Forgot your password?", "Security and Privacy Practices", and "Privacy Act Statement".

After selecting to sign in via a government employee ID, the user is prompted to the following page seen below. Here the user will select the blue button titled “Insert your PIV/CAC.”



Along with defining an email address for the account, the user will then be prompted to set a strong password as shown below:

LOGIN.GOV

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Show password

Password

●●●●●●●●●●●●

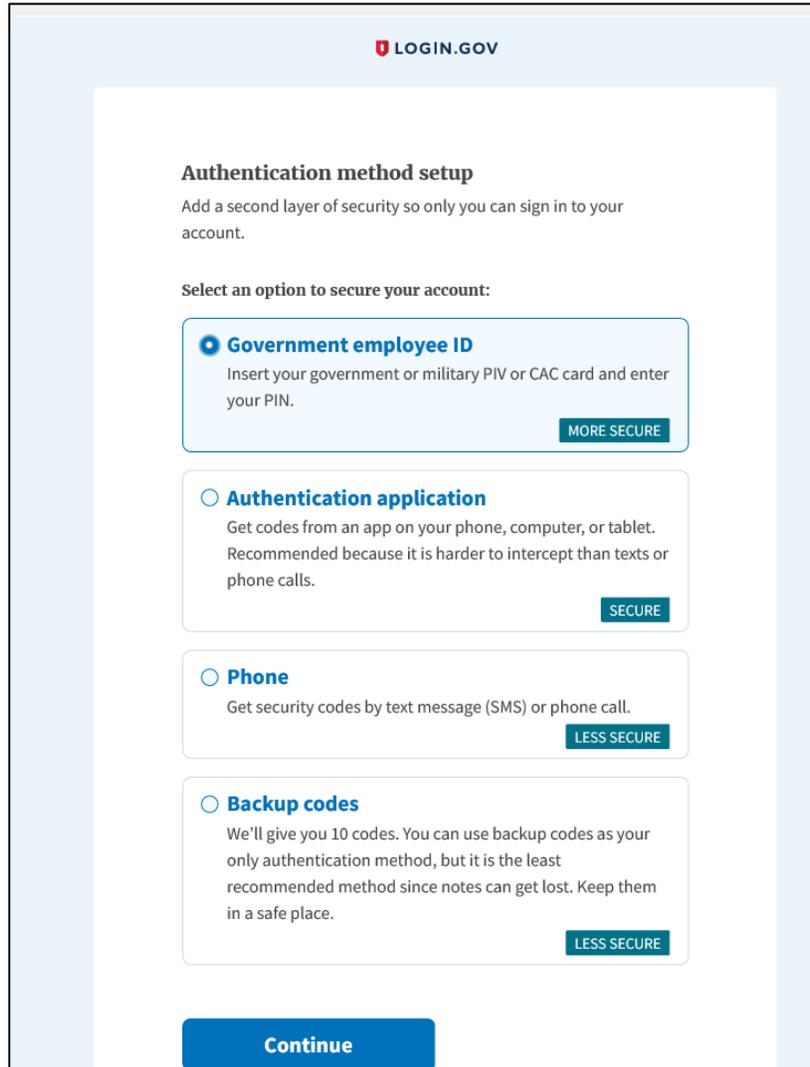
Password strength: **Good**

Continue

[Password safety tips](#) +

[Cancel account creation](#)

After choosing an email address and password, the user will be prompted to select an authentication method. Here the user must select “Government employee ID.” Once this option is chosen, select the blue “Continue” button on the bottom of the page.



