North Carolina Department of Transportation
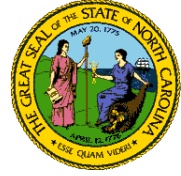**Value Management Office**

NCDOT
Product Evaluation Program
Submission Process

Version 2.0
July 2017

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1.0 Product Evaluation Program (PEP)

1.1 Purpose

The purpose of the Product Evaluation Program (PEP) is to provide a comprehensive evaluation of products to make NCDOTs network safer, move people and goods more efficiently, and make the infrastructure last longer. Another purpose of the Program is to determine if evaluated products are viable for use in North Carolina's infrastructure by monitoring installations and providing documentation on their durability and performance.

Products evaluated are typically those that have not been previously evaluated by NCDOT and where a NCDOT Standard Specification does not exist, or products that have a NCDOT Standard Specification but require evaluation prior to approval.

Refer all product inquiries to the PEP Engineer:
- PEP Customer Service Line: (919) 707-4808
- PEP Email: productevaluation@ncdot.gov
- PEP Website

1.2 Goals

The Department receives numerous requests for evaluation and approval of innovative technologies and products for use on NCDOT transportation infrastructure projects. The primary goal of the PEP is to enable NCDOT to provide objective, impartial, and consistent evaluation of products and technologies for use in the construction, maintenance, and operation of the State's transportation system. Only innovative technologies and products that are fully developed, commercially available, and serve a useful function within NCDOT operations will be evaluated.

1.3 Definitions

Approved Product List (APL) – A list of innovative technologies and products that have been evaluated and approved by NCDOT for potential use on NCDOT projects.

Product – A fully developed, commercially available tangible item for use in the construction, maintenance, and/or operation of the State's transportation system.

Product Evaluation Program (PEP) Engineer – The central point of contact for management of the PEP.

Status Code – The standing assigned to a product or technology as it moves through the decision process. The status codes are as follows:

"Under Evaluation": Product or technology is undergoing evaluation consisting of, but not limited to, technical evaluation, laboratory review, and/or calculation verification.

"Accepted for Field Trial Use": The product or technology has been evaluated to the extent possible and the further review of the product or technology is pending the receipt of a field trial report from the vendor.

"Appeal": The vendor has requested a review of the TWG's status decision of the product or technology and has provided additional information to facilitate that review. Products and technologies with this status code are not posted on the APL.

"Approved": The product or technology has been evaluated and is approved for use.

"Approved for Provisional Use" (APU): The product or technology has been evaluated and is approved for use based on site specific and/or project specific conditions being met. (NOTE: Traffic Management products are given an APU status when they are to be used in the field prior to being given a full "Approved" status. The vendor must contact Traffic Management prior to using it on a NCDOT project.)

"No Status": The product or technology has not been evaluated and is awaiting further action by the TWG or vendor. Products and technologies with this status code are not posted on the APL.

"Request Additional Information": The review for the product or technology is pending the submission of additional or supporting documentation from the vendor.

"Unapproved": The product or technology has been evaluated and currently does not meet either the specifications or the needs of the Department. Products and technologies with this status code are not posted on the website. Additionally, a status may be changed to "Unapproved" if any of the following conditions occur: (Note: this list is not all inclusive)

- Unsatisfactory performance
- Product failure resulting in serious injury or death
- Unsafe product or installation
- Warranty not honored
- Insolvency

- False information submitted on any application, statement, certification, reports or records
- Debarred by Federal or State Agency
- Failure to furnish a non-collusion affidavit upon request
- Evidence of collusion among vendors
- Failure to meet the requirements of an existing guarantee

"Void": The product or technology failed to recertify or is no longer being considered for evaluation or use. Products and technologies with this status code are not posted on the APL.

Technology – An application of knowledge used to improve the functionality of a given product or process used in the construction, maintenance, and/or operation of the State's transportation system.

Vendor – The entity (typically the product manufacturer or distributor) that submits an application for product evaluation.

1.4 PEP Submission Processes

Products submitted to NCDOT for evaluation must meet the following criteria:

- The vendor must use Web-Based PEP Application and submit electronically;
- The vendor must identify the proposed use of the product or technology;
- The product or technology must be directly related to the transportation system; and,
- The product or technology must be fully developed, marketable, and commercially available.

