

STANDARD PROCEDURE

Aviation Authority

SUBJECT: STANDARDIZATION PROGRAM

Number: S410.20

Effective: 08/23/17

Revised: 04/26/23

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**PURPOSE:** To establish a program for the standardization of products, specifications and services.

**GENERAL:** Standardization is the adoption of a single product or group of products or services and is expected to facilitate best-value pricing and/or the delivery of high-quality products or services that meet desired specifications or attributes. Standardization will be based on criteria such as product performance, consistency of manufacturer(s), life cycle costs, design life, and maintainability. Wherever practical, standardization should result in a more efficient and economical operation. The Vice President of Procurement is responsible for the coordination of best practices and strategies as they relate to the establishment of criterion to be used for the Standardization Program.

**PROCEDURES:**

A. General

1. Departments may submit a Request for standardization of a product, specifications, or service.
2. A Standardization Committee (Committee) will be established by the Vice President of Procurement and may consist of one representative, at a Director level or higher, from the following departments: Concessions, Finance, Human Resources, Information Technology Services, Maintenance, Marketing, Planning and Development, and Operations. The Vice President of Procurement may add or delete representatives based on the Request. The Procurement Agent (PA) assigned to the requesting department or designee will attend the Committee meetings as a non-voting member. The Committee will:
  - a. Review all Requests to add or remove products, specifications or services to or from the Standardization Program list.
  - b. Unanimously vote to approve or deny the Request with each Committee member having one vote. If a Committee members' department submitted the Request, that Committee member will abstain from voting.

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B. Definitions

1. Product/Specifications Form means the form titled Product/Specifications Standardization Request Form used to Request to add a product or specifications to the Standardization Program list. The Product/Specifications Form is attached hereto and incorporated herein.
2. Request means a request by a department to add or remove a product, specifications or service to or from the Standardization Program list that is submitted to the Vice President of Procurement via a Product/Specifications Form, Services Form or Removal Form.
3. Removal Form means the form titled Request to Remove Standardized Product/Specifications/Service Form used to Request to remove a product, specifications or service from the Standardization Program list. The Removal Form is attached hereto and incorporated herein.
4. Services Form means the form titled Services Standardization Request Form used to Request to add a service to the Standardization Program list. The Services Form is attached hereto and incorporated herein.

C. Request Process

Requesting Department will:

1. Meet with the assigned PA or designee to review the department's Request.
2. Complete the Product/Specifications Form, the Services Form or Removal Form, as applicable, to justify the Request. The justification for the Request must be based on credible factors. Such documentation must include, at a minimum, a comprehensive analysis of the following, as applicable:
  - a. Product/Specifications Form or Services Form

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- i. Operational and performance advantages the product, specifications or service has over comparable products, specifications or services and why these capabilities are essential.
    - ii. Maintenance advantages the product, specifications or service has over comparable products, specifications or services. Factors that should be considered include ease of maintenance; design life; maintainability; current skills of Authority personnel; costs of training if the product, specifications or service is not standardized; and any impact on parts inventory or availability.
    - iii. Savings to the Authority by using the standardized product, specifications or service including life cycle costs, as applicable.
  - b. Removal Form
    - i. The product, specifications or service is no longer available, no longer used, or obsolete.
    - ii. The product is defective.
    - iii. The services are no longer needed or no longer available.
    - iv. The price for the product, specifications or service has significantly increased.
3. Email the Product/Specifications Form, Services Form or Removal Form, as applicable, with any supporting documentation, to the Vice President of Procurement.

D. Standardization Request Review

1. Vice President of Procurement will:
  - a. Meet with Legal Affairs to review the Request;

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- b. Identify the departments that will be represented on the Committee; and
  - c. Assign a Procurement Manager (PM) to facilitate the review of the Request by the Committee.
2. PM will:
- a. Forward the Product/Specifications Form, Services Form or Removal Form, as applicable, to the Committee members;
  - b. Schedule meetings, as necessary, with the Committee;
  - c. Attend all Committee meetings;
  - d. Prepare meeting sign-in sheets, ensure all attendees sign-in, and save sign-in sheets to the electronic folder;
  - e. Prepare and disseminate meeting minutes to the Committee members and Vice President of Procurement; and
  - f. Forward the Product/Specifications Form, Services Form or Removal Form, as applicable, with any additional information and the Committee's recommendation to the Vice President of Procurement.
3. Requesting department will:
- a. Prepare a presentation for the Committee justifying the Request;
  - b. Assemble the individual or team who will present the Request to the Committee. If a team, the team should include individuals with technical knowledge of the product, specifications or service;
  - c. Present the presentation to the Committee; and

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- d. Provide additional information to the Committee as requested.
4. Committee will:
    - a. Attend all scheduled meetings and conference calls to review the Request, as well as the requesting department's presentation;
    - b. Actively participate in the evaluation of the Request;
    - c. Request additional information as necessary to make a final decision; and
    - d. Vote to approve or deny the Request. If the Committee's vote to approve is not unanimous, the Request will be denied.
  5. PM will:
    - a. Advertise a Notice of Intent to Standardize Product/Specifications/Services (Notice) on the Authority website and one local newspaper if the Request is approved by the Committee. If no response(s) are received by the Notice's due date, submit to the Vice President of Procurement for approval. If response(s) are received, notify the Vice President of Procurement for review of response(s);
  6. Vice President of Procurement will:
    - a. Review response(s) to Notice as applicable;
    - b. Review the Committee's recommendation;
    - c. Complete the Vice President of Procurement Section of the Product/Specifications Form, Services Form or Removal Form, as applicable, to approve or deny the Request; and
    - d. If denied, provide a written reason for the denial.