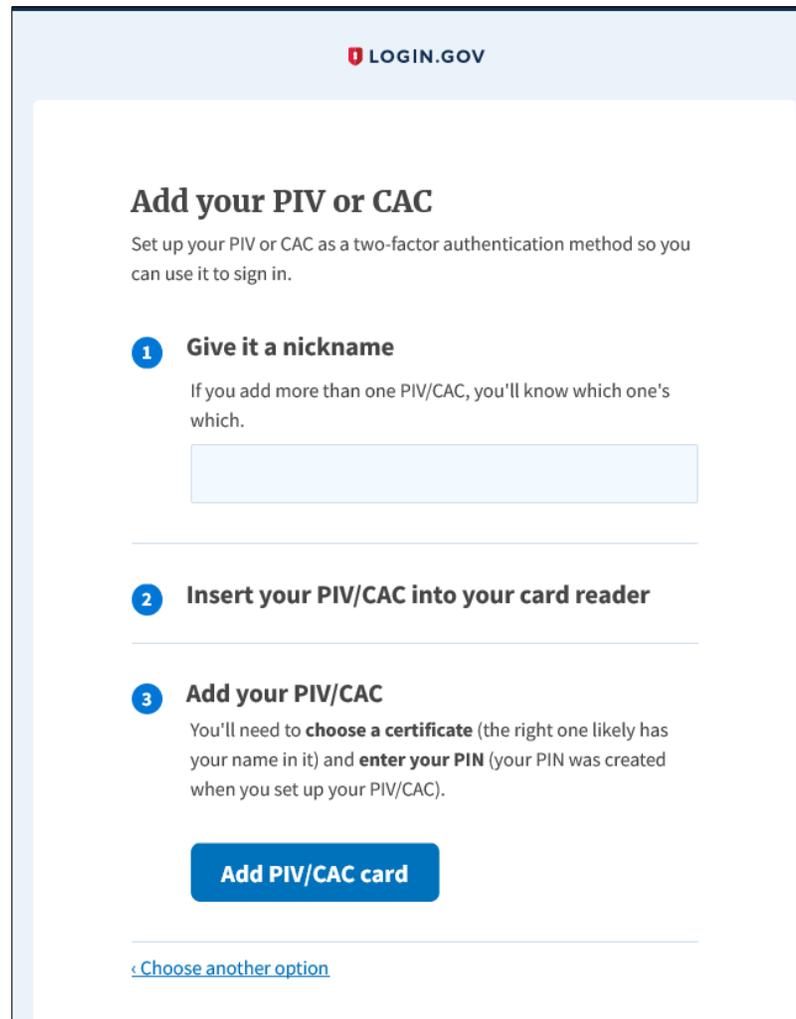
The screenshot shows the LOGIN.GOV authentication method setup page. At the top, the LOGIN.GOV logo is displayed. Below it, the heading "Authentication method setup" is followed by the instruction: "Add a second layer of security so only you can sign in to your account." The user is prompted to "Select an option to secure your account:" and is presented with four options, each in a rounded rectangular box:

- Government employee ID** (selected): "Insert your government or military PIV or CAC card and enter your PIN." This option is labeled "MORE SECURE".
- Authentication application**: "Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls." This option is labeled "SECURE".
- Phone**: "Get security codes by text message (SMS) or phone call." This option is labeled "LESS SECURE".
- Backup codes**: "We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place." This option is labeled "LESS SECURE".

At the bottom of the page, there is a large blue "Continue" button.

The user from here will be re-directed to a page where they will define their PIV/CAC's nickname. This is an option in case the user has more than one.

Next, the user will insert their PIV/CAC into their card reader.



