

## **APPENDIX R**

# **DELIVERABLE REVIEW STANDARDS AND APPROVAL PROCESS**

## **DELIVERABLE REVIEW STANDARDS AND APPROVAL PROCESS**

The term “deliverable” refers to the output from any and all tasks as indicated in the RFQ and in **Appendix C – Cost Matrix**. Deliverables may include reports, design documents, samples, test reports, software code and other information that may be required for quality control and as required by the Contract Documents.

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All deliverables must be submitted and accepted on or before the scheduled deliverable date. All deliverables must conform to PennDOT standards and formats, and be error free with regard to spelling, grammar, source data and calculations. PennDOT’s review period will not begin until deliverables meet these criteria. Approval of deliverables shall not relieve the Contractor of responsibility for any errors or omissions, nor from responsibility for complying with the requirements of this Contract.

For all written deliverables, the Contractor shall provide a high level outline of the proposed contents of the deliverable to make sure the deliverable meets PennDOT expectations. The outline shall be submitted to the PennDOT Project Manager electronically via e-mail. The review periods shall be defined based on the size and complexity of the deliverables, for example, five (5) days for every seventy five (75) pages to review including charts, attachments, imbedded files and references. The Contractor shall not give the same PennDOT staff more than one (1) deliverable to review at a time.

Upon review, the result shall be provided in email indicating one of the following:

- a. “No Exceptions Taken”  
With this indication, the Contractor can proceed with work.
- b. “Amend and Resubmit”  
With this indication, the procedure shall be:
  - i. Make the changes noted on the marked return.
  - ii. Send revised outline to PennDOT Project Manager for review.
  - iii. Repeat revisions and submissions until marked “No Exception Taken.”

PennDOT will indicate whether the Contractor can proceed with work not indicated for revision in the outline.

- c. “Rejected”  
With this indication, the procedure shall be:
  - i. Review the outline in conjunction with the Contract Documents and transmit new outline.
  - ii. Repeat resubmissions until marked “No Exceptions Taken.”

Do NOT proceed with any fabrication of the work indicated in the outline.

Some deliverables will require formal presentations to PennDOT staff. The Contractor shall plan to conduct the presentations in a timely manner and allow PennDOT the time to adequately review the deliverables before final approval, following such presentations. Please refer to timeframes identified in the deliverable review process below.

The Contractor shall provide electronic versions of all documentation, and employ change control processes and version control to ensure that deliverables are kept current for the duration of the contract. Where appropriate, a table of contents, an index, and keywords shall be available for information searching. PennDOT does not require printed documentation except in a case where the Contractor requests and PennDOT agrees to accept a printed rather than an electronic document.

All deliverables shall contain a cover sheet with the following information:

- The Company's name;
- Contract number and description;
- Name and address of Contractor;
- Name of preparer of the document;
- Page number, sheet number of detail number and revision numbers;
- Description of deliverable; and
- Signature by Contractor certifying the deliverable was reviewed.

All deliverables shall be numbered sequentially with the Contractor maintaining responsibility for a deliverable log.

The deliverable submission and review process will consist of the following steps:

- The Contractor will submit all written deliverables through email whenever possible. For deliverables that are not written documents, an email indicating the deliverable is complete will be required. The email shall contain all information as outlined in the cover sheet above. PennDOT may request hardcopy of the deliverable upon receipt of the electronic version. The Contractor is responsible to ensure PennDOT has received the deliverable notifications.
- Contractor submitted deliverables must be grammatically correct and free of spelling errors. PennDOT's review period will not begin until deliverables meet these criteria.
- The review periods must be defined based on the size and complexity of the deliverables, for example, 5 days for every 75 pages to review including charts, attachments, imbedded files and references. The Contractor must not give the same PennDOT staff more than 1 deliverable to review at a time. Upon review, the result shall be provided in email indicating one of the following:
  - d. "No Exceptions Taken"  
With this indication, the Contractor can proceed with work.
  - e. "Amend and Resubmit"

With this indication, the procedure shall be:

- iv. Make the changes noted on the marked return.
- v. Send revised deliverable to PennDOT for review in accordance with initial submission procedures.
- vi. Repeat revisions and submissions until marked “No Exception Taken.”

PennDOT will indicate whether the Contractor can proceed with work not indicated for revision in the deliverable.

f. “Rejected”

With this indication, the procedure shall be:

- iii. Review the deliverable in conjunction with the Contract Documents and transmit new deliverables.
- iv. Repeat resubmissions until marked “No Exceptions Taken”.

Do NOT proceed with any fabrication of the work indicated in the deliverable.

The review of deliverables by PennDOT is to assess Contractor’s conformance to the Contract and ability of the solution to meet the needs of PennDOT. Markings or comments shall not be construed as relieving the Contractor from compliance with the Contract Documents, nor departures there from. The Contractor remains responsible for complying with the requirements of the Contract, for details and accuracy, and completing the work in a timely manner.