

METHOD OF PROCUREMENT SELECTION (MOPS)

This form shall be used to document how the method of procurement was selected. To best determine which method of procurement is suitable, classify the situation by checking off the appropriate boxes below. All elements must apply to use selected method.¹

COMPETITIVE SOLICITATIONS

SMALL PURCHASE (INFORMAL IFB OR RFP)		SEALED BID (FORMAL IFB)	REQUEST FOR PROPOSALS (FORMAL RFP)	TWO STEP PROCUREMENT (QUALITATIVE BASED RFQ FOLLOWED BY RFP)	
☐ Price or rate quotes can be obtained from an adequate number of qualified sources ☐ Procurement has not been divided or reduced to keep within small purchase category ☐ Conforms to informal IFB or informal RFP elements listed below		☐ Supplies, construction, or property more than \$25,000 ☐ Bids can be publicly solicited and advertised ☐ Award can be made to the lowest responsive and responsible bidder who conforms to all material terms and conditions of solicitation	☐ Professional services more than \$5,000 ☐ Nature of procurement does not lend itself to sealed bidding ☐ More than one source will be willing to submit a proposal ☐ Performance or functional specification ☐ Need for discussion following receipt of proposals ☐ Evaluation factors and relative importance can be specified in solicitation ☐ Award can be made to the responsible offeror whose proposal is most advantageous to RTPA with price and other factors considered	☐ Ability to evaluate technical qualifications of proposers to make prequalified selection (Step 1) ☐ Ability to solicit and review bids or proposals submitted by prequalified firms (Step 2) ☐ Proposals can be solicited from at least three qualified firms	
INFORMAL IFB	INFORMAL RFP			A&E, PROGRAM MANAGEMENT, CONSTRUCTION MANAGEMENT, AND OTHER RELATED SERVICES ²	NON-A&E SERVICES
☐ Supplies or property less than \$25,000 ☐ Bids can be publicly solicited and advertised ☐ Award can be made to the lowest responsive and responsible bidder who conforms to all material terms and conditions of solicitation ☐ Complete, adequate, precise, and realistic specification or purchase description is available ☐ Two or more responsible bidders are willing to compete ☐ Successful bidder can be selected on basis of price alone ☐ Discussions with one or more bidders after bids have been submitted are unnecessary	☐ Professional services less than \$5,000 ☐ Nature of procurement does not lend itself to sealed bidding ☐ More than one source will be willing to submit a proposal ☐ Performance or functional specification ☐ Need for discussion following receipt of proposals ☐ Evaluation factors and relative importance can be specified in solicitation ☐ Award can be made to the responsible offeror whose proposal is most advantageous to RTPA with price and other factors considered	☐ Complete, adequate, precise, and realistic specification or purchase description available ☐ Two or more responsible bidders are willing to compete ☐ Successful bidder can be selected on basis of price alone ☐ Discussions with one or more bidders after bids have been submitted are unnecessary		☐ Services are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property ☐ Price is excluded as an evaluation factor ☐ Qualifications are evaluated to determine contract award	☐ Services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property ☐ Price is included as an evaluation factor and award is based upon technical qualifications as well as cost

¹ FTA Circular 4220.1F, Chapter V and Chapter VI, Section 29

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NON- PROCUREMENT			NONCOMPETITIVE SOLICITATIONS	
JOINT PROCUREMENT (RTPA IS NOT LEAD AGENCY)	STATE OR LOCAL GOVERNMENT PURCHASING SCHEDULE	ASSIGNMENT OF CONTRACT RIGHTS FROM ANOTHER AGENCY (PIGGYBACK ²)	INTERGOVERNMENTAL (MOU/MOA)	SOLE SOURCE
☐ and one or more other purchasers agreed from the outset to use a single solicitation document ☐ Entities entered into a single contract with a vendor for delivery of property or services in a fixed quantity ☐ Solicitation was not drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract ☐ Ability to obtain goods and services that match each participant's requirements are better than those likely to be available through an assignment of another recipient's contract ☐ All State or Federal requirements, required clauses, and certifications have been properly followed and included depending on funding and type of recipient.	☐ A purchasing arrangement will be used that a State or local government has established with several vendors ☐ The vendors agreed to provide an option to or a category of agencies falls within to acquire specific goods or services in the future at established prices ☐ Soliciting agency sought the agreement of the vendor to provide the listed goods or services to others with access to the schedule, or it permitted the vendor to determine whether or not it wished to do so ☐ All State and Federal requirements, required clauses, and certifications have been properly followed and included dependent on funding and type of recipient.	☐ Original contract was competitively procured ☐ Contract is still in effect ☐ Specifications in contract will meet needs ☐ Terms and Conditions are acceptable ☐ Requirements needed by are within original contract scope ☐ The original contract price remains fair and reasonable ☐ The original contract provisions are in compliance with all federal requirements and federal certifications were completed (if federally funded) ☐ Requirements of Piggybacking Worksheet have been met ☐ Acquired contract rights through assignment by another agency ☐ The quantities the assignor acquired, coupled with the quantities is being assigned, do not exceed the amounts available under the assignor's contract	☐ Another governmental agency can provide the goods or services ☐ All Federal requirements, required clauses, and certifications have been properly followed and included (if federally funded)	☐ Is not due to a failure to plan or a lack of advanced planning ☐ Is not due to concerns about the loss or amount of federal assistance available to support the procurement ☐ Meets the requirements of the Sole Source Approval form (attach form)

I hereby affirm that the procurement method selected above complies with all the elements noted for the selected method.

Project Manager

Print Name

Signature

Date

RELATED PROCUREMENT FILES¹

Solicitation Number
(if applicable)

Contract Number(s)
(if applicable)

²FTA Best Practices Procurement Manual Section 1.3.3.5

³ This original signed document shall be filed with the solicitation. Any resulting contracts or purchase orders shall contain copies of this form for informational purposes only.