

**Michigan Department of Transportation**  
**Office of Passenger Transportation**  
**PRE-AWARD AUDITS**  
**ATTACHMENT A-1**  
**Method of Procurement Decision Matrix**

<b>SMALL PURCHASE (Lowest Quote)</b>	
<b>Amount \$3,000 to less than \$250,000</b>	
<b>Multiple sources</b>	
<b>SEALED BID (IFB)</b>	
<b>Multiple sources</b>	
<b>Complete and adequate specifications or description</b>	
<b>Selection can be made on basis of price</b>	
<b>Suitable for firm, fixed price</b>	
<b>No discussion with bidders needed after receipt of offers</b>	
<b>COMPETITIVE PROPOSALS (RFP)</b>	
<b>Multiple sources</b>	
<b>Discussion needed with bidders after receipt of offers</b>	
<b>Fixed price can be set after discussion</b>	
<b>SOLE SOURCE</b>	
<b>Custom item</b>	
<b>Only one source</b>	
<b>Public urgency/emergency</b>	
<b>Competition is inadequate after public solicitation</b>	
<b>MDOT approval</b>	

To be completed by Transit Agency during Local Purchase

**Signature/Date:** \_\_\_\_\_

**Item being procured:** \_\_\_\_\_

**Project Authorization:** \_\_\_\_\_

**Michigan Department of Transportation  
Office of Passenger Transportation  
PRE-AWARD 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	Total cost of vehicles to be procured in this order: \$_____ If less than \$150,000, skip to #3 below. Do not complete or submit Attachments A4-A5		
1.1	Buy America Certification stating regulations are still being met, if required		
2	Analysis of Manufacturer's list of component and subcomponent parts.		
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.		

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PRE-AWARD AUDITS  
ATTACHMENT A-3  
BUY AMERICA CERTIFICATION  
Pre-Award**

As required by 49 CFR part 663 – Subpart B, \_\_\_\_\_ (the recipient) is satisfied that the vehicles to be purchased, \_\_\_\_\_ (the number and description of vehicles) from \_\_\_\_\_ (the manufacturer), meet the requirements of 49 U.S.C. 5323(j), as amended. The recipient , or its appointed auditor  \_\_\_\_\_ (the auditor – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the proposed component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the proposed location of the final assembly point for the vehicles, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

Print Name	
Recipient Authorized Signature	
Position Title	
Date	

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**Michigan Department of Transportation  
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PRE-AWARD AUDITS  
ATTACHMENT A-4  
BUY AMERICA PRE-AWARD AUDIT  
Component Parts**

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

**Vendor:** \_\_\_\_\_

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

**Michigan Department of Transportation  
 Office of Passenger Transportation  
 PRE-AWARD AUDITS  
 ATTACHMENT A-5  
 BUY AMERICA PRE-AWARD AUDIT  
 Sub-component Parts**

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

**Vendor:** \_\_\_\_\_

**Vendor's Signature:** \_\_\_\_\_

**PLEASE MAKE ADDITIONAL COPIES IF NECESSARY**

**Michigan Department of Transportation**  
**Office of Passenger Transportation**  
**PRE-AWARD 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.

Vehicle Description	
Dealer	
Manufacturer	
Recipient Contact Name	
Position Title	
Recipient Authorized Signature	
Date	

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PRE-AWARD AUDITS  
ATTACHMENT A-7  
FMVSS COMPLIANCE CERTIFICATION  
Pre-award**

As required by Title 49 of the CFR, Part 663 – Subpart D,  
 \_\_\_\_\_ (the recipient) certifies that it received, at pre-award  
 stage, a copy of \_\_\_\_\_’s (the manufacturer) self-certification  
 information stating the the vehicles,  
 \_\_\_\_\_, ( number and description of  
 vehicles) will comply with the relevant Federal Motor Vehicle Safety Standards issued by the  
 National Highway Traffic Safety Administration in Title 49 of the CFR, Part 571.

Print Name	
Recipient Authorized Signature	
Position Title	
Date	

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