

## METHOD OF PROCUREMENT DECISION MATRIX

To determine which method of procurement is best suited, classify the situation by checking off the appropriate boxes below in each of the procurement methods below.

- Independent Cost Estimate (Attached for every procurement over \$10,000)

### I. Mini-Purchase

- Amount under \$10,000
- Three or more vendor quotes available

### II. Small Purchase

- Amount \$10,000 to \$250,000
- Three or more vendor quotes (Competitive Procurement)

### III. Competitive Procurement

- Amount
- Multiple Sources Available
- Not an Emergency Purchase

### IV. Sole Source

- Emergency Procurement (Subset of Sole Source)
  - OEM, Custom Item
  - Only one Source Available
  - Approved by FTA – Sole Source
  - Public exigency issue/emergency
  - Competition is inadequate after public solicitation
- (If all elements apply, continue to Emergency Procurement below)
- This is a health and safety issue that prohibits delay

### V. Sealed Bid – Invitation For Bid (IFB)

- Complete & adequate specifications or purchase description
- Two or more responsible bidders willing to complete
- Selection can be made on basis of price
- Procurement suitable for firm, fixed price

### VI. Informal Competitive Bidding – Request for Quotation (RFQ)

- Complete & adequate specifications or purchase description
- Does not require complicated solicitation evaluation

### VII. Competitive Proposals – Request for Proposal (RFP)

- Complete specification not feasible
- Bidder input needed for specification
- Two or more responsible bidders willing to compete
- Discussion needed with bidder after receipt of proposals, prior to award