

## **Appendix A – Management Plan**

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following:

- 1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
  - General Construction
  - Mechanical, Electrical, and Plumbing (MEP)
  - Roofing
  
- 2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)
  
- 3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.
  
- 4) Provide a list of contemplated subcontractors.
  
- 5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.
  
- 6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful. Proposers must be willing to cooperate with this process.
  
- 7) Please provide contact information for the person(s) who will be responsible for the following areas. If not applicable, write "Not Applicable"

**Executive Contact:**

Contact Person: Steve Foster

Title: General Manager

Phone: 505-345-1381 Fax: 505-345-1365

Email: sfoster@apicnm.com

**Marketing:**

Contact Person: Chris Martinez

Title: Sales Manager

Phone: 505-345-1381 Fax: 505-345-1365

Email: cmartinez@apicnm.com

**Account Manager/Sales Lead:**

Contact Person: Chris Martinez

Title: Sales Manager

Phone: 505-345-1381 Fax: 505-345-1365

Email: cmartinez@apicnm.com

**Sales Support:**

Contact Person: Jerrod Robles

Title: Inside Sales Manager

Phone: 505-345-1381 Fax: 505-345-1365

Email: jrobles@apicnm.com

**Contract Management (if different than sales lead):**

Contact Person: N/A

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Financial Reporting:**

Contact Person: Dru Meredith

Title: Chief Financial Officer

Phone: 505-345-1381 Fax: 505-345-1365

Email: dmeredith@apicnm.com



## APIC Solutions, Inc. Management Plan

### (Bidding Electrical JOC)

APIC Solutions is one of the premier providers of On-Call Construction and Job Order Contracting (JOC) in New Mexico. With over 10 years of proven, successful public and private sector experience on more than 1000 contracts and projects totaling over \$30,000,000, APIC Solutions gives you the confidence that your projects will be effectively and efficiently managed.

Our experience includes delivering JOC services to various public entity types including: military installations, school districts and universities, and local, state and federal agencies. We are a proven provider with a client-focused approach and the surge capacity to quickly complete your projects. When you need an experienced contractor committed to your facilities, call on APIC Solutions— the JOC professionals.

The APIC Solutions staff has a combined experience of over 100 years performing work in the State of New Mexico. In addition, APIC Solutions staff has over 25 years' experience working for City, County and State government through formal price agreements. Because of this experience we understand what is required and the importance of Responsiveness and Service. We are a full service electrical contractor who is fully licensed and bonded holding the EE-98 Contractors License. Other “value added” benefits we provide to our JOC customers are:

- Design consultation and schedule development
- Value Engineering
- Quality Control and Safety programs
- 12 month warranty on all materials and workmanship provided by DTS.
- Design Build Services

APIC Solutions is a New Mexico contractor whose headquarters are in Albuquerque. We are located at 5550 Midway Park Pl NE. APIC staff has been serving the entire state of New Mexico since 2012.

Our offices are housed in a 15,000 sq. ft. office/warehouse facility. In our warehouse we maintain a \$500,000 inventory of tools, materials and equipment commonly used for servicing our customers.

## **Staff**

APIC Solutions has the labor resources to meet the requirements for this contract.

In addition to being able to man large projects our staff is large enough to respond to projects on very short notice throughout the state. We have Journeymen available to respond to calls 24 hours a day 365 days a year that insures we can be reached in the event of an emergency.

## **Materials**

APIC Solutions maintains an inventory of electrical materials that is valued at over \$500,000. In addition to our inventory APIC has purchasing agreements with all the major electrical supply houses in New Mexico, the names of which are listed below.

- Graybar Electric Supply
- CED Electric Supply
- Border States Electric Supply
- GexPro Electric Supply
- Summit Electric Supply
- National Electric Supply

APIC Solutions has the resources to service our customers and to respond to emergency calls. APIC maintains a fleet of service vehicles and construction equipment that can be mobilized on very short notice. APIC will respond to calls for service within 24 hours and can respond immediately to calls from Law Enforcement and Fire Departments.

## **Processing of Requests**

Depending on the nature of the project APIC will route the request to one of two destinations. Emergency calls or Standard Request for Estimate.

## **Emergency Calls**

If the project is an emergency request the call is immediately given to our Service Manager who will work with the customer to quickly determine the nature of the emergency. With this information the Service Manager will immediately dispatch all necessary resources to safely and quickly get the emergency under control. With on-call emergency staff available to respond quickly and service vehicles fully stocked with tools and materials APIC has the resources to service our customers in any emergency situation.

## **Request for Estimates**

If a request is determined not to be an emergency the request is immediately entered into our “Project Estimate Request” process. This process is designed to track a request from the moment we are contacted by our customer until an estimate has been provided. With clearly defined milestones and response expectations we can guarantee a quick response to requests.

Project Estimate Request (PER) Process steps:

- Request received from customer and entered into our tracking program
- Request reviewed by Operations Manager and assigned to project manager immediately
- Project manager contacts customer within 24 hours to schedule meeting and site visit
- During site visit scope is established and bid due date agreed upon.
- Bid due date information is entered into our tracking program and monitored.
- Estimate progress discussed during weekly estimating meetings to be sure due date is met
- Estimates and all bid documents are reviewed by Operations Manager
- Estimates are submitted along with any pertinent documentation

## **Project Schedule**

- Uses Microsoft Project for all inner-company scheduling
- A Three-Week Look Ahead is used to keep up to date communication with the customers
- Daily Reports are required for all projects

## **Site Visit and scope development**

APIC takes a consultative approach to scope development. Our estimators are trained professionals with field experience. This ensures they will be able to contribute ideas and solutions as the project scope is developed.

## **Project Design**

APIC Solutions has design and engineering capabilities on staff to assist with project design. We have a responsibility to be good stewards of our customer’s resources, a responsibility we take seriously. Our engineers and design staff will facilitate design meetings with our customers to arrive at a design that meets not only design and scope expectations but budget requirements as well.

## **Estimate Development**

APIC estimators are experienced in project estimating within an established budget. It is our policy to get competitive proposals from vendors to insure best value from our project partners. We commit to providing a complete estimate that follows the established scope and design and require our vendors to

do the same. Once an estimate is completed an estimating meeting is conducted where the estimate is reviewed by our Director of Operations, project design engineer and the company GM. During this meeting the estimator will present his approach to the estimate, provide scope confirmation and show competitive vendor proposals. Once an estimate has been approved a meeting is arranged with the customer to submit the proposal.

### **Project Schedule/Submittals**

During the project proposal meeting the estimator will present the customer with a preliminary construction schedule and product submittals for customer review. During this meeting the estimator will answer any questions and take note of any changes initiated by the customer.

### **Project Award**

Once a project award and notice to proceed has been received the project is assigned to a project manager. The following Processes are followed throughout all projects.

### **Project Management**

Project Management covers the tasks which ensure that the right solution is delivered to address the right project. Typical Project Management duties include the following:

- Maintaining detailed project plans that are continually updated and used to manage and guide day-to-day activities.
- Identifying and defining detailed project tasks, their duration, and dependencies
- Accurately judging skills required to perform each task, and the assignment of specific resources
- Establishing checkpoints to assess changes in scope preceding or succeeding milestones that have a significant bearing on scope going forward
- Establishing and exercising quality assurance checkpoints throughout the life of the project.
- Developing formal communication channels for team members and management.
- Managing project issue resolution and coordinating all stakeholders to bring issues to resolution or develop measures for mitigation of issues
- Communicating and coordinating project activities with all customer vendors involved in the implementation project management effort
- Providing periodic status reporting to customer project team members, sponsors, and stakeholders.
- Providing overall leadership to the customer project team, including implementation planning, change and configuration management, and, if requested, infrastructure service optimization.

### **Cost Management**

The Cost Management process ensures predictability and cost control for the project. This includes the following:

- Project schedule monitoring, review and updates.
- Vendor management
- Control over project tasks which include reviews and approvals
- Forecasting conflicts and providing resolution.
- Change order management

### **Procurement Management**

Procurement Management covers the procurement of all external resources in order to translate the requirements into a design and finished product. This involves developing work breakdown structures, contract strategy, supplier selection and assessment and contract monitoring to ensure a cost effective solution for the development phase.

### **Subcontractors**

APIC Solutions rarely uses sub-contractors due to the fact APIC self-performs the large majority of their work, but should there be a need APIC has developed many good relationships over the years that can provide quality sub-contractors to meet our client's needs. All sub-contractors are required to participate in the development of Quality Objectives for the project they will be involved in. Sub-contractors agree to follow these objectives and understand they will be evaluated by our Quality Manager both during and at the completion of their work on the project. Sub-contractors who fail to meet APIC Solutions quality expectations during a project will be given a corrective action plan with clear expectations. Upon completion of a project if a sub-contractor does not receive a favorable quality evaluation they will be removed from our list of approved partners.

### **Quality Assurance**

APIC Solutions places a large emphasis on quality, quality control and National Electrical Code compliance. We hold all employees accountable to follow the standards APIC has established. Our program includes regular site visits by the Project Manager to monitor progress and provide quality assurance. All our technicians receive on-going training specifically geared towards improving quality and project safety. At the completion of a project the Project Manager performs a final walk thru and signs off on the project. A follow-up call is made to the customer to insure the project was completed to their satisfaction.

### **Health and Safety**

This process ensures compliance with Health and Safety legislation, Construction Safety Standards and OSHA. This also includes compliance with environmental standards.

### **Testing and Commissioning**

Our testing and commissioning process covers the transition from project development to the delivery phase of the project life-cycle. It ensures that the business and user requirements have been properly addressed through the project deliverables. Testing and user acceptance are key to ensuring the project has achieved the project requirements and objectives.



## Appendix B – Contractor’s Statement of Qualification

### 1. ORGANIZATION

Name: APIC Solutions Inc. (Bidding Electrical JOC) Address:

Principal Office:

Corporation    Partnership    Sole Proprietorship    Joint  
Venture  
 Other

a. How many years has your organization been in business as a contractor? 10

b. How many years has your organization been in business under its present business name?  
10

c. Under what other or former names has your organization operated? N/A  
\_\_\_\_\_  
\_\_\_\_\_

d. Department of Work Force Solutions Contracting Registration # 002431920120420  
Effective Dates: 03/22/22 to 04/20/24

e. Submit FEIN and Dunn & Bradstreet report.

D&B 032243910   FEIN 45-4642785

f. Describe any present or past litigation, bankruptcy or reorganization involving supplier.   None

g. Felony Conviction Notice: Indicate if the supplier

- is a publicly held corporation and this reporting requirement is not applicable;
- is not owned or operated by anyone who has been convicted of a felony; or
- is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

h. Describe any debarment or suspension actions taken against supplier  
None

### 2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:  
APIC Solutions Inc. Donald Foster, Thomas Meredith, Noly Lagrimas

b. License Classification: EE98, GB98, GS24 License Code: \_\_\_\_\_

c. License Number: 373987

d. Issue Date: 07/10/18 Expiration Date: 04/30/24

e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes  No (attach explanation)

f. Does your firm hold all applicable business licenses required by state and local law?

▪ License Number: BRC-2012-325318 Jurisdiction: City of Albuquerque  
Name of License Holder, exactly as it appears on file with jurisdictional authorities.  
APIC Solutions Inc.

Issue Date: 04/01/22 Expiration Date: 03/31/23

▪ License Number: 4555660 Jurisdiction: New Mexico Public Regulation

Name of License Holder, exactly as it appears on file with jurisdictional authorities.  
APIC Solutions Inc.

Issue Date: 02/06/2012 Expiration Date: N/A

▪ License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.  
\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number?  Yes  No

Resident Preference Number: L0751285168 Issue Date: 12/10/2015 Expires 12/30/24

Name of number holder, exactly as it appears on file with State Purchasing.  
APIC Solutions Inc.

h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?

Yes  No (attach explanation\*)

### 3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(1) Total number of current employees:

Project Managers	<u>11</u>
Estimators	<u>8</u>

Superintendents	4
Foremen	8
Tradesmen	140
Administration	16
Others	6

(2) Does your firm have the immediate capacity to perform the work required for this project?

Yes

No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

Corporate office - Located in Albuquerque

(4) What was your annual construction volume over the last three (3) fiscal years?

25,000,000

(5) What are your overall public sector sales, excluding Federal Government, for last three (3) years?

\$88,946,300.00

(6) What is your strategy to increase market share in the public sector? APIC Solutions has a business development department staffed with 6 full-time business development professionals tasked with growing specific industry verticals such as Education, Healthcare and Private sectors.

(7) What differentiates your company from competitors in the public sector? APIC Solutions is truly a one-stop shop. We perform design-build, design-assist, JOC and are active in the competitive bid market for projects of all sizes. We have a service department that will respond 24/7. We also have a large special systems division providing security, access control, FA and CCTV services from full installs to service work.

(8) Describe any green or environmental initiatives or policies.

APIC believes in being good stewards and therefore promote recycling, and water efficiency.

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.

N/A

#### 4. SURETY

a. Firm's current surety company: Menicucci Insurance Agency

Will this surety be used for the construction contract for this project?

Yes

No (attach explanation\*)

Contact Agent: Brian Menicucci Telephone: 505-923-9921

Years utilizing this surety: 10 Maximum capacity: 50,000,000

Aggregate Total of current surety in force: 100,000,000

- b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?  
 Yes  No (attach explanation\*)
- c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?  
 Yes  No (attach explanation\*)
- d. **Complete Attachment A Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.**

## 5. SAFETY

- a. Does your firm have a written safety program compliant with current state regulations?  
 Yes  No (attach explanation\*)  
*(NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.)*
- b. Provide the Recordable Incident Rate for the past calendar year: .90
- c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?  
 Yes  No (attach explanation\*)
- d. Provide your safety record, safety rating, EMR and worker's compensation rate where available. EMR .90 OSHA Incident Rate .77

## 6. INSURANCE & CLAIMS HISTORY

- a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?  
 Yes  No (attach explanation\*)
- b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?

Yes  No (attach explanation\*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?

Yes  No (attach explanation\*)

d. **Complete Attachment B** by providing a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP.

## 7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?

Yes  No (attach explanation\*)

b. **Complete Attachment C** by providing a copy of the written Quality Assurance Program.

## 8. PROJECT SCHEDULING

a. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?

Yes  No

If yes, please explain

▪ Project 1 Name: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

▪ Project 2 Name: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

▪ Project 3 Name: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

b. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years?

Yes  No

If yes, please list project(s)

▪ Project 1 Name: \_\_\_\_\_

- Project 2 Name: \_\_\_\_\_
- Project 3 Name: \_\_\_\_\_

**9. LABOR CODE VIOLATIONS**

- a. Has your firm, during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?  
 Yes  No (attach explanation\*)
- b. **Complete Attachment D** by providing requested affidavit of non-violation of labor codes.
- c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?  
 Yes  No (attach explanation\*)

**10. VALUE STATEMENT**

UNM places a strong emphasis on diversity, quality management and sustainable efforts and strives to utilize these practices in its everyday activities. **Complete Attachment E** by describing your firm's value system and note how you would demonstrate such practices on this project?

**11. CONTRACTOR'S COMMENTS**

- a. **\*Complete Attachment F** if you have selected any answers in the qualification statement that require further explanation. Note the question number and proceed with the explanation. This attachment may also be used if necessary to further clarify any of the answers to the above qualification questions, by noting the question number and posting the clarification.
- b. **Complete Attachment G** if you would like to provide additional information about your firm and/or proposal.

The undersigned certifies that all of the qualification information submitted with this form is true and correct.

Signature of authorized representative 

Printed or typed name Steve Foster

Title General Manager

Date 10/27/22

Company name APIC Solutions Inc.

Address 5550 Midway Park Place NE

City/State/Zip Albuquerque NM 87109

Telephone 505-345-1381 Fax 505-345-1365

Email sfoster@apicnm.com

**ATTACHMENTS INCLUDED - 12**

Please check all attachments included in the proposal  A Notarized Declaration of Surety

- B Proof of Insurance
- C Copy of Quality Assurance Program
- D Affidavit of Non-Violation of Labor Codes
- E Copy of Value Statement
- F Clarifications, and Explanations
- G Additional Information (Optional)

----- END OF **PRIMARY CONTRACTOR'S** QUALIFICATION STATEMENT -----  
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Quick View Report

Company Information

5550 Midway Park Place Ne  
Albuquerque, NM 87109

This is a **single location** location.

**Telephone** (505) 345-1381  
**Chief Executive:** DIRECTOR(S): THE OFFICER(S)  
**Stock Symbol:** NA  
**Year Started** 2012  
**Employees** 130

**Financial Statement**

**Date:** 08/31/2020  
**Sales** NA  
**Net Worth** \$10,803,916.00  
**History:** NA  
**Financial Condition:** profitable  
**Financing:** NA  
**SIC:** 1731  
7382  
**Line of Business:** Security systems services, electrical contractor

Corporate Family:

This business is a single location of the corporate family.

Scores

PAYDEX®

**74** ▼  
9 days beyond terms



Based on up to 24 months of trade.

**D&B PAYDEX® Key**

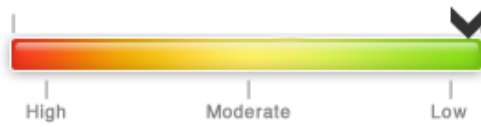
- High risk of late payment (average 30 to 120 days beyond terms)
- Medium risk of late payment (average 30 days or less beyond terms)
- Low risk of late payment (average prompt to 30+ days sooner)

Credit Limit Recommendation

Risk Category **Low**  
Conservative Credit Limit **\$80k**  
Aggressive Credit Limit



\$200k



## D&B Rating ®

Rating  
**4A2**

Financial Strength: **4A** indicates \$10 to \$50,000,000  
Composite Credit Appraisal: **2** is good

The credit rating was assigned based on D&B's assessment of the company's financial ratios and its cash flow. For more information, see the D&B Rating Key.

Below is an overview of the company's rating history since 07/30/2013

D&B Rating	Date Applied
4A2	2020-09-10
1R3	2020-07-20
1R2	2016-02-23
1R3	2013-07-30

The Summary Analysis section reflects information in D&B's file as of November 14, 2022

## D&B Viability Rating

**3**

Viability Score



Compared to ALL US Businesses within the D&B Database:

- Level of Risk: **Low Risk**
- Businesses ranked 3 have a probability of becoming no longer viable: **3%**
- Percentage of businesses ranked 3: **15%**
- Across all US businesses, the average probability of becoming no longer viable: **14%**

**3**

Portfolio Comparison



Compared to ALL US Businesses within the D&B Database:

- Model Segment: **Established Trade Payments**
- Level of Risk: **Low Risk**
- Businesses ranked 3 within this model segment have a probability of becoming no longer viable: **3%**
- Percentage of businesses ranked 3 within this model segment: **11%**
- Within this model segment, the average probability of becoming no longer viable: **5%**

**B****Data Depth Indicator**G  
DescriptiveB  
↓A  
Predictive**Data Depth Indicator:**

Rich Firmographics  
 Extensive Commercial Trading Activity  
 Basic Financial Attributes

**G****Company Profile**

Financial Data	Trade Payments	Company Size	Years in Business
<b>Not Available</b>	<b>Available (3+Trade)</b>	<b>Large</b>	<b>Established</b>

Compared to ALL US Businesses within the D&B Database:

- Financial Data: **Not Available**
- Trade Payments: **Available: 3+Trade**
- Company Size: **Large: Employees:50+ or Sales: \$500K+**
- Years in Business: **Established: 5+**

**History & Operations****History**

The following information was reported: **09/09/2020**

Officer(s):  
 JESSE W PICKARD, CEO

**DIRECTOR(S):**  
 THE OFFICER(S)

The New Mexico Secretary of State's business registrations file showed that APIC Solutions, Inc. was registered as a Corporation on February 6, 2012.  
 Business started 2012. 100% of capital stock is owned by Jesse W Pickard.  
 JESSE W PICKARD born 1986. 2012-present active here.

