

The Maryland Product Evaluation Listing (MPEL) process overview

1. The home page for MPEL is <https://apps.roads.maryland.gov/MPEL/>
2. If the vendor is not already registered, the first step is to register the firm with the MPEL site: <https://apps.roads.maryland.gov/mpel/Account/Register>
3. The vendor submits a Product Evaluation Acceptance Request in MPEL to initiate the MPEL evaluation process for their product. Refer to the Vendors Guide https://apps.roads.maryland.gov/mpel/Content/TempFiles/mpel_vendor_guide.pdf
4. The MPEL Product Coordinator reviews the initial request for appropriateness and acceptance. Requests to recertify products that were previously approved in MPEL should follow the qualification procedures outlined in that category found on the Qualified Product List (QPL) webpage. <https://roads.maryland.gov/mdotsha/pages/index.aspx?PagelId=600>.
5. Once the initial request is accepted by the product coordinator, MPEL automatically generates a confirmation link and emails it to the vendor to confirm registration. *Clicking this link is mandatory to allow the vendor to submit a full product evaluation application.* Check your spam folder if the confirmation email not received.
6. The vendor logs into MPEL page to fill out the complete application, including uploading all documents, to submit a new product evaluation. If a requested document does not exist, a .pdf file must still be submitted prior to proceeding with the next steps in the MPEL application.
7. The MPEL Product Coordinator receives the application and assigns the product application to the MPEL Sub-coordinator.
8. The MPEL Sub-coordinator assigns the product to an MPEL Product Officer and their technical team for a technical evaluation and resulting recommendation. During the MPEL Product Officer & technical team's product evaluation, If additional information is required, or samples are needed, the vendor and MPEL Product Officer can communicate on the MPEL site. **The amount of time for a technical team to evaluate the product depends on the resources and workload of that team at the time of the evaluation. Some products will require field placement and monitoring as part of the evaluation.**
9. If the MPEL Product Officer recommends approval of product, then MPEL requires approval from the Division Chief responsible for the design of that class of products.
10. After Division Chief approval or non-approval, the MPEL Product Coordinator closes and locks the product file. A letter with the determination of the evaluation, approval or non-approval, will be emailed to the vendor. All evaluation correspondence through MPEL will be available on the vendor's account for future review.
11. After a qualified product is approved, it is added to the Materials Management System (MMS) and subsequently incorporated into the appropriate Qualified Product List.