

Task: Develop a Standard, which defines the documentation requirements submitted to **State** for Supplier approval to deliver products and services to **State**; and which defines the subsequent audit program requirements for the **State Supplier Qualification Program** for Supplier approval to deliver product and services to **State**.

## Project Description:

The **State** is in need of a **State** specific supplier qualification program for fabricators of bridges, manufacturers of ancillary bridge products, painting contractors, field welding contractors, and galvanizers for both shop and field services.

Here are three separate options to choose from in defining the project. They start large and complete and diminish to a smaller scope. Choose just one to start with, combine a couple, or make up a new combination.

### Option 1 (full program, all suppliers regularly assessed)

**State** wants to attract suppliers with a consistent method of doing business that produce quality services and quality products on time to **State** requirements. **State** has concluded that a company which follows a sound, documented quality management system for all of its transportation industry customers is more capable of producing consistent quality product for **State** projects. The Supplier Qualification program will assess all Suppliers who wish to be included on the **State** Approved Supplier List on a regular and ongoing basis. The **State Supplier Qualification Standard (Standard)** will define this long term program.

### Option 2 (use for single, high risk projects)

**State** wants to assure project quality for large, high risk projects. Suppliers to a project so identified must have had one full assessment and addressed any requests for corrective action before they begin work on their portion of the project. If a Supplier does not qualify, they will not be allowed to work on the project.

It is preferable that Suppliers are prequalified by **State's** Supplier Qualification Program in advance of a project award. Contractors are encouraged to get their regular suppliers prequalified so that project schedules are not affected and deadlines are not missed. A Supplier who is not able to qualify, or qualify on time does not absolve the contractor of the responsibility for quality or schedule.

The **State Supplier Qualification Standard (Standard)** will define the requirements for successful qualification.

### Option 3 (use for new and non-performing Suppliers, or for a specific group of suppliers, )

**State** wants to assure that manufacturers of high mast lighting structures, bearings and modular expansion joints have manufacturing processes that will be a source of consistent supply that is an appropriate quality for **State** projects. Contractors can select manufacturers from this list of prequalified Suppliers with confidence. Suppliers must maintain their status on this list to be selected by Contractors for **State** projects.

The **State Supplier Qualification Standard (Standard)** defines the requirements for inclusion on this approved supplier list. The Supplier Qualification program will assess all Suppliers who wish to be included on the **State** Approved Supplier List on a regular and ongoing basis.

## Project Request for Proposal

**State** wishes to select a contractor to develop and document the **State** Supplier Qualification Program defined in the Project description.

### Project Deliverables

- a. **Supplier Qualification Standard (Standard)**. The deliverable of this project will be a standard that defines the requirements of quality manuals and/or procedures that are submitted to the **State** supplier audit program for review and acceptance. Upon acceptance, the Standard will be available both for suppliers and the **State** Engineers who review and approve these quality manuals.

- b. **Review Checklist.** This tool will be developed after the Standard is developed and approved. It will be the requirements of the Standard, but formatted and organized to facilitate the **State** engineer review of Quality Manual and Procedures received from Suppliers applying and continuing with the existing audit program.

### Objective:

The objective of the Standard is to define the basic quality management system requirements (documented procedures and records) that constitute an acceptable supplier program that assures the quality of metals products provided to the **State**.

It will be the Suppliers' responsibility to describe the specific methods, records and responsible personnel to execute these requirements.

It is intended that the Standard will also contribute to better understanding of, and the conduct of the onsite audit process which will be part of the program.

### Expected Methodology and direction

It is expected that this Standard will address the fundamentals of a good quality management system that addresses the specific technical and procedural requirements of the **State** specification and typical project requirements.

- What items and elements of a Supplier's quality management system require a written procedure and what are the minimums that must be addressed.
- What are the minimum and suggested records that demonstrate the functioning of a quality management system.
- Define requirements based on product type.
- Assess the value of writing to include ISO formats.
- Clearly identify required **State** approvals necessary.
- Address how the Supplier will communicate with the customer (so that communication with **State** has required information).
- Specifically in nonconformances—how the Supplier notifies **State**.
- Handling of Requests for Information (RFIs).
- How the Supplier demonstrates qualification of QC personnel, and potentially other positions. This may affect the content of job descriptions or qualification submittal requirements that may not be included, but referenced by the Quality Manual and Procedures.
- Define the responsibilities of the Supplier in the *Supplier Qualification Program*.
- Define **State**'s responsibilities in the *Supplier Audit Program*.
- Review and incorporate aspects from the new 2012 **State** Specification.

### Project Initiation

The work can begin immediately on approval with several preliminary discussions by phone and over email to set some general goals and project boundaries. Then a face-to-face meeting will be scheduled to fine tune and help launch the program. Regular dates will be set when drafts of portions of the document will be ready for review and comment. The review and adjustment process will continue in a time sensitive manner until the Standard is finalized. Contractor will propose a specific method of roll out and introduction to the Suppliers.