**Operations**

09/09/2020

Description:  
 Provides security systems services (90%). Contractor of electrical work (10%).

Visa, master cards, & american express & discover. Sells to commercial concerns. Territory : Local.

**Employees:** 130 which includes officer(s) and 0 part-time.

**Facilities:** Owns 15,000 sq. ft. on one floor of 1 story brick building.

**Location:** Central business section on side highway.

**SIC & NAICS**

SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific to a company's operations than if we use the standard 4-digit code. The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

7382 0000 Security systems services

1731 0000 Electrical work

**NAICS:**

238210 Electrical Contractors and Other Wiring Installation Contractors

561621 Security Systems Services (except Locksmiths)

## Payments

### PAYDEX® ®

The D&B PAYDEX® is a unique, dollar weighted indicator of payment performance based on up to 53 payment experiences as reported to D&B by trade references.

#### 3 Month PAYDEX®

73 ▲

When weighted by dollar amount, payments to suppliers average 11 days beyond terms.

Based on payments collected over the last 3 months

#### 24 Month PAYDEX®

74 ▼

When weighted by dollar amount, payments to suppliers average 9 days beyond terms.

Based on payments collected over the last 24 months

When dollar amounts are not considered, then approximately 93 of the company's payments are within terms.

- High risk of late payment (average 30 to 120 days beyond terms)
- Medium risk of late payment (average 30 days or less beyond terms)
- Low risk of late payment (average prompt to 30+ days sooner)

### Payments Summary

Total (Last 24 Months): 53

	Total Received	Total Dollar Amount	Largest High Credit Payment summary	Within Terms	Days Slow			
					31	30-80	81-90	90
<b>Top Industries</b>								
Ret new/used autos	10	\$6,000.00	\$750.00	100%	0	0	0	0
Short-trm busn credit	5	\$36,000.00	\$25,000.00	100%	0	0	0	0
Whol electrical equip	4	\$117,600.00	\$95,000.00	100%	0	0	0	0
Misc equipment rental	4	\$14,250.00	\$10,000.00	65%	35	0	0	0
Natnl commercial bank	3	\$1,300.00	\$1,000.00	100%	0	0	0	0
Telephone communictns	2	\$7,500.00	\$5,000.00	34%	0	33	0	33
Radiotelephone commun	2	\$10,000.00	\$5,000.00	100%	0	0	0	0
Help supply service	1	\$100,000.00	\$100,000.00	50%	50	0	0	0
Hvy const eqpt rental	1	\$5,000.00	\$5,000.00	100%	0	0	0	0
Public finance	1	\$5,000.00	\$5,000.00	100%	0	0	0	0
Whol lumber/millwork	1	\$2,500.00	\$2,500.00	100%	0	0	0	0
Mfg process controls	1	\$2,500.00	\$2,500.00	100%	0	0	0	0
Whol service equip	1	\$1,000.00	\$1,000.00	100%	0	0	0	0
Whol industrial suppl	1	\$1,000.00	\$1,000.00	100%	0	0	0	0
Nonclassified	1	\$1,000.00	\$1,000.00	100%	0	0	0	0
Management services	1	\$750.00	\$750.00	100%	0	0	0	0
Whol industrial equip	1	\$250.00	\$250.00	100%	0	0	0	0
Mfg alarm/signal dvcs	1	\$100.00	\$100.00	0%	100	0	0	0
Mfg readymix concrete	1	\$100.00	\$100.00	100%	0	0	0	0
Misc business service	1	\$250.00	\$0.00	100%	0	0	0	0
<b>Other Categories</b>								
Cash experiences	10	\$1,300	\$500	--	--	--	--	--
Unknown	0	\$0	\$0	--	--	--	--	--
Unfavorable comments	0	\$0	\$0	--	--	--	--	--
Placed for collections with D&B:	0	\$0	\$0	--	--	--	--	--
Other	0	N/A	\$0	--	--	--	--	--
Total in D&B's file	53	\$313,400	\$100,000	--	--	--	--	--

The highest Now Owes on file is \$30,000

The highest Past Due on file is \$10,000

There are 53 payment experience(s) in D&Bs file for the most recent 24 months, with 37 experience(s) reported during the last three month period.

## Payments Details

**Total (Last 24 Months): 53**

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/f (Mo. )
11/2022	Ppt	\$500	\$500	\$0	--	1 mo
11/2022	Ppt	\$500	\$500	\$0	--	1 mo

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/f (Mo. )
11/2022	Ppt	\$500	\$500	\$0	--	1 mo
11/2022	Ppt	\$500	\$500	\$0	--	1 mo
11/2022	Ppt	\$500	\$500	\$0	--	1 mo
10/2022	Ppt	--	\$250	\$0	--	1 mo
10/2022	Ppt	\$95,000	\$5,000	\$0	--	1 mo
10/2022	Ppt	\$25,000	\$25,000	\$0	--	1 mo
10/2022	Ppt	\$20,000	\$20,000	\$0	--	1 mo
10/2022	Ppt	\$5,000	\$5,000	\$0	--	1 mo
10/2022	Ppt	\$2,500	\$2,500	\$0	--	1 mo
10/2022	Ppt	\$2,500	\$2,500	\$0	--	1 mo
10/2022	Ppt	\$2,500	\$2,500	\$0	--	1 mo
10/2022	Ppt	\$2,500	\$0	\$0	--	4-5 mos
10/2022	Ppt	\$1,000	\$0	\$0	N30	4-5 mos
10/2022	Ppt	\$1,000	\$0	\$0	--	2-3 mos
10/2022	Ppt	\$1,000	\$100	\$0	N30	1 mo
10/2022	Ppt	\$1,000	\$1,000	\$0	--	1 mo
10/2022	Ppt	\$1,000	\$1,000	\$0	--	1 mo
10/2022	Ppt	\$1,000	\$100	\$0	N30	1 mo
10/2022	Ppt	\$750	\$0	\$0	--	6-12 mos
10/2022	Ppt	\$750	\$750	\$0	--	1 mo
10/2022	Ppt	\$750	\$750	\$0	--	1 mo
10/2022	Ppt	\$750	\$750	\$0	--	1 mo
10/2022	Ppt	\$750	\$750	\$0	--	1 mo
10/2022	Ppt	\$750	\$750	\$0	--	1 mo
10/2022	Ppt	\$500	\$500	\$0	--	1 mo
10/2022	Ppt-Slow 30	\$10,000	\$2,500	\$0	--	1 mo
10/2022	(028)	--	\$0	\$0	Cash account	1 mo
10/2022	(029)	--	\$0	\$0	Cash account	2-3 mos
09/2022	Ppt	\$5,000	\$0	\$0	--	6-12 mos
09/2022	Ppt	\$5,000	\$2,500	\$0	--	1 mo
09/2022	Ppt	\$2,500	\$2,500	\$0	--	1 mo
09/2022	Ppt	\$2,500	\$0	\$0	N30	2-3 mos
09/2022	Ppt	\$2,500	\$500	\$0	--	1 mo
09/2022	Ppt-Slow 30	\$100,000	\$30,000	\$10,000	N30	1 mo
09/2022	Slow 60-150	\$5,000	\$2,500	\$1,000	--	1 mo
08/2022	Slow 30	\$100	\$100	\$100	--	--
07/2022	(038)	\$500	--	--	Cash account	1 mo
07/2022	(039)	\$500	--	--	Cash account	1 mo
06/2022	(040)	\$50	--	--	Cash account	6-12 mos
04/2022	Ppt	\$5,000	--	--	--	1 mo

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/f (Mo. )
04/2022	Ppt	\$100	\$0	\$0	--	6-12 mos
04/2022	Ppt	\$100	\$0	\$0	N30	6-12 mos
04/2022	(044)	\$50	--	--	Cash account	1 mo
04/2022	(045)	\$50	--	--	Cash account	2-3 mos
02/2022	(046)	\$50	--	--	Cash account	1 mo
01/2022	Ppt	\$250	\$0	\$0	N30	6-12 mos
01/2022	Ppt	\$50	\$0	\$0	N30	6-12 mos
01/2022	(049)	\$50	--	--	Cash account	1 mo
11/2021	(050)	\$50	--	--	Cash account	6-12 mos
10/2021	Ppt	\$5,000	\$0	\$0	--	6-12 mos
12/2020	Ppt	\$750	\$750	\$0	--	1 mo
12/2020	Ppt	\$250	\$0	\$0	--	6-12 mos

Payments Detail Key: ■ 30 or more days beyond terms

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

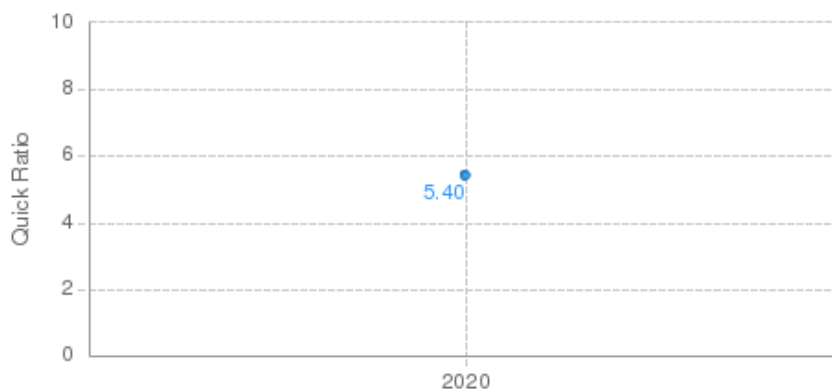
Payment experiences reflect how bills are met in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

## Banking and Finance

### Statement Update

#### Key Business Ratios from D&B



- This Company

#### Key Financial Comparisons

	2018(\$)	2019(\$)	2020(\$)
<b>This Company's Operating Results Year Over Year</b>			
NETSALES	NA	NA	22,218,047.00
GROSSPROFIT	NA	NA	5,806,047.00
NETPROFITAFTERTAX	NA	NA	1,041,428.00
DIVIDENDS/WITHDRAWALS	NA	NA	NA
WORKINGCAPITAL	NA	NA	11,087,717.00
<b>This Company's Assets Year Over Year</b>			
CASH	NA	NA	7,231,657.00
ACCOUNTSRECEIVABLE	NA	NA	6,308,128.00
NOTESRECEIVABLE	NA	NA	NA
INVENTORY	NA	NA	NA
OTHERCURRENTASSETS	NA	NA	58,015.00
TOTALCURRENTASSETS	NA	NA	13,597,800.00
FIXEDASSETS	NA	NA	863,933.00
OTHERNON-CURRENTASSETS	NA	NA	776,832.00
TOTALASSETS	NA	NA	15,238,565.00
<b>This Company's Liabilities Year Over Year</b>			
ACCOUNTSPAYABLE	NA	NA	1,130,077.00
BANKLOAN	NA	NA	NA
NOTESPAYABLE	NA	NA	NA
OTHERCURRENTLIABILITIES	NA	NA	1,380,006.00
TOTALCURRENTLIABILITIES	NA	NA	2,510,083.00
OTHERLONGTERMLIABILITIES	NA	NA	1,924,566.00
DEFERREDCREDIT	NA	NA	NA
NETWORTH	NA	NA	10,803,916.00
TOTALOFLIABILITIESANDNETWORTH	NA	NA	15,238,565.00

Assets(\$)		Liabilities(\$)	
Cash	7231657	Accts Pay	1130077
Accts Rec	6308128	PPP Loan Payable	1413200
Due From Company	58015	Accruals	-1632
		Total Credit Card	-31913
<b>Current Assets</b>	<b>13,597,800.00</b>	Direct Deposit Liabilities	351
Fixt & Equip	863933	<b>Current Liabs</b>	<b>2,510,083.00</b>
Under Billings	776832	Total Payroll Liabilities	228048
		Long-Term Debt	445704
		L.T. Liab-Other	1250814
		ADJUSTMENTS	-278541
		RETAINED EARNINGS	3654471
<b>Total Assets</b>	<b>15,238,565.00</b>	YEAR TO DATE EARNINGS	7427986
		<b>Total Liabilities</b>	<b>15,238,565.00</b>

From JAN 01 2019 to DEC 31 2019 annual sales \$22,218,047; cost of goods sold \$16,412,000. Gross profit \$5,806,047; operating expenses \$4,738,344. Operating income \$1,067,703; other expenses \$26,274; net income \$1,041,428.

Extent of audit, if any, not indicated.

#### Explanations

Explanations: Other Long Term Liabilities consist of accrued PTO, total insurance, total tax payable, supplemental employee pd ins, retirement contrib-employer, app fund payable, total vehicle payable, spectrum installment agreement, marlin fiber tester lease and overbillings; Adjustments consists of individual equity and shareholder distributions.

#### Key Business Ratios

INTERIM 2020-08-31

(Industry Median is based on this number of firms: 19 )



	This Company	Industry Median	Industry Quartile
<b>Solvency</b>			
Quick Ratio	5.4	0.5	1
Current Ratio	5.4	1.1	1
Current Liabilities to Net Worth	23.2	72.2	4
Current Liabilities to Inventory	NA	845.4	NA
Total Current	41.0	139.7	4
Fixed Assets to Net Worth	8.0	10.7	1
<b>Efficiency</b>			
Collection Period	103.6	44.7	1
Inventory Turn Over	NA	24.6	NA
Sales to NWC	2.0	5.6	4
Acct Pay to Sales	NA	NA	NA
<b>Profitability</b>			
Return on Sales	4.7	1.6	2
Return on Assets	6.8	-1.1	2
Return on NetWorth	9.6	23.4	3

## Public Filings

### Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	0	-
Suits	0	-
UCCs	2	07/24/21

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

### Judgments

We currently don't have enough data to display this section

### Liens

We currently don't have enough data to display this section

### Suits

We currently don't have enough data to display this section

### UCC Filings

**Collateral:** All Inventory and proceeds - All Account(s) and proceeds - All Fixtures and proceeds - All Equipment and proceeds - All General intangibles(s) and proceeds

**Type:** Original

**Sec.Party:** FIRST-CITIZENS BANK & TRUST COMPANY, RALEIGH, NC

**Debtor:** APIC SOLUTIONS, INC.

**Filing No.:** 20200092939C

**Filed With:** SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

**Date Filed:** 05/29/20

**Latest Info Received:** 06/09/20

**Collateral:** Account(s) and proceeds - General intangibles(s) and proceeds - Equipment and proceeds

**Type:** Original

**Sec.Party:** FIRST-CITIZENS BANK & TRUST COMPANY, RALEIGH, NC

**Debtor:** APIC SOLUTIONS, INC.

**Filing No.:** 20210117843J

**Filed With:** SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

**Date Filed:** 07/24/21

**Latest Info Received:** 08/03/21

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

## Government Activity

### Summary

**Borrower (Dir/Guar):** NO

**Administrative Debt:** NO

**Contractor:** NO

**Grantee:** NO

**Party excluded from federal program(s):** NO

Possible Candidate:

**Labor Surplus Area:** N/A

**Small Business:** YES (2022)

**8(A) Firm:** N/A

The public record items contained herein may have been paid, terminated, vacated, or released prior to today's date

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

## Special Events

**12/12/2020**

APIC SOLUTIONS, INC. was reported by the SBA as a recipient of a loan for \$1,413,200 from First-Citizens Bank & Trust Company on 04/11/2020 under the Paycheck Protection Program as authorized under the CARES Act of 2020.

## Corporate Linkage

### Parent

Company Name	DUNS #	City, State
APIC SOLUTIONS, INC.	03-224-3910	ALBUQUERQUE, NEW MEXICO



**MENICUCCI**  
INSURANCE

Face to Face.  
Specialty Expertise.  
No Nonsense.

October 11, 2022

APIC Solutions Inc.  
5550 Midway Place NE  
Albuquerque, New Mexico 87109

To Whom It May Concern:

We are very proud to represent the surety needs of APIC Solutions, Inc. This firm enjoys an outstanding relationship with their surety, the Allianz Trade Americas Family of companies including Euler Hermes North America Insurance Company. Euler Hermes currently has an A+, A.M. Best Rating. Euler Hermes current treasury listing capacity is \$25,638,000. APIC Solutions currently has a bonding program in the \$50 million single to \$100 million aggregate program range with currently 90% available, higher limits are available upon request.

The professionalism displayed by this firm is well known and has become a trademark of their company. APIC Solutions, Inc. has enjoyed an excellent growth pattern in the past ten years. They have earned an excellent reputation for quality workmanship and timely completion of their projects.

The execution of performance and payment bonds would be based on a favorable review of the contract documents and underwriting requirements at the time of the bond request.

Should you require any additional information regarding APIC Solutions, Inc, please do not hesitate to contact us directly.

Sincerely,

Kevin A. Menicucci  
Attorney-in-Fact and  
Sr. Vice President

Notarized this 11th day of October, 2022

STATE OF NEW MEXICO  
NOTARY PUBLIC  
SARAH RIEWE  
COMMISSION # 1128910  
EXPIRES JUNE 18, 2024



*Sarah Riewe*



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INSURANCE

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Attorney-in-Fact and  
Sr. Vice President

Notarized this 11th day of October, 2022

STATE OF NEW MEXICO  
NOTARY PUBLIC  
SARAH RIEWE  
COMMISSION # 1128910  
EXPIRES JUNE 18, 2024



*Sarah Riewe*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/22/2021

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Menicucci Insurance Agency LLC 2116 Vista Oeste NW, Bldg 5 Albuquerque, NM 87120	<b>CONTACT NAME:</b> Samantha Archuleta	
	<b>PHONE (A/C, No, Ext):</b> (505) 923-9926	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b> sarchuleta@mianm.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Valley Forge Insurance Company		<b>20508</b>
<b>INSURER B:</b> Continental Insurance Company		<b>35289</b>
<b>INSURER C:</b> Builders Trust of New Mexico		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		


**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		6023813467	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		6023813436	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	X		6023813453	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 6,000,000
							AGGREGATE	\$ 6,000,000
							DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC100-0006527-2022A	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
A	Installation/Builder			6023813467	1/1/2022	1/1/2023	Per Location	500,000
A	Property Contents			6023813467	1/1/2022	1/1/2023	Contents DED \$1,000	150,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) LIMITS OF LIABILITY SHOWN ARE THOSE IN EFFECT AT POLICY INCEPTION.**

The Regents of the University of New Mexico, the University of New Mexico, its agents, servants and employees are listed as additional insureds on all policies except workers compensation when required by written contract. A 45 day notice of cancellation shall apply except in the event of non-payment of premium which shall result in a 10 day notice of cancellation.

