

ROUTING SHEET

**Regional Transit Authority
State Contract Procurement Routing Sheet**

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

| | |
|-------------------------------|------------------|
| Solicitation ID | 177 |
| ProjectSchedule Delivery Date | 2/7/2024 6:00 AM |
| Technical Specs attached | No |
| Scope of Work attached | No |

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: NASH, CHET
Title: SENIOR NETWORK ADMINISTRATOR
Ext: 8318

B. Name of Project, Service or Product:

Dell Computer Purchase

C. Justification of Procurement:

To replace organizational desktop computers that have end of cycle

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

| | |
|---|--|
| Director of Grants / Federal compliance: | |
| Signature | |
| Date | |

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

Additional Safety Requirements Attached

false

| | |
|------------------|-------------------------|
| Chief | Michael J. Smith |
| Signature | <i>Michael J. Smith</i> |
| Date | February 12 2024 |

Risk Management:

ROUTING SHEET

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

| | |
|--------------------------------|----------------------|
| Risk Management Analyst | Marc L Popkin |
| Signature | <i>Marc L Popkin</i> |
| Date | February 19 2024 |

F. 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: \$139,852.70

Total Projected Cost: \$139,852.70

Funding Type: Local

| Federal Funding | State | Local | Other |
|--------------------|-------|--------------|-------|
| | | \$139,852.70 | |
| Projected Fed Cost | State | Local | Other |
| | | \$139,852.70 | |

| FTA Grant IDs | Budget Codes |
|---------------|------------------|
| | 1290002.8580.170 |
| | |
| | |
| | |
| | |

Funds allocated by multi-year and budget codes:

| Year | Amount | Budget Code |
|------------------------|--------|------------------|
| Year-1 | | 1290002.8580.170 |
| Year-2 | | |
| Year-3 | | |
| Year-4 | | |
| Year-5 | | |
| Total all years | | |

| | |
|-----------------------|------------------------|
| Budget Analyst | Eugenie Fenerty |
| Signature | <i>Eugenie Fenerty</i> |

ROUTING SHEET

| | |
|------|------------------|
| Date | February 09 2024 |
|------|------------------|

G. DBE/SBE GOAL:

| | |
|------------------|---|
| % DBE | 0 |
| % Small Business | 0 |

| | |
|---|------------------------------|
| Director of Small Business Development: | Adonis Charles Expose |
| Signature | <i>Adonis Charles Expose</i> |
| Date | February 19 2024 |

| | |
|----------------|-------------------------------|
| DBE/EE Manager | Adonis Charles Expose' |
| Signature | <i>Adonis Charles Expose'</i> |
| Date | February 19 2024 |

H. Information Technology Dept. vetting.

| | |
|-------------|------------------------|
| IT Director | Sterlin Stevens |
| Signature | <i>Sterlin Stevens</i> |
| Date | 2/19/2024 8:49 PM |

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

| | |
|-----------------|------------------------|
| Department Head | Sterlin Stevens |
| Signature | <i>Sterlin Stevens</i> |
| Date | February 09 2024 |

| | |
|-----------|-----------------------------|
| Chief | Dwight Daniel Norton |
| Signature | <i>Dwight Daniel Norton</i> |
| Date | February 10 2024 |

| | |
|-------------------------|-------------------------------|
| Director of Procurement | Ronald Gerard Baptiste |
| Signature | <i>Ronald Gerard Baptiste</i> |
| Date | February 19 2024 |

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.

ROUTING SHEET

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 | February 21 2024 |

| | |
|--------------------------------|---|
| | Required if Total Cost above \$50K |
| Chief Executive Officer | Lona Edwards Hankins |
| Signature | <i>Lona Edwards Hankins</i> |
| Date | February 21 2024 |