

# PROCUREMENT – SOLICITATION GUIDANCE

## SUPPLY PROCUREMENTS (Public Utilities Code Section 102222, SacRT Procurement Ordinance, Federal Circular 4220)

DOLLAR AMOUNT	SOURCE OF FUNDS	AUTHORITY TO CONTRACT	MINIMUM COMPETITION	ADVERTISING REQUIRED	BASIS OF AWARD
\$3,000 or less	All	GM & Contracts Manager	None – 1 Quote	None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$3,001 - \$5,000	All	GM & Contracts Manager	Informal – 3 Quotes	None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$5,001 - \$100,000	All	GM & Contracts Manager	Informal – 3 Quotes	None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$100,000+	All	Board or Delegation to GM	Choice of ITB or RFP (based on SacRT's best interest)	Website (10 days prior) + Local Minority Newspaper (if time permits)	ITB: Low Bid (Lowest Responsible and Responsive Bidder) RFP: Best Value (High Scoring Proposal or Lowest Price Technically Acceptable)

## AMENDMENTS – SUPPLY CONTRACTS (SacRT Procurement Ordinance)

ORIGINAL CONTRACT AMOUNT	THRESHOLD	AUTHORITY TO CONTRACT	OTHER REQUIREMENTS
\$100,000 or less	Original amount plus amendment is \$100,000 or less	GM	Work is within scope of original contract or sole source requirements met
\$100,000 or less	Original amount plus amendment is more than \$100,000	Board	No improper procurement splitting; and either new informal solicitation or requirements for a sole source are met
More than \$100,000	Sum of all amendments is less than both 15% of original contract value and \$100,000	GM	Work is within scope of original contract or sole source requirements met
More than \$100,000	Sum of all amendments is greater than either: (1) 15% of original contract value or (2) \$100,000	Board	Work is within scope of original contract or sole source requirements met

**SERVICES PROCUREMENTS – NON-PROFESSIONAL** (SacRT Procurement Ordinance; Federal Circular 4220)

(NOT APPLICABLE TO PSCs)

DOLLAR AMOUNT	SOURCE OF FUNDS		AUTHORITY TO CONTRACT	MINIMUM COMPETITION		ADVERTISING REQUIRED	BASIS OF AWARD
\$3,000 or less	All		GM	None – 1 Quote		None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$3,001 - \$5,000	State or Local	Federal	GM	None – 1 Quote	Informal – 2 Quotes	None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$5,001 - \$100,000	All		GM	Informal – 2 Quotes		None	Must Justify Selection (Consider: Cost, Delivery and Quality)
\$100,000+	All		Board or Delegation to GM	ITB		Website (10 days prior) + Local Minority Newspaper (if time permits)	Low Bid (Lowest Responsible and Responsive Bidder)

**SERVICES PROCUREMENTS – PROFESSIONAL** (SacRT Procurement Ordinance; Federal Circular 4220)

(NOT APPLICABLE TO PSCs)

DOLLAR AMOUNT	SOURCE OF FUNDS		AUTHORITY TO CONTRACT	MINIMUM COMPETITION		ADVERTISING REQUIRED	BASIS OF AWARD
\$3,000 or less	All		GM	None – 1 Quote		None	Must Justify Selection (Consider: Cost, Experience and Quality)
\$3,001 - \$5,000	State or Local	Federal	GM	None – 1 Quote	Informal – 2 Quotes	None	Must Justify Selection (Consider: Cost, Experience and Quality)
\$5,001 - \$100,000	All		GM	Informal – 2 Quotes		None	Must Justify Selection (Consider: Cost, Experience and Quality)
\$100,000+	All		Board or Delegation to GM	RFP		Website (10 days prior) + Local Minority Newspaper (if time permits)	Best Value (High Scoring Proposal or Lowest Price Technically Acceptable)

**AMENDMENTS – SERVICES CONTRACTS** (SacRT Procurement Ordinance)

ORIGINAL CONTRACT AMOUNT	THRESHOLD	AUTHORITY TO CONTRACT	OTHER REQUIREMENTS
\$100,000 or less	Original amount plus amendment is \$100,000 or less	GM	Work is within scope of original contract or sole source requirements met

\$100,000 or less	Original amount plus amendment is more than \$100,000	Board	No improper procurement splitting; and either new informal solicitation or requirements for a sole source are met
More than \$100,000	Sum of all amendments is less than both 15% of original contract value and \$100,000	GM	Work is within scope of original contract or sole source requirements met
More than \$100,000	Sum of all amendments is greater than either: (1) 15% of original contract value or (2) \$100,000	Board	Work is within scope of original contract or sole source requirements met

**WORK ORDERS – SERVICES** (SacRT Procurement Ordinance)

<b>WORK ORDER AMOUNT</b>	<b>AUTHORITY</b>
\$100,000 or less	GM
More than \$100,000	Board

**PUBLIC WORKS PROCUREMENTS** (Public Contract Code Section 20321; SacRT Procurement Ordinance; Federal Circular 4220)

DOLLAR AMOUNT	SOURCE OF FUNDS		AUTHORITY TO CONTRACT	MINIMUM COMPETITION		ADVERTISING REQUIRED	BASIS OF AWARD
\$3,000 or less	All		GM	None – 1 Quote		None	Must Justify Selection (Consider: Cost, Experience and Quality)
\$3,001 - \$5,000	State or Local	Federal	GM	None – 1 Quote	Informal – 2 Quotes	None	Must Justify Selection (Consider: Cost, Experience and Quality)
\$5,001 - \$100,000	All		GM	ITB		Website (10 days prior) + 2 Trade Papers (10 days prior) + Local Minority Newspapers (if time permits)	Low Bid (Lowest Responsible and Responsive Bidder)
\$100,000+	All		Board or Delegation to GM	ITB		Website (10 days prior) + 2 Trade Papers (10 days prior) + Local Minority Newspapers (if time permits)	Low Bid (Lowest Responsible and Responsive Bidder)

**PUBLIC WORKS CONTRACT CHANGE ORDERS (CCOs)** (SacRT Procurement Ordinance)

ORIGINAL CONTRACT AMOUNT	THRESHOLDS	AUTHORITY TO CONTRACT	OTHER REQUIREMENTS
\$100,000 or less	Original Contract plus amendment \$100,000 or less	GM	Work is within scope of original contract
\$100,000 to \$1 million	Sum of all CCOs is less than or equal to 10% of original contract price	GM	Work is within scope of original contract
\$100,000 to \$1 million	Sum of all CCOs is more than 10% of original contract price	Board	Work is within scope of original contract
\$1 million to \$10 million	CCO is \$100,000 or less AND sum of all CCOs is less than 10% of first \$1 million, plus 8% of any balance	GM	Work is within scope of original contract
\$1 million to \$10 million	CCO is \$100,000 or more OR sum of CCOs is more than 10% or first \$1 million plus 8% of any balance	Board	Work is within scope of original contract

Above \$10 million	CCO is \$100,000 or less AND sum of all CCOs is less than 10% of first million, plus 8% of next \$9 million, plus 6% of balance above \$10 million	GM	Work is within scope of original contract
Above \$10 million	CCO is \$100,000 or more OR sum of all CCOs is more than 10% of first million, plus 8% of next \$9 million, plus 6% of balance above \$10 million	Board	Work is within scope of original contract