<b>CERTIFICATE HOLDER</b>  University of New Mexico - Purchasing Department 700 Lomas Blvd NE #2600 MSC01 1740 Albuquerque, NM 87131-0001	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# APIC SOLUTIONS

## Quality Assurance Plan



### Electrical Services

Hook-ups / Disconnects  
Remodels, New Construction  
Lighting - Interior, Exterior,  
Energy Efficient, Sports, LED  
Emergency Power / Generators  
Electrical Troubleshooting  
Maintenance  
Roadway and Traffic Signals  
24-7 Emergency Services  
Design Build / Engineering



### Network Infrastructure & Specialty Systems

Voice / Data / Fiber  
Intercom / Nurse Call Systems  
Phone Systems  
Wireless Systems  
Handicap Door Openers  
Audiovisual Systems / Equipment  
Network Services and Equipment  
Computer, Laptops, Services, Monitors,  
Printers, and other Electronics  
24-7 Emergency Service  
Design Build / Engineering



### Security & Life Safety

Access Control / Card Readers  
Video Surveillance / CCTV  
Intrusion & Detection Alarms  
Perimeter Detection  
Fire Alarm Systems  
Alarm Monitoring Services  
Emergency Phone / Towers  
Mass Notifications  
24-7 Emergency Services  
Design Build / Engineering

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## 0 PREFACE – PLEASE READ FIRST

### 0.1 PURPOSE OF THIS DOCUMENT

#1 *This document is a document for use for APIC Solutions projects. It provides guidance and template material which is intended to assist the relevant management or technical staff, whether client or supplier, in producing a project-specific document. It is also useful background reading for anyone involved in developing or monitoring the IDA Management System (IDA-MS).*

### 0.2 OVERVIEW

#1 *This preface is for information only.*

#2 *The preface is therefore not meant to be retained in the project-specific document.*

#3 *The remaining sections (numbered 1, 2, 3,...) constitute a template that should be used to construct the project-specific document.*

- *Text in normal case is in the most part “boilerplate” that can be retained, amended or deleted in the document.*
- *Text in italics provides instructions on how to complete a section and should be removed once the section is written.*

#4 *The template should be used pragmatically, that is - where a section is not relevant it should be omitted. Conversely, the material contained in this document is not necessarily exhaustive; if there is a subject that is relevant to the project, but is not included in this document, it should still be included.*

### 0.3 PURPOSE

#1 *The purpose of this writing guide is to define the structure and content for Project Management and Quality Plans (PMQPs) to be used by IDA projects and their suppliers (internal or external) of software, equipment, services, studies or consultancy.*

#2 *By producing a PMQP that adheres to the format defined in this writing guide, suppliers and IDA achieve the following objectives:*

- *responsibilities and general principles are defined for managing the relationships between IDA projects and the suppliers (internal or external) to these projects of equipment, software development, services, studies and consultancy.*
- *a basis for quality assessments of the procedures employed by suppliers to fulfil their contractual obligations to IDA is defined.*

#3 *This document consists of:*

- *Mandatory instructions on sections to be included in the PMQP – which are indicated by the presence, in bold, of the word ‘**must**’*
- *Clarification and refinement of the instruction - shown in italic text.*
- *Text which could be used and included in the actual PMQP – written in normal font.*

#4 *The structure of this document **must** be used as the structure of the Project Management Plan, except where indicated in section 2.3 Deviations from the PMQP. The text, which describes how to fill in each section, will obviously be replaced by the appropriate descriptions.*

#5 *This section **must** of course be omitted from the deliverable PMQP.*

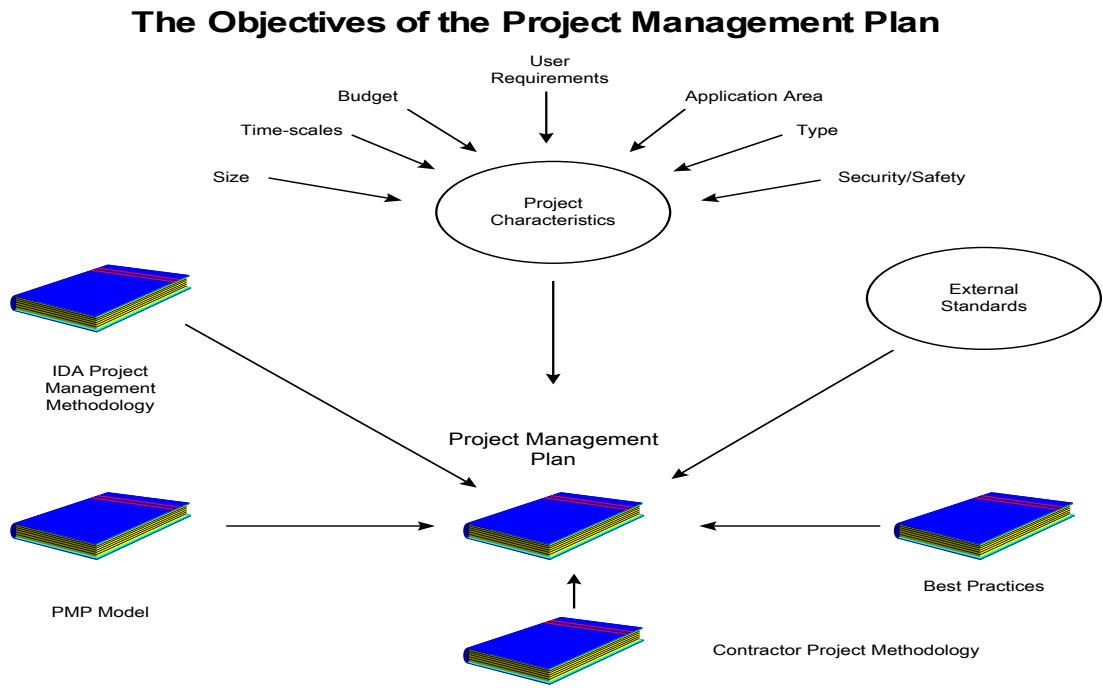
#6 The supplier's Project Manager **must** produce the PMQP. An initial draft of the PMQP **must** be introduced for review at the project kick-off meeting, which normally occurs within 2 weeks of contract signing. The first issue of the PMQP **must** be delivered within two weeks after the kick-off meeting.

#### 0.4 BENEFITS OF THE PROJECT MANAGEMENT AND QUALITY PLAN (PMQP)

#1 Experience shows that the most successful relationships between suppliers and purchasers are those which are defined precisely, clearly and completely, and in which there is agreement on these points before the start of the project.

#2 The benefits of an agreed PMQP are those resulting from the fact that:

- there is effective communication between IDA projects and their suppliers of computer equipment, services, software, studies and consultancy,
- all business and management transactions are properly directed and authorised between IDA and its suppliers, within the scope of a contracted project,
- all changes to project plans, specifications, etc. are adequately controlled in a specified and agreed manner,
- both the IDA project and its suppliers have a clear understanding of project objectives, of the progress towards attaining these objectives and any impediment to their attainment,
- there is clear agreement between the IDA project and its suppliers on the standards, procedures and methods employed to meet project objectives,
- procedures are in place for ensuring that the IDA project receives all items specified by the contract, to agreed standards of quality and timeliness.
- the PMQP is used by the IDA project and its suppliers as a basis for agreement (rather than conflict).



## **0.5 SCOPE OF THE PMQP**

- #1 *This PMQP **must** be produced in all cases of contractual relationships with suppliers initiated by an IDA project. The PMQP is equally applicable to situations in which computer and communications equipment, computer software, services, studies and consultancy or any combination of these are to be provided.*
- #2 *When the contract is agreed, the life of the PMQP will continue until the supplier has satisfactorily completed all of its obligations under the contract.*
- #3 *The PMQP will define the relationship in terms of:*
- *Organisation and Communication;*
  - *Project Time Plan;*
  - *Progress Monitoring and Reviews;*
  - *Change Control Management;*
  - *Risk Management;*
  - *Standards, Procedures and Methods;*
  - *Deliverable Products;*
  - *Roles and Responsibilities.*
- #4 *In addition this document provides an outline of a Quality Assurance process which the IDA project may elect to prescribe in any of its relationships with suppliers.*

## **0.6 APPLICABILITY TO VARIOUS TYPES OF PROJECTS**

- #1 *The PMQP described in this document **must** be tailored to each specific instance of contractual relationship between an IDA project and its suppliers.*
- #2 *Should the supplier uses its own PMQP template then there **must** be a cross-reference table, included in that PMQP, to demonstrate how the supplier's PMQP meets the requirements of this PMQP.*
- #3 *The template should be used pragmatically, that is - where a section is not relevant it should be omitted. Conversely, the material contained in this PMQP is not necessarily exhaustive; if there is a subject that is relevant to a particular PMQP but is not included in the guide, it should still be included in the PMQP.*
- #4 *In the context of this document the term "project" is to be interpreted to mean "the set of activities by which the Supplier satisfies its obligations to the Commission under the contract." In some cases, the project will refer to a continuing service provided by the Supplier. For example, provision of consultancy services to the Commission would constitute a project in this sense. The PMQP described in this document is applicable to any of these situations, although the specific PMQP **must** be tailored to the particular circumstances.*

## **0.7 RELATIONSHIP OF THE PMQP TO OTHER DOCUMENTS**

### **1.1.1.1 0.7.1 Contract**

- #1 *The PMQP **must** refer to the contract between the IDA project and the Supplier. When agreed by both parties, the PMQP will have the force of the contract. It is intended that a model PMQP and this Writing Guide be sent to each prospective Supplier as a part of the Invitation to Tender (or Request for Proposal). In any case of conflict between the PMQP and the basic contract, the contract shall be the senior document.*

### **1.1.1.2      0.7.2 IDA-MS**

- #1      *The present PMQP template and guide is a component of the IDA Management System (IDA-MS), a policy framework and “toolkit” to assist IDA and its suppliers with the management and execution of projects. There may be other components, the use of which is agreed between IDA and a supplier as obligatory, recommended or worth considering. These should be identified in the PMQP.*
- #2      *The IDA project **must** provide access to the relevant parts of IDA-MS as needed to enable Suppliers to meet their contractual obligations.*

### **1.1.1.3      0.7.3 Standards and guidelines**

- #1      *All work undertaken **must** be reviewed against the appropriate sections of the following:*
- *IDA-MS*
  - *IDA Architecture Guidelines.*

## 2 INTRODUCTION

### 2.1 PURPOSE OF THE PROJECT MANAGEMENT PLAN (PMQP)

#1 *Reproduce, and if necessary extend, the text below.*

/1 This PMQP document, which will form part of the contract, describes the processes for management of the relationships between an IDA project and its suppliers.

/2 In addition, this document also provides an outline of a Quality Assurance process, which should assure user confidence in the quality of the work that the Project Team will perform, by showing how the project will be carried out, measured, monitored, accounted for and safeguarded during and after the events.

#2 *The amount of detail to be included in the PMQP **must** be tailored according to the complexity, size and duration of the project. Clear statements are necessary to ensure that ambiguity and assumptions are minimised so that everyone understands what controls are in place for the smooth progression of the project.*

/3 This PMQP contains details on:

- definitions of the roles and responsibilities, for each member participating in the project, with emphasis on the required skill sets to address the complexities and risks of the project,
- indications of how the processes relating to changes and problems should be identified, reported and managed,
- requirements for the content, format, sign-off and review processes, and identification of clear acceptance criteria for each deliverable,
- descriptions of all the means that are and will be applied to meet the user's technical and quality requirements,
- information on quality assurance and quality control activities that are to be applied to the project activities and deliverables,
- statement of the procedures, rules, and applicable methods to be adopted.

### 2.2 SCOPE OF THE PROJECT

#1 /1 *Describe here the scope of the project, possibly referring to the Terms of Reference (ToR). This section **must** clearly demonstrate which activities this PMQP is applicable.*

### 2.3 DEVIATIONS FROM THE PMQP

#1 *In the case of deviation from this PMQP writing guide, the following information **must** be given in this section:*

- *an introductory text explaining the structure of the PMQP*
- *the precise reference of the standard to which the PMQP adheres*
- *a reference to appendix (A) containing a cross-reference table to demonstrate how the PMQP meets the requirements of this guide.*

## 2.4 REFERENCES AND APPLICABLE DOCUMENTS

### 2.4.1 Reference documents

#1 *All reference documents **must** be listed, giving for each its name, its identification, version number and issue date and a sequential number to use as reference in the text (R1,...Rn).*

#2 *Typically, among reference documents are:*

- *internal guides, studies document*
- *organisational notes*
- *technical notes*
- *legal documents*
- *working documents.*

### 2.4.2 Applicable documents

#1 *All applicable documents **must** be listed, giving for each its title, its reference, the version number, the issue date and applicable sections or sub-sections and a sequential number to use, if necessary, as reference in the text (A1,...An).*

#2 *It is recommended that the applicable sections of a document be specified precisely, as sometimes only part of a document is applicable.*

#3 *Typically, among applicable documents are:*

- *the IDA-MS methodology (or agreed components thereof)*
- *the IDA Architecture Guidelines*
- *the Invitation to Tender document*
- *the Proposal submitted by the supplier / subcontractor*
- *the Terms of Reference for the project and annexes*
- *the signed Contract*
- *specific standards to be adhered to*
- *documents that exist and cover the contents of some sections (e.g. Development Plan, Configuration Management Plan, Change Control Plan, Security Plan, Test Plan, Specifications etc.).*

## 2.5 TERMINOLOGY

### 2.5.1 Abbreviations and acronyms

#1 *All abbreviations and acronyms used in the PMQP **must** be expanded and explained.*

#2 *Mention both the expansion and the acronym on first use in the text. Excessive use of abbreviations and acronyms makes reading difficult. That is why it is recommended that their use be limited to a few words commonly employed in the field.*

#3 *It is possible to combine this section and the following one into a unified glossary. Depending on the size of the glossary, creation of an appendix to contain it may help the “usability” of the PMQP.*

## 2.5.2 Definitions

- #1 *All terms, the meaning of which may lead to incomprehension, misunderstanding or ambiguities, **must** be defined.*
- #2 *Please refer to the IDA Glossary first, to find out if the term is already defined.*
- #3 *This section is very important, as words are often interpreted in very different ways and thus can seriously affect the understanding of quality requirements.*



## 3 OVERVIEW OF THE PROJECT

### 3.1 PROJECT DESCRIPTION

#1 *The purpose of this section is to give a feeling of what the project is about. A short presentation of the project **must** include:*

- *a brief description of project phases and key activities in relation to the overall project*
- *the objectives and expectations of this project (this should include the business and user objectives and expectations, and system objectives) i.e. what the project is aiming to achieve and why it is important to achieve the stated aims*
- *an explanation of the overall environment of the project to include:-*
  - i *a brief specification of all constituent parts of the system which are the subject of this project. Include not only the parts for which the Project Team is directly responsible (either developed by itself or by others), but also the relationship with other systems (or sub-systems)*
  - ii *an overview diagram showing the structure of the system as viewed by the user, giving system, subsystems and main parts*
  - iii *the elements of hardware and software to be developed and those which are to be bought by the Project Team*
- *the constraints that may adversely affect the progress or result of this project e.g. the dependency on third-parties, untried technology, restricted protocols / platforms, user co-operation and readiness etc.*
- *any limitations of the system i.e. give a brief statement of which features will be limited, as a result of the constraints identified*
- *the assumptions that need to be indicated here to ensure the smooth running of the project e.g. availability of relevant reference documents / information in a timely manner, data from users for test purposes etc.*
- *the name and identification of the deliverables that will be produced.*

### 3.2 DEVIATIONS SINCE THE ITT

#1 *There could sometimes be a delay of more than 3 months between the issue of the Invitation to Tender and the project kick-off, and it is possible that during this period some components of the project may have been changed.*

#2 *This section **must** list all the changes. If there are no changes, then the statement “No deviation identified” **must** be included in this section.*

#3 *If the changes that have been identified result in having an impact that cannot be accepted in the approved framework, the change control procedure **must** then be used.*

### 3.3 GLOBAL PROJECT TIME PLAN

#1 *The initial global project time plan **must** to be presented in this section. It can be presented either as a simple Excel spreadsheet table (for smaller projects) or in the form of a Gantt Chart using a more sophisticated project management tool such as Microsoft Project or Project Workbench, for inclusion in the appendix.*

#2 *The subsequently revised and updated project time plans are to be provided separately so that this PMQP need not be re-issued each month, when the project time plan is reviewed and updated.*

#3 *As a minimum requirement, these details **must** be included (for each of the project phases and the key activities and milestones) into the project time plan:*

- *start date for the activity*
- *delivery dates*
- *overall contractual deadline*
- *intermediate dates linked to quality assurance type activities such as validation, reviews, project progress meetings etc.*
- *events linked to user's obligations such as providing equipment, interfaces, data for testing, approval of documents etc.*

### **3.4 CONTRACTUAL WORK UNITS**

#1 *For each work unit defined in the contract (or the work in its entirety if it is not divided in the contract), the following information **must** be provided.*

- *description of the unit (brief description if it is already detailed in the contract)*
- *estimation of production deadlines: it should correspond to deadlines mentioned in the contract for that unit*
- *estimation of the amount of man-months*
- *estimation of necessary resources in equipment (where applicable)*

#2 *Information can usefully be presented using tables. Information about the workload and resources (listed above) **must** be consistent with those the supplier already knows through the proposal or commercial negotiation.*

### **3.5 DELIVERABLES AND PROJECT DOCUMENTATION**

#1 *Several types of deliverables exist:*

- *products bought by or created under the responsibility of the Project Team,*
- *products provided to the Project Team by the IDA project or other involved groups.*

#2 *Those products<sup>1</sup> may comprise:*

- *hardware*
- *software*
- *project related materials*
- *training*
- *system documentation and manuals*

#3 *All deliverables **must** be identified here. They could be categorised as: -*

- *Business deliverables provided by the supplier, which will satisfy the business needs. The list should be developed and refined to ensure that it contains a complete and correct specification of both the final products and also the main immediate ones, which have to be developed as stepping-stones to the final products.*

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<sup>1</sup> Product: Result of activities or processes. A product may include service, hardware, processed materials, software or a combination thereof. A product can be tangible (e.g. assemblies or processed materials) or intangible (e.g. knowledge or concepts), or a combination thereof. ISO 9001: 1994

- *Project Management deliverables, provided by the supplier, which are produced to help manage, control and monitor the progress of the project, as well as fulfilling the obligations demanded by the methodology and standards adopted e.g. Design Specification, Development Plan, Configuration Management Plan, Test Plan, Security Plan etc.*
- *Deliverables provided by the client, which are usually related to:*
  - *information in the form of documents*
  - *software that needs to be integrated or tested with the main business deliverable*
  - *hardware that needs to be interfaced to the final product*
  - *test data for acceptance testing*
- *Deliverables provided by other parties, which are usually related to*
  - *specific information in the form of documents*
  - *specific piece of software*
  - *specific hardware*

#4 *For easy identification, the deliverables may be listed in a matrix table. An example is given below.*

<b>Deliverables</b>	<b>Provided by Supplier</b>	<b>Provided by IDA Project</b>	<b>Provided by Other Groups</b>	<b>Target Delivery Date</b>

## 4 PROJECT ORGANISATION AND RESPONSIBILITIES

### 4.1 HIGHER LEVEL PROJECT ORGANISATION STRUCTURE

- #1 *A formal project organisation structure (with role titles) **must** be identified here, which would allow for channels of communication to decision-making forums between the IDA project and the supplier.*
- #2 *Each role title identified **must** be backed up by a role description which would specify the responsibilities, goals, limits of authority, relationships, skills, knowledge and experience required of the role. These detailed role descriptions would best be included in the appendix.*
- #3 *The project organisation structure would best be presented in a graphical or chart form, showing:*
- *the hierarchical dependency between the management group overseeing the project,*
  - *the Project Manager and the different team leaders (when this level of organisation exists), and also*
  - *the organisational environment of the project with entities external to the development (e.g. expert group, technical committee, quality assurance, the client).*
- #4 *Specify the highest authoritative level of the project organisation which represents at managerial level the Business, User and Supplier interests of the project. This usually takes the form of either a Project Board or a Project Steering Committee. The composition of the Project Board or the Project Steering Committee should therefore comprise of at least -*
- *a Senior Executive who looks after the business interest of the project (e.g. a senior IDA representative),*
  - *a Senior User who champions the desired outcome required by users and ensure that the project delivers it (e.g. senior Member State Representative, User Group representative, or Expert Group representative),*
  - *a Senior Supplier member who has the authority to provide the necessary resources to deliver the contractual products.*

### 4.2 THE COMMISSION'S OBLIGATIONS AND RESPONSIBILITIES

- #1 *List here the Commission's obligations and responsibilities. These may relate to:*
- *Resources (personnel, premises, hardware, software and any other equipment) put at the project's disposal*
  - *Co-ordination of activities involving expert and user groups, technical committees*
  - *Providing the deliverables required for use by the supplier*
  - *Providing all documentation and information necessary for the project within acceptable delays. This includes sufficient availability of the users and other involved persons*
  - *Procedures and timetables for the acceptance of deliverables which have to be respected by the IDA project. Approval of a deliverable imply the approval of the users concerned with the content of the deliverable. A deliverable cannot be considered accepted until the IDA Project Manager has signed it off.*
  - *A fast feedback from the IDA project to the Supplier. This is a necessary condition to diagnose quickly any possible misunderstandings between the partners. It is therefore important that the IDA Project comment on minutes of meetings and drafts of documents as soon as possible.*

### 4.3 OBLIGATIONS AND RESPONSIBILITIES OF OTHER INVOLVED GROUPS

#1 *Reproduce, and if necessary extend, the text below.*

/1 The groups identified as having involvement in this project **must**: -

- Provide documentation and access to specialist information. Members of expert groups and technical committees have to provide all documentation and information necessary for the project within acceptable time-scale
- Ensure attendance at meetings to provide expert input. Members of expert groups and technical committees have to be available to attend those meetings that require their presence in furthering the project's progress.

