



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	144
ProjectSchedule Delivery Date	5/1/2023 5:00 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: ROBICHAUX, JACQUES
Title: DIRECTOR OF MAINTENANCE
Ext: 8476

B. Name of Project, Service or Product:

Gasoline Fuel Card Purchasing Services

C. Justification of Procurement:

The Maintenance Department has determined that offsite gasoline dispensing services for Par-transit and non-revenue vehicles are more beneficial and cost effective to the agency. Using the state contract fuel card program has a few benefits such as; Federal Tax exemptions per gallon, bulk fuel incentives, no set-up fee for the card program, as well as up to 3 cents per gallon in rebates. Maintenance is seeking authorization for a three (3) year contract with two option years.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants / Federal compliance:	
Signature	
Date	

E. Security:

Security Chief	Robert C Hickman Jr
Signature	<i>Robert C Hickman Jr</i>
Date	3/9/2023 6:11 AM

F. Safety: Include Standard Safety Provisions Only:



Additional Safety Requirements Attached

false

Safety Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	March 09 2023

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst	Marc Popkin
Signature	<i>Marc Popkin</i>
Date	March 09 2023

G. 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: \$4,509,191.00

Total Projected Cost: \$4,508,191.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$4,508,191.00	
Projected Fed Cost	State	Local	Other
		\$4,508,191.00	

FTA Grant IDs	Budget Codes
	1450006.8030.03105
	1450006.9221.03105
	1430099.8030.081
	1430099.9221.181

Budget Analyst	Tiffany Gourrier
Signature	<i>Tiffany Gourrier</i>



Date	March 08 2023
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H. DBE/SBE GOAL:

% DBE	0
% Small Business	0

Director of Small Business Development:	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	March 08 2023

DBE/EE Manager	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	March 09 2023

I. Information Technology Dept. vetting.

IT Director	Sterlin Stevens
Signature	<i>Sterlin Stevens</i>
Date	3/9/2023 9:29 PM

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

Department Head	Jacques Robichaux
Signature	<i>Jacques Robichaux</i>
Date	March 08 2023

Chief	Gerard j Guter
Signature	<i>Gerard j Guter</i>
Date	March 08 2023

Director of Procurement	Ronald Gerard Baptiste
Signature	<i>Ronald Gerard Baptiste</i>
Date	March 09 2023

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.



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	March 10 2023

Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	March 10 2023