

# Oregon Department of Transportation Small Business Initiative

## Small Contracting Program for Professional and Technical Services Statewide Launch

### *Frequently Asked Questions*

#### **What is the Small Contracting Program?**

Under the Oregon Department of Transportation's Small Business Initiative, the agency has developed the Small Contracting Program for Professional and Technical Services to increase the number of small businesses that are awarded ODOT contracts.

A simplified procurement process creates opportunities for small firms to be selected as prime consultants for ODOT contracts valued at \$74,990 annually or less. The process continues to apply qualification-based selection criteria.

This effort is part of the agency's ongoing series of activities to increase economic opportunities for Oregon workers and businesses.

#### **How does the program work?**

Initially implemented through a successful pilot program in ODOT's Region 1, the Portland metropolitan area, the Small Contracting Program is launching statewide in September 2007. A streamlined procurement process registers firms to participate in the program.

#### **What makes this program different?**

ODOT is simplifying its contracting program so that small firms have more opportunity to do business with the agency. The major change is that for contracts of \$74,990 or less, competitors will have an easier process to complete.

#### **Who can participate?**

Any professional or technical services firm may participate in the program.

#### **How do I participate?**

A Request for Qualifications is posted on the Internet on ORPIN, the Oregon Procurement Information Network, at <http://orpin.oregon.gov>. The RFQ consists of a short registration form that requests basic information about the firm, its employees and its experience.

Resources are available to help firms register on the ORPIN system and access the Request for Qualifications. To request assistance, please call the ORPIN Help Desk at (503) 378-4642.

Those without access to ORPIN may request the RFQ from the ODOT Procurement Office. Contact Gail Samura at (503) 731-3254 or [gail.samura@odot.state.or.us](mailto:gail.samura@odot.state.or.us), or fax a request to (503) 731-8259.

#### **What is the timeline to participate in the program?**

Firms may enroll at any time to be included in the selection pool for program contract awards.

**Are certain disciplines more likely to be selected than others?**

The specific discipline areas will be determined by the available projects that fit the criteria for this program.

**Once my firm is registered, am I guaranteed work?**

Registration is not a guarantee of a contract award, but it does ensure that you are eligible to participate in the program, depending on your firm's capabilities and the discipline selected.

**How does the selection process work?**

Once ODOT has determined a small business outsourcing need that fits the program criteria, the region will notify ODOT's Procurement Office (OPO).

OPO prepares and issues a notification to all registered firms in the specific discipline. If fewer than 10 firms are registered in the specific discipline, OPO will invite all of those firms to respond. If more than 10 firms are registered in the specific discipline, the ODOT region, with OPO oversight, will create a short-list of at least five firms.

Preference will be given to firms that have no existing contracts as a prime consultant with ODOT. Other criteria include responsiveness to initial invitation, reference check results and written or in-person interview responses to work order-specific questions.

OPO will award the work to the firm selected by the ODOT staff following established selection procedures.

**Who will make the project selections?**

ODOT's region project delivery staff will identify small business outsourcing needs on projects that fit the program criteria.

**Where can I get more information?**

For more information about the Small Contracting Program for Professional and Technical Services, visit ODOT's Office of Civil Rights' Small Business Support web site at [www.oregon.gov/ODOT/CS/CIVILRIGHTS/small\\_business.shtml](http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/small_business.shtml), or contact ODOT's Procurement Office at (503) 731-3254.

Visit the State of Oregon's contracting and procurement web site at <http://orpin.oregon.gov>.

For assistance with the ORPIN system, call the ORPIN Help Desk at (503) 378-4642.