### 4.4 KEY PROJECT PERSONNEL AND REPRESENTATIVES

#1 *Use the example table below to list all key project personnel involved with the project.*

#2 *Reproduce, and if necessary extend, the italic below.*

/1 All the key personnel from the main contractor, sub-contractor, IDA project, Users Representatives, Quality contractor, Expert Groups and Technical Committees are identified in the table below.

Role Title	Name	Company / Organisation	Contact Details (email / tel.)

#3 *This mandatory sentence **must** follow the table:*

/2 Any change to the Supplier's Project Manager shall be subject to the Commission's written agreement.

#4 *Each of the role title identified **must** be fully described as to why they are involved in the project and what their responsibilities, contributions and expectations are. If there are many roles involved then the descriptions would be better placed in an appendix to the PMQP.*

### 4.5 SUBCONTRACTORS

#1 *All the subcontractors that the supplier intends to use in performing its obligations on the project **must** be listed here. This list shall specify the name and address of the subcontractor organisation, the nature of the products or services that it will provide as a part of the project, the contact person and the start / end dates for the requirement.*

#2 *Reproduce, and if necessary extend, the text below.*

/1 The supplier, as prime contractor, has full responsibility for the products or services provided by the subcontractor. Below is a list of the subcontractor(s) to be used.

Subcontractor Organisation	Nature of Services Provided	Contact Person	Date Required	
			Starts	Ends

## 4.6 ESCALATION PROCESS

#1 *A description of the process by which project problems and other exceptions are taken to progressively higher levels of management attention within the Commission and the supplier organisations **must** be included here.*

#2 *The criteria for deciding when these escalation actions are to take place **must** be specified.*

#3 *Reproduce, and if necessary extend, the text below.*

/1 This procedure would apply when:

- Project exceptions meet the specified escalation criteria
- agreement cannot be reached on Project Issues or Problems

## 5 PROJECT PROCESS CONTROLS

#1 *The PMQP **must** include a number of control measures to manage, monitor and communicate the project activities and deliverables. This section shall specify the use of plans, the production of reports that help to measure and monitor project progress, and the controls and measures adopted to ensure the success of the project.*

### 5.1 PLANS

#1 *All the client-focused plans that will be produced and implemented for this project **must** be listed here. Include the target available dates for each of these plans. The precise list of plans to be included **must** be agreed with the Project Officer for the specific project.*

#2 *The following list, which is not exhaustive, should be tailored and used according to the needs based on the size and complexity of the project:*

- *Acceptance Plan*
- *Configuration Management Plan*
- *Change Control Management Plan*
- *Installation Plan*
- *Migration / Conversion / Transition Plans*
- *Product Support Plan*
- *Project Operational Quality Plan*
- *Requirements Management Plan*
- *Replication, Delivery, Installation and Servicing Plan*
- *Resources Plan*
- *Risk Management Plan*
- *Security Plan*
- *Service Implementation Plan*
- *Test Strategy Plan*
- *Test Plans*
- *Training Plan*

### 5.2 PROGRESS MEASUREMENT AND MONITORING

#1 *The means and the types of information that would be needed and used to assist with measuring and monitoring the progress of the project **must** be described here. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project:*

#2 ***Information about work progress.** The means by which the Supplier Project Manager monitors progress and informs IDA, the Project Owner, his management and the project team about the project progress **must** be stated here. The progress of a project is usually reported in the form of a Project Progress Report, which is produced by the Supplier's project manager and sent to the Project Officer before the progress meeting, along with the meeting notification and agenda.*

#3 *A suggested table of contents for the Project Progress Report is given in section 7.*

#4 *The frequency and the format of the Project Progress Report must be agreed in conjunction with the Project Officer.*

#5 *Other documents that provide details for monitoring purposes are:*

- *A first version of the project time plan. This **must** be provided at the beginning of the project. It will need to be updated monthly until the final acceptance. The updating of the project time plan should take place before each progress meeting and would usually contain several milestones, at least one per work unit. The progress should be evaluated with respect to the milestones.*
- *During the guarantee and maintenance periods, progress will be measured on the basis of the Observation Reports and Change Requests produced, and the Actions taken. The major points will be the response time to, and the importance of, reported problems or required modifications.*

#6 **Project progress meetings.** *The project progress meeting **must** be held at least monthly until the final acceptance. The Supplier is responsible for preparing and sending the meeting notification and agenda to all the expected participants 5 working days before the meeting. It is, however, up to the Commission to make sure a meeting room is available. Minutes of the meeting are to be provided by the Supplier after each project progress meeting within 5 working days.*

#7 **Technical and informal meetings.** *These may be held more frequently, especially at the beginning of the project, to maintain a good co-ordination between the Supplier's team, the Commission and other involved parties. The participants to these meetings will vary according to the meeting's objectives. In all cases, minutes of the meeting **must** be written by the Supplier's representative and distributed to the meeting's participants and both project managers (IDA and the Supplier).*

### **5.3 PROCESS CONTROLS**

#1 *The purpose of adopting controls is to ensure that the project: -*

- *Is producing the required products which meet the defined Acceptance Criteria*
- *Is being carried out to schedule and in accordance with the resource and budget plans*
- *Remains viable*

#2 *The level of controls to be applied to the management of the project **must** be described here.*

#3 *The following list, which is not exhaustive, should be tailored and used according to the needs based on the size and complexity of the project:*

#4 **Quality reviews and approval process.** *Indicate the frequency and types of quality reviews, the approval process and other verification activities that will be adopted throughout the life of the project and its development life-cycle. If there is a need for a project audit to be performed during the life-span of the project, then it **must** be indicated here.*

#5 **Risk Management.** *It **must** be specify how the identified project and business risks would be monitored and managed. It may be useful to list them in the form of a Risk Matrix table that could be easily updated with the actions taken to minimise or reduce them.*

#6 **Change Control.** *The change control mechanism **must** be defined for managing changes to the contractual and agreed requirements, including the authorisation level for the approval of changes, and the interfacing between the supplier and the Commission*

#7 **Standards and protocols.** *Codes of practice, Guidelines, Standards, rules and conventions that are used in the project and applied to the production of documentation or to other development work **must** be listed here.*



#8 **Project file.** *The creation and indexing of all project documents **must** be detailed here and performed to an agreed standard. This is so that the project file contains all the relevant documents that could use not only to manage the project but also for future evaluation purposes. The use of standard reports or forms should also be detailed here.*

#9 **Monitoring of subcontractors.** *To monitor the effectiveness of subcontractors the supplier, who is effectively, the prime contractor **must** consider addressing:*

- *verification and checkpoints processes with an indication of:*
  - *the authority responsible for the action*
  - *a short description of what is going to be verified e.g. sub-system, documentation, etc.*
  - *when it will take place e.g. stated frequency or at the end of a phase (completion of a document, end of production, etc.)*
- *the type of action to be taken e.g. inspection, walk-through, review, audit, etc.*
- *the type of records that will be produced and kept (inspection report, test results acceptance sheet, audit report etc.).*

## 6 ACCEPTANCE AND PAYMENTS

- #1 *The acceptance and payments processes, **that are agreeable to the Commission, must be described here. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project. Reference may need to be made to Commission procedures:***
- #2 *For simplicity, list all the products that have to be formally accepted by IDA (deliverables, intermediate deliveries, documents, etc.) and when this process is to occur (end of phase or final acceptance). Indicate when approval is required, the time allowed for comments, and where the decision is to be recorded.*
- #3 *The example table below could be used to clearly identify the products requiring formal acceptance.*

Project phase	Deliverables	User & IDA Reviews	Final IDA Review	Target Approval Date	Approval (Y or N)

- #4 *Approval and disapproval **must** be formally notified and recorded.*
- #5 *If an acceptance is linked to a payment, a copy of the formal acceptance by IDA **must** be annexed to the invoice.*

### 6.1 USE OF DELIVERY NOTES

- #1 *Confirm here the supplier's adherence to the Project Officer's delivery note usage practice. This means that all deliverable items are to be delivered by the Supplier to the designated contact point for deliveries. Since in most cases deliverables are capable of being e-mailed the normal practice is that a covering e-mail should be sent with the deliverable and the Project Officer's designated contact will acknowledge receipt of the deliverable by means of a return e-mail.*
- #2 *The covering e-mail should include the following details:*
- *Reference to what is delivered:*
    - i *reference and version number of document*
    - ii *product identity name and number with version number and serial number*
  - *Reference to the deliverable as planned in the PMQP*
  - *Recipient information,*
  - *Format of deliverable.*
- #3 *This return e-mail shall not necessarily imply acceptance of the deliverable, however it will confirm the ability to open the attached files. A deliverable cannot be considered accepted until the IDA Project Manager has signed it off.*

## 6.2 GENERAL ACCEPTANCE PROCEDURE

#1 *The general acceptance procedure that is agreeable to the Commission **must** be described here. Some of the points to consider are:*

- *Dates of submission of deliverables for acceptance. These must be agreed in advance by IDA (see section 3.3). Bearing in mind that the review process may involve users and expert groups, a realistic turnaround time-scale for comments to be fed back to the supplier should be 20 working days. At the end of the 20 working day period, the deliverable shall be deemed to be accepted if no comments are made to the Supplier.*
- *Where comments from user and expert groups are invited, it should be the Project Officer's responsibility to collate and decide on the overall acceptability of the comments before transmitting the final comments back to the supplier.*
- *When the final comments are fed back to the supplier, by the Commission, an agreed revision shall be produced by the Supplier within 20 working days. Formal signing off by the IDA Project Manager shall constitute acceptance.*
- *The acceptance of software modules will normally be based on the successful run of tests described in the Acceptance Test Plan. Representatives of the Commission, with support from the Supplier's representative(s), will perform this operation. The results **must** be logged in the Acceptance Test Report.*

## 6.3 PAYMENT

#1 *Describe the payment schedule with a clear definition of the trigger for each payment. (This may be a re-statement or a clarification of the relevant contractual clause). The triggers could be:*

- *A given date*
- *A certain event*
- *Acceptance of a set of deliverables*

## 6.4 FINAL ACCEPTANCE AND CLOSURE OF THE PROJECT

#1 *This processes for these important final steps **must** be described here so that the final acceptance and project closure is performed effectively. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project:*

- *check the extent to which the objectives set out in the PMQP have been met*
- *confirm to what extent all expected products have been handed over and accepted by the customer*
- *indicate whether maintenance and operation arrangements are in place (where appropriate)*
- *make recommendations for any follow-on actions and lessons learned resulting from the project*
- *detail the handling of reservations*
- *communicate with the Project Board / Project Steering Committee on closure of the project and to notify all involved parties*

#2 *It is the Project Officer's responsibility to send a final acceptance note to the Supplier to signify project closure.*

## **7 CONTROL OF THE PMQP**

### **7.1 PMQP PRODUCTION**

#1 *For large projects, identify the role titles responsible for preparing and producing the various sections of the PMQP. A table may usefully summarise this information. This is not necessary for smaller projects or those that do not involve multiple parties.*

### **7.2 PMQP APPROVAL**

#1 *Confirm here the adherence to the standard PMQP approval process which is:*

- *The supplier's Project Manager prepares the PMQP.*
- *An initial draft is introduced for review at the project kick-off meeting, which normally occurs within 2 weeks of contract signing.*
- *The user representative, the any designated Quality Assurance authority, and the Project Officer review the PMQP. Collated comments are then fed back to the supplier within the specified turnaround period.*
- *Comments are integrated into the PMQP in order to produce the final version which has to be approved by the IDA Project Manager.*
- *The first issue is delivered within two weeks of the kick-off meeting.*

### **7.3 LACK OF ADHERENCE TO THE PMQP**

#1 *Define a process that would allow the supplier's and the Commission's quality authorities to:*

- *identify the lack of adherence to the PMQP*
- *evaluate the impact and consequences as a result of the non-adherence*
- *initiate corrective actions.*

#2 *Either describe, in detail, the procedure to be followed or make reference to the applicable Quality System procedure if available.*

## 8 SECTIONS FOR A PROJECT PROGRESS REPORT

#1 A project progress report **must** be structured as defined below.

### 1 Introduction

- 1.1 Purpose of the document
- 1.2 Intended readership
- 1.3 Overview of the document
- 1.4 Definitions, acronyms and abbreviations
- 1.5 References

### 2 Project activities

*Summarise activities in the previous reporting period.*

*List deliverables produced, presentations given and meetings attended.*

### 3 Work package status

*Describe the project work packages started, continuing or completed during the reporting period. Summarise their status (e.g. in progress, suspended, completed etc).*

### 4 Project deliverables status

*List all the Project deliverables and summarise their status (not started, started, delivered, accepted)*

### 5 Comments on the project

#### 5.1 General

*Discuss the issues arising from the activities performed in the reporting period.*

#### 5.2 New risks

*Tabulate all risks to the project that have arisen in the reporting period.*

#### 5.3 Continuing risks

*Tabulate all risks to the project raised in previous reports that still exist*

### 6 Project work plan

*Forecast what progress is expected in the next period.*

*Highlight any changes of plan with respect to the PMQP and last progress report.*

## DOCUMENT CONTROL- EXAMPLE

**Title:** Project Management and Quality Plan  
**Issue:** Issue 3  
**Date:** 17 January 2017  
**Author:** John Brinkworth  
**Distribution:** EC DG Enterprise – Gavino Murgia  
Project Team  
**Reference:** IDA-MS-PMQP  
**Filename:** IDA-MS-PMQP-i3  
**Control:** Reissue as complete document only

## DOCUMENT SIGNOFF

Nature of Signoff	Person	Signature	Date	Role
Author				
Reviewer				
Reviewer				

## DOCUMENT CHANGE RECORD

Date	Version	Author	Change Details
08 August 2000	Issue 1 Draft 5	John Barcroft	Review comments
13 November 2000	(= Issue 1 Draft 6)	John Brinkworth	Incorporating Comments from the Commission
15 January 2001	Issue 3 Draft 1	Sue Turner	Reformatted
17 January 2001	Issue 3	Mark Pillatt	Issue

Attachment D

Affidavit of Non-Violation of Labor Codes

**Supplemental to Subcontractor's Statement of Qualifications**

**Name of Firm:** APIC Solutions Inc.

**Address:** 5550 Midway Park Place NE Albuquerque Nm 87109

**Project:** UNM Job Order Contracting (JOC)

**Reference:** Request for Proposal

**Request for Proposal No:** RFP 2379-23

**Affidavit of Non-violation of Labor Codes**

**To:** The University of New Mexico

The undersigned officer of APIC Solutions Inc. hereby states that  
APIC Solutions Inc. has, during the past five  
years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws  
and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works  
projects.

  
\_\_\_\_\_

Signature

10/27/22

Date

Steve Foster

Name

General Manager

Title

NOTARY

State of New Mexico )

County of Bernalillo )

Signed or attested before me on 10-19-22 by Steve Foster

seal

STATE OF NEW MEXICO  
NOTARY PUBLIC  
DRUCILLA MEREDITH  
Commission Number 1100524  
My Commission Expires October 09 2024

Drucilla Meredith  
Notary Public  
My Commission Expires: 10-9-2024



## Value Statement

APIC Solutions views a successful, long term customer relationship as one based on honesty, integrity and performance. We approach each project with these goals in mind. All projects that come in to APIC Solutions follow the same process. From first contact by a customer the project is assigned to a Project Team that includes an Estimating/ Project Management team member, a Project Superintendent, a Safety Officer and a Quality Manager. Meetings and site visits as required are scheduled to clearly identify project scope and to help provide an accurate cost estimate.

Upon notice to proceed our project team meets to ensure all members understand the project scope, identify the project lead and crew, establish a project schedule and perform a safety risk analysis.

On-site our crews under the supervision of a project lead are briefed on scope, special instructions and quality and safety expectations. Each project is subject to project audits.

A Project Audit aims to verify if the project is being managed properly according to APIC standards and guidelines, and that the project plan is being followed.

Quality Audits will be conducted throughout a project in order to measure the Quality Objectives and discover deviations that can be negative for the project and/or the outcome of the project.

Safety inspections are conducted throughout a project. Our team is accountable for following project specific safety directives and a report is developed documenting our team's safety performance. Items identified as safety issues are addressed immediately onsite and appropriate steps taken to correct the issue.

### Quality Manager

In addition to a Project Manager all APIC Solutions projects are assigned a Quality Manager who reports to the Project Manager to ensure that Quality Objectives are being met and that the project meets both external and internal requirements. This includes state and national code compliance and customer expectations. Our Quality Manager conducts quality assurance audits throughout the life of a project to ensure that processes and procedures in the project are sufficient for their purpose and are applied and followed.

