



**Regional Transit Authority  
Award Routing Sheet**

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures. Attachments should be prepared in accordance with the RTA Procurement Policy and Procedure Manual.

<b>Attachments</b>	
(*Indicates required items)	
Solicitation Request Routing Sheet*	Cost or Price Analysis
Administrative Review Form*	Single Bidder Justification
List of Responding Teams w/ subs (DBE)*	Other: _____

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.

Marc Popkin	Risk Management Counsel	8395
Name	Title	Ext.

<b>Department Head Signature</b>	<b>Date</b>
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B. Name of Project, Service or Product: VARIOUS INSURANCE COVERAGES

C. Solicitation Method:      IFB              RFQ              RFP              SS              TWO-STEP

D. Date of Solicitation Advertisements: FROM \_\_\_\_\_ TO \_\_\_\_\_

E. Collection Deadline: \_\_\_\_\_

F. Number of Responding Firms: 48

G. List of Teams Deemed Non-Responsive (Please provide reason in parenthesis):

<b>RTA General Counsel</b>	<b>Date</b>
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H. List of Responding Teams by Technical Evaluation Committee Ranking (Please provide Price/Bid amount in parenthesis if applicable):

