

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

AGENCY

ITEMS BEING PROCURED

PROJECT AUTHORIZATION

REQUEST FOR QUOTES (RFQ) a.k.a small purchase

- 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