



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	152
ProjectSchedule Delivery Date	January 15, 2024
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: COLLINS, DAWN

Title: EXECUTIVE ASSISTANT TO OFFICE OF CEO

Ext: 8453

B. Name of Project, Service or Product:

Coaching and Consultant Services

C. Justification of Procurement:

RTA seeks to invest in executive coaching to provide transformational leadership for the Executive Leadership team by providing an extensive training and coaching program. Executive coaching prepares leaders for transition and growth and helps them mediate workplace behaviors, support project success, and provide long-term results. We are seeking personalized 1:1 leadership coaching and as well as collaborative approach to professional development, tailored to the unique needs and goals of each individual leader.

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	3/15/2024 3:47 PM

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

Additional Safety Requirements Attached:

Chief	Michael J. Smith
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Signature	<i>Michael J. Smith</i>
Date	March 14 2024

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	March 14 2024

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	Budget Code
Year-1	\$125,000.00	1210002.7076.176
Year-2	\$125,000.00	1210002.7076.176
Year-3	\$125,000.00	1210002.7076.176
Year-4		
Year-5		
Total all years	\$375,000.00	

Independent Cost Estimate (ICE): \$375,000.00

Projected Total Cost: \$375,000.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$400,000.00	
Projected Fed Cost	State	Local	Other
		\$375,000.00	

FTA Grant IDs	Budget Codes
	1210002.7076.176
	1210002.7076.176
	1210002.7076.176

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



Date	January 02 2024
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I. DBE/SBEGoal:

% DBE	0
% Small Business	100

Director Business	Small	Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		March 15 2024

DBE/EECompliance Manager		Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		March 15 2024

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

Department Head	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	January 02 2024

Chief	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	March 14 2024

Director Procurement	of	Ronald Gerard Baptiste
Signature		<i>Ronald Gerard Baptiste</i>
Date		March 15 2024

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.



Required if Total Cost above \$15K	
Chief Financial Officer	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	March 15 2024

Required if Total Cost above \$50K	
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	March 15 2024