APIC measures the success of a project next to key Quality Objectives we have identified as critical to effectively manage project quality from project planning and design to delivery. We meet frequently with our customers and with our Program Managers to evaluate the progress of our projects and make sure they are on schedule and the metrics agreed upon are being met.

### Quality Objectives

The Quality Objectives for Quality Management of a project are to assure that:

- Customer and project expectations meet or exceed their stated requirements.
- APIC Quality Management processes are appropriately followed.

They answer the questions:

- Did we achieve the expected result?
- How can we improve if the project is not carried out in a good way, so that the expected result is achieved?

At APIC the overall Quality Objectives are:

**Customer Expectations**

**Project Management**

**Planning/ Goals and Objectives**

**Personnel/ Staffing**

**Sub-contractors**

**Close-out Procedures**

**Barriers to Success**

**Quality Audit**

When the Program Manager or Quality Manager identifies a problem, or an issue is brought to their attention by a project member they are required to investigate and take immediate corrective action.

The steps taken are:

- Define the Problem
- Identify the Cause
- Generate a Solution
- Implement
- Verify the Problem is corrected
- Evaluate Impact

We believe that this process for quick problem resolution and corrective action results in problems having minimal impact on meeting project objectives.

All APIC personnel are responsible for performing activities in accordance with project documents such as plans and specifications. They are responsible for helping identify and participating in quality improvements.

Employee participation in the assurance of quality, and the continuous improvement process is achieved through taking ownership of their processes, and actively seeking means to improve those processes. Upon completion of a project APIC management will use lessons learned in each phase of the project to improve on future projects. The project team approach is one of the management tools employed to enhance productivity and continuity throughout the project.

### **Project Member**

Although the Quality Manager is responsible for Quality Management in the project, all project members are responsible to follow the Quality Plan and report directly to the Project Manager and the Quality Manager if they see a deviation from the quality plan.

Thank you for your consideration.

# ATTACHMENT G

## ADDITIONAL INFORMATION

APIC Solutions Inc. acknowledges the receipt of Addendum #1  
and Addendum #2

## **Appendix C – Quality Control Plan and Safety**

Attach a copy of the firm's quality control plan and safety. Per the evaluation criteria set forth in proposal evaluation, the quality control plan shall include the following:

- 1) Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.
- 2) Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.
- 3) Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.
- 4) Explain the firm's approach to safety and procedures that you will follow to ensure site safety and accident prevention on all jobs.

## **APIC Solutions Quality Control Plan and Safety**

### **PROPOSALS, TRANSMITTALS, REPORTS, DRAWINGS, AND DATA**

APIC Solutions utilizes multiple tracking tools to ensure all necessary documentation is completed in a timely manner. These tools include in-house programs and online submission tools that can be found on our website. Once a project has been assigned to an APIC Project Manager and Project Coordinator, an electronic record is kept with all communication, requests, documents, etc. Anytime a new request is processed, internal controls ensure that it is responded to and addressed in its entirety. Upon completion of a project, all documentation is archived for five years. This includes all proposals, correspondence, drawings, close out documents, etc.

### **PRICE PROPOSAL, SUBMITTALS, AND DOCUMENTS**

All price proposals and submittals are reviewed at several layers within APIC Solutions to ensure only accurate proposals and documents are sent to our customers. Proposals over various dollar thresholds are reviewed and approved by an internal "Bid Approval Committee". This committee ensures all requirements of the project have been met which reduces the likelihood of unforeseen conditions and change orders.

### **QUALITY CONTROL AND PROCEDURES**

APIC Solutions has developed an internal project flow chart along with several policies and procedures to ensure we are providing only quality installations in a safe and responsive manner. Upon award, APIC Solutions Project Managers along with our Pre-Construction Engineers meet to detail each and every installation. This process is then duplicated once again with the installation team. During the installation, the project management team has weekly progress meetings to ensure the project is on schedule and being completed per the customer specifications. Specifications are reviewed on a regular basis by the project Superintendent and Forman for any changes or discrepancies.

### **SAFETY**

APIC Solutions has a remarkably unblemished safety record that sets us apart from other contractors. APIC employs only highly trained safety managers who are experts in their field. This position is responsible for ensuring all projects are installed in accordance with company safety policies and procedures. This individual performs regular safety inspections on all jobsites and ensures all life safety training and personal protective equipment is up to date and being properly utilized.

### **RECYCLING**

APIC Solutions has adopted a comprehensive recycling program that ensures any and all material that can be recycled don't end up in landfills. Everything from light fixtures to the cardboard they are packaged in is recycled at APIC Solutions. Any hazardous materials such as mercury containing lamps or oil based transformers are sent off for professional recycling as per Government standards. Upon completion of a project, APIC will provide documentation to verify all hazardous materials were properly recycled or disposed of.

**Please see Appendix D**

# APIC SOLUTIONS

## Quality Assurance Plan



### Electrical Services

Hook-ups / Disconnects  
Remodels, New Construction  
Lighting - Interior, Exterior,  
Energy Efficient, Sports, LED  
Emergency Power / Generators  
Electrical Troubleshooting  
Maintenance  
Roadway and Traffic Signals  
24-7 Emergency Services  
Design Build / Engineering



### Network Infrastructure & Specialty Systems

Voice / Data / Fiber  
Intercom / Nurse Call Systems  
Phone Systems  
Wireless Systems  
Handicap Door Openers  
Audiovisual Systems / Equipment  
Network Services and Equipment  
Computer, Laptops, Services, Monitors,  
Printers, and other Electronics  
24-7 Emergency Service  
Design Build / Engineering



### Security & Life Safety

Access Control / Card Readers  
Video Surveillance / CCTV  
Intrusion & Detection Alarms  
Perimeter Detection  
Fire Alarm Systems  
Alarm Monitoring Services  
Emergency Phone / Towers  
Mass Notifications  
24-7 Emergency Services  
Design Build / Engineering

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## 0 PREFACE – PLEASE READ FIRST

### 0.1 PURPOSE OF THIS DOCUMENT

#1 *This document is a document for use for APIC Solutions projects. It provides guidance and template material which is intended to assist the relevant management or technical staff, whether client or supplier, in producing a project-specific document. It is also useful background reading for anyone involved in developing or monitoring the IDA Management System (IDA-MS).*

### 0.2 OVERVIEW

#1 *This preface is for information only.*

#2 *The preface is therefore not meant to be retained in the project-specific document.*

#3 *The remaining sections (numbered 1, 2, 3,...) constitute a template that should be used to construct the project-specific document.*

- *Text in normal case is in the most part “boilerplate” that can be retained, amended or deleted in the document.*
- *Text in italics provides instructions on how to complete a section and should be removed once the section is written.*

#4 *The template should be used pragmatically, that is - where a section is not relevant it should be omitted. Conversely, the material contained in this document is not necessarily exhaustive; if there is a subject that is relevant to the project, but is not included in this document, it should still be included.*

### 0.3 PURPOSE

#1 *The purpose of this writing guide is to define the structure and content for Project Management and Quality Plans (PMQPs) to be used by IDA projects and their suppliers (internal or external) of software, equipment, services, studies or consultancy.*

#2 *By producing a PMQP that adheres to the format defined in this writing guide, suppliers and IDA achieve the following objectives:*

- *responsibilities and general principles are defined for managing the relationships between IDA projects and the suppliers (internal or external) to these projects of equipment, software development, services, studies and consultancy.*
- *a basis for quality assessments of the procedures employed by suppliers to fulfil their contractual obligations to IDA is defined.*

#3 *This document consists of:*

- *Mandatory instructions on sections to be included in the PMQP – which are indicated by the presence, in bold, of the word ‘**must**’*
- *Clarification and refinement of the instruction - shown in italic text.*
- *Text which could be used and included in the actual PMQP – written in normal font.*

#4 *The structure of this document **must** be used as the structure of the Project Management Plan, except where indicated in section 2.3 Deviations from the PMQP. The text, which describes how to fill in each section, will obviously be replaced by the appropriate descriptions.*

#5 *This section **must** of course be omitted from the deliverable PMQP.*

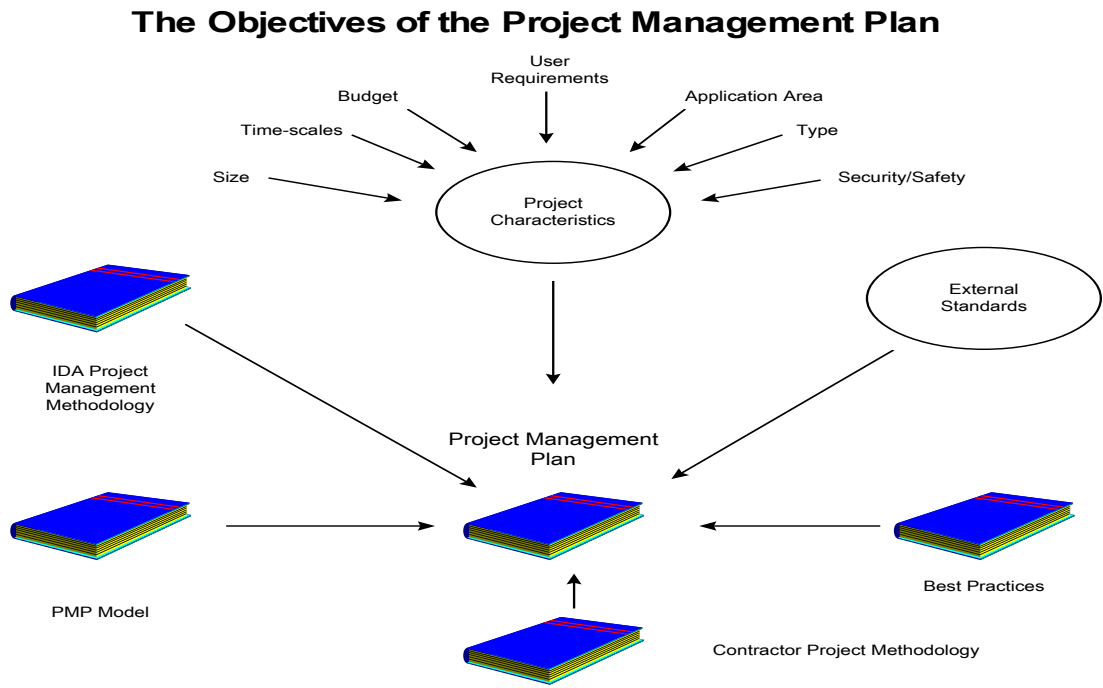
#6 The supplier's Project Manager **must** produce the PMQP. An initial draft of the PMQP **must** be introduced for review at the project kick-off meeting, which normally occurs within 2 weeks of contract signing. The first issue of the PMQP **must** be delivered within two weeks after the kick-off meeting.

#### 0.4 BENEFITS OF THE PROJECT MANAGEMENT AND QUALITY PLAN (PMQP)

#1 Experience shows that the most successful relationships between suppliers and purchasers are those which are defined precisely, clearly and completely, and in which there is agreement on these points before the start of the project.

#2 The benefits of an agreed PMQP are those resulting from the fact that:

- there is effective communication between IDA projects and their suppliers of computer equipment, services, software, studies and consultancy,
- all business and management transactions are properly directed and authorised between IDA and its suppliers, within the scope of a contracted project,
- all changes to project plans, specifications, etc. are adequately controlled in a specified and agreed manner,
- both the IDA project and its suppliers have a clear understanding of project objectives, of the progress towards attaining these objectives and any impediment to their attainment,
- there is clear agreement between the IDA project and its suppliers on the standards, procedures and methods employed to meet project objectives,
- procedures are in place for ensuring that the IDA project receives all items specified by the contract, to agreed standards of quality and timeliness.
- the PMQP is used by the IDA project and its suppliers as a basis for agreement (rather than conflict).



## 0.5 SCOPE OF THE PMQP

- #1 *This PMQP **must** be produced in all cases of contractual relationships with suppliers initiated by an IDA project. The PMQP is equally applicable to situations in which computer and communications equipment, computer software, services, studies and consultancy or any combination of these are to be provided.*
- #2 *When the contract is agreed, the life of the PMQP will continue until the supplier has satisfactorily completed all of its obligations under the contract.*
- #3 *The PMQP will define the relationship in terms of:*
- *Organisation and Communication;*
  - *Project Time Plan;*
  - *Progress Monitoring and Reviews;*
  - *Change Control Management;*
  - *Risk Management;*
  - *Standards, Procedures and Methods;*
  - *Deliverable Products;*
  - *Roles and Responsibilities.*
- #4 *In addition this document provides an outline of a Quality Assurance process which the IDA project may elect to prescribe in any of its relationships with suppliers.*

## 0.6 APPLICABILITY TO VARIOUS TYPES OF PROJECTS

- #1 *The PMQP described in this document **must** be tailored to each specific instance of contractual relationship between an IDA project and its suppliers.*
- #2 *Should the supplier uses its own PMQP template then there **must** be a cross-reference table, included in that PMQP, to demonstrate how the supplier's PMQP meets the requirements of this PMQP.*
- #3 *The template should be used pragmatically, that is - where a section is not relevant it should be omitted. Conversely, the material contained in this PMQP is not necessarily exhaustive; if there is a subject that is relevant to a particular PMQP but is not included in the guide, it should still be included in the PMQP.*
- #4 *In the context of this document the term "project" is to be interpreted to mean "the set of activities by which the Supplier satisfies its obligations to the Commission under the contract." In some cases, the project will refer to a continuing service provided by the Supplier. For example, provision of consultancy services to the Commission would constitute a project in this sense. The PMQP described in this document is applicable to any of these situations, although the specific PMQP **must** be tailored to the particular circumstances.*

## 0.7 RELATIONSHIP OF THE PMQP TO OTHER DOCUMENTS

### 1.1.1.1 0.7.1 Contract

- #1 *The PMQP **must** refer to the contract between the IDA project and the Supplier. When agreed by both parties, the PMQP will have the force of the contract. It is intended that a model PMQP and this Writing Guide be sent to each prospective Supplier as a part of the Invitation to Tender (or Request for Proposal). In any case of conflict between the PMQP and the basic contract, the contract shall be the senior document.*

### **1.1.1.2      0.7.2 IDA-MS**

- #1      *The present PMQP template and guide is a component of the IDA Management System (IDA-MS), a policy framework and “toolkit” to assist IDA and its suppliers with the management and execution of projects. There may be other components, the use of which is agreed between IDA and a supplier as obligatory, recommended or worth considering. These should be identified in the PMQP.*
- #2      *The IDA project **must** provide access to the relevant parts of IDA-MS as needed to enable Suppliers to meet their contractual obligations.*

### **1.1.1.3      0.7.3 Standards and guidelines**

- #1      *All work undertaken **must** be reviewed against the appropriate sections of the following:*
- *IDA-MS*
  - *IDA Architecture Guidelines.*

## 2 INTRODUCTION

### 2.1 PURPOSE OF THE PROJECT MANAGEMENT PLAN (PMQP)

#1 *Reproduce, and if necessary extend, the text below.*

/1 This PMQP document, which will form part of the contract, describes the processes for management of the relationships between an IDA project and its suppliers.

/2 In addition, this document also provides an outline of a Quality Assurance process, which should assure user confidence in the quality of the work that the Project Team will perform, by showing how the project will be carried out, measured, monitored, accounted for and safeguarded during and after the events.

#2 *The amount of detail to be included in the PMQP **must** be tailored according to the complexity, size and duration of the project. Clear statements are necessary to ensure that ambiguity and assumptions are minimised so that everyone understands what controls are in place for the smooth progression of the project.*

/3 This PMQP contains details on:

- definitions of the roles and responsibilities, for each member participating in the project, with emphasis on the required skill sets to address the complexities and risks of the project,
- indications of how the processes relating to changes and problems should be identified, reported and managed,
- requirements for the content, format, sign-off and review processes, and identification of clear acceptance criteria for each deliverable,
- descriptions of all the means that are and will be applied to meet the user's technical and quality requirements,
- information on quality assurance and quality control activities that are to be applied to the project activities and deliverables,
- statement of the procedures, rules, and applicable methods to be adopted.

### 2.2 SCOPE OF THE PROJECT

#1 /1 *Describe here the scope of the project, possibly referring to the Terms of Reference (ToR). This section **must** clearly demonstrate which activities this PMQP is applicable.*

### 2.3 DEVIATIONS FROM THE PMQP

#1 *In the case of deviation from this PMQP writing guide, the following information **must** be given in this section:*

- *an introductory text explaining the structure of the PMQP*
- *the precise reference of the standard to which the PMQP adheres*
- *a reference to appendix (A) containing a cross-reference table to demonstrate how the PMQP meets the requirements of this guide.*

## 2.4 REFERENCES AND APPLICABLE DOCUMENTS

### 2.4.1 Reference documents

#1 *All reference documents **must** be listed, giving for each its name, its identification, version number and issue date and a sequential number to use as reference in the text (R1,...Rn).*

#2 *Typically, among reference documents are:*

- *internal guides, studies document*
- *organisational notes*
- *technical notes*
- *legal documents*
- *working documents.*

### 2.4.2 Applicable documents

#1 *All applicable documents **must** be listed, giving for each its title, its reference, the version number, the issue date and applicable sections or sub-sections and a sequential number to use, if necessary, as reference in the text (A1,...An).*

#2 *It is recommended that the applicable sections of a document be specified precisely, as sometimes only part of a document is applicable.*

#3 *Typically, among applicable documents are:*

- *the IDA-MS methodology (or agreed components thereof)*
- *the IDA Architecture Guidelines*
- *the Invitation to Tender document*
- *the Proposal submitted by the supplier / subcontractor*
- *the Terms of Reference for the project and annexes*
- *the signed Contract*
- *specific standards to be adhered to*
- *documents that exist and cover the contents of some sections (e.g. Development Plan, Configuration Management Plan, Change Control Plan, Security Plan, Test Plan, Specifications etc.).*

## 2.5 TERMINOLOGY

### 2.5.1 Abbreviations and acronyms

#1 *All abbreviations and acronyms used in the PMQP **must** be expanded and explained.*

#2 *Mention both the expansion and the acronym on first use in the text. Excessive use of abbreviations and acronyms makes reading difficult. That is why it is recommended that their use be limited to a few words commonly employed in the field.*

#3 *It is possible to combine this section and the following one into a unified glossary. Depending on the size of the glossary, creation of an appendix to contain it may help the “usability” of the PMQP.*

## 2.5.2 Definitions

- #1 *All terms, the meaning of which may lead to incomprehension, misunderstanding or ambiguities, **must** be defined.*
- #2 *Please refer to the IDA Glossary first, to find out if the term is already defined.*
- #3 *This section is very important, as words are often interpreted in very different ways and thus can seriously affect the understanding of quality requirements.*

### 3 OVERVIEW OF THE PROJECT

#### 3.1 PROJECT DESCRIPTION

#1 *The purpose of this section is to give a feeling of what the project is about. A short presentation of the project **must** include:*

