



### Regional Transit Authority Solicitation Request Routing Sheet

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

Attachments (*Indicates Required Items)	
* Scope of Work	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

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.

**Korrie Mapp, CPE**  
Name

**Director of OSHA**  
Title

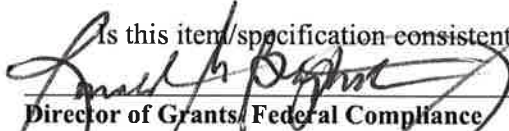
**8464**  
Ext.

B. Name of Project, Service or Product: **COVID Testing**

C. Justification of Procurement: **The CDC states that while COVID cases and hospitalizations in the U.S. remain low they are slowly rising again. The highly contagious Delta variant makes up a majority of new U.S. cases. Since this variant spreads so rapidly, it has caused the national uptick. In order to stay ahead of this phase of the pandemic, RTA has developed a Scope of Work for a highly qualified testing agency/company to conduct weekly onsite COVID testing for its' employees.**

D. Certification of Authorized Grant:


Is this item/specification consistent with the Authorized Grant? Yes  No

  
Director of Grants, Federal Compliance

Date 7/26/21

E. Safety: Include  Standard Safety Provisions Only


Additional Safety Requirements Attached

  
Safety Director

Date 7/26/21

Risk Management: Include Standard Insurance Provisions Only?  Yes  No

Include Additional Insurance Requirements Attached **n/a**

  
Risk Management Analyst

Date 7/27/2021



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 Available Funding: \$ \_\_\_\_\_

Estimated Cost: \$ 242,400.<sup>00</sup> \_\_\_\_\_

FTA Grant No.(s) NA \_\_\_\_\_

Line Item(s) NA \_\_\_\_\_

Operations/Department Code \_\_\_\_\_

Budget Code(s) 1 COVID 19. 7150. 166 \_\_\_\_\_

ES 2 7/26/21 \_\_\_\_\_

Budget Analyst \_\_\_\_\_ Date

G. DBE/SBE Goal: 0 % DBE 0 % Small Business

Adrienne G. Egan Director of Small Business Development 7/27/21 \_\_\_\_\_

Adrienne G. Egan DBE/EEO Compliance Manager 7/27/21 \_\_\_\_\_

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

Michael J. Smith Department Head 7/27/21 \_\_\_\_\_

Michael J. Smith Division Manager 7/27/21 \_\_\_\_\_

James M. [Signature] Director of Procurement 7/28/21 \_\_\_\_\_

**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 \$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.

**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.



*[Signature]*  
\_\_\_\_\_  
Chief Financial Officer

*[Signature]*  
\_\_\_\_\_  
Chief Executive Officer

*7/20/21*  
\_\_\_\_\_  
Date

*8/4/21*  
\_\_\_\_\_  
Date

# COVID Testing

## RTA Safety Department

### BACKGROUND

The Centers for Disease Control (CDC) states that while Coronavirus cases and hospitalizations in the United States remain low they are slowly rising again. The highly contagious Delta variant makes up a majority of new U.S. cases. Since this variant spreads so rapidly, it has caused the national uptick.

In order to stay ahead of this phase of the pandemic, RTA has developed this Scope of Work. This Scope of Work is for a highly qualified testing agency/company to conduct weekly onsite COVID testing for RTA employees.

### SCOPE OF WORK

#### 1. Conduct Weekly COVID testing at RTA facilities

The agency/company shall be able to conduct weekly PCR COVID testing at **any** of the RTA facilities.

#### 2. Results

The agency/company shall provide RTA with the testing results data on a weekly basis.

#### 3. Employee Information

The agency/company consultant shall follow all federal and state laws regarding patient information.

#### 4. COVID Information

The agency/company shall provide RTA employees with COVID pamphlets and/or information

#### 5. Supporting Activities

Supporting activities that may be issued as individual task orders include, but are not limited to:

- Ad hoc task orders may also be issued for additional safety and health purposes.

### PERIOD OF PERFORMANCE

This contract will be awarded for a 2-month period.

**Independent Cost Estimate (ICE)**

**INDEPENDENT COST ESTIMATE SUMMARY FORM**

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

COVID testing at RTA facilities

New Procurement

Contract Modification (Change Order)

Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

Published Price List (attach source and date)

Historical Pricing (attach copy of documentation from previous PO/Contract)

Comparable Purchases by Other Agencies (attach email correspondence)

Engineering or Technical Estimate (attach)

Independent Third-Party Estimate (attach)

Other (specify) email \_\_\_\_\_ attach documentation

Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ 242,400

The preceding independent cost estimate was prepared by:

Korrie Mapp

Name



Signature

## Mapp, Korrie J

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**From:** Mapp, Korrie J  
**Sent:** Friday, July 23, 2021 3:38 PM  
**To:** Randolph, Arian; Major, Mark; Felton, Katherine; Stringer, Thomas; Guter, Gerard; Cayless, Justin; Baptiste, Ronald Jr  
**Cc:** Safety Department  
**Subject:** RE: Masks and Temperature information

Good afternoon Mr. Baptiste,

Here is what I could find out:

Testing can range from \$45 – \$150 per test. There is a cost for coming on-site, which is about \$300. So here is an very rough estimate:

Weekly costs (assuming 300 persons/day @ a test cost of \$100): \$30,300

After speaking with Ms. Felton, testing would last for a 2-month period. Therefore, this will result in a 2-month cost of **\$242,400**. I would suggest we conduct bi-weekly COVID testing.