LOGIN.GOV

Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

- 1 Give it a nickname**

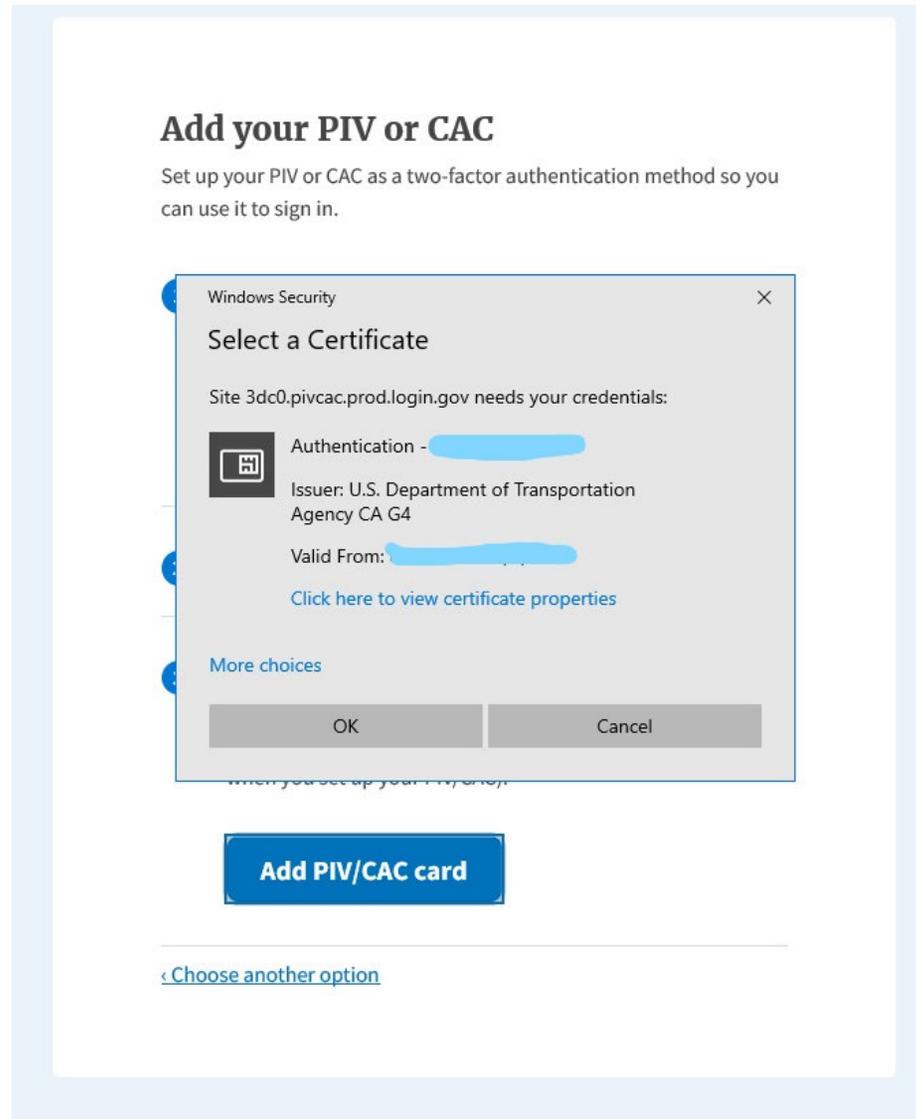
If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**

You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

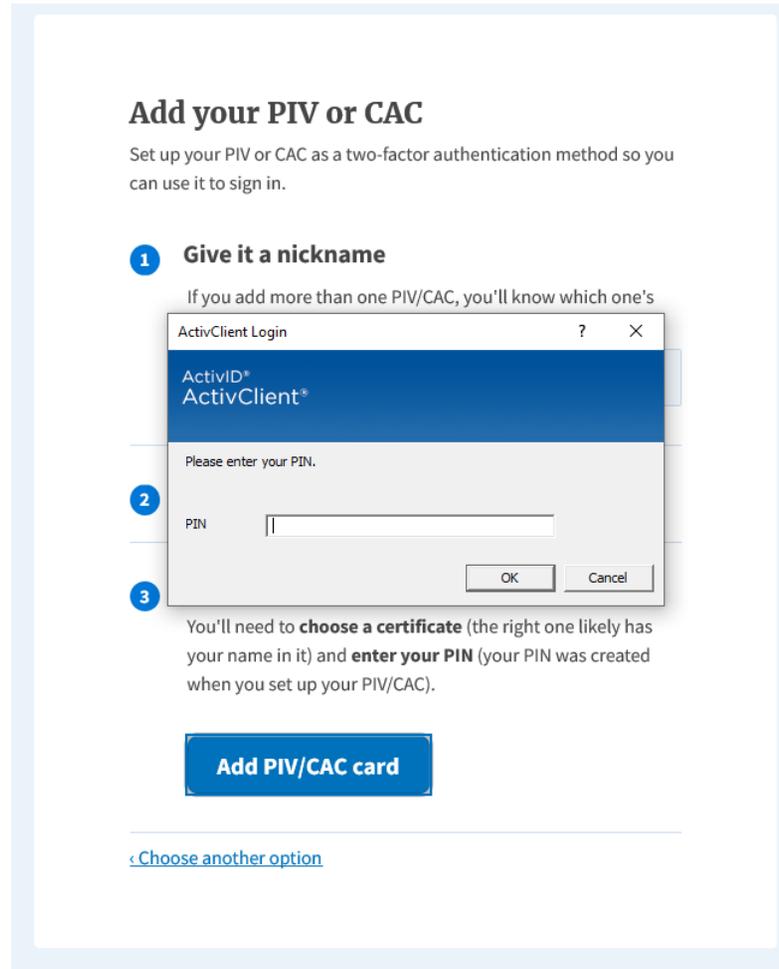
Add PIV/CAC card

[← Choose another option](#)

Once the card has been inserted the user will be prompted to choose a corresponding certificate as shown below:



After selecting the certificate the user will be prompted to enter their corresponding PIV/CAC PIN via the ActivClient Login window shown below:



After successful authentication, the user will now have access to the CASE Webtool Welcome page. However, the user won't be re-directed automatically. Instead, to access the CASE Webtool, the user must now navigate to the CASE Webtool landing page URL to access the site: <https://case.fhwa.dot.gov>

After completing the process the user will be able to see Login.gov account details as shown below. It is here that they will be able to add additional email address, edit passwords, delete accounts, select authentication methods, and contact customer support among other actions.

