



SMALL PURCHASE PROGRAM I-003-18

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 23 CFR 172 of \$150,000.00. Projects or category-specific work cannot be broken into smaller sizes simply to avoid the full solicitation process.

The Contracting Officer (CO) (Small Purchase) may periodically 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. Firms approved to participate in the Small Purchase Program will be added to a list of qualified firms by category. In addition, any firm that expresses an interest in participating in the SCDOT small purchase program at any time may be added to the existing database of known qualified firms for consideration of small purchase requests. The firms' data, qualifications and past performance will be maintained in ProjectWise as submitted. The CO (Small Purchase) will monitor contracts to ensure that the simplified acquisition threshold of \$150,000.00 per project is not exceeded.

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

1. Scope of services
2. Project estimate
3. Funding information
4. Approved Small Purchase Request Form

When a request for a professional service under the small purchase program is received, the CO will choose at least three firms to contact with a Request for Proposals (RFP). Responding proposal submissions will be evaluated using the criteria identified in the RFP by the appropriate engineering staff. Price may be a criteria, but is not necessarily a deciding factor.

The workflow process is as follows:

1. The CO (Small Purchase) will assign a Small Purchase tracking number to the submitted small purchase request.
2. The CO (Small Purchase) will choose a minimum of three (3) firms to submit a Request for Proposals to.
 - a. Three firms will be chosen from the database list of firms qualified by engineering service tasks.
 - b. A Request for Proposals will be provided to the chosen firms with a predetermined proposal submittal due date.

- c. The submitted proposals will include the following at a minimum:
 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. Requested information in accordance to the criteria contained in the RFP.
3. The CO (Small Purchase) will provide the submitted proposals to the Program Manager (PM) and the Subject Matter Experts determined at the time of the initial small purchase request form for evaluation and selection recommendation.
4. The PM and Subject Matter Experts will meet to evaluate the submitted proposals based on the criteria identified within the request for proposals that may include the following:
 - a. Knowledge and technical ability of the staff to be assigned to the project.
 - b. Past performance of the proposed staff and firm on similar projects.
 - c. Demonstrated ability to meet project schedule
 - d. Consultant's demonstrated ability to meet project budget requirements

The PM will then provide the CO with the documentation of the proposal evaluations including the selected consultant firm.

5. SCDOT will enter into minor negotiations if necessary with the selected consultant firm prior to submitting a contract package for signature approval.
6. The SCDOT will use the standard consultant agreement template modified to reflect the terms and conditions negotiated.
 - a. All contracts will be negotiated and awarded on lump sum basis.
 - b. The CO will draft the agreement and obtain appropriate signatures.
 - c. The PM will provide the Notice to Proceed to the CO.
 - d. The CO will provide a copy of the executed agreement and Notice to Proceed to the Consultant.
7. The CO (Small Purchase) will notify the firms not selected for the project.
8. 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 CO (Invoicing) to process and send to accounting for payment.
9. The completed Small Purchase file will be retained in the Professional Services Contracting Office (PSCO) in accordance with the Record Retention schedule. The CO will provide access to view the totals for the Small Purchase Program and provide an annual summary of contracts procured.

Note: All RFP opportunities will be tracked by the CO to ensure that equal opportunities are provided to the firms contained within the known qualified firm listing. Initial RFP opportunities will be provided by a random number generation until all firms have been provided an opportunity.