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**IDAHO TRANSPORTATION DEPARTMENT – DIVISION OF HIGHWAYS**

**QUALIFIED PRODUCTS LIST SOFTWARE UPDATE RESEARCH PROJECT**

**GENERAL INFORMATION, SUBMISSION OF PROPOSAL, EVALUATIONS, AND AWARD**

**SECTION 1 - GENERAL INFORMATION**

1. **Purpose**

The Idaho Transportation Department (ITD) Qualified Products List (QPL) provides an avenue for manufacturers to submit proprietary products for evaluation, and if successful, receive approval to be listed for use on ITD projects. Products are categorized based on their use as defined in the ITD Standard Specification for Highway Construction (Standard Specifications). Evaluation consists of comparing ITD lab reports or published test results against category criteria published in our Standard Specifications. Evaluators are enabled to restrict usage by disapproval, or by granting provisional use, and/or adding restrictions as necessary.

1. **Background**

This program was designed to streamline the process for project managers to permit the use of proprietary products on our roadways based on their QPL status. QPL product approval does not replace project required quality assurance testing during construction.

The ITD QPL program consists of the following:

* Product database
* Internally facing program
  + Products categorized/sub-categorized by type
  + Product evaluations result in one of the following status’:
    - Approved
    - Provisionally Approved
    - Disapproved
    - Request more information
  + Search functions
    - Category
    - Manufacturer
    - Product Name
* Externally facing Website
  + Similar to internal program with limited information displayed

Developed in house, the QPL program application is written in VisualBasic 6 language. ITD’s Enterprise Technology Services (ETS) reports that this language is outdated, making it difficult to maintain or upgrade the program.

The program was modern and labor saving for its time when developed in the 1990’s, but by today’s standards it is labor intensive. There are a few automated features of the exiting program:

* Automatic product evaluation requests to the Subject Matter Expert once new products are entered and categorized (includes a link to product status page)
* Automatic notification to the administrator when an evaluation is submitted (includes a link to product status page)

Most other functions are performed manually:

* Manufacture profile input and updates (cut and paste from application or update form)
* New product information (cut and paste from application)
* Product information requests from evaluators
* Product evaluation reminders (2 week evaluation reminders for evaluator and administrator through Outlook)
* Product evaluation status update requests from manufacturer requires a manual response
* Product recertification (every five years)
  + Notices to manufacturers are sent manually
  + Updates are entered manually by administrator
* Category maintenance (no direct ties to Standard Specifications)

The proposed QPL program creates an opportunity to provide numerous updated features available with today’s technology including, but not limited to:

* Manufacturer’s web portal for submitting new products, updating and/or recertifying existing QPL products, and status updates
* Addition of a “Suspended” category for products not updated annually
* Automated letters to manufacturers
* Incorporate alternate evaluator capability (two to three evaluators for each category)
* Linking QPL specifications with the Department’s Standard Specifications
* Providing capability to include innovative and non-specification products
* Enhanced search capabilities
* Improved serviceability by ETS
* Improved security

1. **Funding**

The use of SPR funds must comply with [23 CFR 420.121(j)](https://www.govinfo.gov/content/pkg/CFR-2011-title23-vol1/pdf/CFR-2011-title23-vol1-part420.pdf)

**SECTION 2 – SUBMISSION OF PROPOSAL**

1. **Submission Contact**

Proposals must be submitted electronically to the following:

Name: Ryan Blaine, Senior Buyer

Email: [Ryan.Blaine@itd.idaho.gov](mailto:Ryan.Blaine@itd.idaho.gov)

1. **Submission Response Deadline**

Contractor response must be submitted no later than **February 26, 2021 by 5:00 PM (MDT).** Submissions must be submitted to the Submission Contact listed above in order for your submission to be evaluated.

1. **Inquiries**

Questions regarding this request must be submitted to the Submission Contact listed above. Questions must be submitted no later than **February 5, 2021 by 5:00 PM (MDT**).

Responses to all questions will be compiled into one (1) list once the questions submission date has expired. All contractors who submit questions will receive a response from the Submission Contact after ITD has reviewed and addressed all submitted questions. Those Contractors who do not submit a question will not receive the final list, unless requested in writing from the Submission Contact listed above.