- *a brief description of project phases and key activities in relation to the overall project*
- *the objectives and expectations of this project (this should include the business and user objectives and expectations, and system objectives) i.e. what the project is aiming to achieve and why it is important to achieve the stated aims*
- *an explanation of the overall environment of the project to include:-*
  - i *a brief specification of all constituent parts of the system which are the subject of this project. Include not only the parts for which the Project Team is directly responsible (either developed by itself or by others), but also the relationship with other systems (or sub-systems)*
  - ii *an overview diagram showing the structure of the system as viewed by the user, giving system, subsystems and main parts*
  - iii *the elements of hardware and software to be developed and those which are to be bought by the Project Team*
- *the constraints that may adversely affect the progress or result of this project e.g. the dependency on third-parties, untried technology, restricted protocols / platforms, user co-operation and readiness etc.*
- *any limitations of the system i.e. give a brief statement of which features will be limited, as a result of the constraints identified*
- *the assumptions that need to be indicated here to ensure the smooth running of the project e.g. availability of relevant reference documents / information in a timely manner, data from users for test purposes etc.*
- *the name and identification of the deliverables that will be produced.*

#### 3.2 DEVIATIONS SINCE THE ITT

#1 *There could sometimes be a delay of more than 3 months between the issue of the Invitation to Tender and the project kick-off, and it is possible that during this period some components of the project may have been changed.*

#2 *This section **must** list all the changes. If there are no changes, then the statement “No deviation identified” **must** be included in this section.*

#3 *If the changes that have been identified result in having an impact that cannot be accepted in the approved framework, the change control procedure **must** then be used.*

#### 3.3 GLOBAL PROJECT TIME PLAN

#1 *The initial global project time plan **must** to be presented in this section. It can be presented either as a simple Excel spreadsheet table (for smaller projects) or in the form of a Gantt Chart using a more sophisticated project management tool such as Microsoft Project or Project Workbench, for inclusion in the appendix.*

#2 *The subsequently revised and updated project time plans are to be provided separately so that this PMQP need not be re-issued each month, when the project time plan is reviewed and updated.*



#3 *As a minimum requirement, these details **must** be included (for each of the project phases and the key activities and milestones) into the project time plan:*

- *start date for the activity*
- *delivery dates*
- *overall contractual deadline*
- *intermediate dates linked to quality assurance type activities such as validation, reviews, project progress meetings etc.*
- *events linked to user's obligations such as providing equipment, interfaces, data for testing, approval of documents etc.*

### **3.4 CONTRACTUAL WORK UNITS**

#1 *For each work unit defined in the contract (or the work in its entirety if it is not divided in the contract), the following information **must** be provided.*

- *description of the unit (brief description if it is already detailed in the contract)*
- *estimation of production deadlines: it should correspond to deadlines mentioned in the contract for that unit*
- *estimation of the amount of man-months*
- *estimation of necessary resources in equipment (where applicable)*

#2 *Information can usefully be presented using tables. Information about the workload and resources (listed above) **must** be consistent with those the supplier already knows through the proposal or commercial negotiation.*

### **3.5 DELIVERABLES AND PROJECT DOCUMENTATION**

#1 *Several types of deliverables exist:*

- *products bought by or created under the responsibility of the Project Team,*
- *products provided to the Project Team by the IDA project or other involved groups.*

#2 *Those products<sup>1</sup> may comprise:*

- *hardware*
- *software*
- *project related materials*
- *training*
- *system documentation and manuals*

#3 *All deliverables **must** be identified here. They could be categorised as: -*

- *Business deliverables provided by the supplier, which will satisfy the business needs. The list should be developed and refined to ensure that it contains a complete and correct specification of both the final products and also the main immediate ones, which have to be developed as stepping-stones to the final products.*

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<sup>1</sup> Product: Result of activities or processes. A product may include service, hardware, processed materials, software or a combination thereof. A product can be tangible (e.g. assemblies or processed materials) or intangible (e.g. knowledge or concepts), or a combination thereof. ISO 9001: 1994

- *Project Management deliverables, provided by the supplier, which are produced to help manage, control and monitor the progress of the project, as well as fulfilling the obligations demanded by the methodology and standards adopted e.g. Design Specification, Development Plan, Configuration Management Plan, Test Plan, Security Plan etc.*
- *Deliverables provided by the client, which are usually related to:*
  - *information in the form of documents*
  - *software that needs to be integrated or tested with the main business deliverable*
  - *hardware that needs to be interfaced to the final product*
  - *test data for acceptance testing*
- *Deliverables provided by other parties, which are usually related to*
  - *specific information in the form of documents*
  - *specific piece of software*
  - *specific hardware*

#4 *For easy identification, the deliverables may be listed in a matrix table. An example is given below.*

<b>Deliverables</b>	<b>Provided by Supplier</b>	<b>Provided by IDA Project</b>	<b>Provided by Other Groups</b>	<b>Target Delivery Date</b>

## 4 PROJECT ORGANISATION AND RESPONSIBILITIES

### 4.1 HIGHER LEVEL PROJECT ORGANISATION STRUCTURE

- #1 *A formal project organisation structure (with role titles) **must** be identified here, which would allow for channels of communication to decision-making forums between the IDA project and the supplier.*
- #2 *Each role title identified **must** be backed up by a role description which would specify the responsibilities, goals, limits of authority, relationships, skills, knowledge and experience required of the role. These detailed role descriptions would best be included in the appendix.*
- #3 *The project organisation structure would best be presented in a graphical or chart form, showing:*
- *the hierarchical dependency between the management group overseeing the project,*
  - *the Project Manager and the different team leaders (when this level of organisation exists), and also*
  - *the organisational environment of the project with entities external to the development (e.g. expert group, technical committee, quality assurance, the client).*
- #4 *Specify the highest authoritative level of the project organisation which represents at managerial level the Business, User and Supplier interests of the project. This usually takes the form of either a Project Board or a Project Steering Committee. The composition of the Project Board or the Project Steering Committee should therefore comprise of at least -*
- *a Senior Executive who looks after the business interest of the project (e.g. a senior IDA representative),*
  - *a Senior User who champions the desired outcome required by users and ensure that the project delivers it (e.g. senior Member State Representative, User Group representative, or Expert Group representative),*
  - *a Senior Supplier member who has the authority to provide the necessary resources to deliver the contractual products.*

### 4.2 THE COMMISSION'S OBLIGATIONS AND RESPONSIBILITIES

- #1 *List here the Commission's obligations and responsibilities. These may relate to:*
- *Resources (personnel, premises, hardware, software and any other equipment) put at the project's disposal*
  - *Co-ordination of activities involving expert and user groups, technical committees*
  - *Providing the deliverables required for use by the supplier*
  - *Providing all documentation and information necessary for the project within acceptable delays. This includes sufficient availability of the users and other involved persons*
  - *Procedures and timetables for the acceptance of deliverables which have to be respected by the IDA project. Approval of a deliverable imply the approval of the users concerned with the content of the deliverable. A deliverable cannot be considered accepted until the IDA Project Manager has signed it off.*
  - *A fast feedback from the IDA project to the Supplier. This is a necessary condition to diagnose quickly any possible misunderstandings between the partners. It is therefore important that the IDA Project comment on minutes of meetings and drafts of documents as soon as possible.*

### 4.3 OBLIGATIONS AND RESPONSIBILITIES OF OTHER INVOLVED GROUPS

#1 *Reproduce, and if necessary extend, the text below.*

/1 The groups identified as having involvement in this project **must**: -

- Provide documentation and access to specialist information. Members of expert groups and technical committees have to provide all documentation and information necessary for the project within acceptable time-scale
- Ensure attendance at meetings to provide expert input. Members of expert groups and technical committees have to be available to attend those meetings that require their presence in furthering the project's progress.

### 4.4 KEY PROJECT PERSONNEL AND REPRESENTATIVES

#1 *Use the example table below to list all key project personnel involved with the project.*

#2 *Reproduce, and if necessary extend, the italic below.*

/1 All the key personnel from the main contractor, sub-contractor, IDA project, Users Representatives, Quality contractor, Expert Groups and Technical Committees are identified in the table below.

Role Title	Name	Company / Organisation	Contact Details (email / tel.)

#3 *This mandatory sentence **must** follow the table:*

/2 Any change to the Supplier's Project Manager shall be subject to the Commission's written agreement.

#4 *Each of the role title identified **must** be fully described as to why they are involved in the project and what their responsibilities, contributions and expectations are. If there are many roles involved then the descriptions would be better placed in an appendix to the PMQP.*

### 4.5 SUBCONTRACTORS

#1 *All the subcontractors that the supplier intends to use in performing its obligations on the project **must** be listed here. This list shall specify the name and address of the subcontractor organisation, the nature of the products or services that it will provide as a part of the project, the contact person and the start / end dates for the requirement.*

#2 *Reproduce, and if necessary extend, the text below.*

/1 The supplier, as prime contractor, has full responsibility for the products or services provided by the subcontractor. Below is a list of the subcontractor(s) to be used.

Subcontractor Organisation	Nature of Services Provided	Contact Person	Date Required	
			Starts	Ends

## 4.6 ESCALATION PROCESS

#1 *A description of the process by which project problems and other exceptions are taken to progressively higher levels of management attention within the Commission and the supplier organisations **must** be included here.*

#2 *The criteria for deciding when these escalation actions are to take place **must** be specified.*

#3 *Reproduce, and if necessary extend, the text below.*

/1 This procedure would apply when:

- Project exceptions meet the specified escalation criteria
- agreement cannot be reached on Project Issues or Problems

## 5 PROJECT PROCESS CONTROLS

#1 *The PMQP **must** include a number of control measures to manage, monitor and communicate the project activities and deliverables. This section shall specify the use of plans, the production of reports that help to measure and monitor project progress, and the controls and measures adopted to ensure the success of the project.*

### 5.1 PLANS

#1 *All the client-focused plans that will be produced and implemented for this project **must** be listed here. Include the target available dates for each of these plans. The precise list of plans to be included **must** be agreed with the Project Officer for the specific project.*

#2 *The following list, which is not exhaustive, should be tailored and used according to the needs based on the size and complexity of the project:*

- *Acceptance Plan*
- *Configuration Management Plan*
- *Change Control Management Plan*
- *Installation Plan*
- *Migration / Conversion / Transition Plans*
- *Product Support Plan*
- *Project Operational Quality Plan*
- *Requirements Management Plan*
- *Replication, Delivery, Installation and Servicing Plan*
- *Resources Plan*
- *Risk Management Plan*
- *Security Plan*
- *Service Implementation Plan*
- *Test Strategy Plan*
- *Test Plans*
- *Training Plan*

### 5.2 PROGRESS MEASUREMENT AND MONITORING

#1 *The means and the types of information that would be needed and used to assist with measuring and monitoring the progress of the project **must** be described here. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project:*

#2 ***Information about work progress.** The means by which the Supplier Project Manager monitors progress and informs IDA, the Project Owner, his management and the project team about the project progress **must** be stated here. The progress of a project is usually reported in the form of a Project Progress Report, which is produced by the Supplier's project manager and sent to the Project Officer before the progress meeting, along with the meeting notification and agenda.*

#3 *A suggested table of contents for the Project Progress Report is given in section 7.*

#4 *The frequency and the format of the Project Progress Report must be agreed in conjunction with the Project Officer.*

#5 *Other documents that provide details for monitoring purposes are:*

- *A first version of the project time plan. This **must** be provided at the beginning of the project. It will need to be updated monthly until the final acceptance. The updating of the project time plan should take place before each progress meeting and would usually contain several milestones, at least one per work unit. The progress should be evaluated with respect to the milestones.*
- *During the guarantee and maintenance periods, progress will be measured on the basis of the Observation Reports and Change Requests produced, and the Actions taken. The major points will be the response time to, and the importance of, reported problems or required modifications.*

#6 **Project progress meetings.** *The project progress meeting **must** be held at least monthly until the final acceptance. The Supplier is responsible for preparing and sending the meeting notification and agenda to all the expected participants 5 working days before the meeting. It is, however, up to the Commission to make sure a meeting room is available. Minutes of the meeting are to be provided by the Supplier after each project progress meeting within 5 working days.*

#7 **Technical and informal meetings.** *These may be held more frequently, especially at the beginning of the project, to maintain a good co-ordination between the Supplier's team, the Commission and other involved parties. The participants to these meetings will vary according to the meeting's objectives. In all cases, minutes of the meeting **must** be written by the Supplier's representative and distributed to the meeting's participants and both project managers (IDA and the Supplier).*

### **5.3 PROCESS CONTROLS**

#1 *The purpose of adopting controls is to ensure that the project: -*

- *Is producing the required products which meet the defined Acceptance Criteria*
- *Is being carried out to schedule and in accordance with the resource and budget plans*
- *Remains viable*

#2 *The level of controls to be applied to the management of the project **must** be described here.*

#3 *The following list, which is not exhaustive, should be tailored and used according to the needs based on the size and complexity of the project:*

#4 **Quality reviews and approval process.** *Indicate the frequency and types of quality reviews, the approval process and other verification activities that will be adopted throughout the life of the project and its development life-cycle. If there is a need for a project audit to be performed during the life-span of the project, then it **must** be indicated here.*

#5 **Risk Management.** *It **must** be specify how the identified project and business risks would be monitored and managed. It may be useful to list them in the form of a Risk Matrix table that could be easily updated with the actions taken to minimise or reduce them.*

#6 **Change Control.** *The change control mechanism **must** be defined for managing changes to the contractual and agreed requirements, including the authorisation level for the approval of changes, and the interfacing between the supplier and the Commission*

#7 **Standards and protocols.** *Codes of practice, Guidelines, Standards, rules and conventions that are used in the project and applied to the production of documentation or to other development work **must** be listed here.*

#8 **Project file.** *The creation and indexing of all project documents **must** be detailed here and performed to an agreed standard. This is so that the project file contains all the relevant documents that could use not only to manage the project but also for future evaluation purposes. The use of standard reports or forms should also be detailed here.*

#9 **Monitoring of subcontractors.** *To monitor the effectiveness of subcontractors the supplier, who is effectively, the prime contractor **must** consider addressing:*

- *verification and checkpoints processes with an indication of:*
  - *the authority responsible for the action*
  - *a short description of what is going to be verified e.g. sub-system, documentation, etc.*
  - *when it will take place e.g. stated frequency or at the end of a phase (completion of a document, end of production, etc.)*
- *the type of action to be taken e.g. inspection, walk-through, review, audit, etc.*
- *the type of records that will be produced and kept (inspection report, test results acceptance sheet, audit report etc.).*



## 6 ACCEPTANCE AND PAYMENTS

- #1 *The acceptance and payments processes, **that are agreeable to the Commission, must be described here. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project. Reference may need to be made to Commission procedures:***
- #2 *For simplicity, list all the products that have to be formally accepted by IDA (deliverables, intermediate deliveries, documents, etc.) and when this process is to occur (end of phase or final acceptance). Indicate when approval is required, the time allowed for comments, and where the decision is to be recorded.*
- #3 *The example table below could be used to clearly identify the products requiring formal acceptance.*

Project phase	Deliverables	User & IDA Reviews	Final IDA Review	Target Approval Date	Approval (Y or N)

- #4 *Approval and disapproval **must** be formally notified and recorded.*
- #5 *If an acceptance is linked to a payment, a copy of the formal acceptance by IDA **must** be annexed to the invoice.*

### 6.1 USE OF DELIVERY NOTES

- #1 *Confirm here the supplier's adherence to the Project Officer's delivery note usage practice. This means that all deliverable items are to be delivered by the Supplier to the designated contact point for deliveries. Since in most cases deliverables are capable of being e-mailed the normal practice is that a covering e-mail should be sent with the deliverable and the Project Officer's designated contact will acknowledge receipt of the deliverable by means of a return e-mail.*
- #2 *The covering e-mail should include the following details:*
- *Reference to what is delivered:*
    - i *reference and version number of document*
    - ii *product identity name and number with version number and serial number*
  - *Reference to the deliverable as planned in the PMQP*
  - *Recipient information,*
  - *Format of deliverable.*
- #3 *This return e-mail shall not necessarily imply acceptance of the deliverable, however it will confirm the ability to open the attached files. A deliverable cannot be considered accepted until the IDA Project Manager has signed it off.*

## 6.2 GENERAL ACCEPTANCE PROCEDURE

#1 *The general acceptance procedure that is agreeable to the Commission **must** be described here. Some of the points to consider are:*

- *Dates of submission of deliverables for acceptance. These must be agreed in advance by IDA (see section 3.3). Bearing in mind that the review process may involve users and expert groups, a realistic turnaround time-scale for comments to be fed back to the supplier should be 20 working days. At the end of the 20 working day period, the deliverable shall be deemed to be accepted if no comments are made to the Supplier.*
- *Where comments from user and expert groups are invited, it should be the Project Officer's responsibility to collate and decide on the overall acceptability of the comments before transmitting the final comments back to the supplier.*
- *When the final comments are fed back to the supplier, by the Commission, an agreed revision shall be produced by the Supplier within 20 working days. Formal signing off by the IDA Project Manager shall constitute acceptance.*
- *The acceptance of software modules will normally be based on the successful run of tests described in the Acceptance Test Plan. Representatives of the Commission, with support from the Supplier's representative(s), will perform this operation. The results **must** be logged in the Acceptance Test Report.*

## 6.3 PAYMENT

#1 *Describe the payment schedule with a clear definition of the trigger for each payment. (This may be a re-statement or a clarification of the relevant contractual clause). The triggers could be:*

- *A given date*
- *A certain event*
- *Acceptance of a set of deliverables*

## 6.4 FINAL ACCEPTANCE AND CLOSURE OF THE PROJECT

#1 *This processes for these important final steps **must** be described here so that the final acceptance and project closure is performed effectively. The following list, which is not exhaustive, should be tailored and used accordingly based on the size and complexity of the project:*

- *check the extent to which the objectives set out in the PMQP have been met*
- *confirm to what extent all expected products have been handed over and accepted by the customer*
- *indicate whether maintenance and operation arrangements are in place (where appropriate)*
- *make recommendations for any follow-on actions and lessons learned resulting from the project*
- *detail the handling of reservations*
- *communicate with the Project Board / Project Steering Committee on closure of the project and to notify all involved parties*

#2 *It is the Project Officer's responsibility to send a final acceptance note to the Supplier to signify project closure.*

## **7 CONTROL OF THE PMQP**

### **7.1 PMQP PRODUCTION**

#1 *For large projects, identify the role titles responsible for preparing and producing the various sections of the PMQP. A table may usefully summarise this information. This is not necessary for smaller projects or those that do not involve multiple parties.*

### **7.2 PMQP APPROVAL**

#1 *Confirm here the adherence to the standard PMQP approval process which is:*

- *The supplier's Project Manager prepares the PMQP.*
- *An initial draft is introduced for review at the project kick-off meeting, which normally occurs within 2 weeks of contract signing.*
- *The user representative, the any designated Quality Assurance authority, and the Project Officer review the PMQP. Collated comments are then fed back to the supplier within the specified turnaround period.*
- *Comments are integrated into the PMQP in order to produce the final version which has to be approved by the IDA Project Manager.*
- *The first issue is delivered within two weeks of the kick-off meeting.*

### **7.3 LACK OF ADHERENCE TO THE PMQP**

#1 *Define a process that would allow the supplier's and the Commission's quality authorities to:*

- *identify the lack of adherence to the PMQP*
- *evaluate the impact and consequences as a result of the non-adherence*
- *initiate corrective actions.*

#2 *Either describe, in detail, the procedure to be followed or make reference to the applicable Quality System procedure if available.*

## 8 SECTIONS FOR A PROJECT PROGRESS REPORT

#1 A project progress report **must** be structured as defined below.

