

Small Contracting Program Frequently Asked Questions

What is the Small Contracting Program?

The Small Contracting Program is made up of three divisions:

- **SCPAE** – Small Contracting Program for Architectural, Engineering, Land Surveying, and Related Services. This program registers companies to provide architectural and engineering and related services on ODOT projects. Contracts awarded under this program will have a value not to exceed \$150,000. This type of procurement is defined in [ORS 279C.100](#).
- **SCPC** – Small Contracting Program for Construction. This program registers contractors to provide Public Improvement and Public Works services on ODOT projects. Contracts awarded under this program will have a value not to exceed \$100,000. This type of procurement is defined in [ORS 279A.010\(1\)\(cc\)](#) for Public Improvement and [ORS 279C.800\(6\)](#) for Public Works.
- **SCPOS** – Small Contracting Program for Other Services, Non A&E Professional Services & Trade Services. This program registers companies to provide non-architectural and engineering (Non-A&E) Professional Services and Trade Services. Contracts awarded under this program will have a value not to exceed \$150,000. The scope of services under the SCPOS is based upon the procurement authority outlined in [ORS 279A050\(2\)](#), [279A.050\(3\)](#), and [OAR 125-246-0170\(2\)\(c\)](#).

Who can participate?

Any company or contractor may participate in the program, regardless of company size or location.

How do I participate?

The program guidelines and registration applications are posted on the Oregon Procurement Information Network ([ORPIN](#))*.

The **SCPAE** opportunity number is 730-00030-A-06.

The **SCPC** opportunity number is 730-1017-08.

The **SCPOS** opportunity number is 730-06164-11.

You can also request registration materials from John Downing at (503) 986-3016, or by email to John.DOWNING@odot.state.or.us.

Is there a cut-off date to these programs?

For each program, companies may enroll at any time through June 30, 2013, to be included in the selection pool for program contract awards.

Once my company is registered, am I guaranteed work?

Registration is not a guarantee of a contract award, but it does ensure that you are eligible to participate in the program, depending on your company's capabilities, locations, and the type of work selected/available.

How does the selection process work?

Once ODOT has determined a small contracting need that fits the program criteria, ODOT prepares and issues an email notification to contractors that are registered in the specific work type.

SCPAE: If ten (10) or fewer companies are registered in the specific work category, all of those companies will be invited to participate in the selection process. If there are more than ten (10), a minimum of five (5) of those companies will be invited to participate, using one or more of the selection criteria below.

SCPC: If three (3) or fewer companies are registered in the specific category, all of those companies will be invited to submit bids. If more than three (3) are registered, ODOT will invite at least three (3) of those companies to submit bids using one or more of the selection criteria below.

SCPOS: If five (5) or fewer companies are registered in the specific work category, all of those companies will be invited to participate in the selection process. If more than five (5) are registered, ODOT will invite at least three (3) of those companies to participate, using one or more of the selection criteria below.

Selection Criteria

ODOT may use, but are not limited to the following:

- Qualified companies that have no current contracts as a prime contractor with ODOT;
- Specific project or work experience as deemed responsive to ODOT needs;
- Geographic proximity to the physical location of the project and/or familiarity with the project site.

Who will make the project selections?

ODOT will identify small contracting needs on projects that fit the program criteria.

On the registration application, should I check the box for a work type when I'm not sure?

You should only select the work types in which your company possesses experience.

Is this program the same as the Emerging Small Business (ESB) program?

No, the ODOT Small Contracting Programs are separate from the ESB program. For information on the ESB program, go to the following website:

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/sbe/esb/esb_program.shtml

I am already registered in an ODOT Small Contracting Program. Do I need to resubmit a registration?

Although there have been recent changes to the SCPAE and SCPC programs, there is no need to reapply to the program at this time.

What do I do if some of our company information changes?

It is the responsibility of all registrants to notify the ODOT Procurement Office (OPO) with any changes to their company's information. Please send updates by email to John Downing at John.DOWNING@odot.state.or.us.

Is there an online source to see what work types our company is registered for?

This service is not available at this time. You may send inquiries by email to John Downing at John.DOWNING@odot.state.or.us. Please include your company name including any dba company names.

Where can I get more information?

You can access the program solicitation documents and registration forms in ORPIN at the following:

<http://orpin.oregon.gov/open.dll/welcome>

This information is also available at the ODOT Procurement Office website at:

<http://egov.oregon.gov/ODOT/CS/OPO/>

Questions?

For questions regarding submissions requirements or forms, contact John Downing at (503) 986-3016, or by email to John.DOWNING@odot.state.or.us.

* For questions about ORPIN, contact the ORPIN Help Desk at (503) 378-4642.