One more thing for everyone to consider, testing accuracy:

**Rapid Antigen Test:**

Example: BINAXNOW

Accuracy: for a symptomatic person, the accuracy of these tests are around 60% accurate. For someone without symptoms, the accuracy drops down to about 30%. Turnaround time: 15-20 mins

**PCR Test:**

Accuracy: 99.9%

Turnaround Time: 24 hours from receipt at the lab

We want to make sure we don't give ourselves too many false positive or false negatives in the name of speed. I would suggest we utilize the PCR test to make sure we are making the right call when holding people out or allowing them to work. Please share this email with anyone I inadvertently left off, but should have included.

If you have any questions, please contact me.

Thank you,

**Korrie Mapp, CPE**

Director of Occupational Safety and Health  
New Orleans Regional Transit Authority



2817 Canal Street | New Orleans, LA 70119  
Office: 504.827.8464 | Cell: 504.264.8072  
[kimapp@ртаforward.org](mailto:kimapp@ртаforward.org)

## **Mapp, Korrie J**

---

**From:** Baptiste, Ronald Jr  
**Sent:** Monday, July 26, 2021 10:40 AM  
**To:** Mapp, Korrie J  
**Cc:** Major, Mark  
**Subject:** RE: Masks and Temperature information

Hi Korrie,

I'm just following up ( i.e. status update) regarding this solicitation request.

Ron

**From:** Mapp, Korrie J <kjmapp@rtaforward.org>  
**Sent:** Friday, July 23, 2021 3:38 PM  
**To:** Randolph, Arian <arandolph@rtaforward.org>; Major, Mark <mmajor@rtaforward.org>; Felton, Katherine <kfelton@rtaforward.org>; Stringer, Thomas <tstringer@rtaforward.org>; Guter, Gerard <gguter@rtaforward.org>; Cayless, Justin <jcayless@rtaforward.org>; Baptiste, Ronald Jr <rbaptistejr@rtaforward.org>  
**Cc:** Safety Department <safety@rtaforward.org>  
**Subject:** RE: Masks and Temperature information

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**Korrie Mapp, CPE**

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Office: 504.827.8464 | Cell: 504.264.8072  
[kimapp@rtafortward.org](mailto:kimapp@rtafortward.org)

**From:** Mapp, Korrie J

**Sent:** Friday, July 23, 2021 1:50 PM

**To:** Randolph, Arian <[arandolph@rtafortward.org](mailto:arandolph@rtafortward.org)>; Major, Mark <[mmajor@rtafortward.org](mailto:mmajor@rtafortward.org)>; Felton, Katherine <[kfelton@rtafortward.org](mailto:kfelton@rtafortward.org)>; Stringer, Thomas <[tstringer@rtafortward.org](mailto:tstringer@rtafortward.org)>; Guter, Gerard <[gguter@rtafortward.org](mailto:gguter@rtafortward.org)>; Cayless, Justin <[icayless@rtafortward.org](mailto:icayless@rtafortward.org)>

**Cc:** Safety Department <[safety@rtafortward.org](mailto:safety@rtafortward.org)>

**Subject:** Masks and Temperature information

Good afternoon,

Below is the draft of what I'd like to send out. Currently, SIS and Carrollton are performing temperature screenings. I have not been able to verify if ENO has a temperature screening station, but from those I have spoken with we probably need to get a thermometer out to ENO soon. I spoke with Chris Clark about



Operations and they have a good plan in place of getting operators screened before their shift begins. Please share this email with anyone I inadvertently left off, but should have included.

Other items we need to review:

- Do we have enough masks to provide employees on Monday?
- When will a PO be produced for the walk-up thermometers?
- Can we get handheld thermometers to ENO before Monday?

Thoughts?

Good afternoon,

The following information is meant to increase awareness and safety during this new phase of the COVID pandemic:

**1) Masks**

- Masks must be worn at all times while on RTA property or vehicles by **ALL** employees or visitors.
- Supervisors please remind employees that masks are **REQUIRED** while walking through the shop, hallways, etc. or talking to other employees regardless of social distancing.
- The **ONLY** exception is when you are working in your area alone or alone in a vehicle.

**2) Temperature Screening**

- Temperature screening will begin on Monday, July 26, 2021.
- All employees will be responsible to get their temperature checked prior to starting work.
- Departments are responsible to make sure every employee reporting to work has had their temperature checked prior to beginning work. Remember any employee with a temperature of 100.4 or over is **NOT** permitted to work.

@Carrollton Facility

Currently has a temperature screening station. Contact Floyd Bailey if you have questions.

@Canal Facility

If your department does not have a screening station use the screening station at Security on the first floor. Complete the log and inform your supervisor.

@SIS Facility

Currently has a temperature screening station. Contact Brett Grissom if you have questions.

@ ENO Facility  
TBD

@MOW

Currently has a temperature screening station. Contact Teron Lewis if you have questions.

**As a reminder, all RTA employees and visitors should wear masks at all times.**

If you any questions regarding the above information, please contact me.

Thank you,

**Korrie Mapp, CPE**  
Director of Occupational Safety and Health  
New Orleans Regional Transit Authority



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