

**METHOD OF PROCUREMENT DECISION MATRIX**  
(To be used for all procurements except micropurchases)

As required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, [www.fta.dot.gov](http://www.fta.dot.gov)

AGENCY	
ITEMS BEING PROCURED	PROJECT AUTHORIZATION

**SMALL PURCHASE (Lowest Quote)**

- Amount < \$250,000 (threshold for grants awarded before 12/26/14 remains \$100,000)
- Multiple sources
- Price is the only determining factor in award


**SEALED BID (IFB)**

- Any dollar amount
- Multiple sources
- Complete and adequate specifications or description
- Selection can be made on basis of price alone
- Suitable for firm, fixed price
- No discussion with bidders needed after receipt of offers


**COMPETITIVE PROPOSALS (RFP)**

- Any dollar amount
- Multiple sources
- Selection based on price and other criteria
- Discussion needed with bidders after receipt of offers
- Fixed price can be set after discussion


**ARCHITECTURAL AND ENGINEERING (QUALIFICATION BASED)**

- Multiple sources
- A & E services that lead to construction


**SOLE SOURCE**

- Custom item
- Only one source
- Public urgency/emergency
- Competition is inadequate after public solicitation
- MDOT approval


**STATE EXTENDED CONTRACT / PIGGYBACK PURCHASE**

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SIGNATURE	DATE
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