Access your government benefits and services from your login.gov account. [Learn more about login.gov](#)

Your account Unphishable

Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add security key
- Add Federal Employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Email preferences

Email addresses + Add email

[Redacted email address]

Language

English [Edit](#)

Password

***** [Edit](#)

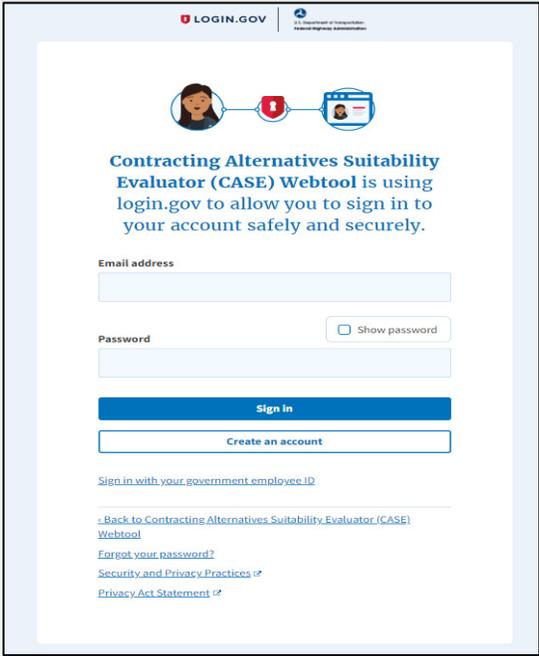
Phone numbers + Add phone

Users without a DOT PIV Card

Users who do not have PIV/CAC access will need to create a new Login.gov account or log in with an existing in order to link the account with the SDC credentials. Linking a Login.gov account with a user's CASE Webtool credentials provides extra security by adding protection that can be configured as two layers of authentication. Authentication methods will consist of phone text or call; an app for phone, tablet, or computer; a security key; a government employee ID; and/or pre-generated backup codes.

Users should enter the email address they would like to use as their Login.gov account into the portal's Email Address sign in (see the following screenshot image) and then select "Sign In" to be redirected to the Login.gov website, where a new account can be created. If the user already has an existing Login.gov account, the user may enter their credentials and then select "Sign in."

If a user does not have an existing Login.gov account, the user may select "Create an account" on the page, which then redirects the user to the following page:



The screenshot shows the Login.gov sign-in interface. At the top, it displays the LOGIN.GOV logo and the U.S. Department of Transportation Contracting Alternatives Administration logo. Below the logos is a graphic showing a person's profile, a shield, and a mobile device. The main heading reads: "Contracting Alternatives Suitability Evaluator (CASE) Webtool is using login.gov to allow you to sign in to your account safely and securely." The form includes an "Email address" input field, a "Password" input field with a "Show password" toggle, a blue "Sign in" button, and a "Create an account" button. At the bottom, there are links for "Sign in with your government employee ID", "Back to Contracting Alternatives Suitability Evaluator (CASE) Webtool", "Forgot your password?", "Security and Privacy Practices", and "Privacy Act Statement".

For further instructions on setting up a new Login.gov account and configuring the secure authentication methods, refer to <https://www.login.gov/help/creating-an-account/how-to-create-an-account/>.

After the user has finished setting up all authentication methods or signed in with an existing Login.gov account, the user will be redirected to a one-time sign-in form on the portal. The user should enter their CASE Webtool credentials (provided in the welcome email) and then select “Sign in.”

If a user is accessing the portal for the first time, the user will be prompted to change their password after entering the credentials provided in the welcome email.

