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| anchor2 | State of Rhode Island, Department of Administration  Division of Purchases  One Capitol Hill  Providence, Rhode Island 02908  www.purchasing.ri.gov (401) 574-8100 |

**ARCHITECTURAL, ENGINEERING OR CONSULTANT SERVICES**

**NOT TO EXCEED $20,000 (R. I. Gen. Laws § 37-2-69)**

Requesting Department/Agency: Requisition #:

Service to be Procured:

**Submit to Division of Purchases.** When completed, Department or Agency must submit this form to the Division of Purchases (“Division”). In accordance with R.I. Gen. Laws § 37-2-69, the Division will present this completed form to the Director of Administration/Chief Purchasing Officer (“CPO”) for review. If a Master Price Agreement (“MPA”) vendor is ultimately utilized, departments and agencies do not need to obtain the CPO’s prior approval or submit this form to the Division.

**MPA Requirement.** Where an MPA covering architectural, engineering, or consultant services is available, departments and agencies are required to utilize MPA vendors. Refer to specific MPA Contract User Guide for further instructions. For more information on available MPAs, please call the Division and/or visit its website (contact information listed above).

**Three written quotes required.** For procurements of architectural, engineering or consultant services **not to exceed $20,000,** at least three (3) written quotes must be obtained through e-mail, fax or the internet. At least one (1) of the quotes shall be from a certified MBE/WBE, assuming there is an MBE/WBE capable of providing the goods or services. Additionally, at least one (1) of the three (3) required quotes must be from a “local vendor,” again assuming there is a local vendor capable of providing the goods or services. This “local vendor” may be the same vendor used to satisfy the MBE/WBE requirement, but agencies must still get a total of three (3) written quotes for any procurement under this delegated small purchase authority.

In order to get the most cost effective pricing, as a general rule, departments and agencies should award contracts to the lowest responsive and responsible bidder. However, there is an exception regarding the State’s interest in supporting Minority Business participation. When awarding to an MBE/WBE that was not the low bidder, section 5.12.1.2.3 of the State of Rhode Island Procurement Regulations and section 25(b) of the Regulations’ Appendix A - General Conditions of Purchase, allow selection of the MBE’s/WBE if its price quote is within a competitive range, not to exceed five percent (5%) higher than the lowest responsive price offer) for a product or service.

The record shall include an objective statement explaining the basis for the decision. It is important that the person obtaining the quotes set a deadline by which all written quotes must be received or the process may not have closure. This also ensures that the vendors have an equal opportunity to participate.

**Audits.** All transactions made under R.I. Gen. Laws § 37-2-69 are subject to audit by the Bureau of Audits and the Division. Audits concentrate on documentation of competitive solicitations and whether Departments and Agencies artificially divide purchases. As always, Departments and Agencies are cautioned not to artificially divide orders for similar purchases which would result in exceeding the $20,000 limit.

Please attach vendor quotes and list below the vendor names and the date/amount of their quotes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **VENDOR NAME** | | **QUOTE DATE** | **QUOTE AMOUNT** |
| **MBE/WBE:**  *(if different from Local Vendor)* |  | Check here if not available: □ |  |  |
| **Local Vendor:**  *(if different from MBE/WBE)* |  | Check here if not available: □ |  |  |
| **MBE/WBE & Local Vendor:**  *(if the same)* |  | Check here if not available: □ |  |  |
| **1st Vendor:**  *(only if MBE/WBE and Local Vendor are both not available - skip this if either MBE/WBE or Local Vendor is available)* |  | |  |  |
| **2nd Vendor:**  *(only if MBE/WBE and Local Vendor are the same, or if either MBE/WBE or Local Vendor are not available - skip this only if MBE/WBE is different from Local Vendor)* |  | |  |  |
| **3rd Vendor:**  *(if MBE/WBE is different from Local Vendor - do not ever skip this)* |  | |  |  |

Please indicate below the vendor ultimately selected, and, if necessary, provide justification if it was not the lowest bidder.

**Vendor selected:**

**Justification if not the lowest bidder:**

I certify that the above statements are true and complete to the best of my knowledge.

Requestor Name Title Date

User Agency Approval Title Date

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**FOR DIVISION OF PURCHASES USE ONLY:**

APPROVED BY:

State Purchasing Agent Date

Director/Chief Purchasing Officer Date