|  |  |  |  |
| --- | --- | --- | --- |
|  |  QUALITY MANAGEMENT PROCEDURES | Rev. 0 | **Page 1 of 3** |
| QMP 2.1 | Title:QMP 2.1 Contractor or Subcontractor RFP Quality process, Meeting, and Agenda |  | Date: 2019-08-18  |

**[Note, this document introduction and summary has been rewritten as of 2020-09-24. New information in this revision is shown with track changes, but as revisions are extensive, this note advises the users to have a fresh read; for clarity, not all changes are marked .]**

**Summary**

*QMP 2.1 – Subcontractor RFQ quality processes – Meeting and Agenda:*

For organizations who hire contractors or subcontractors, QMP 2.1 provides an internal process (meeting and agenda) to reach agreement as to quality requirements to be specified in procurement of the level below (contractor or subcontractor) in terms of quality plan, work method and quality checklist for all significant work-breakdown.

The organization’s QMS and its requirements are extended to our Sub-trades and need to be understood by them. It is important that the Sub-trades we select are ones that will reflect our high-quality standards and will work to improve customer satisfaction.

The intent of QMP 2.1 is to provide a forum (a meeting) for internal discussion of quality management requirements for the level below for the following relationships:

1. Public Sector Owner to General Contractor (Tier 1-2),

**Tier 1-2**

**Tier 2**

**Tier 3**

**Tier 1**

**Tier 4**

**Tier 2-3**

1. Developer to General Contractor (also Tier 1-2), or
2. General Contractor-to-Subtrade (Tier 2-3)

Figure 1: Organization chart showing Tiers and contractual relationships

QMP 2.1 is recommended to be addressed by the above noted Organizations prior to the decision as to which QMP to issue to the level below:

* *QMP 2.2 RFQ quality requirements for Contractor, (now available in three different versions per the three different relationships listed 2 paragraphs above), or*
* *QMP 2.5 Subcontractor Quality Requirements Tier 2-3.* The discussion will center on the level of quality management requirements for Subcontractors including Inspection Checklists, Work Methods, and/or Quality Plan.

Both of the above noted QMPs require inspection checklists, Work Methods, and Quality Plans to be submitted from the level below, but this too should be included in the QMP 2.1 discussions.

The discussion revolves around the size of scope for which the full-service quality requirements per QMP 2.2 are required. One measure would be – does the scope likely require subcontractors? If it does, then require QMP 2.2. Another measure might be dollar value of the work package – such as scope larger than $20m requires QMP 2.2.

**1.0 Introduction of QMPs**

* 1. This **QMP 2.1:**

QMP 2.1 has the intent of providing a forum for a meeting (and discussion) of RFQs soon to be issued and identifying quality management requirements for Contractor or Subcontractor RFQs to be procured. This QMP 2.1 is to be issued internally prior to an in-house meeting in order to facilitate discussion and agreement about quality management requirements per QMP 2.2 and or QMP 2.5.

**2 QMP 2.2** ***- RFQ Quality Requirements for large-scope organizations:***

QMP 2.2 has its origins with BC Ministry of Transportation specification for quality management on large infrastructure projects. The version referenced here covers similar scope and with similar terms. But it has been focussed on quality management developed for construction requiring a full complement of contractor requirements to ensure that the Contractor is responsive to the Organization above and their need for quality management information and records showing compliance to contract requirements.

Below are three types of Organizations that can utilize QMP 2.2. Each may have a similar size or scale and may have the same objective in providing and specifying quality requirements to the prospective General Contractor or large-scope Subcontractors. The three documents below (new in 2020-09) are from the same base document, but these documents have now separated the multiple players and simplified the resulting quality management requirements. [Review and implement only the version that represents your situation.]

*QMP 2.2 - RFQ Quality Requirements - Public Sector Owner to General Contractor*

*QMP 2.2 - RFQ Quality Requirements - Developer to General Contractor*

*QMP 2.2 - RFQ Quality Requirements - General Contractor to Large-scope Subcontractor*

**3 QMP 2.5 *- RFQ Quality Requirements for small-scope organizations:***

(RFQ quality management requirements from Developers or General Contractors to small-scope subcontractors)

Developers sometimes do not utilize Contractors and they contract what typically would be called subcontractors directly. We call this Tier 1-3 (with no contractor middleman). In this case, the subcontract scope may not be large and therefore QMP 2.5 may be appropriate.

Occasionally on very large projects, tier-three subcontractors may require tier 3-4 Sub-sub-contractor in which case QMP 2.5 should be appropriate.

**4 Request for Quotation – Inclusion of quality management requirements**

The quality requirements shall be specified from Developer to Contractor and/or from Contractor to Subcontractor at the time of initial Request for Quotation (RFQ).

 These quality requirements for any level, should first be discussed with the Project Manager, Quality Manager, and Purchasing Manager in order to have agreement on the quality management requirements. **This “agreement” step is very important.** Some quality management requirements require a team decision and this is the first step in those decisions.

