



Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	289
ProjectSchedule Delivery Date	March 13, 2026
Technical Specs attached	No
Scope of Work attached	Yes

- A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

Name: COLLINS, DAWN

Title: EXECUTIVE ASSISTANT TO OFFICE OF CEO

Ext: 8453

B. Name of Project, Service or Product:

State Legislative Services

C. Justification of Procurement:

The purpose of this procurement is to secure professional legislative advocacy and government relations services to support the agency's statutory mandate. The agency requires specialized expertise to monitor, interpret, and communicate complex legislative proposals; coordinate with lawmakers and committee staff; and represent the agency's operational and policy interests before the State Legislature and relevant executive branch entities.

Due to the rapid pace and technical nature of the legislative process, the agency must maintain accurate, timely, and strategic engagement to ensure compliance, protect operational integrity, and support informed decision-making among agency leadership.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director Grants / Federal Compliance	
Signature	
Date	

E. Information Technology:

IT Dept Head	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	3/2/2026 9:27 PM

F. Safety, Security and Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached:



Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	March 02 2026

G. Risk Management:

Include Standard Insurance Provisions Only?

No

Include Additional Insurance Requirements Attached ?

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	March 02 2026

H. Funding Source:

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Multiple Years allocation if required:

Year	Amount	Budget Code
Year-1	\$90,000.00	01-2100-02-7070-176-00-00000-00000
Year-2	\$90,000.00	01-2100-02-7070-176-00-00000-00000
Year-3	\$90,000.00	01-2100-02-7070-176-00-00000-00000
Year-4		
Year-5		
Total all years	\$270,000.00	

Independent Cost Estimate (ICE): \$270,000.00

Projected Total Cost: \$270,000.00

Funding Type: Local

Grants or Capital Project ID:

Federal Funding	State	Local	Other
		\$270,000.00	
Projected Fed Cost	State	Local	Other
		\$270,000.00	

FTA Grant IDs	Budget Codes
	01-2100-02-7070-176-00-00000-00000
	01-2100-02-7070-176-00-00000-00000
	01-2100-02-7070-176-00-00000-00000



Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	March 02 2026

I. DBE/SBEGoal:

% DBE	0
% Small Business	0

Director Business	Small	Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		March 02 2026

DBE/EECompliance Manager	Adonis Charles Expose'
Signature	<i>Adonis Charles Expose'</i>
Date	March 02 2026

J. Authorizations: I have reviewed and approved the final solicitation document.

Department Head	Gizelle Johnson Banks
Signature	<i>Gizelle Johnson Banks</i>
Date	March 02 2026

Lagal Chief	Tracy L. Tyler
Signature	<i>Tracy L. Tyler</i>
Date	Tuesday, March 03, 2026

Division Chief	Tracy L. Tyler
Signature	<i>Tracy L. Tyler</i>
Date	March 02 2026

Director Procurement	of	Ronald Gerard Baptiste
Signature		<i>Ronald Gerard Baptiste</i>
Date		March 03 2026

FOR PROCUREMENT USE ONLY

Type of Procurement Request:

RFP - Request for Proposal

Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

Request for Quote (RFQ) This type of solicitation is often used to determine current market pricing.

Request for Proposal (RFP) This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.



Sole Source (SS) this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

State Contract (SC) this procurement is via a State competitive procurement

Two-step Procurement - request for qualifications step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

Required if Total Cost above \$15K	
Chief Financial Officer	Gizelle Johnson Banks
Signature	<i>Gizelle Johnson Banks</i>
Date	March 08 2026

Required if Total Cost above \$50K	
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	March 09 2026