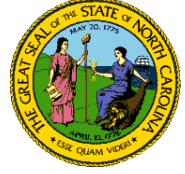




North Carolina Department of Transportation Value Management Office



NCDOT Product Evaluation Program Submission Process

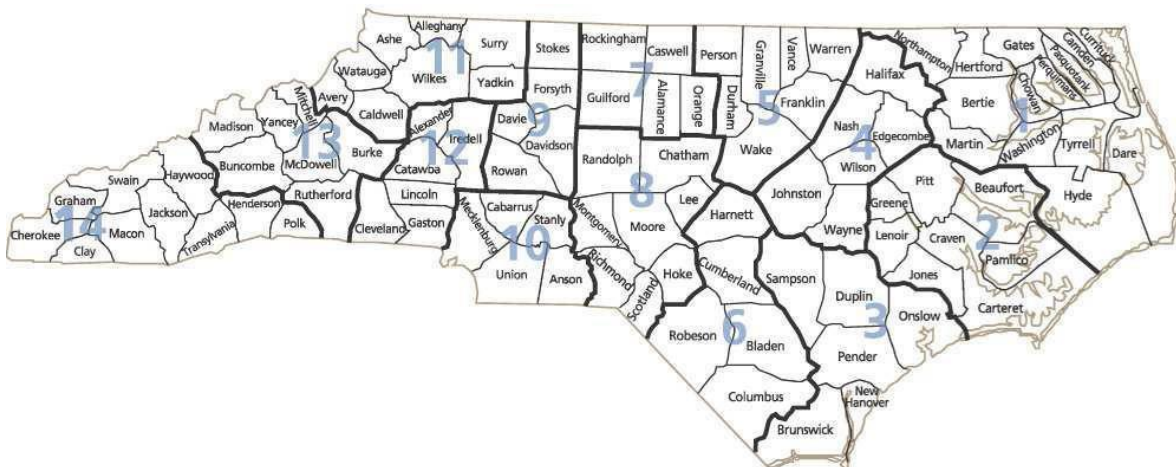


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1.0 Product Evaluation Program (PEP)

1.1 Purpose

The purpose of the Product Evaluation Program (PEP) is to provide a comprehensive evaluation of products to make NCDOT's 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) 329-4074
- 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 – 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.

“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 using the new product application posted on the PEP website;
 - The application should be downloaded and opened in Adobe for the fields and drop down lists to function. You may email productevaluation@ncdot.gov to request the application if you are having issues.
- Supporting documentation should also be submitted along with the new product application verifying the product meets NCDOT standards;
- The vendor must identify the proposed use of the product or technology;
- The product or technology must be directly related to the transportation system;
- The product or technology must be fully developed, marketable, and commercially available.

A. 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 contacting 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. The PEP engineer will specify details of the sample request including quantity and format. These samples will not be returned to the vendor.

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. Please contact productevaluation@ncdot.gov for any questions regarding recertification. 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 contact PEP at productevaluation@ncdot.gov.

1.7 Program Disclaimer

Acceptance or approval 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". The vendor is also responsible for the marketing of their product(s) that do get listed on the Approved Products List.