A. Web-Based Application

1. Visit the PEP Website and sign up for a NCID Account by using the [NCID instructions](#).
2. Once you have a NCID Account, click the "Register your NCID" button on the PEP Webpage and send the following information to productevaluation@ncdot.gov.
   a. Name of Account Owner
   b. Phone Number
   c. Email Address
   d. NCID Username

3. Please note that the PEP Team must register your NCID in order for you to have access to the web-based application. It may be 10 business days before you are granted access.
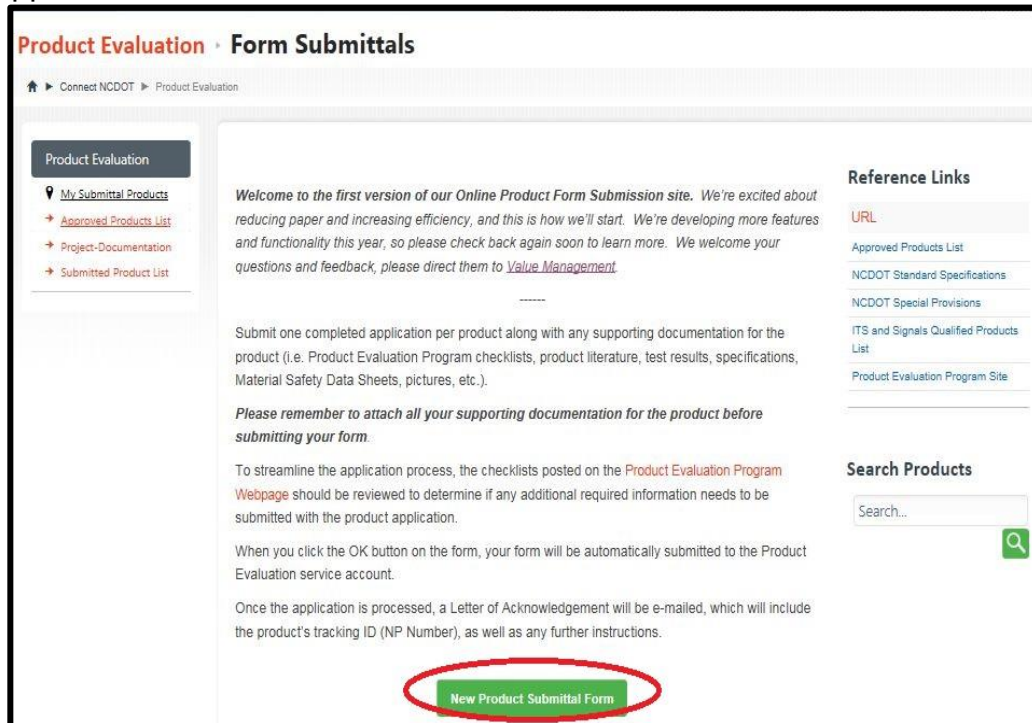
4. Once you have access to the site, click on the "Submit Products" button and log in with your NCID Account.

Note: If you are having problems logging in with your NCID Account, try typing in "ncid\" before your NCID username and then put in your NCID password as normal.

Remember, one application per product. Do not enter multiple products under the same application.

5. Click on the "New Product Submittal Form" button and complete the application.

a. Note that additional information can be attached to the application using the ribbon at the top of the screen.
b. Name attachments with the Product name. (ex., Product Name_Photo1.jpg).