### 1 Introduction

- 1.1 Purpose of the document
- 1.2 Intended readership
- 1.3 Overview of the document
- 1.4 Definitions, acronyms and abbreviations
- 1.5 References

### 2 Project activities

*Summarise activities in the previous reporting period.*

*List deliverables produced, presentations given and meetings attended.*

### 3 Work package status

*Describe the project work packages started, continuing or completed during the reporting period. Summarise their status (e.g. in progress, suspended, completed etc).*

### 4 Project deliverables status

*List all the Project deliverables and summarise their status (not started, started, delivered, accepted)*

### 5 Comments on the project

#### 5.1 General

*Discuss the issues arising from the activities performed in the reporting period.*

#### 5.2 New risks

*Tabulate all risks to the project that have arisen in the reporting period.*

#### 5.3 Continuing risks

*Tabulate all risks to the project raised in previous reports that still exist*

### 6 Project work plan

*Forecast what progress is expected in the next period.*

*Highlight any changes of plan with respect to the PMQP and last progress report.*

## DOCUMENT CONTROL- EXAMPLE

**Title:** Project Management and Quality Plan  
**Issue:** Issue 3  
**Date:** 17 January 2017  
**Author:** John Brinkworth  
**Distribution:** EC DG Enterprise – Gavino Murgia  
Project Team  
**Reference:** IDA-MS-PMQP  
**Filename:** IDA-MS-PMQP-i3  
**Control:** Reissue as complete document only

## DOCUMENT SIGNOFF

Nature of Signoff	Person	Signature	Date	Role
Author				
Reviewer				
Reviewer				

## DOCUMENT CHANGE RECORD

Date	Version	Author	Change Details

## **Appendix D – Approach to Recycling**

Complete Appendix D by describing your company's approach to recycling.

APIC Solutions believes the environmental benefits of recycling construction and demolition materials can be significant and we take very seriously the responsibility of being good stewards of resources. Because of this APIC has adopted a comprehensive recycling program that ensures any and all material that can be recycled does not end up in a landfill. Everything from light fixtures to the cardboard they are packaged in is recycled at APIC Solutions. APIC Solutions has a relationship with local recyclers and routinely enlists their services for proper disposal of material. Any hazardous materials such as mercury containing lamps or oil-based transformers are picked up and transported by professional recyclers as per Government Standards. Upon completion of a project, APIC will provide documentation to verify all hazardous materials were properly recycled or disposed of.

## Appendix E – Key Personnel Project Manager

Name: APIC Solutions Inc.

Name: Ron Dotson

Title: Electrical Divisional Manager

# of Years with the Firm: 5 years

### Experience with the Following Type of Construction Services:

General Construction       Mechanical, Electrical, and Plumbing       Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 36 years

### Check All Relevant Experience:

Projects for Higher Education Owners     Laboratory Renovations       Clinical / Medical Environment

General Construction     Roofing Replacement/Repair     Mechanical Upgrades     Electrical Upgrades

Interior Renovation     Asbestos abatement       Exterior / Interior painting     Boiler Replacement

Bituminous Paving     Concrete     Masonry     Exterior Facade     Security Camera Installation

Canopy Replacement/Repair     Elevator Repair/Replacement     Escalator Repair/Replacement

Overhead Doors     Glass Installation     Steel Erection     Concrete Floor

Duct bank repair / installation     Outdoor light installation     Fire Suppression System Installation

Landscaping     Fencing     Earthwork / Site Work     Demolition     Painting

**ATTACH RESUME**   

Yes

**Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Dr. Charley Carroll      **Title** Director of Physical Plant

Telephone: 575-399-0601      Email Address: ccarroll@nmjc.edu

**Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Doug Langley      **Title** President

Telephone: 505-850-4533      Email Address: doug@llrconstruction.com

**Ron Dotson**

10700 Palomas Ave NE Albuquerque, NM 87122 505-803-4311

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**Education& Certifications**

- **Associates Degree EE UNM**
- **JATC Apprenticeship Program through LU611**

**Related Experience**

- **APIC Solutions, Inc. (Albuquerque, NM) Electrical Construction Division Manager 2017-Current**  
Management of various private and public, commercial & industrial electrical construction projects and on-call contracts.
- **Service Electric (Albuquerque, NM) Sr. Project Manager 2008-2017**  
Management of various private and public, commercial & industrial electrical construction projects and on-call contracts.
- **DKD Electric (Albuquerque, NM) Partner/Divisional Manager 2004-2008**  
Management of various private and public, commercial & industrial electrical construction projects and on-call contracts.
- **McDade-Woodcock (Albuquerque, NM) Divisional Manager 1985-2004**  
Management of various private and public, commercial & industrial electrical construction projects and on-call contracts.

**Project Experience**

- Tempur Pedic Production Facility Albuquerque,
- Center for Nano Technology-Sandia National Labs NM Albuquerque,
- Minors Colfax General Hospital NM Raton, NM
- NMJC Primary Upgrades Hobbs, NM
- UNM Hodgkin Hall Historic Renovation Albuquerque, NM
- Sysco Foods Expansion Albuquerque, NM
- INTEL F11X Expansion Rio Rancho, NM
- Jefferson Park MUSCO Lighting Hobbs, NM
- Murray Elementary School Hobbs, NM
- Bob Forest Youth Complex Hobbs, NM
- Hobbs Wastewater Treatment Plant Hobbs, NM
- Murray Elementary School Hobbs, NM
- Truman Middle School Albuquerque, NM
- NMJC Power Upgrades and Panel Replacement Hobbs, NM
- New Mexico Tech. Chemistry Building Socorro, NM
- NMJC Allied Health Hobbs, NM
- Hardison Auditorium Eunice, NM
- Collet Park Elementary School Albuquerque, NM
- Night Oil Tool Maintenance Facility Hobbs, NM
- Hobbs High School Baseball & Softball MUSCO Lighting Hobbs, NM
- Lovington Highway Trail Lighting Phase 2 Hobbs, NM
- Hobbs Library Renovation Hobbs, NM
- Various On-call and JOC Contracts State Wide



## Appendix E - Key Personnel Project Manager

**Name:** APIC Solutions Inc.

**Name:** Andres Montoya

**Title:** Fire Alarm Services Project Manager

**# of Years with the Firm:** 2 years

**Experience with the Following Type of Construction Services:**

General Construction       Mechanical, Electrical, and Plumbing       Roofing       Painting

**# of Years as a Project Manager for Type of Construction Services Selected Above:** 17 years

**Check All Relevant Experience:**

- Projects for Higher Education Owners     Laboratory Renovations       Clinical / Medical Environment
- General Construction     Roofing Replacement/Repair     Mechanical Upgrades     Electrical Upgrades
- Interior Renovation     Asbestos abatement       Exterior / Interior painting     Boiler Replacement
- Bituminous Paving     Concrete     Masonry     Exterior Facade     Security Camera Installation
- Canopy Replacement/Repair     Elevator Repair/Replacement     Escalator Repair/Replacement
- Overhead Doors     Glass Installation     Steel Erection     Concrete Floor
- Duct bank repair / installation     Outdoor light installation     Fire Suppression System Installation
- Landscaping     Fencing     Earthwork / Site Work     Demolition       Painting

**ATTACH RESUME**   

Yes

**Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Steve Edmiston      **Title** Project Manager

Telephone: 817-505-8224      Email Address: steve.edmiston@hotmail.com

**Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Dave Potts      **Title** Branch Manager

Telephone: 505-681-9018      Email Address: dpotts@apicnm.com

## Andres Montoya

7132 Las Nutrias NW Albuquerque, NM 87114 – 505.504.6977

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### Education& Certifications

- **NICET Fire Protection Engineering Technology/ Fire Alarm Systems/ Level IV** May. 2016
- **ES3J**
- **EST 3 Training**
- **EST 2 Training**
- **Quickstart Training**
- **Fireworks Training**

### Related Experience

- **APIC Solutions, Inc. (Albuquerque, NM) Low Voltage Service Manager/ Project Manager 9/2017-Current**  
Project Superintendent for all projects & service work orders; Design & engineer voice, data, access control & surveillance solutions; Overlook all installations, As-Built & close-out of projects; Provide quality assurance; Supervise & train project managers & technicians in all aspects of low-voltage projects; Estimate project bids; Manage Health & Safety system. Responsible for QA/QC inspections, corrections and documentation on all phases of projects up to close-out.
- **IES Communications (Albuquerque, NM ) Project Manager 2002-9/2017**  
Responsible for all projects & service work orders; Design & engineer voice, data, access control & surveillance solutions; Overlook all installations; Provide quality assurance; Supervise technicians in all aspects of low-voltage projects; Production of budgetary reports; Estimate project bids; Specializing in LAN integration; Implementation & updating of Safety Manuals Responsible for QA/QC inspections and documentation on all phases of projects up to close-out.

### Project Experience

- UNM Johnson Gym FA Albuquerque, NM
- Isotopes Ball Park FA Albuquerque, NM
- UNM Ortega Hall FA Albuquerque, NM
- CAFB II Bay Hangar FA CAFB, NM
- Questa Water Treatment FA Quest, NM
- CAFB OPS FA CAFB, NM

## **Appendix F – Key Personnel Lead Superintendent**

**Name:** APIC Solutions Inc.

**Name:** Chris Marquez

**Title:** Electrical Superintendent

**# of Years with the Firm:** 11 years

**Experience with the Following Type of Construction Services:**

General Construction       Electrical       Mechanical       Roofing

**# of Years as a Project Manager for Type of Construction Services Selected Above:** 15 years

**Check All Relevant Experience:**

- Projects for Higher Education Owners     Laboratory Renovations       Clinical / Medical Environment
- General Construction     Roofing Replacement/Repair     Mechanical Upgrades     Electrical Upgrades
- Interior Renovation     Asbestos abatement     Exterior / Interior painting     Boiler Replacement
- Bituminous Paving     Concrete     Masonry     Exterior Facade     Security Camera Installation
- Canopy Replacement/Repair     Elevator Repair/Replacement     Escalator Repair/Replacement
- Overhead Doors     Glass Installation     Steel Erection     Concrete Floor
- Duct bank repair / installation     Outdoor light installation     Fire Suppression System Installation
- Landscaping     Fencing     Earthwork / Site Work     Demolition     Painting

**ATTACH RESUME**     Yes

**Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Tony Mendiola    **Title** Project Manager

Telephone: 505-250-1211    Email Address: tmendiola@bradburystamm.com

**Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Paul Young    **Title** Project Manager

Telephone: 301-957-0952    Email Address: paul.young@tiedh2o.net

## Christopher Marquez

2715 Granada Rd Sw , Albuquerque Nm 87105 505-702-1875

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### Education& Certifications

- EE98-J
- FOA certified
- Osha-30
- Scaffold certified
- Aerial lift certified
- Confined space entry certified
- NFPA-70E
- CPR

### Related Experience

- **APIC Solutions, Inc. (Albuquerque, NM) Foremen / Electrical Superintendent 4/2012-Current**  
Superintendent Duties include Management of manpower, Scheduling manpower, look ahead, safety, Material, cost to completes, Disciplinary Mediator  
Foremen duties include but not limited to running large projects, working with tools on, producing RFI, three week look ahead, material list, man power request, working with the contactors to meet schedules/ deadlines, reviewing submittals
- **Digital Traffic Systems (Albuquerque, NM) Foremen Electrician 6/2009-3/2012**  
Install and service of new construction and Tenant improvements, Duties include Good public relations skills, Foremen duties include but not limited to running large projects, working with tools on, producing RFI, three week look aheads, material list, man power request, working with the contactors to meet schedules/ deadlines, reviewing submittals Installed and serviced multiple voice/data, IP camera systems
- **Bixby electric (Albuquerque, NM) Field Supervisor/ Foremen 5/2007-6/2009**  
Install and service of new construction and Tenant improvements, Duties include Good public relations skills, Foremen duties include but not limited to running large projects, Airports , Hospitals, public schools ,Prisons, working with tools on, producing RFI, three week look aheads, material list, man power request, working with the contactors to meet schedules/ deadlines, reviewing submittals Installed and serviced multiple voice/data, IP camera systems. Lead technician for all Bank of America projects and service.

### Project Experience

- VA Hospital / Med Clinic Albuquerque, NM
- VA hospital Big spring Big spring, Texas
- Lovelace Health Systems Albuquerque. NM
- Presbertyrian Hospital Albuquerque, NM
- UNM clinics / Hospitals Albuquerque, NM
- APS Schools Albuquerque, NM
- State Personell Offices Santa Fe, NM
- John Paul Taylor Las Cruces, NM
- City of Rio Rancho Rio Rancho, NM
- Eastern New Mexico University Portales, NM
- University of New Mexico Albuquerque, NM
- Santa Fe Airport Albuquerque, NM
- Albuquerque Sunport Albuquerque, NM
- Santa Fe airport Santa Fe, NM
- Santa Fe Public Schools Santa Fe, NM
- NM State Adult / Youth Prisons Across NM
- Virginia DOT Newport news, Virginia
- Arizona DOT Phoenix , AZ
- NM DOT Across, NM

## Appendix F - Key Personnel Lead Superintendent

**Name:** APIC Solutions Inc.

**Name:** Vince Gonzales

**Title:** Low Voltage Superintendent

**# of Years with the Firm:** 1

**Experience with the Following Type of Construction Services:**

General Construction       Electrical       Mechanical       Roofing

**Experience with the Following Type of Construction Services:**

General Construction       Mechanical, Electrical, and Plumbing       Roofing       Painting

**# of Years as a Project Manager for Type of Construction Services Selected Above:** 5

**Check All Relevant Experience:**

- Projects for Higher Education Owners     Laboratory Renovations       Clinical / Medical Environment
- General Construction     Roofing Replacement/Repair     Mechanical Upgrades     Electrical Upgrades
- Interior Renovation     Asbestos abatement     Exterior / Interior painting     Boiler Replacement
- Bituminous Paving     Concrete     Masonry     Exterior Facade     Security Camera Installation
- Canopy Replacement/Repair     Elevator Repair/Replacement     Escalator Repair/Replacement
- Overhead Doors     Glass Installation     Steel Erection     Concrete Floor
- Duct bank repair / installation     Outdoor light installation     Fire Suppression System Installation
- Landscaping     Fencing     Earthwork / Site Work     Demolition     Painting

**ATTACH RESUME**     Yes

**Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Roger Jimenez      **Title** Project Manager

Telephone: 505-803-9355      Email Address: rljimenez@msn.com

**Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Steve Szanto      **Title** Branch Manager

Telephone: 505-239-2924      Email Address: sszanto2@comcast.net

## Vince Gonzales

3096 State Highway 47 Los Lunas, NM 87031 505-859-2626

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### Education & Certifications

- JE-98
- BICSI Installer 2 Copper
- EST Quick Start
- West Call Nurse Call Systems
- OSHA 30
- STI Fire Stopping
- First Aid CPR & AED

### Related Experience

- **APIC Solutions, Inc. (Albuquerque, NM) Low Voltage Superintendent 01/2019-Current**  
Installation, Termination and Testing of Fiber Optic Cable, Fire Alarm, Intrusion Alarm, Access Control and Structured Cabling Systems. Manpower and material scheduling to within project budget.
- **IES Commercial Inc. (Albuquerque, NM) Project Manager 08/2008-01/2019**  
Installation, Termination and Testing of Fiber Optic Cable, Fire Alarm, Intrusion Alarm, Access Control and Structured Cabling Systems. Manpower and material scheduling to within project budget.
- **Areotek & CLP (Socorro, NM) Journeyman Electrician 08/2007-08/2008**  
Installation of Commercial Electrical Systems.

### Project Experience

- Isleta Casino Albuquerque, NM
- Miners Colfax Raton, NM
- UNM JCER Albuquerque, NM
- Moriarty Edgewood School Moriarty, NM
- DPS- D5 WAP Install Albuquerque, NM
- Texico Clovis, NM
- UNM Gallup Gallup, NM
- UNM Johnson Gym Albuquerque, NM

## **Appendix G – Key Personnel Safety Manager**

**Name:** APIC Solutions Inc.

**Name:** Steve Foster

**Title:** General Manager

**# of Years with the Firm:** 6 years

**Experience with the Following Type of Construction Services:**

General Construction       Mechanical, Electrical, and Plumbing       Roofing

**# of Years as a Project Manager for Type of Construction Services Selected Above:** 43 year

**Check All Relevant Experience:**

Projects for Higher Education Owners     Laboratory Renovations       Clinical / Medical Environment

General Construction     Roofing Replacement/Repair     Mechanical Upgrades     Electrical Upgrades

Interior Renovation     Asbestos abatement     Exterior / Interior painting     Boiler Replacement

Bituminous Paving     Concrete     Masonry     Exterior Facade     Security Camera Installation

Canopy Replacement/Repair     Elevator Repair/Replacement     Escalator Repair/Replacement

Overhead Doors     Glass Installation     Steel Erection     Concrete Floor

Duct bank repair / installation     Outdoor light installation     Fire Suppression System Installation

Landscaping     Fencing     Earthwork / Site Work     Demolition     Painting

**ATTACH RESUME**     Yes

**Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Jason McKinley **Title** Vice President

Telephone: 505-559-3461 Email Address: jason@energy-associates.com

**Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Renier Long **Title** Estimator/Project Manager

Telephone: 505-934-9777 Email Address: rlong@facilitybuild.com

**Donald S. (Steve) Foster**  
**General Manager**

5550 Midway Park Place NE, Albuquerque, NM 87109 505.345.1381

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Mr. Foster has been involved in the electrical industry for over 30 years. He has served in positions ranging from Journeyman electrician to Service Manager to Director of Electrical Services with executive responsibilities and authority. Mr. Foster is currently the General Manager and Safety Director for APIC Solutions and plays an active role in all management operations. In this role, he is responsible for the establishment and development of the service and operational functions to support customers in infrastructure, general electrical contracting and a full range of low and high voltage systems. Mr. Foster is responsible for all licensing and qualification requirements. He directly oversees and manages on and off-site performance and business development as well as all safety programs, planning functions and material management.

**Professional Background**

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- APIC Solutions Inc.-  
General Manager 2016 to present
- Digital Traffic Systems Inc.-  
Director of Safety and Licensing 2013-2016  
Director of New Mexico Operations-DTS Electrical Services llc 2003-2012
- Gamblin Rodgers Electrical Contractors-  
Journeyman Electrician/Project/Service Manager 1990-2002
- Garner Zemke-  
Journeyman Electrician/Superintendent 1984-1990
- Craig Electric-  
Apprentice Electrician/ Journeyman Electrician 1979-1984

**Education**

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- University of New Mexico-Construction Law
- NECA-Project Management
- Technical Vocational Institute - Industrial Electricity
- IBEW 611-Electrical Apprenticeship Program



# Appendix I – Comparable Construction Experience Mechanical, Electrical, and Plumbing (MEP) Projects

*Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract*

Proponent's Name: APIC Solutions Inc.

