

Procurement Decision Matrix (ARPA)

Method of Procurement

Determine suitable procurement method by checking appropriate boxes. All elements must apply to use that method.

Micro-Purchase	
Amount < \$10,000	
Multiple Sources	

Small Purchase	
Amount < \$250,000	
Complete & Adequate Specification or Description	
Three or More Quotes Available	

Sealed Bid – ITB > \$250,000	
Complete & Adequate Specification or Description	
Two or More Responsible Bidders willing to Compete	
Selection Can Be Made on the Basis of Price Alone	
Firm Fixed Price Contract is Used	
No Discussion with Bidders Required After Receipt of Bids	

Competitive Proposals – RFP > \$250,000	
Complete Specification Not Feasible	
Proposer Input Needed	
Two or More Responsible Proposers willing to Compete	
Discussion Needed with Proposers After Proposals Received	
Fixed Price can be Set After Discussions OR a Cost Reimbursement Contract is Determined	

Sole Source/Non-Competitive Procurement	
Approved By FTA/FEMA/Grant/etc. (as required)	
OEM, Custom Item OR	
Only One Source OR	
Competition Inadequate after Solicitation OR	
Emergency/Public Exigency	

Selection of Contract Type

Determine anticipated contract type

Type of Contract	
Fixed Price	
Firm Fixed Unit Prices	
Cost Plus Fixed Fee	
Blanket Purchase Order	
Indefinite Delivery Indefinite Quantity (IDIQ)	
Time and Materials – <i>Must Provide Justification</i>	

Cost plus a percentage of cost and cost plus percentage of construction cost methods of contracting are prohibited

Justification for T&M Type Contract (if selected)	
*T&M Contract must have Not to Exceed / Ceiling Amount stated within final contract, purchase order, or similar work authorization document(s).	