

MDOT REVIEW OF PROCUREMENTS

PROCUREMENT METHOD	MDOT REVIEWS WITH RFQ, IFB, RFP	MDOT REVIEW WITH 3 RD PARTY
<p>All procurements must have Form 3140 – Written Record of Procurement Checklist completed and retained at the agency. Procurements for A & E services must always be qualification based. Price cannot be considered. Davis-Bacon prevailing wage rules apply to construction procurements of more than \$2,000.</p>		
<p style="color: blue;">PROCUREMENT FORMS LINK</p> <p>When opening the Forms at MDOT’s forms repository to ensure you are using the most recent version – save the form on your local drive, open it from your local drive and then complete as needed.</p>		
	Documents to be sent to MDOT to approve solicitation	Documents to be sent to MDOT to approve procurement award
Micro – purchase: Up to \$10,000	N/A	N/A
REQUEST FOR QUOTES (RFQ)		
	Documents to be sent to MDOT to approve solicitation	Documents to be sent to MDOT to approve procurement award
Non-Vehicle Procurements		
Greater than \$10,000, but less than \$100,000	Copy of the RFQ 3138 - Method of Procurement Decision Matrix	Copy of the RFQ (as issued) Copy of the selected quote 3143 - Quotations form 3144 - Fewer than Three Offers Received Evaluation - if required 3139 - Certification of Compliance with Federal Contract Clauses, with clauses attached If the project is more than \$50,000: 3145 - Price Analysis or 3146 3146 - Cost Analysis if price competition is lacking
Local Purchase of Revenue Vehicles		
Greater than \$10,000, but less than \$100,000	Same forms as above:	Same as above – plus: 3574 - Vehicle Purchase Specification Certification 3187 – Pre-award Purchaser’s Requirements Certification 3653 - Signed copy of the Federal Contract Clauses for Rolling Stock Under \$150,000 If procurement is for revenue vehicles and is over \$150,000: Pre-award audit forms A1-A7

Non-Vehicle Procurements		
Greater than \$100,000, but less than \$250,000	Same forms as less than \$100,000 above – Plus: 3142 - Independent Cost Estimate	Same forms as less than \$100,000 – Plus: 5634 - Third Party Subcontract (unsigned)
INVITATION FOR BID (IFB) OR REQUEST FOR PROPOSAL (RFP) (May be used for any dollar amount, but is required for procurements of \$250,000 or more)		
Non-Vehicle Procurements		
Greater than \$10,000, but less than \$100,000	Copy of the IFB or RFP 3138 - Method of Procurement Decision Matrix 3148 - Advertisement and Solicitation	Copy of the IFB or RFP (as issued) Copy of selected bid or proposal Proofs of advertisement 3139 Certification of Compliance with Federal Contract Clauses attached 3144 - Fewer Than Three Offers Received Evaluation – if required 3147 - Responsibility Determination 3149 - Bid Opening or 3150 - Proposal Tabulation form If the project is more than \$50,000: 3145 - Price Analysis or 3146 3146 - Cost Analysis if price competition is lacking
Local Purchase of Revenue Vehicles		
Greater than \$100,000	Same forms as less than \$100,000 above – Plus: 3142 - Independent Cost Estimate	Same forms as with less than \$100,000 – Plus If the project is more than \$150,000: 3652 - Signed copy of the Federal Contract Clauses for Rolling Stock over \$150,000. 3653 - Signed copy of the Federal Contract Clauses for Rolling Stock Under \$150,000. Specifically bottom of page 7 and top of page 8, Debarment and Suspension 7 5634 - Third Party Subcontract (unsigned) If greater than \$150,000: Pre-award audit forms A1-A7
Non-Vehicle IFB or RFP Procurements		
Greater than \$100,000	Same forms as less than \$100,000 above – Plus: 3142 - Independent Cost Estimate	Same forms as with less than \$100,000 – Plus 5634 - Third Party Subcontract (unsigned)

SOLE SOURCE		
Procurements without competition that are greater than \$10,000	Copy of a quoted price 3138 - Method of Procurement Decision Matrix 3139 – Certification of Compliance with Federal Contract Clauses, with clauses attached 3147 - Responsibility Determination 0577 – Sole Source Justification If the project is more than \$50,000: 3145 – Price Analysis or 3146 - Cost Analysis If the project is more than \$100,000: 3142 – Independent Cost Estimate 5634 – Third Party Subcontract (unsigned)	