

**Primary purpose:** Administrative updates to reflect VDOT internal changes and legislative changes effective July 1, 2022.

**Background:** In July 2021, VDOT reorganized the procurement and oversight of professional service contracting under a new division, the Professional Services Procurement Office. The new Division reports to the Chief Administrative Officer, Lisa Pride. The manual has been updated to reflect this internal change in authority and responsibility. Minor changes updated to adhere to revised business processes, see notes below.

**Legislative Updates:** During the 2022 General Assembly Legislative Session, the Virginia Public Procurement Act was amended regarding the procurement of professional services (Code of Virginia § 2.2-4303.1). The change affected term and value limits. Limited Term on call contracts are now limited to a maximum of four (4) single year terms with a \$10,000,000 maximum value per term. The manual has been updated to reflect the single year term limits (see Section 5.3.3. (2022) and Section 5.2.3 (2017)).

Other areas of Impact:

- Streamlined Advertisement Content (See Section 2.3 (2022) and Section 2.2 (2017))
- Deleted planned DBE/SWaM involvement as it is no longer a scoring criteria (Section 3.5 (2022) and Section 3.1 (2017))
- Deleted Civil Rights Division representation at Committee meeting as DBE/SWaM involvement is no longer a scoring criteria (Section 3.3 (2022) and Section 3.4 (2017))
- Addition of the scoring matrix for workload calculations for transparency purposes (Section 3.5.6. (2022) and Section 3.2 (2017))
- Final ranking process was amended (Section 3.9 (2022 and 2017))
- Addition of an award protest process (Section 3.11 and 3.12 (2022) and Section 3.12 (2017))
- Numerous revisions to processes and procedures related to contract negotiations (Chapter 4 (2022 and 2017))
- Revised the assignment of escalation on Limited Services Term Contract renewals (Section 4.7.7. (2022) and Section 4.6.8 (2017))

- Addition of an internal VDOT task order value limit is \$1,000,000 (Sections 5.2.1. and 5.2.3. (2022). Task order maximum and required approval of Deputy Chief Engineer required (Section 5.3.3 (2022))
- Clarification of renewal process and documentation (Section 5.3.5 (2022) and Section 5.2.3.4 (2017))
- Addition of Confidentiality section to address Consultant access to VDOT information (Section 5.5 (2022))
- Clarification on the application of fixed billable rates for task orders and ACO requirements for final voucher submission (Section 6.4 (2022 and 2017))
- Added section on Consultant Staff Roster Changes (Section 7.2. (2022))
- Updated Emergency and Sole Source Procurement process and assigned a threshold of \$10,000 (Chapter 10 (2022 and 2017))
- Minor administrative changes (i.e. broken links, nomenclature, and grammar)