

## MAINTENANCE QPL PROCESS PROCEDURE

1	At the beginning of each biennium, NDDOT Maintenance, NDDOT Procurement, and OMB Procurement will review the Maintenance Qualified Products List Approval process and make any needed updates to procedures, forms, templates and website. An Invitation to Participate in the Maintenance Qualified Products List (QPL) notice may be issued to notify potential bidders of the QPL process.	Maintenance, NDDOT Procurement, OMB Procurement
2	Finalization of equipment purchase plan for the new biennium. This plan is made up of primarily Major equipment purchases. Minor equipment may also be identified. Maintenance material will also be on the QPL.	Maintenance
3	When vendor(s) contact(s) NDDOT, follow Maintenance Qualified Products List Approval Process as set forth in the <a href="#">Maintenance QPL Approval - Field Test Vendor Agreement (SFN 59659)</a>	Maintenance
4	Use the form <a href="#">Maintenance Equipment Qualified Product List Evaluation (SFN 59435)</a> when evaluating potential product list additions.  Field Testing Waivers: Document the process used to verify the product met spec and was determined to be acceptable to justify the waiver of the field testing requirement. See <a href="#">Maintenance QPL Approval - Field Test Vendor Agreement (SFN 59659)</a>	Maintenance, District(s) Conducting Test
5	If the product passes the Maintenance Qualified Products List Approval Field Testing and Evaluation process – Add approved product to Approved Maintenance Qualified Products List and to the appropriate bid specification(s). A written notice of the acceptance will be provided to the vendor.	Maintenance
6	If the product fails the Maintenance Qualified Products List Approval Field Testing and Evaluation process – The product will not be added to the Approved Maintenance Qualified Products List and will not be listed on the appropriate bid specification(s). A written notice including the reason for disapproval will be provided to the vendor.	Maintenance
7	Ensure the NDDOT website Approved Maintenance Qualified Products List is updated when a vendor is added or removed from the QPL and update the “as of” date	
8	NDDOT will periodically follow up on product quality and performance in the field over the course of owning the product. District(s) positive or negative feedback and cost of ownership reports from management systems will be used to continually evaluate product quality and performance to determine if the product remains on the Approved Maintenance Qualified Products List.	Maintenance, District(s)
9	NDDOT will follow up with vendors as needed to inform them of quality and performance issues.	Maintenance, Vendors
10	Approved products in good standing on quality and performance will remain on the Approved Maintenance Qualified Products List for a period of 10 years from the date of approval at which time the product will be required to be re-evaluated and re-approved.	Maintenance, District(s), Vendors
11	NDDOT may change the specification at any time. Specification changes may result in approved products no longer meeting specifications. NDDOT will notify vendors if a specification change results in removal from the QPL.	