

**Michigan Department of Transportation
Service Vendor Provisional Prequalification Guidelines
Revised March 2010**

A vendor, at the discretion of MDOT, may be granted a provisional prequalification status, if they have satisfied all of MDOT's requirements for a prequalification classification, with the exception of vendor experience. When a vendor is selected for a project and they maintain a provisional status in either a primary or secondary prequalification category, as identified in the Request for Proposal, MDOT's prequalification technical evaluators will review the scope and requirements of that particular project, as well as the vendor's prequalification evaluation to determine if:

- The project should be considered as a pilot project for that vendor, and
- It is reasonable that acceptable performance of that particular project warrants a change from provisional to approved prequalification status for the vendor.

It is no longer guaranteed that any project containing work in a prequalification classification in which a vendor maintains a provisional status will be considered a pilot project.

Satisfactory completion of a pilot project is required to move from provisional prequalification status to approved prequalification status in a classification. The vendor can be either a prime consultant or a subconsultant during performance of the pilot project in a specific prequalification classification. MDOT will not guarantee a vendor's selection for a pilot project; they must earn the project in one of two ways. The first is by submitting a project proposal for those projects advertised on MDOT's website. The vendor submits a proposal and is evaluated for selection in accordance with the stated evaluation criteria, along with other vendor submittals. If the vendor is scored as the most qualified, and MDOT's prequalification technical evaluators have determined that this is a valid pilot project for that consultant, the project will constitute their pilot project.

The second way to secure a pilot project is by being selected by an MDOT Project Manager for a project with services estimated at less than \$25,000. For those projects, the MDOT Project Manager has the authority to review the prequalification list and contact three vendors by phone or e-mail, to determine interest and availability in performing the needed work, without posting a formal request for proposal on MDOT's website. MDOT encourages its Project Managers to provide pilot project opportunities to provisionally prequalified vendors when selecting projects estimated at less than \$25,000. Project Managers should note on form 5100E, Central Selections Review Team Action Sheet, that the vendor is being selected for a pilot project. Again, MDOT's prequalification technical evaluators will review the project to determine if it is a valid pilot project for that consultant, sufficient to consider qualifying a vendor for approval of full prequalification, with satisfactory performance of the project.

A vendor may have only one pilot project under contract, per classification, in no more than three classifications at any one time, whether or not there is continuous activity on that project. The prequalification status will remain provisional until a satisfactory performance evaluation of the vendor's work is completed. Upon acceptable performance of the services on the pilot project, as defined by the Contract Performance Evaluation Review Team, the vendor will be granted full prequalification in that classification. If performance is less than satisfactory, the vendor will be denied

prequalification or allowed to maintain their provisional prequalification status, depending upon the level of less than satisfactory service on the project. Vendors who are denied full prequalification must wait one year to reapply, in accordance with the prequalification process requirements. In instances in which the performance evaluation, resulting in prequalification denial, is not prepared in a timely manner, the one year period will begin from the date of project completion.

At times, an interim evaluation may be used to determine acceptable performance for the purpose of completing provisional status requirements. Factors considered may include, but not be limited to, percentage of work completed, length of project and type of work performed. The MDOT project manager, the MDOT prequalification classification reviewer, and Contract Services Division will make this determination and will provide written justification for the decision

A post final evaluation may be completed as a result of information obtained after submittal of the original performance evaluation. For example, if information learned during construction changes the ratings that a vendor would have been given for design work, a post final evaluation is to be completed. If prequalification status was approved based upon the original evaluation, but would not have been approved based on the modified or post final evaluation, the prequalification approval can be revoked. In addition, any services that were assigned to the vendor while they were inappropriately prequalified may be terminated at the discretion of MDOT.

If a vendor is granted provisional status, and has not performed work in the classification within six (6) years, the vendor's provisional status will expire, and the vendor will have to reapply for the classification. In cases where a consultant has received a provisional rating, they may reapply for full prequalification after twelve (12) months from obtaining the original provisional prequalification rating, regardless of whether they have received or successfully performed a pilot project for MDOT.