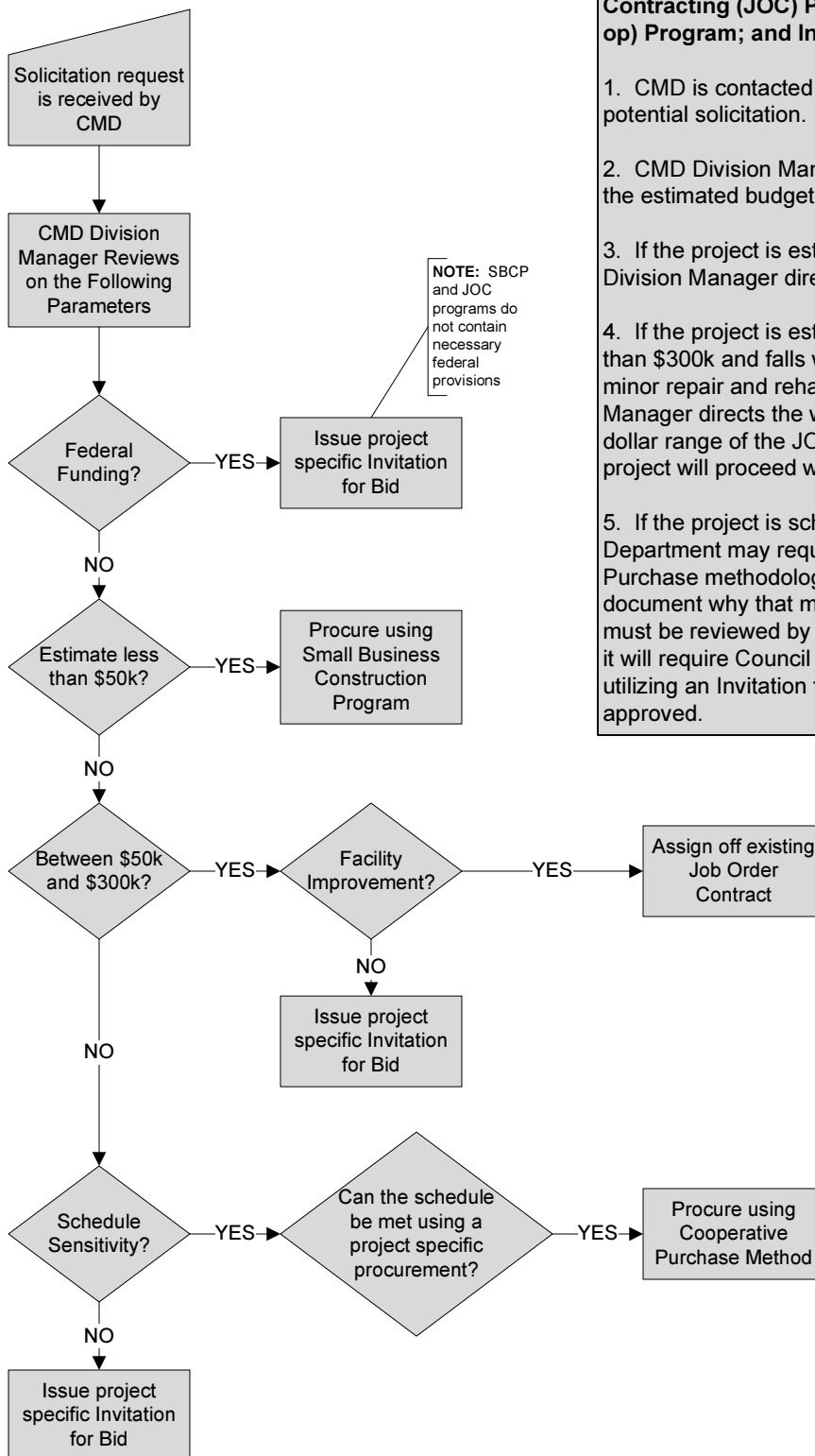


Contract Management Department

Procurement Methodology Decision Process



CMD – Parameters to review in selecting the appropriate procurement methodology:

CMD has several procurement tools or methods available to procure construction related contracts: Small Business Construction Program (SBCP); Job Order Contracting (JOC) Program; Cooperative Purchasing (Co-op) Program; and Invitation for Bid (IFB).

1. CMD is contacted by a sponsor department regarding a potential solicitation.
2. CMD Division Manager reviews the scope of services and the estimated budget and source of funds for the project.
3. If the project is estimated to be less than \$50k, the CMD Division Manager directs the solicitation to the SBCP.
4. If the project is estimated to be greater than \$50k, but less than \$300k and falls within the scope of work of the JOC (i.e., minor repair and rehabilitation of a facility), the CMD Division Manager directs the work to the JOC – if the work is within the dollar range of the JOC, but outside the scope of work, the project will proceed with a project specific Invitation for Bid.
5. If the project is schedule or time sensitive, the requesting Department may request utilization of the Cooperative Purchase methodology – justification must be provided to document why that methodology is most appropriate and it must be reviewed by the CMD Director or Assistant Director if it will require Council approval. If the schedule can be met utilizing an Invitation for Bid, the Co-op utilization will not be approved.