



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	135
ProjectSchedule Delivery Date	October 2, 2023
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: YOUNG, ANGELE

Title: DIRECTOR OF MARKETING

Ext: 8416

B. Name of Project, Service or Product:

RTA Retail Store Pilot

C. Justification of Procurement:

The New Orleans Regional Transit Authority (RTA) is seeking proposals from suppliers to provide high-quality, private-label or custom wholesale merchandise for the agency's retail store pilot to launch Fall 2023. The intention of this pilot is to sell transit related merchandise to generate revenue to support public transit programs and initiatives. The RTA will prioritize high-quality merchandise from a variety of vendors with preference of small, women-owned and minority suppliers.

The RTA will select items from a variety of vendors that meet the quality, pricing, design and aesthetics, and the vision of the RTA retail store. Using the sample list of products below, qualified vendors should submit a written proposal describing proposed products they are prepared to produce as either private label or custom merchandise that will be sold exclusively by the RTA (unless otherwise agreed). All items should include the product minimums, production times, design and set-up fees, wholesale cost per item, suggested retail cost, any other costs including shipping, and provide similar/sample products or photos for consideration. The above information should be provided separately for each proposed retail item.

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 Stevens
Signature	<i>Sterlin Stevens</i>



Date	5/22/2023 3:23 PM
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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	May 19 2023

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	May 19 2023

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
Year-1	
Year-2	
Year-3	
Year-4	
Year-5	
Total all years	

Independent Cost Estimate (ICE): \$67,500.00

Projected Total Cost: \$67,500.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$67,500.00	
Projected Fed Cost	State	Local	Other
		\$67,500.00	

FTA Grant IDs	Budget Codes
	1710002.9496.181



Budget Analyst	Eugenie Fenerty
Signature	<i>Eugenie Fenerty</i>
Date	May 05 2023

I. DBE/SBEGoal:

% DBE	0
% Small Business	0

Director Small Business	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	May 19 2023

DBE/EECompliance Manager	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	May 19 2023

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

Department Head	Angele Young
Signature	<i>Angele Young</i>
Date	May 04 2023

Chief	Angele Young
Signature	<i>Angele Young</i>
Date	May 19 2023

Director of Procurement	Ronald Gerard Baptiste
Signature	<i>Ronald Gerard Baptiste</i>
Date	May 22 2023

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.

Chief Financial Officer	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	May 23 2023

Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	May 23 2023