6. Complete the form and select "Save". Note: Once you start the process you have to finish. You are not able to save the form and come back later to complete. By selecting "Save" you are submitting the form. See Appendix A for all the required information prior to starting.
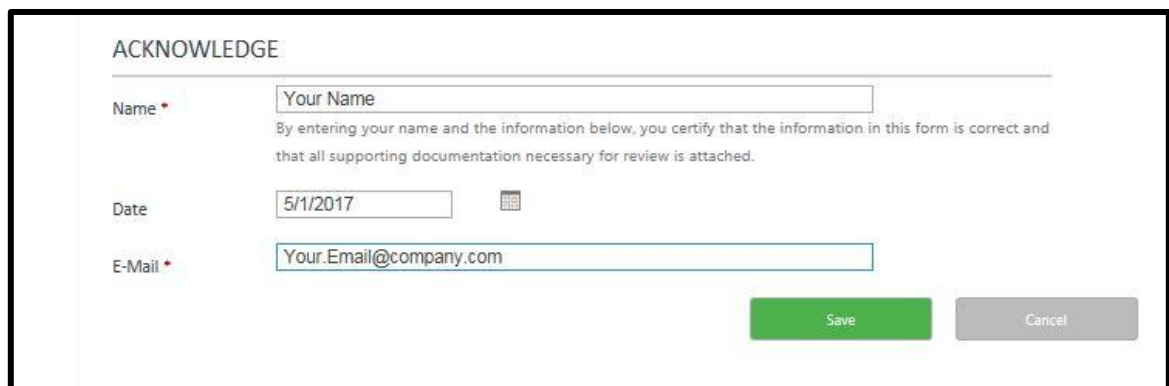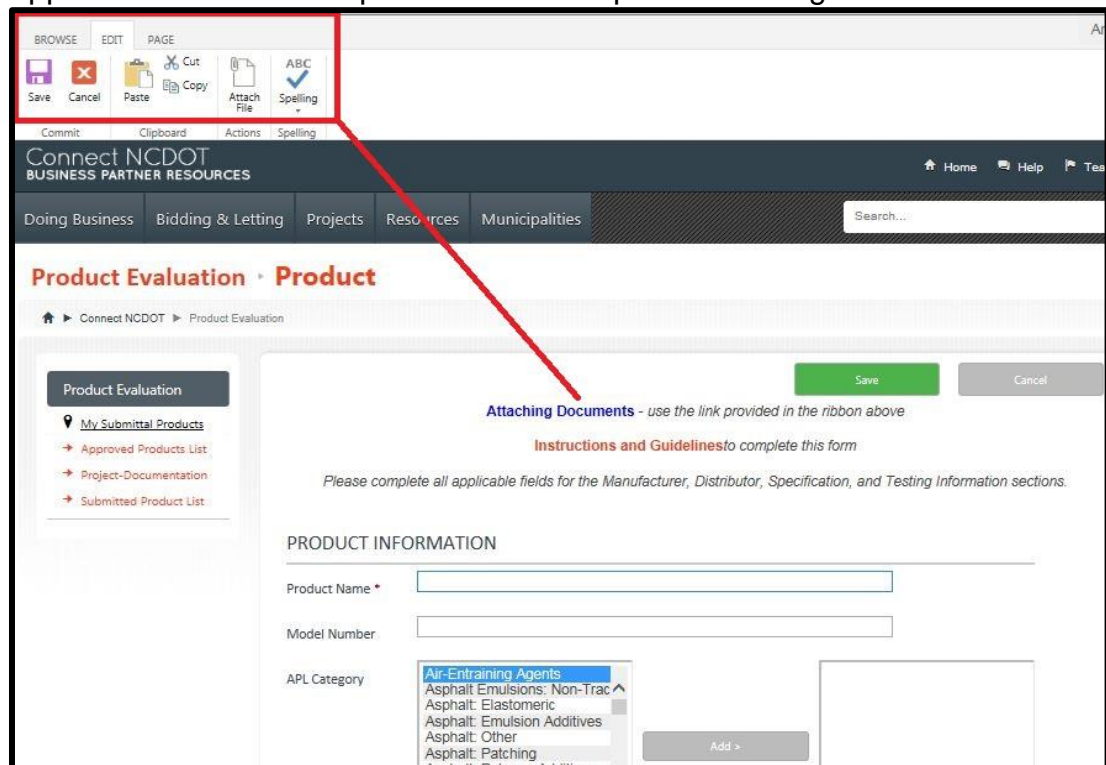
7. Your application will be reviewed and a letter of acknowledgment containing a NCDOT tracking number will be sent within 10 business days.
8. If an application is incomplete, the vendor will be notified via email by the PEP Engineer to provide missing information within 30 days of notification.
9. If the submittal package is still incomplete after 30 days, the product will not be considered for any further review. The vendor must submit a new PEP Application submittal to be considered for future evaluation.