1. **Response Content**

Response must not exceed fifteen (15) pages (excluding resumes for proposed team members) and must be organized to include the following:

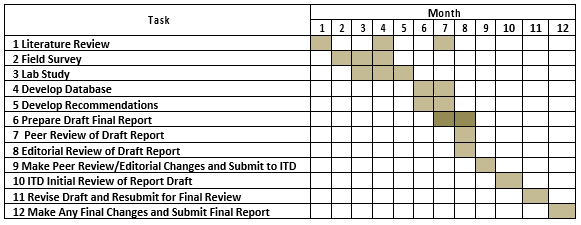
1. Cover Page - must Include the following information:
2. Project Title (QPL Software Update Research Project)
3. “Submitted by” section including name, institution, address, phone, fax #, and e-mail address
4. “Submitted to” section indicating the proposal is being submitted to the Idaho Transportation Department, Research Program
5. Proposal Date
6. Business Information - Provide a profile of your business including business history, description of current service area, and customer base. Provide contact information for a minimum of three (3) references from customers who have received same or similar service.
7. Problem Statement - Concisely express your understanding of the problem(s) presented in this solicitation. Do not just restate language in the research request, but instead articulate your own understanding of, and insight into, the problem(s).
8. Research Approach/Work Plan - Describe the work that will be performed to complete the tasks and deliverables. Include each of the tasks listed in **Attachment 1 – Scope of Work & Deliverables**, and describe in detail how each task will be performed. Identify any additional tasks you feel are needed and explain any deviations from the tasks required by ITD. Identify any obstacles you see to achieving the objectives and how you would propose overcoming them.

The research plan should be complete and logically organized. It should clearly articulate the researcher’s approach to the problem and how the work done will contribute to accomplishment of the project tasks and deliverables. The response should include discussion of applicable principles and theories, the type and range of data needed, the data analysis methods to be employed, and how possible recommendations will be identified and developed.

1. Research History - Explain types of research performed, and provide samples if allowed and not confidential, with same or similar to the scope of this project.
2. Communications Plan - Describe the steps that will take to ensure regular communication occurs with ITD’s PM throughout the project. Include your company’s escalation process, with points of contact, in the event ITD will need to escalate concerns during the contract.
3. Schedule - Identify the estimated start and completion dates for the project, as well as the completion dates for each task and deliverable. Each proposal should include a Gantt chart depicting the schedule for completing each task and deliverable. The schedule must indicate the number of months allocated to each task and deliverable.

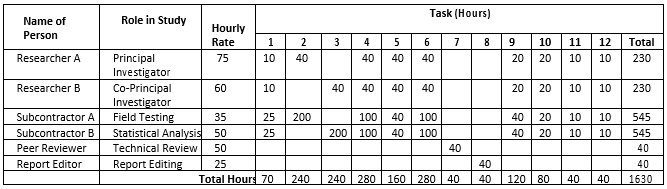
Be sure to build sufficient time into your time schedule to complete the work outlined in your proposal. It is very important to ITD’s Research Program that projects be completed on time. **As a result, no time extensions will be allowed, and the project must be complete within twelve (12) months from the award date of the contract; this includes the kick-off meeting.**

Example of a schedule:



1. Staffing - Include the following information:
2. Identify all members of the proposed research team and describe their role in the project.
3. Explain how team members’ past academic, professional, and research experience relate to the work they will perform.
4. Provide information about other commitments the principal investigator(s) and research team will have during the project. This information must be sufficiently detailed to allow assessment of the researchers’ experience, projects completed, and ability to complete the work within the required time schedule.
5. Identify the individuals who will perform quality control work on the project, including:
   1. An independent peer reviewer with sufficient expertise to assess the adequacy of the work performed and the conclusions reached by the project team, and
   2. A report editor responsible for ensuring project reports are clearly and concisely written and are prepared in accordance with ITD Research Program guidelines.
6. Provide a detailed breakdown of each team member’s involvement in each task and deliverable.

Example of a detailed breakdown:



1. Required ITD Involvement - Describe any assistance required from ITD, such as:
2. Data collection
3. Access to ITD records or databases
4. Budget - Provide a quote of the costs for the work outlined in your proposal using the format provided in the table below. **The total cost for the project must not exceed $50,000.** This range is ITD’s estimate of the level of funding necessary to complete the work. Contractor should set the scope and depth of the study accordingly.

Example of a quote:



**SECTION 3 – EVALUATIONS**

* + 1. **Response Evaluation**

ITD staff knowledgeable in the background section will evaluate proposals. Selection will be made in consideration of general criteria based on the vendor’s response to the Scope of Work and as follows:

1. The expertise, capabilities, and technical competence of proposed team members to perform the proposed work
2. The research approach and methodology detailed in the proposal to meet the project tasks and deliverables
3. Resources available to perform the work, including any specialized services, within the specified time limits for the project
4. Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration
5. Availability to the project locale
6. Familiarity with the project locale
7. Proposed project management techniques
8. Ability and proven history in handling special project constraints

**SECTION 4 – AWARD**

1. **Professional Services and Consulting Agreement**

The result of this request will be awarded as a Professional Services and Consulting Agreement (PSA).

1. **Term**

The resulting PSA shall commence on the date of the final signature provided by the Submission Contact listed above. Under no circumstances will the term of the PSA be greater than twelve (12) months, unless terminated earlier, in writing, in accordance with the PSA.