Procurement RFQ requirements for Contractor or Subcontractor quality management shall include pass-through of RFQ quality management and material quality requirements from the tier 1-2 prime contract to the tier 2-3 subcontract RFQs and subsequent tier-two contracts.

**5.0 Procedure**

 5.1 In order to keep it simple, it is suggested to present QMP 2.1 internally for information only as instructive of process, and not providing requirements. Let QMP 2.2 and QMP 2.5 provide the contractual requirements.

QMP 2.2 has been edited in summer 2020 becoming 3 documents and can be utilized for all scopes and might be characterized as suitable for:

1. Tier 1-2 Public Sector Owner to General Contractor,
2. Tier 1-2 Developer to General Contractor level) projects.
3. Tier 2-3 very large (General Contractor to large-scope Subcontractor) as described and noted below.

 QMP 2.5 has been developed in early 2019 to provide RFQ quality management requirements for small-scope contractors or small-scope subcontractors. This QMP is a template that requires a short-form Quality Plan, Work Methods and Inspection Checklists fitting to their scope.

 5.2 **RFQ** **Quality Management Requirements:** With the addition of QMP 2.5 (for small scopes) to QMP 2.2 (for large scopes), we now strongly suggest that the contractor and/or subcontractor be required to establish and implement a quality management system (QMS) including:

* + 1. Quality Plan, (which may include quality management procedures, (QMPs)),
		2. Work Methods, and Quality Checklists for all significant work-breakdown structure items. [The logic for requiring WMs for even small subcontracts is that WMs describe HOW the construction is to be accomplished. The WM requires some planning, and planning is the first ingredient to “getting it right the first time”. If small Sub-subcontractors balk at the idea of a Work Method, a template can be provided to them – to get them started.]
		3. Work Methods and quality checklists shall be reviewed with Contract Drawings and Specifications and key specified elements shall be captured by the WMs and Checklists. This is how we avoid screw-ups and re-work.
		4. Inspection and Test Plans (ITPs) may be required in lieu of inspection checklists, but are optional. Use either ITPs or inspection checklists and be consistent.
		5. Quality Plan, Procedures, Work Methods (WMs), Quality Checklists will be submitted to the level above Quality Manager for review and approval. Review response shall be marked “Revise and Resubmit”, “Reviewed with comment” or “Reviewed, no comments”.
		6. Contractors or Subcontractors are strongly suggested to be required to perform a self-check of their work against the above noted quality checklist and inform the organization level-above that this work is (in their opinion) compliant with Specifications.
		7. This level of self-check and quality management documentation must be noted in the RFQ and contract and discussed in the pre-award meeting. Both parties need to agree.

Note that as written here, the above is the internal discussion of the requirements. The actual requirements are found in QMP 2.2. or 2.5, which ever is selected and required.

**5.3 Implementation:** Upon Contractor or Subcontractor contract award per QMP 2.2 or 2.5 and RFQ requirements, the Contractor or Subcontractor will update and submit to the level above the agreed quality requirements: Quality Plan, Work Methods, Inspection and Test Plans (optional), and Quality Checklists.

* Typically, a Contractor or Subcontractor is given 30 days to produce a QMS for submittal for review by the level above. Quality Plan, Work Methods and Checklist submittals are typically requested to be included in the 30-day submittal window, for elements that are to start construction within the first 60 days.
* Work Methods and checklists for activities starting later than the first 60 days may be phased in such that each WM and Checklist is written and submitted for approval 21 days minimum prior to start of construction. This provides time for revise and resubmit should it be necessary, and for Work Method Review Meeting so that the crew is informed as to required details.
* The QMS and Work Methods shall be submitted to the level above for review and acceptance well in advance of the work and may require resubmission.

5.4 Company Quality Manager shall review and investigate the Quality Management System of the Contractor or subcontractors.

Based on the past performance and Quality Plan, Work Methods, Procedures, etc, the Company will evaluate the subcontractor/contractor.

5.5 Acceptance of Contractor or Subcontractor Quality Management System: the principle for acceptance by the organization above is compliance to QMP 2.2 or QMP 2.5, whichever is specified in the RFQ.

5.6 QA Personnel may visit the subcontractor/contractor premises for verification of the purchased product. Verification arrangement and method of product release shall be specified in the purchasing documents.

**6.0 References**
6.1 Prime Contract specifications for quality management (if any)

 **6.2** Subcontractor contract documents and purchases orders

 6.3 QMP 2.2 *- RFQ Quality Requirements for large-scope organizations:*

6.4 QMP 2.5 *- RFQ Quality Requirements for small-scope organizations:*

6.5 QMP 3.1.1 Work Breakdown, Subcontractor RFQ And Post-Award Tracking

Originated By: \_\_ // \_\_ Reviewed By: \_\_\_\_\_\_\_//\_\_\_\_\_\_\_\_

 Quality Manager Date Contracts-Purchasing Dept. Date

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_//\_\_\_\_\_\_\_\_\_\_

Project Manager Date

 **[END OF QMP 2.1 DOCUMENT]**