

Procedures for IDCS Contracts

The following procedures have been created so the IDCS Contractors have a complete understanding of project expectations and requirements. These procedures must be followed or invoice will not be approved. Each action item below has been communicated with the IDCS Contractors and will be clarified in detail within this document.

Action Items

- Perform Walk-thru on Potential Project
- Create (SoW) Scope of Work
- Create Quote in Accordance with the (SoW)
- Review Quote and Process for (DO) Delivery Order
- Create Project/Delivery Order
- Create and Submit Project Plan / Schedule
- Kick-off Meeting
- Start Project
- Weekly Site Visits / Project Status Reports
- Complete Project
- Completion Walk-thru and Punch-list
- Final Walk-thru (If needed)
- Submit all Project Documentation
- Issue Project Sign-off Form
- Submit Invoice
- Invoice Approval

Responsible Party

Responsible Party	Action
Contractor & ITS Representative	Perform Walk-thru on Potential Project
ITS Representative	Create (SoW) Scope of Work
Contractor	Create Quote in Accordance with the (SoW)
ITS Representative	Review Quote and Process for (DO) Delivery Order
ITS Representative	Create Project / Delivery Order
Contractor	Create and Submit Project Plan/Schedule
Contractor & ITS Representative	Kick-off Meeting
Contractor	Start Project
Contractor & ITS Representative	Weekly Site Visits / Project Status Reports
Contractor	Complete Project
Contractor & ITS Representative	Completion Walk-thru and Punch-list
Contractor & ITS Representative	Final Walk-thru (if needed)
Contractor	Submit all Project Documentation
ITS Representative	Issue Project Sign-off Form
Contractor	Submit Invoice
ITS Management	Invoice Approval

Perform walk-thru on Potential Project

- A pre-walk must be performed to assure both parties know exactly what is needed to complete the potential project, The following items should be noted;
 - Material types and quantities
 - Approximate lengths of copper or fiber runs
 - Landing positions (Comm. room - Cabinet # - RU – Ports)
 - Pathways (Check for obstructions and locked doors)
 - Time frame

Create (SoW) Scope of Work

- The ITS Representative assigned to the potential project will write a (SoW) detailing what is required for the project including but is not limited to;
 - Material types and quantities (Installed or Provided)
 - Approximate lengths of copper or fiber runs
 - Landing positions (Comm room - Cabinet # - RU – Ports)
 - Additional requirements or directions
- Once the (SoW) is complete the ITS Representative will email it to the Contractor and document the date it was sent.

Create Quote in Accordance with the (SoW)

- Once the Contractor receives the (SoW) it should be reviewed for discrepancies or issues. If there are discrepancies with the (SoW), they should be communicated in writing (email) to the ITS Representative and a revised (SoW) will be submitted to the Contractor.
- If there are no issues with the (SoW), the Contractor shall create a quote in accordance with the (SoW).
- Any lead-time issues or problems that could delay the project must be noted within the Contractor quote.
- The title of the quote and the title of the (SoW) must be the same.
- The quote and (SoW) shall be submitted to the ITS Representative as a PDF document as soon as possible for Delivery Order processing.

Review Quote and Process for a Delivery Order

- The ITS Representative will review the quote. If approved the quote will be processed for a (DO) Delivery Order and a project will be created internally.

Create Project / (DO) Delivery Order

- The ITS Representative will create a project internally and assign a project number to help track all project documentation.
- Once the (DO) is received, the Contractor should start preparing for the project immediately.
- If a Contractor request to invoice for the project material, the material must be checked, counted, documented on a material transfer form and transferred into DFW Airport stock. The ITS Representative must tag all project material with the project title and DO #.

Create and submit Project Plan/Schedule

- The Contractor must submit a project plan or schedule, depending on the size of the project to the ITS Representative.
- Any projects over \$30,000 will require a project plan detailing the execution, management, control and time-lines of the project.
- The project plan shall include a schedule that consist of but not limited to the following;
 - Material delivery date
 - Kick-off meeting date
 - Project start date
 - Owner site-visit dates
 - Pathway preparation dates and duration
 - Installation dates and duration
 - Percentage complete milestones
 - Termination dates and duration
 - Testing and labeling dates and duration
 - Final Walk-thru date
 - Close-out documentation dates and duration
 - Project completion date

- For small projects a schedule still must be submitted to the ITS Representative relating the start date, installation duration and completion date.
- The Contractor **CANNOT** start a project without submitting a Project Plan or Schedule first.

Kick-off Meeting

- The Contractor is responsible for scheduling and conducting a Kick-off meeting for any project with duration more than two weeks.
- The Kick-off meeting shall occur (3) three day before the project start date.
- The Kick-off meeting will assure both parties (Contractor and Owner) are ready to start the project.

Start Project

- The Contractor will start the project on the date specified in the project plan or project schedule.
- A project cannot be started if a schedule or project plan has not been submitted to the ITS Representative.

Weekly Site Visits / Project Status Reports

- A site visit shall be conducted weekly by the ITS Representative to assure project is on schedule.
- Task completions, unfinished work, issues, project delays, etc should be documented in the status report.
- The project status report shall be submitted to Management following the site visit and filed in the project folder.

Complete Project

- Once the Contractor has completed all task associated with the project, the Contractor can schedule an inspection with the ITS Representative.

Completion Walk-thru and Punch-list

- A walk-thru inspection shall be performed on every project to assure all requirements have been met.
- A Punch-list must be created, documented, and filed in the project folder for all issues found during the inspection.
- The ITS Representative must take pictures showing installation and labeling is complete. Pictures must be downloaded into the project folder.

Final Inspection (If Needed)

- If a punch-list is created, a final inspection must be performed. Final pictures must be taken.

Provide all Project Documentation

- The following project documentation/Items must be submitted to the ITS Representative before a project completion sign-off will be issued;
 - Test Results (Due within (7) calendar days of testing)
 - As-built Drawings showing;
 - WAO Locations
 - Labeling
 - Copper pathways
 - Fiber pathways
 - Fiber type and strand counts
 - Termination points
 - Material not installed (Patch cords, fiber jumpers, etc)
 - A material transfer form will be used to transfer this material into DFW Airport stock.
 - The ITS Representative will list all material on the material transfer form, sign it and submit it to the Contractor once all the material is provided to the ITS Representative.

- Length of OSP tube cell should have no more than a 30% variance between what was installed and what was quoted.
- Any additional material that was not provided or installed must be removed from the quote.

Issue Sign-off

- A project completion sign-off will be issued after all requirements are met and all documentation has been received from the Contractor. Both parties must sign this form before the invoice can be submitted.

Submit Invoice

- The Contractor can submit the invoice once they have received and signed the sign-off. The Contractor must sign and return the completion form to the ITS Representative.
- Please submit the project completion sign-off form with your invoice so the invoice doesn't get rejected.

Invoice Approval

- Invoices will be approved as long as all requirements listed in this document have been met.

Signing below is a guarantee to the DFW Airport Board that your Company understands and agrees to the procedures listed in this document,

COMPANY NAME: _____

CONTRACT NUMBER: _____

AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____

DATE SIGNED: _____