

The small purchase acquisition process is a more efficient, expeditious, and less costly alternative to the standard solicitation process utilized when the anticipated overall costs of the services are less than the simplified acquisition threshold established in 48 CFR 2.101 of the Federal Acquisition Regulations (FAR)--\$150,000 or a State's established threshold. SCDOT has set the limit for the acquisition of professional services under the Small Purchase Program at \$75,000 per contract, not to exceed \$350,000 per firm over a three (3) year period. Projects or category-specific work will not be broken into smaller sizes simply to avoid the full solicitation process.

Upon Commission authorization to utilize the Small Purchase Process, no additional authorization from the Commission is required to enter into these types of agreements. The Contracting Officer (Small Purchase) is responsible for ensuring that the amount of work authorized under the small purchase process does not exceed the authorized limits.

The Contracting Officer (Small Purchase) will annually solicit Expressions of Interest (EOI) from consultant firms who are interested in participating in the small purchase program. Firms will be requested to submit their relevant experience and the project qualifications of their key personnel via SF-330s in those categories of work where they request consideration. The Contracting Officer (Small Purchase) will assemble a team of technical experts to determine whether or not a firm is deemed qualified for the specified work. Firms selected to participate in the Small Purchase Program will be added to a list of qualified firms by category. The firms' data, qualifications and past performance will be maintained in the Professional Services Contracting Office database. The Contracting Officer (Small Purchase) will monitor contracts assigned to each firm to ensure that aggregate amounts do not exceed the \$350,000.00 three year thresholds and adjust the database accordingly.

SCDOT Program Managers (PM) wishing to utilize the Small Purchase Program will prepare a small purchase request and submit to the Contracting Officer (Small Purchase). The request will include the following:

1. Scope of services
2. Project Estimate
3. Funding information

The PM will review the firms in the database that have expressed interest in small purchase for the type of services being requested and will provide that information to the appropriate Director. The PM will determine whether sufficient competition exists. If the PM and Contracting Officer (Small Purchase) determines that there is not sufficient competition, then the full project specific solicitation process or use of an On-Call consultant will be utilized.

The workflow process follows:

1. The Contracting Officer (Small Purchase) will assign a Small Purchase tracking number to the request.
2. The PM will be asked to choose a minimum of three (3) firms to submit a proposal.*
3. The Contracting Officer (Small Purchase) will request the proposals from the three (3) selected firms.
4. The Contracting Officer (Small Purchase) will provide the submitted proposals to the PM for evaluation and selection recommendation.

* NOTE: A benefit of the Small Purchase Process is that it increases SCDOT's available pool of consultants while at the same time affording opportunities to smaller firms to compete for SCDOT business and thereby establish a track record of performance. Consequently, when selecting firms to compete for projects, PMs should strive to utilize all available firms to the greatest extent possible.

The consultant can hold more than one small purchase contract at a time if the aggregate of the contracts together do not and will not exceed the SCDOT three (3) year threshold of \$350,000.00 per firm.

The proposal will include the following:

1. Name of the Project Manager and or team assigned to the project
2. Estimated cost of services
3. Proposed project delivery schedule
4. Consultant's proposed work program or their approach to work
5. Listing of all SCDOT small purchase contracts executed in the previous three years.
6. Any additional requested information

Upon receipt of the proposals, the PM and any necessary Subject Matter Experts (SMEs) will meet to evaluate proposals based on the following criteria:

1. Knowledge and technical ability of the staff to be assigned to the project.
2. Past performance of the proposed staff and firm on similar projects.
3. Demonstrated ability to meet project schedule
4. Consultant's demonstrated ability to meet project budget requirements
5. Consultant's aggregate cost

The PM will then determine which proposal best meets the scope of services at the most reasonable cost and recommend selection. The PM must provide written documentation supporting his/her selection.

Subject to the foregoing considerations, the SCDOT may enter into contract negotiations with the selected firm. The Contracting Officer (Negotiations) will work closely with the PM to assist in the negotiation process.

The SCDOT will use the standard consultant agreement modified to reflect the terms and conditions negotiated. All contracts will be awarded on lump sum basis. The Contracting Officer (Small Purchase) will draft the agreement; obtain signatures from the appropriate Director and consultant. The PM will provide the Notice to Proceed to the Contracting Officer (Small Purchase). The Contracting Officer (Small Purchase) will provide a copy of the agreement and Notice to Proceed to the Consultant

The Contracting Officer (Small Purchase) will notify the firms not selected for the project.

The PM will monitor the consultant's work, review invoices to ensure that contract obligations have been met then submit a copy of the invoices along with supporting documentation with Form 608 to the Contracting Officer (Invoicing) to process and send to accounting for payment.

The completed Small Purchase file will be retained in the Professional Services Contracting Office (PSCO) in accordance with the Record Retention schedule. The Contracting Officer (Small Purchase) will provide access to view the totals for the Small Purchase Program and provide an annual summary of contracts procured.