10. Upon completion of the submittal, you will be able to submit another Product Evaluation, if applicable.
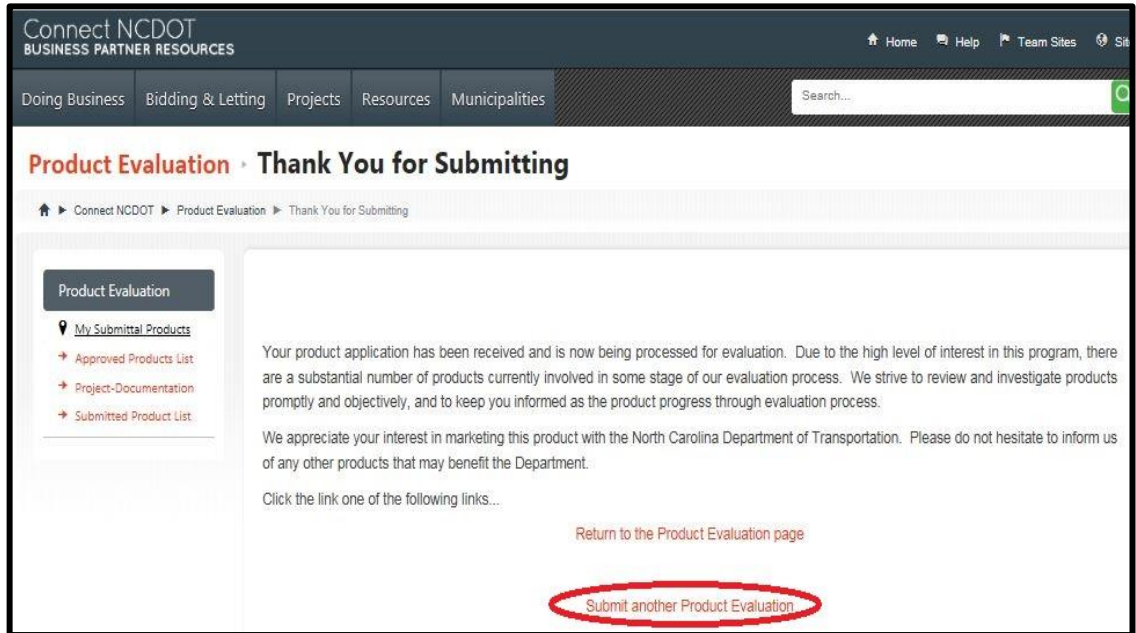
11. Once submitted you will be able to track the progress of your products on the Product Evaluation Page.
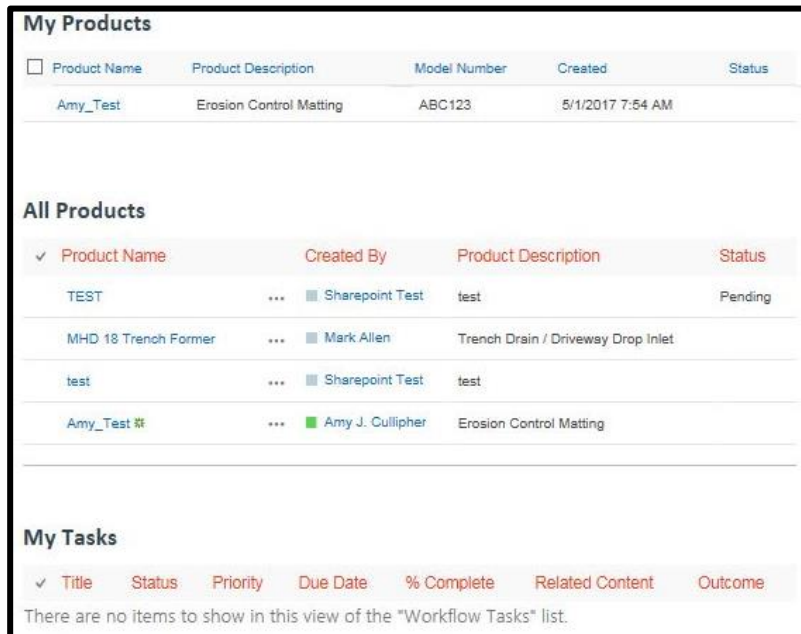
B. Contacting PEP Engineer

During the review process, only contact the PEP engineer to provide new or additional pertinent information to the product that was submitted. Contacting the PEP engineer will not speed up the review process in any way. When contact the PEP engineer be sure to provide the NP number, product name, and details as to your call or email. You may contact the PEP customer service line via email or telephone.

Samples

Product samples should not be submitted with the Application. NCDOT may request product samples later in the process. If requested, the vendor will have 30 days to submit a product sample. The PEP engineer will specify details of the sample request including quantity and format. These samples will not be returned to the vendor. Should the vendor fail to submit the product sample within 30 days, the product will not be considered for further review. The vendor must submit a new PEP Application submittal to be considered for future evaluation.

