

A. Project Description

The State is in need of professional and technical services to maintain an audit program that will verify the quality control procedures of structural metal suppliers of State construction projects.

State has approved the Quality Control Plans (QCP) of 40 firms that fabricate structural metal components for State construction projects. The number of firms to be audited will fluctuate during the life of the contract (State will supply an updated facility list at times during the course of the project). The QCP is a requirement of State's Standard Specifications for Construction, section 2471.3C that describes in detail the methods, equipment, nondestructive testing, and frequency of testing used to ensure that the requirements of the codes, plans, and specifications are being met. The 51 firms are spread out at locations around the country. An individual shop QCP must be approved to provide fabrication services. Services generally are related to bridge construction projects and usually involve fabrications of major and minor structural components, galvanizing, and painting.

State's objective is to assure that fabricated metal product supplied to its construction projects meet contract requirements. State believes that the quality of the product can be assured by the implementation of an appropriate quality management system maintained by the suppliers. Through MnDOT Contract No. 90607, a progressive audit program was established. State wishes to maintain this program to assess the quality management systems of its suppliers.

Contractor's overall task is to maintain this audit program. Contractor will conduct individual audits of each supplier in accordance with the audit program. Each supplier is considered approved to supply State projects for an interval of twelve months after the first successful audit of their facility and quality management system. To maintain approval, each supplier must continue to have successful results from audits conducted approximately every six months. One annual audit is assumed at each supplier facility in this two-year period. The approval (and audit) interval for each individual supplier may be adjusted by State after reviewing audit results, but the interval can be no less than once per year in this two-year program. State may increase the frequency if the results indicate the need to do so.

B. Work Activities

Work done related to maintaining the audit program and performing audits of suppliers will be based on Source Type 1738.

C. Work Authorization

State's Project Manager will authorize the Contractor, in writing, generally when audits are to be performed. The authorization will identify which suppliers are to be audited, the products they provide, dates of the audit, the products supplied to State, and the names and addresses of the supplier(s).

The authorization will be issued at the beginning of each six-month period and will determine the number of audits that will be performed in this period. This document forms the commitment between State and Contractor for the work expected/authorized in this period and will be deemed incorporated into this Contract upon its issuance by State.

The results of the audits conducted in each period may determine the number of audits that will be performed in the next twelve-month period.

D. Qualifications of Auditor

The person performing the audits must have verifiable audit training and/or audit certifications like ASQ Certified Quality Auditor or a comparable certification. The auditor must also have knowledge of the specific product(s) being audited. (Example: Documented coatings training to perform audits at a coatings facility). Additionally, the auditor must be knowledgeable in MnDOT Specifications and MnDOT's Supplier Qualification Standards. State's Project Manager will review qualifications of all auditors to determine if above criteria are met. Contractor and/or auditors will disclose any potential conflicts of interest that may result in the inability of the auditor to perform any audit in an unbiased and professional manner. Contractor will provide the name(s) and qualifications of personnel performing audits at the onset of each six-month work authorization period. If changes are necessary, Contractor will notify State's Project Manager immediately.

E. Scope of Work

Task 1: Five Year Audit Program

Maintain an audit program of State Structural Metal suppliers (fabricators, galvanizers, and paint shops) for conformance with their State approved QCPs. The audit program will include a collection of procedures that describes how Contractor will execute work over the five-year contract. At a minimum, the following subjects will be addressed:

- Creation of audit packages
- An audit scope based on the general scope of supply provided by State
- On-site or virtual audit duration
- Planning methods
- Onsite methods
- Reporting Methods
- Identify successful versus failed audit

Task 2: Revise and update the Supplier Qualification Standard as requested by State

Task 3: Review new supplier Quality Manuals to the current Supplier Qualification Standard And approve when in compliance. Also, review and accept Quality Manual revisions from Approved Suppliers.

Task 4: On-site or Virtual Audits

Conduct on-site or virtual audits of all State Structural Metals suppliers utilizing the approved audit program.

Contractor will coordinate with State to develop a schedule of audit “packages” that are based on supplier geographic location. Some of these may be accomplished in Task 1. (State will provide a list of suppliers and their locations.) Approximately 10 audit “packages” are estimated to complete one audit cycle of all supplier locations. State will review the audit program after each audit cycle to determine effectiveness of the program. State reserves the right to monitor/observe the auditors at any facility. State may provide general information on when the audits are desired however, Contractor will be responsible to select the specific dates and travel routes to utilize personnel efficiently.

Contractor will provide a specific audit schedule for each authorization period. As it is updated, Contractor will provide current schedules to the State. Contractor will keep State informed of the exact schedule as it is created or modified based on availability of personnel and the audit subject’s schedule requirements.

Contractor will review each supplier’s QCP prior to completing the final audit plan for that supplier.

Contractor will deliver a certified report of each on site or virtual audit. The report will comply with the requirements of the approved audit program. The report will only contain items that are of concern, nonconformance, or a commendation. The report may contain observations of special interest.

Task 5 (Amendment 03) Contractor will review and approve all Supplier’s Corrective Action Responses (CAR) of the non-conformance instituted.

Task 6 Contractor will have a certified American Society for Non-destructive Testing (ASNT) Level III on staff to review current Non-destructive Testing (NDT) companies for compliance. This includes review of NDT procedures and policies. NDT companies will be added to the Approved Supplier Program and audited to a frequency determined by the State.

F. Key Deliverables

1. Audit reports:

For each audit performed, provide an audit report on each supplier using the form provided in the audit program. The report must include the following: Suppliers name, address, contact, phone and fax numbers, e-mail address and product supplied. It must also include a comprehensive review of the findings of the audit. The report must also include any photographs and appropriate items generated as a result of the audit. All reports will be signed by either a Registered Professional Engineer or a Project Manager employed by the Contractor.

2. Revise the MnDOT Supplier Qualification Standard as directed.
 3. Review and approve new and revised supplier Quality Manuals.
 4. (A03) Review and approve all CAR
- G. Items Provided by State at the start of each work authorization**
1. Copy of the Suppliers QCP (if changed from the previous period)
 2. Authorization to start work
 3. Names and addresses of State Suppliers, and scope of supply to be included in the audit
 4. General Audit schedule
 5. Standard Specifications and Special Provisions

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