

Michigan Department of Transportation
Office of Passenger Transportation
PRE-AWARD POST-DELIVERY AUDITS
Attachment A-1:
Method of Procurement Decision Matrix

SMALL PURCHASE (Lowest Quote)	
Amount \$3,000 to less than \$100,000	
Multiple sources	
SEALED BID (IFB)	
Multiple sources	
Complete and adequate specifications or description	
Selection can be made on basis of price	
Suitable for firm, fixed price	
No discussion with bidders needed after receipt of offers	
COMPETITIVE PROPOSALS (RFP)	
Multiple sources	
Discussion needed with bidders after receipt of offers	
Fixed price can be set after discussion	
SOLE SOURCE	
Custom item	
Only one source	
Public urgency/emergency	
Competition is inadequate after public solicitation	
MDOT approval	

Signature/Date: _____

Item being procured: _____

Project Authorization: _____

**Michigan Department of Transportation
Office of Passenger Transportation
PRE-AWARD POST-DELIVERY AUDITS
ATTACHMENT A-2
CHECKLIST**

Contract #		Vehicle Description	
Dealer		Manufacturer	
Contract Term		Contract Admin. (MDOT or Agency)	

Pre-Award Audit

	Item	Completion Date	Initials
1	Analysis of Manufacturer's list of component and subcomponent parts.		
2	Buy America Certification		
3	Bid Specification Certification of manufacturer's capability to produce vehicle as bid and that the vehicle proposed is same as the vehicle in the specifications.		
4	Federal Motor Vehicle Safety Standard's certification or its inapplicability.		

To be completed by transit agency

Post Delivery Audit

	Item	Completion Date	Initials
1	Buy America Certification stating regulations are still being met.		
2	Bid Certification		
2.1	Vehicle sight inspection (Attach inspection report)		
2.2	Vehicle road test (Attach test)		
2.3	Were there 11 or more vehicles purchased? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.4	If yes, obtain Inspectors report		
2.5	Certification vehicle meets bid specifications		
2.5	Federal Motor Vehicle Safety Standard's certification		

To be completed by transit agency

**Michigan Department of Transportation
Office of Passenger Transportation
PRE-AWARD POST-DELIVERY AUDITS
ATTACHMENT A-3
BUY AMERICA CERTIFICATION
Pre-Award**

In Accordance with the "Buy America" regulations adopted by the Federal Transit Administration on January 9, 1991, I certify that the vehicles proposed to be delivered under this contract are in compliance with the requirements of section 165(b)(3), of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 CFR 661.11.

Date	
Vehicle Description	
Manufacturer	
Contract Administrator Name	
Position Title	

Michigan Department of Transportation
Office of Passenger Transportation
PRE-AWARD POST-DELIVERY AUDITS
ATTACHMENT A-4
BUY AMERICA PRE-AWARD AUDIT
Component Parts

	Component	Supplier/Manufacturer	Address	Country of Origin	Cost or % of Domestic Origin
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Vendor: _____

Vendor's Signature: _____

PLEASE MAKE ADDITIONAL COPIES IF NECESSARY

Michigan Department of Transportation
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PRE-AWARD POST-DELIVERY AUDITS
PLEASE MAKE ADDITIONAL COPIES IF NECESSARY
ATTACHMENT A-5
BUY AMERICA PRE-AWARD AUDIT
Sub-component Parts

	Subcomponent	Supplier/Manufacturer	Address	Country of Origin	Cost or % of Domestic Origin
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Vendor: _____

Vendor's Signature: _____

PLEASE MAKE ADDITIONAL COPIES IF NECESSARY

Michigan Department of Transportation
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PRE-AWARD POST-DELIVERY AUDITS
ATTACHMENT A-6
BID SPECIFICATION AUDIT CERTIFICATION
Pre-Award

I have reviewed the information provided to me by the manufacturer concerning the vehicles to be purchased. I certify that the vehicles proposed to be delivered under this contract are the same vehicles described in the bid specifications used for this solicitation.

In addition, I have also received information that assures me that the manufacturer has the capability to produce the specified product.

Date	
Vehicle Description	
Manufacturer	
Contract Administrator Name	
Position Title	