

**CONTRACT: 9714-0/18**  
**BUY AMERICA AUDITING AND INSPECTION SERVICES - PRE-QUALIFIED**  
**POOL OF BIDDERS**  
Roadmap

Bidders awarded in Step 1 have been deemed to be pre-qualified to participate in Step 2, subsequent spot market quotations. Spot market procedures will be initiated through an Invitation to Quote (ITQ) specifying scope of work for the provision of Buy America audits as required by MDT.

- MDT will issue informal ITQ's for services estimated not to exceed \$3,000, following the FTA's micro purchase procedures.
- Formal (Sealed, as required by FTA) ITQ's will be issued by the ISD/PMSD for services estimated to exceed \$3,000.
- Each ITQs award requires insurance approval. Contact the Vendor Assistance Unit in ISD/PMS.

When an ITQ is initiated, all pre-qualified Bidders will be invited to offer a price for a specific Buy America audit project.

When FTA funds are being used MDT shall complete an Independent Cost Estimate (ICE). When MDT issues the ITQ, the ICE shall be kept in MDT's file. When ISD/PMS issues the ITQ, the ICE shall be submitted to IDS/PMS and kept in their file.

When FTA funds are NOT being used, MDT shall submit an e-mail confirming non-FTA funding for that particular ITQ from Mr Hugh Chen or Ms Vontressia Young, or designee.

For FTA funded projects, a simple Cost Analysis (attached to a tally sheet) will be performed by the awarding department prior to award and kept in their file.

The responsive and responsible Bidder offering the lowest price in accordance with the ITQ method of award will be awarded that specific project. The award to one Bidder for a specific project or individual action does not preclude the remaining pre-qualified Bidders from submitting spot market quotations for other projects, or un-awarded aspects of the same project, as the need arises.

**Note:** Bidder awarded an ITQ (Step 2) shall submit to the awarding department (MDT or ISD/PMS) a certificate of insurance for each ITQ award (in accordance with Section 2.11 Indemnification and Insurance, of the ITB) within ten (10) business days after notification of recommendation to award ITQ.

All invoices are to be sent and billed to MDT for payment.