

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	<input type="checkbox"/>
Multiple Sources	<input type="checkbox"/>

Small Purchase	
Amount < \$100,000	<input type="checkbox"/>
Complete & Adequate Specification or Description	<input type="checkbox"/>
Three or More Quotes Available	<input type="checkbox"/>

Sealed Bid – ITB > \$100,000	
Complete & Adequate Specification or Description	<input type="checkbox"/>
Two or More Responsible Bidders willing to Compete	<input type="checkbox"/>
Selection Can Be Made on the Basis of Price Alone	<input type="checkbox"/>
Firm Fixed Price Contract is Used	<input type="checkbox"/>
No Discussion with Bidders Required After Receipt of Bids	<input type="checkbox"/>

Competitive Proposals – RFP > \$100,000	
Complete Specification Not Feasible	<input type="checkbox"/>
Proposer Input Needed	<input type="checkbox"/>
Two or More Responsible Proposers willing to Compete	<input type="checkbox"/>
Discussion Needed with Proposers After Proposals Received	<input type="checkbox"/>
Fixed Price can be Set After Discussions OR a Cost Reimbursement Contract is Determined	<input type="checkbox"/>

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

Selection of Contract Type

Determine anticipated contract type

Type of Contract	
Fixed Price	<input type="checkbox"/>
Firm Fixed Unit Prices	<input type="checkbox"/>
Cost Plus Fixed Fee	<input type="checkbox"/>
Blanket Purchase Order	<input type="checkbox"/>
Indefinite Delivery Indefinite Quantity (IDIQ)	<input type="checkbox"/>
Time and Materials – <i>Must Provide Justification</i>	<input type="checkbox"/>
<i>**Cost plus a percentage of cost and cost plus percentage of construction cost methods of contracting are prohibited**</i>	

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