



**Regional Transit Authority
State Contract Procurement Routing Sheet
For Transactions Over \$25,000**

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

Solicitation ID	133
ProjectSchedule Delivery Date	12/31/2022 6:00 AM
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: MOSER, RYAN

Title: DIRECTOR OF FLEET ADVANCEMENT

Ext: 8458

B. Name of Project, Service or Product:

Motorola

C. Justification of Procurement:

~~The agency has recently completed a hand held radio inventory and evaluation, it has been determined that the agency has an immediate need to procure 30 radios. The agency currently has 56 radios in inventory that are end of life and parts are no longer being produced for these radios.~~

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants/ Federal Compliance: Alisa Maniger

Signature

Date

E. Security:

Security Chief: Robert C Hickman

Signature Robert C Hickman

Date 9/22/2022 9:16 PM

F. Safety: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached



false

Safety Chief: **Michael J Smith**

Signature *Michael J. Smith*

Date **September 22 2022**

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst: **Marc Popkin**

Signature *Marc Popkin*

Date **September 22 2022**

G. Funding Source:

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

ICE Amount: **\$146,489.68**

Total Projected Cost: **\$146,489.68**

Funding Type: **Local**

Federal Funding	State	Local	Other
		\$148,000.00	
Projected Fed Cost	State	Local	Other
		\$146,489.68	

FTA Grant IDs	Budget Codes
	1294399.8690.011

Budget Analyst: **Tiffany Gourrier**

Signature *Tiffany Gourrier*

Date **September 22 2022**

H. DBE/SBE GOAL:



% DBE	
% Small Business	0

Director of Small Business Development: Adonis Expose

Signature *Adonis Charles Expose*

Date September 22 2022

DBE/EEO Compliance Manager Adonis Expose

Signature *Adonis Charles Expose*

Date September 22 2022

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

Department Head: Lona Hankins

Signature *Lona Edwards Hankins*

Date September 21 2022

Chief: Lona E. Hankins

Signature *Lona Edwards Hankins*

Date September 22 2022

Director of Procurement: Ronald Baptiste Jr.

Signature *Ronald Baptiste*

Date September 22 2022

FOR PROCUREMENT USE ONLY

Type of Procurement Requested:

SC - State Contract

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.

Chief Financial Officer: Gizelle Banks

Signature *Gizelle Johnson-Banks*

Date September 26 2022

Chief Executive Officer: Alex Z. Wiggins

Signature *Alex Z Wiggins*

Date September 26 2022