Appeals Process

If the vendor does not agree with the determined product status, the vendor may elect to appeal the product status. The vendor must appeal via email to the PEP Engineer within 30 days of product status notification and the appeal must include new or additional product information.

Vendors may not "drop by" for unannounced, unscheduled visits with the PEP Engineer. A meeting must be scheduled and approved in advance. Contact the PEP engineer via email or telephone.

1.5 Recertification

The Recertification Process will occur annually to ensure the Department's Approved Product List (APL) is kept up to date with current product and contact information. All vendors with products with an "Approved" or "Approved for Provisional Use" status must recertify their product on an annual basis by the 31st of January. If a recertification is not received by January 31st, the PEP Engineer will change the product status to VOID and it will no longer be listed on NCDOT's APL.

Recertification Notices with detailed requirements will be sent by the end of the calendar year via e-mail. The notice will instruct the vendor to visit the PEP webpage and provide instructions for recertification. Information regarding the recertification process will be posted on the Product Evaluation website or is available by contacting productevaluation@ncdot.gov. While recertifying, vendors may choose to include the latest product literature for the Department to keep on file. The PEP Engineer may request additional information during the Recertification process to verify compliance with NCDOT Standard Specifications.

1.6 Change Notification

If at any time, the company contact information, product, or technology information changes for items under evaluation or listed on the APL, the vendor must submit a Product Change Notification Form. Based on the submitted information, the product or technology may be re-evaluated.
The Product Change Notification Form is available on the PEP website. Vendors may submit the Product Change Notification Form to the PEP engineer via email, including all required fields and any supporting documentation, to update their information on the APL.

1.7 Approved Product List

The PEP provides a central point of contact for vendors to pursue possible incorporation of their products and technologies by NCDOT. There are numerous communications and notifications that are generated through the PEP in regards to maintaining the Approved Product List (APL) and the product evaluation process.

1.8 Program Evaluation

The processes and procedures of the PEP are evaluated throughout the year. A primary goal of the PEP is to consistently evaluate all facets of the Program to ensure that it is serving the Department and, ultimately the citizens of North Carolina. The PEP continuously searches for way to expand product markets on scarce resources through outreach efforts and streamline the PEP review process.

1.9 File Retention

The PEP does not accept any hard copy applications or information. All information is stored electronically.

The State of North Carolina's Records Retention Policy, as well as the NCDOT Value Management Program's Records Retention Policy will be observed.

1.10 Program Disclaimer

Acceptance of a product or technology for evaluation by NCDOT is in no way a commitment to purchase, recommend, or specify the product or technology reviewed, regardless of its performance. The vendor is responsible for all liabilities and injuries caused by any defect in the design, manufacturing, and/or labeling of their products or technologies. The vendor is also responsible for keeping NCDOT informed of any changes in the product, company structure and contact information. Any changes without proper notification will result in changing the product status to "VOID".

1.11 Contact Information

All written reports, letters, and forms will be communicated via email only. You may contact PEP Customer Service through email or phone. When contacting the PEP Customer Service team provide details including the NP number, product name, and nature of your call or quarry.

> Email: productevaluation@ncdot.gov
> Telephone: 919-707-4808

Appendix A

Information required to submit a new product

Information	Comment
1. Product Name	
2. Model Number	
3. Approved Product List Category	Check PEP website for the full APL
4. Product ID	If previously submitted, otherwise leave blank
5. Product Website	
6. Product Description	Brief description of the product
7. Primary Use	As related to NCDOT
8. Advantages	Can provide in an attachment
9. Composition	Can provide in an attachment
10. Warranty	Can provide in an attachment
11. Product Cost	As delivered
12. Product Cost Installed	With installation
13. Unit of Measure	As related to cost
14. Percentage of recycled material	
15. Type of recycled Material	
16. Is the product biodegradable?	Yes or No
17. Percentage of hazardous materials	
18. Country where Product is Manufactured	
19. Manufacturer Name and Contact information	
20. Distributor Name and Contact Information	
21. NCDOT Standards and Specifications	If applicable
22. AASHTO, ASTM, MUTCD specifications	If applicable
23. NTPEP and other lab reports	If applicable
24. Attachments (if available)	Upload attachments with additional product information to assist in the approval process. Including but not limited to, manufacturing and delivery time frames, other agency approval, and years in use.