



You're On Your Way!

ROUTING: Please review the "Email Routing assignments" and verify all approvers have email addresses selected or errors may occurred.

EDITING: please Click the "Edit" bottom on very top left of this screen if you need to edit this sheet.

Request with ID: 156 it has been approved and thus not editable any longer. Please do not delete it.

REQUEST ID: 156

Mode: Final Approval

Check to see rejection comments if any

Default Routing Review *

[Click to see full log](#)

Status: Approved

Stage: Document Generated

Created By: LAMOTHE-LODGE, SHIRELLE Mon Nov 13 2023 11:18:29 GMT-0600 (Central Standard Time)

STAGE - Awaiting Approval

Document Generated

STAGES: New Request, Grants, Safety, Risk, SBE, DBE, Budget, Info Tech, Dept, Chief, Procurement, CFO, CEO Review, and Document Generated.

STATUS

Approved

STATUSES: In-Progress, Rejected, and Approved

MODE

Final Approval

EDITABLE, Locked or Final Approval

Approved-By in order of approval:

Dept head approved

Budget approved

Grant approved

Required if supported by a Grant

Chief approved

Risk approved

Safety approved

SBE reviewed

DBE reviewed

Info tech approved

Vetting required to insure no software/hardware is ordered without IT approval

Procurement approved

CFO approved

Required If > \$15K

CEO approved

Required If > \$50K

CEO comments

CFO comments

Chief comments

Dept head comments

Procurement comments

Budget comments

Grants comments

Info tech comments

Safety comments

SBE comments

DBE comments

Risk comments

EMAIL ROUTING ASSIGMENTS

Dir/Dept Head Personnel
Lookup *

Shirelle LaMoth... ▼

Dept Head Full Name

#Shirelle LaMothe-Lodge

Dept Head RTA Email *

sslodge@rtaforward.org

Info Tech Lookup

Sterlin Stevens ▼

Info Tech Full Name

Sterlin Stevens

Info Tech RTA Email *

sstevens@rtaforward.org

Grants Personnel Lookup

Grants Team

Dir Grants Rep Full Name

#Grants Team

Dir Grants RTA Email *

GrantsTeam@rtaforward.org

Budget Personnel Lookup

Tiffany Gourrier

Budget Analyst Full Name

Tiffany Gourrier

Budget Analyst RTA Email *

tgourrier@rtaforward.org

Safety/Security Personnel
Lookup

Safety Team

Chief Safety Full Name

#Safety Team

Chief Safety RTA Email *

SafetyProcurementTeam@r

Risk Personnel Lookup

Risk Team

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email *

RiskProcurementTeam@rtaf

SBE Personnel Lookup

SBE Team

Dir SBE Full Name

SBE Team

Dir SBE RTA Email *

SBEProcurementTeam@rtaf

DBE Personnel Lookup

DBE Team

DBE/EEO Compliance Manager
Name

#DBE Team

DBE/EEO Compliance Manager
RTA Email *

DBEProcurementTeam@rtaf

Chief Lookup *

Ryan Moser

Chief Full Name

#Ryan Moser

Chief RTA Email *

rmoser@rtaforward.org

Procurement Lookup

Ronald Baptiste ...

Dir Procurement Full Name

Ronald Baptiste Jr.

Dir Procurement RTA Email *

rbaptiste@rtaforward.org

CFO Lookup

Gizelle Banks

CFO Full Name

Gizelle Banks

CFO RTA Email *

gbanks@rtaforward.org

CEO Lookup

Lona E. Hankins

CEO Full Name

Lona E. Hankins

CEO RTA Email *

lhankins@rtaforward.org

Department Representative (sections A. B. & C.)

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.

FACILITIES MANAGER
LAMOTHE-LODGE, SHIRELLE
sllodge@rtaforward.org

Ext. *

8482

B. Name of project/service/product *

ENO Garage Air Compressor

Procurement Justification *

ENO Air Compressor (Mechanic Shop) needs to be replaced as soon as possible. The current air compressor is off and on and is causing the workers to not be able to complete their daily task, especially for the lifts.

Reason to justify the procurement of the product, project or services being requested.

Attachments (*Indicated Required Items)

Project Schedule
Delivery Date *

Dec 1, 2023

ICE Amount *

\$

77,692.00

Technical Specs

Yes

No

Scope of work

Yes

No

ICE FORM ATTACHMENT IS REQUIRED TO CONTINUE...! *



ICE Form Trio.docx



.pdf

Certification of Authorized Grant (Section D.)

Specification of Authorized Grant
is required?

Yes No

Director of Grants / Federal
Compliance

#GRANTS TEAM

Funding Source (Section F.)

Funding Type *

Federal State Local Other

Budget Analyst

TIFFANY GOURRIER

Available Federal
funding

\$

Available State Funding

\$

Available Local Funding

\$ 77,692.00

Available Other
Funding

\$

Projected Federal Cost

\$

Projected State Cost

\$

Projected Local Cost *

\$ 77,692.00

Projected Other Cost

\$

Total Available Funding

\$ 77,692.00

Projected Total Cost

\$ 77,692.00

ICE Amount Entered

\$ 77,692.00

Capital Project ID

Capital projects review required?

Multi-Year Solicitation



No

Note: The default "Budget Team" includes all budget analysts.

They will all get an email, but only one will approve according to the budget code assignment.

Budget Code -1 *

1284306.7570.125

Budget Code - 2

Budget Code - 3

Budget Code - 4

Budget Code-5

Safety, Security and Emergency Management (Section E.-1.)

Safety Review and Approval is Required

Yes

Safety Chief

#SAFETY TEAM

Safety Attachments

No files uploaded

Risk Management (Section E-2.)

STD Insurance Provisions is Required

Yes

Risk Management Analyst

RISK TEAM

Risk Attachments

No files uploaded

DBE / SBE Goal (Section G.) - Review and Approval is required

Director of Small Business Development

SBE TEAM

DBE/EEO Compliance Manager

#DBE TEAM

I have reviewed this form and the attachments provided and by inputing my name below I give authority to the above stated department representative to proceed as lead in the procurement process.

Input your fullname *

Shirelle LaMothe-Lodge

Date *

Nov 13, 2023