Agency / Client Name: LLR Construction

Project Name: Holy Child Catholic School

Project Number: 03-500125 Project Value: \$84,174.00

**Achieved or Anticipated Final Acceptance after January 1, 2018**  Yes  No

Company Role:  Sub Contractor  Prime / JV Contractor

Agency:  Public  Private

Location:  On a UNM Campus  Within State of New Mexico

Estimated Self Performance (%): 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

**Project Type:** (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction  Mechanical, Electrical, and Plumbing  Roofing  Painting

**Project Scope:** (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

1000A 120/240V main service connections, Feeding (7) existing 250A 120/240V panels, Install light fixtures

Underground utilities, conduit rough-in and device trim-out. Commissioning

**Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name David Langley Title Project Manager

Telephone: 505-428-9751 Email Address: david@llrcon.com

**Briefly describe the project: Attached additional page, if necessary.**

## Appendix I – Comparable Construction Experience Mechanical, Electrical, and Plumbing (MEP) Projects

*Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract*

**Proponent's Name:** APIC Solutions Inc.

**Agency / Client Name:** LLR Construction

**Project Name:** Horizon Academy West

**Project Number:** 03-500095      **Project Value:** \$56,075.63

**Achieved or Anticipated Final Acceptance after January 1, 2018**     Yes     No

**Company Role:**     Sub Contractor                       Prime / JV Contractor

**Agency:**             Public                                       Private

**Location:**             On a UNM Campus                       Within State of New Mexico

**Estimated Self Performance (%):** 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

**Project Type:** (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction             Mechanical, Electrical, and Plumbing             Roofing             Painting

**Project Scope:** (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Install Lighting, Power, Gear and Special Systems

Lighting and power branch conduit rough-in. Pathway rough-in for special systems.

Pulling and termination of lighting and power branch circuit conductors. Trim out of devices.

Commissioning system.

**Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** David Langley                      **Title** Project Manager

Telephone: 505-428-9571                      Email Address: david@llrcon.com

**Briefly describe the project: Attached additional page, if necessary.**

## Appendix I – Comparable Construction Experience Mechanical, Electrical, and Plumbing (MEP) Projects

*Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract*

**Proponent's Name:** APIC Solutions Inc.

**Agency / Client Name:** Bradbury Stamm Construction

**Project Name:** UNM Natural History & Science Center

**Project Number:** 03-500152      **Project Value:** \$293,312.00

**Achieved or Anticipated Final Acceptance after January 1, 2018**     Yes     No

**Company Role:**     Sub Contractor                       Prime / JV Contractor

**Agency:**             Public                                       Private

**Location:**             On a UNM Campus                       Within State of New Mexico

**Estimated Self Performance (%):** 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

**Project Type:** (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction             Mechanical, Electrical, and Plumbing             Roofing             Painting

**Project Scope:** (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Install lighting, data/communications conduit, card access conduit, A/V system conduit, CCTV systems conduit,  
systems commissioning, Arc flash studies, temporary power, seismic support  
Pulling cable and terminations.

**Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Jim Lloyd                      **Title** Senior Project Manager

Telephone: 505-998-9910                      Email Address: jilloyd@bradburystamm.com

**Briefly describe the project: Attached additional page, if necessary.**

## Appendix I – Comparable Construction Experience Mechanical, Electrical, and Plumbing (MEP) Projects

*Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract*

**Proponent's Name:** APIC Solutions Inc.

**Agency / Client Name:** ESA Construction Inc.

**Project Name:** UNM Student Health & Counseling

**Project Number:** 03-500143      **Project Value:** \$179,522.00

**Achieved or Anticipated Final Acceptance after January 1, 2018**     Yes     No

**Company Role:**     Sub Contractor                       Prime / JV Contractor

**Agency:**             Public                                       Private

**Location:**             On a UNM Campus                       Within State of New Mexico

**Estimated Self Performance (%):** 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

**Project Type:** (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction             Mechanical, Electrical, and Plumbing             Roofing             Painting

**Project Scope:** (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Install lighting, Fire Alarm conduit, data pathways & access control conduit

Lay-out and install conduit for power and lighting branch circuits. Install conduit pathways for special system.

Pull wire and terminate for power and lighting. Install lighting fixtures and device trim-out. Commissioning.

**Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** Kurt Schlough                      **Title** ProjectManager

Telephone: 505-884-2171                      Email Address: kurt@esaconstruction.com

**Briefly describe the project: Attached additional page, if necessary.**

## Appendix I – Comparable Construction Experience Mechanical, Electrical, and Plumbing (MEP) Projects

*Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract*

**Proponent's Name:** APIC Solutions Inc.

**Agency / Client Name:** TA Cole & Sons

**Project Name:** Ventana Ranch Elementary School

**Project Number:** 03-500088      **Project Value:** \$456,292.00

**Achieved or Anticipated Final Acceptance after January 1, 2018**     Yes     No

**Company Role:**     Sub Contractor                       Prime / JV Contractor

**Agency:**             Public                                       Private

**Location:**             On a UNM Campus                       Within State of New Mexico

**Estimated Self Performance (%):** 100%

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

**Project Type:** (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction             Mechanical, Electrical, and Plumbing             Roofing             Painting

**Project Scope:** (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Installation of lighting, gear and special systems. Underground utilities and branch circuit rough-in.  
Conduit installation raceways and feeders. Pulling branch circuits and large feeders. Termination of gear and devices.  
Fixture installation and device trim-out. Commissioning system.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

**Agency's contact: Name** T. A. Cole                      **Title** President

Telephone: 505-898-8698                      Email Address: scale@tacolesons.com

**Briefly describe the project: Attached additional page, if necessary.**

## Appendix K – Indefinite Quantity Contract Experience

### General

- 1 Agency Name: State of New Mexico
- 2 Contract #: 70-000-17-00063 General Construction Services Statewide

### Reference Information

- 3 Reference Name, Position: Mark Lujan Procurement Specialist
- 4 Address: 1100 St. Francis Dr Rm 2016
- 5 City, State Zip Code: Santa Fe, NM 87505
- 6 Phone Number: 505-827-0564
- 7 E-mail Address: mark.lujan@state.nm.us

### Contract Time:

- 8 Potential Maximum Time:\* 1 yr
- 9 Award Date: July 2019
- 10 Expiration / Termination Date (Or Still Active): Expired

### Contract Amounts:

- 11 Potential Maximum Amount:\*\* 1,000,000
- 12 Total Amount of Work Issued (\$): 233,241
- 13 Total Number of Job Orders Issued (#): 25

### Key Personnel

- 14 Name and Position: Ron Dotson Project Manager
- 15 Name and Position: Chris Marquez Superintendent
- 16 Name and Position: Steve Foster General Manager - Safety Manager
- 17 Name and Position: \_\_\_\_\_
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? No
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

\*\* Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

## Appendix K – Indefinite Quantity Contract Experience

### General

- 1 Agency Name: University of New Mexico - UNM
- 2 Contract #: RFP 2178-20 PRO-CCA-2985-20 On-Call Electrical

### Reference Information

- 3 Reference Name, Position: Andre Alejandro
- 4 Address: 1700 Lomas Blvd NE Suite 2600
- 5 City, State Zip Code: Albuquerque NM 87131
- 6 Phone Number: 505-277-6888
- 7 E-mail Address: nunezandre@unm.edu

### Contract Time:

- 8 Potential Maximum Time:\* 2yrs
- 9 Award Date: 6/2020
- 10 Expiration / Termination Date (Or Still Active): Active

### Contract Amounts:

- 11 Potential Maximum Amount:\*\* 2,000,000
- 12 Total Amount of Work Issued (\$): 300,000 +
- 13 Total Number of Job Orders Issued (#): 20 +

### Key Personnel

- 14 Name and Position: Ron Dotson Project Manager
- 15 Name and Position: Chris Marquez Superintendent
- 16 Name and Position: Steve Foster General Manager - Safety Manager
- 17 Name and Position: \_\_\_\_\_
- 18 Yes or No, Did Any of the Key Personnel Proposed for the ~~Naperville Contract~~ Work on this Contract? No
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

\*\* Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

## Appendix K – Indefinite Quantity Contract Experience

### General

- 1 Agency Name: City of Albuquerque
- 2 Contract #: RFB-2021-077-VAR-KR

### Reference Information

- 3 Reference Name, Position: Kassandra Ray
- 4 Address: 1 Civic Plaza
- 5 City, State Zip Code: Albuquerque NM 87102
- 6 Phone Number: 505-768-3310
- 7 E-mail Address: kray@cabq.gov

### Contract Time:

- 8 Potential Maximum Time:\* 3 yrs
- 9 Award Date: 12/23/2020
- 10 Expiration / Termination Date (Or Still Active): Active

### Contract Amounts:

- 11 Potential Maximum Amount:\*\* 10,000,000
- 12 Total Amount of Work Issued (\$): 3,435,406
- 13 Total Number of Job Orders Issued (#): 153

### Key Personnel

- 14 Name and Position: Ron Dotson Project Manager
- 15 Name and Position: Chris Marquez Superintendent
- 16 Name and Position: Steve Foster General Manager - Safety Manager
- 17 Name and Position: \_\_\_\_\_
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? No
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

\*\* Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.



## Appendix K – Indefinite Quantity Contract Experience

### General

- 1 Agency Name: Cooperative Educational Services
- 2 Contract #: RFP 2018-008 Electrical Job Order Contracting

### Reference Information

- 3 Reference Name, Position: Dotty McKinney Purchasing Manager
- 4 Address: 4216 Balloon Park Road NE
- 5 City, State Zip Code: Albuquerque NM 87109
- 6 Phone Number: 505-344-5470
- 7 E-mail Address: \_\_\_\_\_

### Contract Time:

- 8 Potential Maximum Time:\* 12 months
- 9 Award Date: January 2018
- 10 Expiration / Termination Date (Or Still Active): Expired

### Contract Amounts:

- 11 Potential Maximum Amount:\*\* 10,000,000
- 12 Total Amount of Work Issued (\$): 1,000,000
- 13 Total Number of Job Orders Issued (#): 50

### Key Personnel

- 14 Name and Position: Ron Dotson Project Manager
- 15 Name and Position: Chris Marquez Superintendent
- 16 Name and Position: Steve Foster General Manager - Safety Manager
- 17 Name and Position: \_\_\_\_\_
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? No
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

\*\* Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

## Appendix K – Indefinite Quantity Contract Experience

### General

- 1 Agency Name: State of New Mexico
- 2 Contract #: 10-00000-21-00095

### Reference Information

- 3 Reference Name, Position: Michael Saavedra
- 4 Address: 110 St. Francis Rd
- 5 City, State Zip Code: Santa Fe, NM 87505
- 6 Phone Number: 505-827-0472
- 7 E-mail Address: michael.saavedra@state.nm.us

### Contract Time:

- 8 Potential Maximum Time:\* 4 yrs
- 9 Award Date: 6/21
- 10 Expiration / Termination Date (Or Still Active): Active

### Contract Amounts:

- 11 Potential Maximum Amount:\*\* 10,000,000
- 12 Total Amount of Work Issued (\$): 1,935,835
- 13 Total Number of Job Orders Issued (#): 48

### Key Personnel

- 14 Name and Position: Ron Dotson Project Manager
- 15 Name and Position: Chris Marquez Superintendent
- 16 Name and Position: Steve Foster General Manager - Safety Manager
- 17 Name and Position: \_\_\_\_\_
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? No
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

\*\* Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

## Appendix L – Price Proposal

### University of New Mexico

#### BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid: 11/17/2022

New Mexico State Contractor's License No. 373987

Resident Contractor's Preference Certificate No. L0751285168

Contractor's New Mexico Gross Receipts Tax No. 03-238649-004

Contractor's Federal Employee Identification No. 45-4642785

Dept. Workforce Solutions Registered Contractors Number 002431920120420

UNM Job Order Contracting

Request for Proposals No. 2379-23

Bid (Price Proposal) of (company name): APIC Solutions Inc.  
(hereinafter called the "Bidder") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. (Circle correct one).

To: The Regents of The University of New Mexico, Albuquerque, New Mexico  
(hereinafter called the "Owner").

The undersigned, as an authorized representative for the Bidder named above, in compliance with the Request For proposals (RFP) for Job Order Contracting services, having examined the Contract Documents, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Offeror must agree to commence work on a date specified in a written "Notice to Proceed" issued by the Owner. The Offeror must agree to complete the Project within the Job Order Completion Time stipulated date in the "Notice of Proceed". At the sole discretion of the Owner, liquidated damages will be assessed, if at all, on a Job Order-by-Job-Order basis. For each calendar day that the Detailed Scope of Work for a Job Order shall remain incomplete after the Job Order Completion Time, as amended pursuant to this Contract, the amount per calendar will be determined with each Job Order, and that amount will be deducted from any money due the Contractor, not as a penalty but as liquidated damages.

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract.

Is project material offered grown, produced or wholly manufactured in New Mexico? No

Business Size / Classification:

Small Business Concern

Disadvantaged Business Concern

Large Business Concern

Women Owned Business Concern

The Contractor shall perform all Work required called for in each individual Job Order issued under this Contract using the Construction Task Catalog<sup>®</sup> and Technical Specifications incorporated herein. Contractor shall perform any or all functions called for in the Contract Documents in the quantities specified in individual Job Orders against this Contract for the Unit Prices specified in the Construction Task Catalog<sup>®</sup> (CTC) multiplied by the Adjustment Factors being proposed.

The Bidder shall set forth Adjustment Factors in clearly legible figures in the respective space provided. Failure to submit Adjustment Factors for all categories may result in the Proposal being deemed non-responsive. **All amounts shall exclude NM Gross Receipts Tax.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

The Schedule of Prices is contained in a separate Microsoft Excel document. Complete the Microsoft Excel document and submit as part of this Appendix L. Be sure to enter Adjustment Factors for each campus and trade being proposed.

**PART 1: SCHEDULE OF PRICES:**

Attach Schedule of Prices from the Microsoft Excel document. On the Microsoft Excel document, be sure to enter Adjustment Factors for each campus and trade being proposed.

Has the Part 1: Schedule of Prices been attached to this Appendix L:     Yes     No

**PART 2: SIGNATURES**

The Bidder understands that the contract(s) will be awarded in accordance with the all terms and conditions contained in this RFP and that the Owner reserves the right to reject any or all bids and to waive any formalities in the bidding.

The Bidder agrees that this response will be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Respectfully Submitted,

By:(Authorized Signature)  Date: 11/03/2022

By:(Same Name, Printed or Typed) Steve Foster

Title: General Manager

Company: APIC Solutions Inc.

Address: 5550 Midway Park Place NE Albuquerque NM

Zip: 87109

Phone: 505-345-1381 Fax: 505-345-1365 Email: sfoster@apicnm.com

(Affix Corporate Seal if response by Corporation):



## Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: APIC Solutions Inc

For the UNM Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Campus/Contract Type being proposes may result in the bid for that Campus/Contract Type being deemed non-responsive. **The Contractor is to include the administrative fee of 2.98% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Main Campus (Albuquerque)	Normal Working Hours (60%)		1.395	
	Other Than Normal Working Hours (30%)		1.445	
	Non Pre-Priced (10%)		1.395	
	<b>Award Criteria Figure</b>	0.0000	1.4100	0.0000
Northern New Mexico Branch Campuses	Normal Working Hours (60%)		1.415	
	Other Than Normal Working Hours (30%)		1.475	
	Non Pre-Priced (10%)		1.415	
	<b>Award Criteria Figure</b>	0.0000	1.4330	0.0000
Southern New Mexico Branch Campuses	Normal Working Hours (60%)		1.415	
	Other Than Normal Working Hours (30%)		1.475	
	Non Pre-Priced (10%)		1.415	
	<b>Award Criteria Figure</b>	0.0000	1.4330	0.0000

### NOTES TO OFFERERS

- The Other Than Normal Working Hours Adjustment Factors must be greater than or equal to the Normal Working Hours Adjustment Factors.
- The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000
- The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weighted percentages above. The Award Criteria Figure is only used for the purpose of determining the Bid.
- When submitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.

### 5. Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature: \_\_\_\_\_



By: Same Name and title Printed or typed: \_\_\_\_\_

Steve Foster General Manager

Date: \_\_\_\_\_

11/7/2022

For the UNM Cooperative Purchasing Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Region/Contract Type being propose may result in the bid for that Region/Contract Type being deemed non-responsive. A complete map of the regions can be found in the Purpose of this RFP Document. **The Contractor is to include the administrative fee of 7.50% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Cooperative Purchasing Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #1	Normal Working Hours (60%)		1.465	
	Other Than Normal Working Hours (30%)		1.525	
	Non Pre-Priced (10%)		1.465	
	<b>Award Criteria Figure</b>	0.0000	1.4830	0.0000
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #2	Normal Working Hours (60%)		1.465	
	Other Than Normal Working Hours (30%)		1.525	
	Non Pre-Priced (10%)		1.465	
	<b>Award Criteria Figure</b>	0.0000	1.4830	0.0000
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #3	Normal Working Hours (60%)		1.465	
	Other Than Normal Working Hours (30%)		1.525	
	Non Pre-Priced (10%)		1.465	
	<b>Award Criteria Figure</b>	0.0000	1.4830	0.0000
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #4	Normal Working Hours (60%)		1.465	
	Other Than Normal Working Hours (30%)		1.525	
	Non Pre-Priced (10%)		1.465	
	<b>Award Criteria Figure</b>	0.0000	1.4830	0.0000
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #5	Normal Working Hours (60%)		1.465	
	Other Than Normal Working Hours (30%)		1.525	
	Non Pre-Priced (10%)		1.465	
	<b>Award Criteria Figure</b>	0.0000	1.4830	0.0000



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Menicucci Insurance Agency LLC 2116 Vista Oeste NW, Bldg 5 Albuquerque, NM 87120	<b>CONTACT NAME:</b> Samantha Archuleta	
	<b>PHONE (A/C, No, Ext):</b> (505) 923-9926	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b> sarchuleta@mianm.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Valley Forge Insurance Company		<b>20508</b>
<b>INSURER B:</b> Continental Insurance Company		<b>35289</b>
<b>INSURER C:</b> Builders Trust of New Mexico		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**

APIC Solutions Inc  
5550 Midway Park PL NE  
Albuquerque, NM 87109

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		6023813467	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		6023813436	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		6023813453	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC100-0006527-2022A	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Installation/Builder			6023813467	1/1/2022	1/1/2023	Per Location 500,000
A	Property Contents			6023813467	1/1/2022	1/1/2023	Contents DED \$1,000 150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
LIMITS OF LIABILITY SHOWN ARE THOSE IN EFFECT AT POLICY INCEPTION.

The Regents of the University of New Mexico, the University of New Mexico, its agents, servants and employees are listed as additional insureds on all policies except workers compensation when required by written contract. A 45 day notice of cancellation shall apply except in the event of non-payment of premium which shall result in a 10 day notice of cancellation.

### CERTIFICATE HOLDER

### CANCELLATION

University of New Mexico - Purchasing Department 700 Lomas Blvd NE #2600 MSC01 1740 Albuquerque, NM 87131-0001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

## RESIDENT CONTRACTOR CERTIFICATE

Issued to: APIC SOLUTIONS, INC.

DBA: APIC SOLUTIONS, INC.  
5550 MIDWAY PARK PL NE  
ALBUQUERQUE, NM 87109-5800

Expires: **30-Dec-2024**

Certificate Number:

**L0751285168**



Stephanie Schardin Clarke  
*Cabinet Secretary*

THIS CERTIFICATE IS NOT TRANSFERABLE