

## MDOT REVIEW OF PROCUREMENTS

Procurement method	MDOT review with IFB/RFP	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"> <li>➤ Fair and Reasonable Price Determination</li> <li>➤ Certification of Compliance with Federal Contract Clauses with clauses attached if Davis-Bacon applies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Procurement file</li> <li>➤ Written Record of Procurement History</li> </ul>
<p>Small purchases: More than \$10,000 and less than \$25,000</p>	<p>It is advisable, but not required, to submit the solicitation for review before issuing it.</p>	<p>A third party subcontract isn't required, but it's advisable to submit all documents prior to award to identify any deficiencies before incurring costs.</p>	<ul style="list-style-type: none"> <li>➤ Copy of small purchase solicitation as issued</li> <li>➤ Method of Procurement Decision Matrix</li> <li>➤ Certification of Compliance with Federal Contract Clauses, if required, with clauses attached</li> <li>➤ Independent Cost Estimate</li> <li>➤ Quotations</li> <li>➤ Fewer Than Three Offers Received Evaluation if required</li> <li>➤ Price Analysis or Cost Analysis</li> <li>➤ Vehicle Purchase Specification Certification if required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Procurement file</li> <li>➤ Written Record of Procurement History</li> </ul>
<p>Small purchases: \$25,000 to less than \$250,000</p>	<p>It is advisable, but not required, to submit the solicitation for review before issuing it.</p>	<ul style="list-style-type: none"> <li>➤ A copy of small purchase solicitation as issued</li> <li>➤ Copy of selected quote</li> <li>➤ Method of Procurement Decision Matrix</li> <li>➤ Independent Cost Estimate</li> <li>➤ Quotations</li> <li>➤ Fewer Than Three Offers Received Evaluation if required</li> <li>➤ Price Analysis or Cost Analysis</li> <li>➤ Third party subcontract</li> </ul>	<ul style="list-style-type: none"> <li>➤ Vehicle Purchase Specification Certification if required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Procurement file</li> <li>➤ Written Record of Procurement History</li> </ul>

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

<p>State extended contracts administered by MDOT Office of Passenger Transportation (buses and vans)</p>			<ul style="list-style-type: none"> <li>➤ Method of Procurement Decision Matrix</li> <li>➤ Price Analysis For State Vehicle Purchasing Program Purchases</li> <li>➤ Vehicle Purchase Specification Certification</li> </ul>	<ul style="list-style-type: none"> <li>➤ Procurement file</li> <li>➤ Written Record of Procurement History</li> </ul>
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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.**