

Metropolitan Council Procurement Matrix

<u>Service Type</u>					
<u>Procurement Cost</u>	<u>Goods</u>	<u>General Services</u>	<u>Professional and Technical Services</u>	<u>Construction Services</u>	<u>Nonstandard Agreements (Encompasses All Service Types)</u>
	Procurement of equipment, supplies, or materials.	Procurement of services not involving professional technical or construction. For the ongoing upkeep of buildings, equipment, roads, grounds, and utilities required to support a facility. Consists of the preservation, but not the improvement of buildings and grounds. Maintenance and repairs are generally on a routine or recurring basis.	Procurement of services such as architectural and engineering services, consultation, research, analysis, evaluation, planning, or programming.	Construction is the act of moving, demolishing, installing, or building additions, deletions, or modifications to physical plant facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems and roads according to a plan or by a definite process. Includes exterior and interior painting.	Intergovernmental agency agreements and other non-competitive agreements ¹ , all other agreements containing terms requiring Council signature.
Micro Purchase	Requests at \$10,000 or below, the Requestor or Procurement selects a vendor using good business judgment and requestor initiates a purchase requisition (TX Base or WAM). ** MCUB Micro Purchase threshold set at \$25,000 **				<ul style="list-style-type: none"> Requestor initiates a Short CIM or if federal funds a CIM.
\$10,001 - \$175,000	<ul style="list-style-type: none"> Requestor initiates a purchase requisition (TX Base or WAM). Requestor or Procurement gets at least three documented quotes. Request open to MCUB Select and Preference programs if local funds. Procurement issues a PO to the vendor with the lowest quote. 	<ul style="list-style-type: none"> Requestor initiates a purchase requisition (TX Base or WAM). Requestor or Procurement gets at least three documented quotes. Request open to MCUB Select and Preference programs if local funds. Procurement issues a PO to the vendor with the lowest quote. Insurance may be required. 	<ul style="list-style-type: none"> Requestor initiates CIM. Procurement issues an informal RFP. Procurement awards a contract to proposer with best proposal. Insurance may be required. 	<ul style="list-style-type: none"> Requestor initiates CIM. Procurement issues an informal construction solicitation. Procurement awards a contract to the vendor with the lowest quote. Insurance may be required. 	<ul style="list-style-type: none"> Requestor initiates a Short CIM or if federal funds a CIM and should consult with Procurement regarding next steps.
Greater than \$175,000	<ul style="list-style-type: none"> Requestor initiates a CIM. Procurement advertises a formal Invitation for Bid (IFB), issues a PO to the lowest responsive, responsible bidder. 	<ul style="list-style-type: none"> Requestor initiates a CIM. Procurement advertises a formal IFB, issues a contract to the lowest responsive, responsible bidder. 	<ul style="list-style-type: none"> Requestor initiates CIM. Procurement issues a formal RFP. Procurement awards a contract to proposer with best proposal. Insurance may be required depending on risk to the Council. 	<ul style="list-style-type: none"> Requestor initiates a CIM. Procurement advertises large construction project, awards contract to lowest responsible bidder. Signature authority authorizes award. Procurement awards contract obtains required bonds and insurance and issues the notice to proceed. 	<ul style="list-style-type: none"> Requestor initiates a CIM and should consult with Procurement regarding next steps.
Council Approval	<ul style="list-style-type: none"> Greater than \$500,000 as described above but requires Council approval. 	<ul style="list-style-type: none"> Greater than \$500,000 as described above but requires Council approval. 	<ul style="list-style-type: none"> Greater than \$500,000 as described above but requires Council approval. 	<ul style="list-style-type: none"> Greater than \$10,000,000 as described above but requires Council approval. 	<ul style="list-style-type: none"> Greater than \$500,000 as described above but requires Council approval.

Non-Competitive Procurements: An approved Sole Source or a Declaration of Emergency eliminates the need for a competitive process. The Council also has the authority to enter into Joint Purchasing Agreements (or Cooperative Purchasing Agreements – CPV) with other governmental units as provided for in Minnesota Statutes. Procurements made through Joint Purchasing Agreements satisfy the Council’s competitive procurement requirements. The FTA prohibits using any cooperatives except the State Circular, which is the State CPV.

¹ non-competitive agreements are one of the following: 1) approved sole source, 2) intergovernmental agency agreement, 3) agreement within the micro purchase levels, or 4) agreement with an entity not functioning as a third-party contractor (i.e., utilities, private property owners, railroads, etc.).