

Oregon Department of Transportation Small Business Initiative

Small Contracting Program for Construction

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 Construction to diversify the size of companies that are awarded ODOT contracts.

The program builds on the Small Contracting Program for Professional and Technical Services, which launched statewide in September 2007 following a one-year pilot program in the Portland metropolitan area.

A new process creates opportunities for contractors to be selected as prime contractors for ODOT construction contracts valued at \$100,000 or less.

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?

A new process allows construction contractors to pre-qualify to participate in the program.

What makes this program different?

ODOT is identifying small construction projects so that small companies have more opportunity to do business with the agency as prime contractors. Depending upon the number of contractors pre-qualified for a given work type, consideration may be given to whether the contractors have existing contracts as a prime with ODOT.

Who can participate?

Any construction contractor may participate in the program, regardless of company size or location.

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>, and on the ODOT Procurement Office – Construction Web site at www.oregon.gov/ODOT/CS/CONSTRUCTION/. The RFQ consists of a short pre-qualification form that requests basic information about the company, including its location, employees and experience.

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

For questions about obtaining the form, contact OPO – Construction by e-mail at ODOTProcurementOfficeConstruction@odot.state.or.us, or call (503) 986-6916.

What is the timeline to participate in the program?

Companies may enroll at any time through Nov. 30, 2010, to be included in the selection pool for program contract awards.

Are certain types of work more likely to be selected than others?

The specific types of work will be determined by the available projects that fit the criteria for this program.

Once my company is pre-qualified, am I guaranteed work?

Pre-qualification is not a guarantee of a contract award, but it does ensure that you are eligible to participate in the program, depending on your company's capabilities, location and the type of work selected.

How does the selection process work?

Once ODOT has determined a small construction contracting need that fits the program criteria, ODOT staff will notify the ODOT Procurement Office – Construction.

OPO – Construction prepares and issues a notification to all contractors pre-qualified in the specific work type requesting a written indication of interest to bid by a stated deadline. If three or fewer contractors pre-qualified in the specific work type indicate an interest in bidding, OPO will invite to bid all of those pre-qualified contractors that indicated an interest. If more than three contractors pre-qualified in the specific work type indicate an interest in bidding, OPO will invite at least three of those contractors to bid.

Consideration may be given to contractors that have no existing contracts as a prime contractor with ODOT. Other criteria include contractor location to project work site and specific project or work experience deemed responsive to ODOT needs.

OPO will award the contract to the company that submits the accepted lowest bid.

Who will make the project selections?

ODOT staff will identify small construction contracting needs on projects that fit the program criteria.

Where can I get more information?

For more information about the Small Contracting Program for Construction, visit ODOT's Office of Civil Rights' Small Business Support Web site at www.oregon.gov/ODOT/CS/CIVILRIGHTS/small_business.shtml.

Contact the ODOT Procurement Office – Construction at (503) 986-6916, or visit the Web site at www.oregon.gov/ODOT/CS/CONSTRUCTION/.

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.