

MDOT REVIEW OF PAYMENT/COMPLIANCE

PROCUREMENT METHOD	Required for MDOT REVIEW of PAYMENT REQUEST (Submitted in ProjectWise)	Required for MDOT REVIEW at TRIENNIAL REVIEW
MICRO PURCHASE		
Micro – purchase: up to \$10,000	<ul style="list-style-type: none"> ➤ ProjectWise Payment Request Form with approval stamp (leave as fillable) ➤ Dated Invoice ➤ Fair and Reasonable Price Determination (dated before the date of invoice) ➤ Certified Payroll records if Davis-Bacon applies (\$2,000 or above) or exemption justification 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
REQUEST FOR QUOTES (RFQ)		
More than \$10,000 and less than \$100,000	<ul style="list-style-type: none"> ➤ Award approval e-mail from Procurement Analyst 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
\$100,000 to less than \$250,000	<ul style="list-style-type: none"> ➤ Award approval e-mail from Procurement Analyst ➤ Copy of awarded 3rd party contract 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
INVITATION FOR BID (IFB) or REQUEST FOR PROPOSAL (RFP)		
Less than \$100,000	<ul style="list-style-type: none"> ➤ Award approval e-mail from Procurement Analyst 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
\$100,000 or more	<ul style="list-style-type: none"> ➤ Award approval e-mail from Procurement Analyst ➤ Copy of awarded 3rd party contract 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
REVENUE VEHICLES		
State Vehicle Purchasing Program	<ul style="list-style-type: none"> ➤ All documents in order from: Vehicle Payment Checklist (Michigan.gov) 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History
Local Vehicle Purchase	<ul style="list-style-type: none"> ➤ All documents in order from: Local Purchase Vehicle Payment Checklist (Michigan.gov) 	<ul style="list-style-type: none"> ➤ Procurement file ➤ Written Record of Procurement History