



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	285
ProjectSchedule Delivery Date	January 31, 2026
Technical Specs attached	No
Scope of Work attached	Yes

- 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: BUTLER, IVANA

Title: ADMINISTRATIVE ANALYST PHYSICAL SECURITY

Ext: 8479

B. Name of Project, Service or Product:

On-Call Technical Safety Support

C. Justification of Procurement:

The Safety Department is seeking on-call consultant support in the areas of Safety and Security Certification (SSC), Risk-Based Inspection (RBI) compliance, technical safety and security training for personnel, internal Safety Management Systems (SMS) documentation and auditing, technical review, and compliance with FTA safety regulations. The consultant will work under the direction of the Chief of Safety, Security, and Emergency Management (SSEM) or designee and will assist in ensuring that RTA's safety and security programs meet federal, state, and local requirements while maintaining best practices in transit safety management. The contract term will be for an initial three (3) year term with two (2) one-year renewal options.

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 J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	1/20/2026 4:13 PM

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

Additional Safety Requirements Attached:



Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	January 16 2026

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	January 16 2026

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	\$300,000.00	01-4600-02-7070-166-00-00-00000-00000
Year-2	\$300,000.00	01-4600-02-7070-166-00-00-00000-00000
Year-3	\$300,000.00	01-4600-02-7070-166-00-00-00000-00000
Year-4		
Year-5		
Total all years	\$900,000.00	

Independent Cost Estimate (ICE): \$900,000.00

Projected Total Cost: \$900,000.00

Funding Type: Local

Grants or Capital Project ID:

Federal Funding	State	Local	Other
		\$900,000.00	
Projected Fed Cost	State	Local	Other
		\$900,000.00	

FTA Grant IDs	Budget Codes
	01-4600-02-7070-166-00-00-00000-00000
	01-4600-02-7070-166-00-00-00000-00000
	01-4600-02-7070-166-00-00-00000-00000



Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	January 15 2026

I. DBE/SBEGoal:

% DBE	0
% Small Business	100

Director Business	Small	Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		January 20 2026

DBE/EECompliance Manager	Adonis Charles Expose'
Signature	<i>Adonis Charles Expose'</i>
Date	January 20 2026

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

Department Head	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	January 15 2026

Lagal Chief	Tracy L. Tyler
Signature	<i>Tracy L. Tyler</i>
Date	Wednesday, January 21, 2026

Division Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	January 16 2026

Director Procurement	of	Ronald Gerard Baptiste
Signature		<i>Ronald Gerard Baptiste</i>
Date		January 21 2026

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	January 26 2026

Required if Total Cost above \$50K	
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	January 26 2026