



SMALL PROFESSIONAL SERVICES FIRMS (SPSF) PROCUREMENT POLICY

NCDOT POLICY
F.35.0104
Level: 3

Business Category: Division of Highways (DOH) and Multi Modes		Business Area: Technical Services	
Approval Date: June 15, 2023	Last Revision Date: N/A	Next Review Date: July 15, 2024	
Authority: Session Law 2022-68 N.C. Gen. Stat. §136-28.10. Highway Fund and Highway Trust Fund Small Project Bidding.		Select all that apply: <input type="checkbox"/> N/A <input type="checkbox"/> Requires Board approval <input checked="" type="checkbox"/> Requires Federal Highways Administration (FHWA) approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).	
Definitions: <p>“SPSF” – Small Professional Services Firm. Those firms that meet the Small Business Administration criteria for annual receipts or number of employees.</p> <p>“RFLOI” – Request for Letter of Interest. This is the advertisement for Professional or Specialized Services Contracts. The selection criteria outlined in the advertisement will determine the content of the submittal. Typically, these are used for Limited Services Contracts. RFLOI are posted for all contracts soliciting Professional or Specialized Services Contracts. The most qualified firm(s) is/are identified by a selection committee based on the responses to the scoring criteria identified in the RFLOI.</p> <p>“LOI” -- Letter of Interest. The LOI is a statement of the respondent firm's/firms' qualifications in response to a particular RFLOI.</p> <p>“LSC” – Limited Services Contract. See definition in the Policy and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts.</p> <p>“GESC” – General Engineering Services Contract. See definition in the Policy and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts.</p>			
Policy: <p>In accordance with the amended NCGS 136-28.10, the Board of Transportation may delegate full authority to award contracts, adopt necessary rules, and administer the provisions of this section to the Secretary of Transportation.</p> <p>Through this policy and the Small Professional Services Firm (SPSF) Procurement Procedures, NCDOT will administer the Small Business Program to foster growth of small firms where they can build capacity and manage projects as primes.</p> <p>Those areas that utilize professional consultants for delivering projects and services, including the Chief Engineer for the Division of Highways, the Deputy Secretary for Business Administration, the Deputy Secretary for Multi-Modal Transportation, and the Executive Director for the Turnpike Authority, will ensure that procurement of Small Professional Services Firms is considered.</p> <p>At a minimum, a yearly report will be prepared, coordinated between the Chief Engineers Office and the Office of Civil Rights to determine the utilization of SPSF firms.</p>			

Scope:

This policy applies to any state or federal funded engineering or professional service where a professional consultant is needed.

Procedures:

Effective with the passing of the bill and the approval of this policy, NCDOT may begin advertising projects to SPSF firms in compliance with the Small Professional Services Firms (SPSF) Procurement Procedures and the Policy and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts.

Related Documents:

Small Professional Services Firms (SPSF) Procurement Procedures

[Policy and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts](#)

[Small Professional Services Firm \(SPSF\) Program Guidelines](#)

Revision History		
Revision Date	Revision Number	Description

Policy Approval		
<p><i>Signing below certifies that the aforementioned policy has been vetted by the business area representative, applicable legal counsel (AG's office, etc.), and executive staff member(s).</i></p>		
Business Area Representative	<p>DocuSigned by:  <small>1EB20097EAAF437...</small> Signature</p>	06/15/2023 <hr/> Date
Business Area Representative	<p>DocuSigned by:  <small>AAC34B7E08C9498...</small> Signature</p>	06/20/2023 <hr/> Date
Legal Counsel <i>(Responsible for the Unit)</i>	<p>DocuSigned by:  <small>F5F3174344634CB...</small> Signature</p>	06/20/2023 <hr/> Date
Executive Staff Member <i>(Responsible for the Unit)</i>	<p>DocuSigned by:  <small>1D46DA6425B6406...</small> Signature</p>	06/20/2023 <hr/> Date
Executive Staff Member <i>(Responsible for the Unit)</i>	<p>DocuSigned by:  <small>2CD73228B5AA49B...</small> Signature</p>	06/26/2023 <hr/> Date