

**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 (COV§ 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 (5.3.3. Limited Services Term Contracts / On-Call Contracts – Page 38)

Other areas of Impact:

- Addition of the scoring matrix for workload calculations for transparency purposes (Section 3.5.6. Workload – Page 20)
- Revised the assignment of escalation on Limited Term Service Contract renewals – Moving forward, escalation will be applied per term; language eliminated related to early renewal and limiting escalation rate to ½ rate. (Section 4.7.7. Escalation Rate – Page 33)
- Increasing the internal VDOT task order value limit from \$750,000 to \$1,000,000 – Value of \$750K was set 10 – 12 years ago; updating value to reflect current/comparable value limit. (Sections 5.2.1. Lump Sum; 5.2.3. Fixed Billable Rates – Page 37); Clarified task order maximum and confirmed approval of Deputy Chief Engineer required (Section 5.3.3. Limited Services Term Contracts / On-Call Contracts – Page 39)
- Clarification of renewal process and documentation (Section 5.3.5. Renewal of Limited Service Term Contract – Page 39-40)
- Process for management of Consultant Staff Roster changes at the Contract Administrator level – New labor classifications established on qualifications based Classes & Working Titles; added process on providing new staff additions to contract (Section 7.2. Consultant Staff Roster Changes – Page 51) and added

guidance on Promotions / Reclassifications (7.2.1. Promotions – Page 51-52); (removed this language from the previous modification / supplement section, Chapter 8)

- Adjusted the record retention requirement from three (3) years to five (5) years after completion of the contract in accordance with VPPA requirements (Section 7.3 Evaluation of Consultant Performance Services - Page 53)
- Updated Emergency and Sole Source Procurement process and assigned a threshold of \$10,000 (Chapter 10 – Page 72-73)
- Minor administrative changes (i.e. broken links, nomenclature, and grammar)