

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, Revision 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	
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 with proposers allowed 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

SIGNATURE	DATE
-----------	------