

MDOT REVIEW OF PROCUREMENTS

Procurement method	MDOT review with IFB, RFP or RFQ	MDOT review with third party	MDOT review with payment	MDOT review at triennial review
<p>Micropurchases: Up to \$10,000</p>	<p>N/A</p>	<p>N/A</p>	<ul style="list-style-type: none"> ➤ Fair and Reasonable Price Determination ➤ Certification of Compliance with Federal Contract Clauses with clauses attached if Davis-Bacon applies 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
<p>Request For Quotes (RFQ), also known as small purchases: More than \$10,000 and less than \$25,000</p>	<ul style="list-style-type: none"> ➤ A copy of small purchase solicitation ➤ Method of Procurement Decision Matrix ➤ Independent Cost Estimate 	<p>A third party subcontract isn't required, but agencies must submit for award approval:</p> <ul style="list-style-type: none"> ➤ A copy of small purchase solicitation as issued ➤ Copy of selected quote ➤ Quotations ➤ Fewer Than Three Offers Received Evaluation if required ➤ Price Analysis or Cost Analysis ➤ Certification of Compliance with Federal Contract Clauses, if required, with clauses attached 	<ul style="list-style-type: none"> ➤ Vehicle Purchase Specification Certification if required 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
<p>Request For Quotes (RFQ), also known as small purchases: \$25,000 to less than \$250,000</p>	<ul style="list-style-type: none"> ➤ A copy of small purchase solicitation ➤ Method of Procurement Decision Matrix ➤ Independent Cost Estimate 	<ul style="list-style-type: none"> ➤ A copy of small purchase solicitation as issued ➤ Copy of selected quote ➤ Quotations ➤ Fewer Than Three Offers Received Evaluation if required ➤ Price Analysis or Cost Analysis ➤ Third party subcontract 	<ul style="list-style-type: none"> ➤ Vehicle Purchase Specification Certification if required 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History

<p>Invitation For Bid (IFB) or Request For Proposal (RFP) of less than \$25,000*</p>	<ul style="list-style-type: none"> ➤ IFB or RFP solicitation ➤ Method of Procurement Decision Matrix ➤ Independent Cost Estimate ➤ Advertisement And Solicitation 	<p>A third party subcontract isn't required, but agencies must submit for award approval:</p> <ul style="list-style-type: none"> ➤ Copy of IFB or RFP as issued ➤ Copy of selected bid or proposal ➤ Proofs of advertisement ➤ Fewer Than Three Offers Received Evaluation if required ➤ Price Analysis or Cost Analysis ➤ Responsibility Determination ➤ Bid Opening or Proposal Tabulations & scoresheets 	<ul style="list-style-type: none"> ➤ Vehicle Purchase Specification Certification if required 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
<p>IFB or RFP of \$25,000 or more*</p>	<ul style="list-style-type: none"> ➤ IFB or RFP solicitation ➤ Method of Procurement Decision Matrix ➤ Independent Cost Estimate ➤ Advertisement And Solicitation 	<ul style="list-style-type: none"> ➤ Copy of IFB or RFP as issued ➤ Copy of selected bid or proposal ➤ Proofs of advertisement ➤ Fewer Than Three Offers Received Evaluation if required ➤ Price Analysis or Cost Analysis ➤ Responsibility Determination ➤ Bid Opening or Proposal Tabulations & scoresheets ➤ Certification of Compliance with Federal Contract Clauses, if required, with clauses attached ➤ Third party subcontract 	<ul style="list-style-type: none"> ➤ Vehicle Purchase Specification Certification if required 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History

<p>State extended contracts administered by MDOT Office of Passenger Transportation (buses and vans)</p>			<ul style="list-style-type: none"> ➤ Method of Procurement Decision Matrix ➤ Price Analysis For State Vehicle Purchasing Program Purchases ➤ Vehicle Purchase Specification Certification 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
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* An IFB or RFP may be used for any dollar amount, but is required for procurements of \$250,000 or more.

Procurements for A&E services must always be qualifications-based. Price cannot be considered.
 Davis-Bacon prevailing wage rules apply to construction procurements of more than \$2,000.

MDOT's review does not relieve a transit agency of its responsibility to comply with federal procurement regulations.