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7. Procurement will, as applicable:
  - a. Forward the fully executed Product/Specifications Form, Services Form or Removal Form, as applicable, to the Committee and the requestor;
  - b. Add the product, specifications or service to or from the Standardization Program list;
  - c. Publish the revised Standardization Program list on the Authority Procurement Department Intranet and Internet webpages; and
  - d. Revisit the product, specifications or service every three to five years to determine continued eligibility or removal of the product, specifications or service to or from the Standardization Program list.

APPROVED: Michael Stephens

DATE: 4/26/23

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### PRODUCT/SPECIFICATIONS STANDARDIZATION REQUEST FORM

Complete this form and submit via e-mail to the Vice President of Procurement.

All applicable fields must be completed and this form must be signed for the Request to be considered.

**Product Standardization Request**

**Specifications Standardization Request**

<b>A. REQUESTOR INFORMATION</b>	
Requestor:	Phone:
Department:	
<b>B. PRODUCT INFORMATION (Complete if Request is for a product)</b>	
Select one:	<input type="checkbox"/> New product proposed for standardization. <input type="checkbox"/> Product proposed to replace current standardized product.
Product type:	
Product is currently utilized by Authority: <input type="checkbox"/> Yes <input type="checkbox"/> No	
List other departments that are or will be utilizing this product:	
Number and types of the same product:	
Supplier(s):	
Manufacturer(s):	
Brand(s):	
Use of the product:	
<b>C. SPECIFICATIONS INFORMATION (Complete if Request is for a specification)</b>	
Select one:	<input type="checkbox"/> New specifications proposed for standardization. <input type="checkbox"/> Specifications proposed to replace current standardized specifications.
A product is currently utilized by Authority that meets or exceeds the proposed specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Known products that meet or exceed the proposed specifications:	





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Estimated lifecycle of the product:

Estimated product acquisition cost per fiscal year: \$

Estimated product maintenance/repair costs per fiscal year: \$

**E. STANDARDIZATION JUSTIFICATION**

Justification for standardizing the product or specification or for replacing a current standardized product or specification:

**REQUESTING DEPARTMENT**

Requestor Name

Signature

Date

Department Director/Vice President

Signature

Date

**STANDARDIZATION COMMITTEE RECOMMENDATION**

**Standardization** request approved.

**Standardization** request denied.

Facilitator:

Name:

Title:

Signature:

Date:

**NOTICE OF INTENT TO STANDARDIZE PRODUCT/SPECIFICATION**

Notice of Intent to Standardize Product/Specification Advertised      Date:

Response due date:

Responses received:  Yes

No

Facilitator:

Name:

Title:

Signature:

Date:

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**VICE PRESIDENT OF PROCUREMENT REVIEW**

- Approved.
- Denied and returned to the Standardization Committee for the following reason:

Signature:  
Vice President of Procurement

Date:

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### SERVICES STANDARDIZATION REQUEST FORM

Complete this form and submit via e-mail to the Vice President of Procurement.  
All fields must be completed for the Request to be considered.

<b>A. REQUESTOR INFORMATION</b>		
Requestor:		Phone:
Department:		
<b>B. SERVICES INFORMATION</b>		
Select one:	<input type="checkbox"/> New services proposed for standardization.	
	<input type="checkbox"/> Services proposed to replace current standardized service.	
Services type:		
Service is currently utilized by Authority: <input type="checkbox"/> Yes <input type="checkbox"/> No		
List other departments that are or will be utilizing this service:		
Number of times the same service will be used:		
Company(s) providing this service:		
Manufacturer(s) providing products or parts for this service:		
Brand name(s):		
How is this service used:		
Estimated services to be used for the next _____ fiscal years:		
FY	Dollar Amount:	Time period:
FY	Dollar Amount:	Time period:
FY	Dollar Amount:	Time period:
Estimated duration of services:		
Estimated services cost per fiscal year: \$		
Estimated extra work costs per fiscal year: \$		

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**C. SERVICES SPECIFICATIONS**

List services to be performed:

**D. SERVICES QUESTIONNAIRE**

Are there similar service companies available?  Yes  No

If yes, list companies:

Will standardizing reduce the total cost to the Authority?  Yes  No

If yes, describe savings:

Will standardizing reduce time and costs associated with training?  Yes  No

If yes, describe savings:

Will standardizing reduce ongoing maintenance costs?  Yes  No

If yes, describe savings:

Explain the benefits of standardizing this service.

Are there established standards for this service?  Yes  No

If yes, identify standards:

Has the service been tested by the Authority?  Yes  No

If yes, describe testing:

Will standardizing reduce Authority personnel involvement requirements?  Yes  No

If yes, explain:

**E. STANDARDIZATION JUSTIFICATION**

Justification for standardizing the service or for replacing a current standardized service:



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**REQUEST TO REMOVE  
STANDARDIZED PRODUCT/SPECIFICATIONS/SERVICE FORM**

Complete this form and submit via e-mail to the Vice President of Procurement.

All applicable fields must be completed and this form must be signed for the Request to be considered.

Removal of Standardized Product     Removal of Standardized Specifications

Removal of Standardized Service

<b>A. REQUESTOR INFORMATION</b>	
Requestor:	Phone:
Department:	
<b>B. PRODUCT INFORMATION</b>	
Product type:	
Reason for Request to remove product from standardization list:	
No longer available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
No longer used by Authority: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Obsolete: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Defective: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Pricing has significantly increased: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Other:	
<b>C. SPECIFICATIONS INFORMATION</b>	
<input type="checkbox"/> Specifications attached	
<input type="checkbox"/> Specifications listed:	



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**VICE PRESIDENT OF PROCUREMENT REVIEW**

- Approved.
- Denied and returned to the Standardization Committee for the following reason:

Signature  
Vice President of Procurement

Date