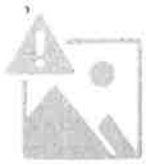


Change Order Routing Sheet



Request with ID: 393, has been submitted for approval thus not "editable", unless rejected first.

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

REQUEST ID: 393

Mode: Locked

Status: In-Progress

Stage: Dept

Review

Created By: DOHERTY,
ANGELA J

☒ Default Email
Routing Assignment *

☐ Check to see any
reject comments

☐ Click to see full log

*NOTE: Please click above
to update the "Email
Routing Assignments".*

Tue Aug 26

2025 13:56:41 GMT-0500

(Central Daylight Time)

EMAIL ROUTING ASSIGNMENTS

Dir/Dept Head Personnel
Lookup *

Jacques Robichaux

Dept Head Full Name

#Jacques Robichaux

Dept Head RTA Email *

jrobichaux@rtaforward.org

Grants Personnel Lookup

Grants Team

Dir Grants Rep Full Name

#Grants Team

Dir Grants RTA Email *

GrantsTeam@rtaforward.org

Budget Personnel Lookup

Budget Team

Budget Analyst Full Name

#Budget Team

Budget Analyst RTA Email *

Budget@rtaforward.org

Safety 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

Procurement Lookup

Ronald Baptiste Jr.

Dir Procurement Full Name

Ronald Baptiste Jr.

Dir Procurement RTA Email *

rbaptiste@rtaforward.org

Chief Lookup *

Ryan Moser

Chief Full Name

#Ryan Moser

Chief RTA Email *

rmoser@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 to participate in the procurement process:

Title: MANAGER OF INVENTORY CONTROL Name: DOHERTY, ANGELA J Email: adoherty@rtaforward.org

RTA Phone Ext. Number
*

8405

Contract Information

Contract No.

02821

Contract Title *

NEW FLYER PROPRIETARY PARTS

PO No. *

00129

☐ Check to add attachments (Limited to 25MB)

Contract History

Original award value *

\$ 1,200,000.00

Previously executed change order value

\$ 0.00

Adjusted contract value

\$ 1,200,000.00

Adjusted Contract Value prior to requested change order

Current change order value *

\$ 700,000.00

Revised contract value *

\$ 1,900,000.00

Revised Contract Value with current change order

Procurement Justification

*Required **

This request is for the purchase of proprietary Bus parts for fleet repair that is only available through New Flyer. The estimated cost is \$700,000 taking advantage of the change order option year after the 2 year term ended. The increase from the previous award of \$560,000 is a 25% inflation due to the Tariffs that have been imposed by government.

Type of Change Request

Required *

- ☒ Administrative
- ☐ Supplemental
- ☐ Termination

Responsibility Determination: Price determined fair and reasonable based on (An ICE form or other form of determination must be provided.

Responsibility Determination *

ICE

Independent Cost Estimate

\$

700,000.00

Ice Form or Other form is required *



ICE Form 08222025.docx



NORTA_Parts_List_Updated Final 2025.xlsx



Proprietary Statement New Orleans 25.doc



SOLE SOURCE New Flyer 2025.docx

DBE/SBE/SLBE Review is required.

Prime firm's commitment NOTE: The Prime Firm must be notified by the Project Manager that the DBE/SBE/SLBE Commitment percentages applies to the Total Contract Value after all amendments and change orders.

Director of Small Business Development

SBE TEAM

DBE/EEO Compliance Manager

#DBE TEAM

Capital Project (Requires a Project ID#)

☐ Is Capital projects review required?

Funding Source

Funding Type *

☐ Federal ☐ State ☒ Local ☐ Other

Budget Analyst

#BUDGET TEAM

Available Federal
funding

\$

Available State Funding

\$

Available Local Funding
*

\$ 700,000.00

Available Other
Funding

\$

Revised Projected
Federal cost

\$

Revised Projected State
Cost

\$

Revised Projected Local
Cost *

\$ 700,000.00

Revised Projected
Other Cost

\$

Total Available Funding

\$ 700,000.00

Revised Projected total cost

\$ 700,000.00

Revised Contract Value Entered

\$ 1,900,000.00

Budget

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 lookup List-1 *

01-0000-00-1301-000-00-00-00000-00000

Budget code-1

01-0000-00-1301-000-00-00-00000-00000

Budget lookup List-2

Budget code-2

Budget lookup List-3

Budget code-3

Budget lookup List-4

Budget code-4

Safety/Security and Risk Review (Required if Total Project Cost > \$25K)

Include Safety Review and Approval is Required



Yes

Safety Chief

#SAFETY TEAM

☐ Check to add Safety Attachments

Include STD Insurance Provisions is Required



Yes

Risk Management Analyst

RISK TEAM

☐ Check to add Risk Attachments

Department Representative

I have reviewed this form and the attachments provided and by inputting my name below I give authority to the above stated department representative to proceed.

Input Rep fullname *

ANGELA J DOHERTY

Date *

Aug 26, 2025