

<i>VENDOR SELECTION - TWO STEP PROCUREMENTS</i>	POLICY	
	Document Number:	FRS-PL-033
	Version Number:	05

1.0 Purpose:

To establish the authority within VTA to select vendors using a Two Step Procurement process.

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy to assure organizational understanding and compliance with this Policy.

4.0 Policy:

A Two Step Procurement process, in general, is one in which the first step is used to determine the qualifications or technical approach of the firms to perform the work. The second step consists of soliciting and reviewing complete bids or proposals, including price from those firms determined to be qualified in step one and selecting a recommended vendor.

It is the policy of VTA that a Two Step Procurement process may be used when:

- Available specifications are not definite or complete or may be too restrictive without technical evaluation (and any necessary discussion) of the technical aspects of the requirement to ensure mutual understanding between each source and VTA;
- Definite criteria exists for evaluating technical proposals;
- More than one technically qualified source is expected to be available;
- Sufficient time will be available for use of the two-step method; and
- A firm fixed price contract or a fixed price contract with economic price adjustment will be used.

5.0 Definitions:



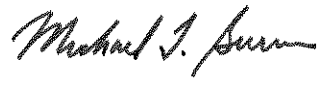
N/A.

6.0 Summary of Changes:

No change in overall VTA Policy. The change reflected in this Policy is to establish the process for Invitation for Bids, Requests for Proposals for professional and other services, Requests for Proposals for architects and engineers, Two Step Procurements and Negotiated Procurements in separate Policies and Procedures and to set forth current policy and practice in a clearer manner.

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7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

6/29/11
Date Signed

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10/14/1994	5/30/2011	