User Action: Request for an Account

The screenshot shows a web form titled "Request for an account". At the top right, there are links for "Update Profile", "Home", "FAQs", and "Help". Below the title, there is a note: "* - Required" and "To request a new Agency/Organization, click on 'Help' on the top right, and 'Questions and Feedback' to contact the system administrator." The form contains the following fields:

- * Select Agency/Organization (dropdown menu)
- * First Name (text input)
- * Last Name (text input)
- Address Line 1 (text input)
- Address Line 2 (text input)
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Phone Number (text input)
- * Email Address (text input)

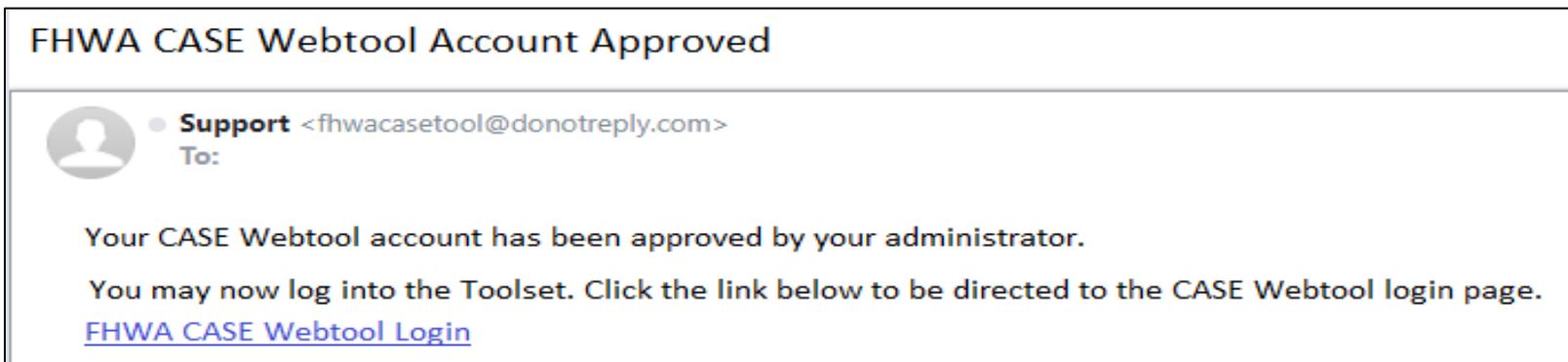
At the bottom of the form, there are two buttons: "Submit" and "Cancel".

After successfully registering an account with Login.gov, the user will be prompted to request access to an agency. Here the user fills out the required information below:

Request for an Account: Field Descriptions and Help

- **Select Agency/Organization:** Select an existing agency. An Agency/Organization name is required.
- **First Name:** Corresponding first name of user. This field is required.
- **Last Name:** Corresponding last name of user. This field is required.
- **Address Line 1:** For a new agency, enter line 1 of the address. For an existing agency, you may edit the address here.
- **Address Line 2:** For a new agency, enter line 2 of the address. For an existing agency, you may edit the address here.
- **City:** For a new agency, enter the city name. For an existing agency, you may edit the city name here.
- **State:** For a new agency, select the State. For an existing agency, you may change the State selection here. State is required.
- **Zip Code:** For a new agency, enter the zip code. For an existing agency, you may edit the zip code here.
- **Phone Number:** For a new agency, enter the phone number. For an existing agency, you may edit the phone number here.
- **Email Address:** This field will be prepopulated and will be predetermined by the user. This is the user’s corresponding email. This field is required.

Click “Submit” to request access to the webtool via the corresponding agency. Users will receive an email when their request is approved.

