



F. Funding Source: Federal State Local Other: _____

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

Total Amount Available \$ _____
Projected Cost \$350,000.00 \$1,006,720
Previous Cost (if applicable) \$ _____ see Board Report +
FTA Grant No.(s) _____ Staff Summary

Line Item(s) _____
Operations/Department Code 1330002.7650.161
Budget Code(s) _____
ESA 8/11/2020
Budget Analyst _____ Date _____

G. DBE/SBE Goal: 23 % DBE _____ % Small Business

Director of Small Business Development _____ Date _____
Kaziah R. Conner DBE/EEO Compliance Manager 6/25/2020

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

Department Head Signature _____ Date _____

Division Manager _____ Date _____
Mark Meyer Director of Procurement 6-25-20

FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP
Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$100,000 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.
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.



Mah Q Majid

Chief Financial Officer

G.A.M.

Chief Executive Officer

6-25-20

Date

6/25/20

Date