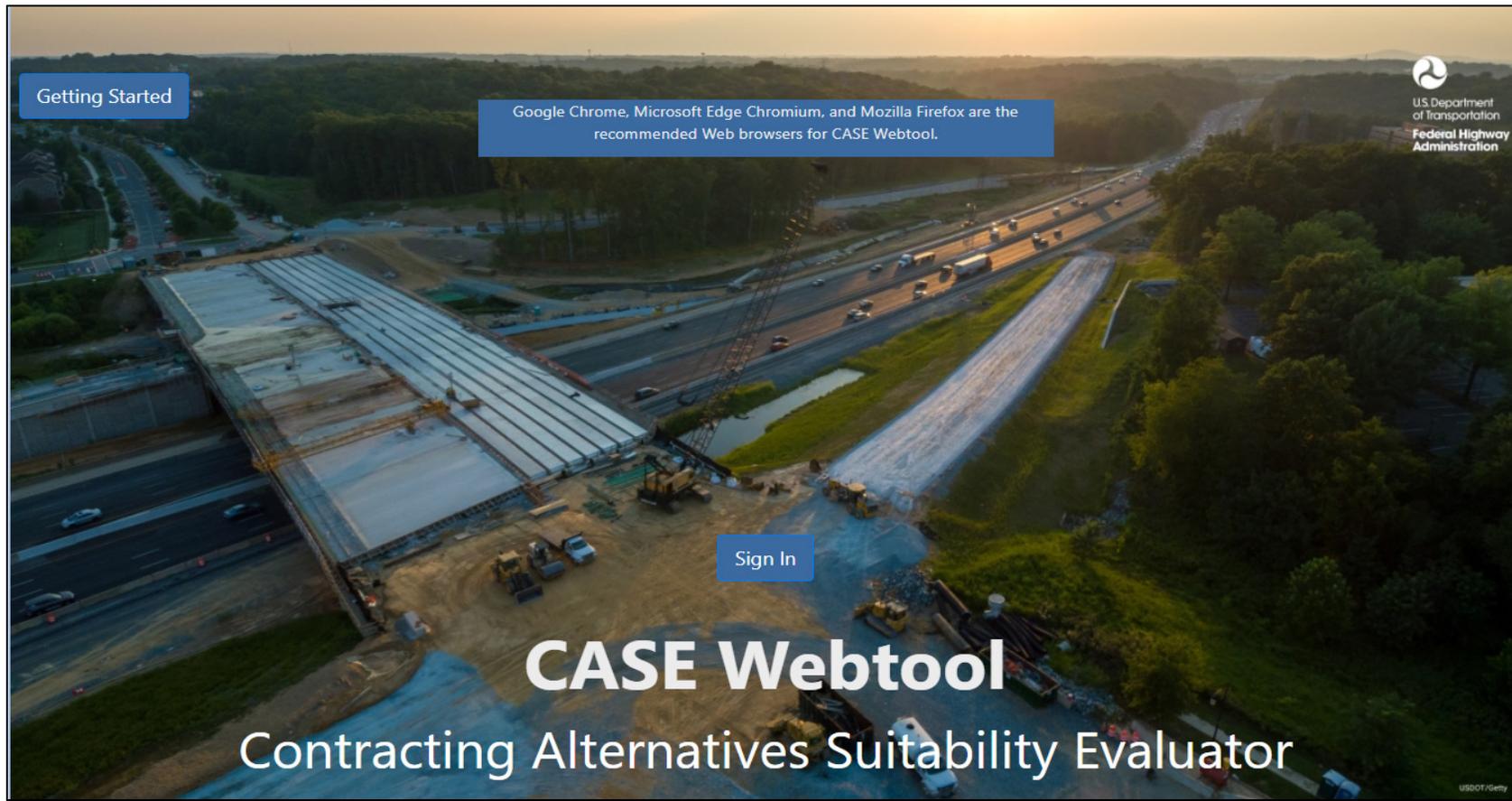


Access and Log in to the Webtool

The **Federal Highway Administration CASE Webtool** is internet-based. Access the webtool via this link: <https://case.fhwa.dot.gov>

NOTE: For the best user experience, Google Chrome, Microsoft Edge Chromium, and Mozilla Firefox are the recommended Web browsers. Microsoft Internet Explorer (IE), Microsoft Edge, and Apple Safari browsers are not recommended, as they do not support some of the functionality in the webtool.

You are presented with the Main Access page:



Log in: Field Descriptions and Help

1. **Enter a valid Email Address:** Enter the email address used to register an account in the webtool.
2. **Password:** Enter the password you selected when you registered an account in the webtool. NOTE: You may change your password or reset a forgotten password by clicking [Forgot Password](#) at the bottom of the page.

Click the Login button to log in to the webtool. You are presented with the Welcome page.

CASE Webtool Logout

[Administration](#) [Home](#) [FAQs](#) [Help](#)



[Start a New Analysis](#)



[Archived Analyses](#)

* - Required



Projects in Progress

ACM-INFO				ACM-SCREEN		ACM-RISK	P3-EFFECTS 2.0		P3-VALUE 2.3	
Action	Project Name	Project Identifier	Last Updated	Manage Documents	Long vs Short	Short-Term ACM	Short-Term Risk Mitigation	DBOM/ DBFOM	PSC/P3 Long-Term Analysis	P3-VALUE
  	Example Project for review -Unkefer	61EC1E44CD614BC79F74	2/8/2021		C	C	C	C	I	C
  	Express Lanes Project-Copied	2A2AB4DB23874958B7DF	12/18/2020		C	N	N	C	C	N