



## 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	157
ProjectSchedule Delivery Date	5/31/2024 5:00 AM
Technical Specs attached	Yes
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:** PENNAMAN, ALGER  
**Title:** FLEET ASSET MANAGER  
**Ext:** 8400

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

6- One Ton Crew Cab

**C. Justification of Procurement:**

To expand the agencies support fleet.

**D. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

Yes

<b>Director of Grants / Federal compliance:</b>	Alisa Maniger
<b>Signature</b>	<i>Alisa Maniger</i>
<b>Date</b>	August 29 2023

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

Additional Safety Requirements Attached

false

<b>Chief</b>	Korrie Mapp
<b>Signature</b>	<i>Korrie Mapp</i>
<b>Date</b>	August 29 2023

**Risk Management:**

Include Standard Insurance Provisions Only?



true

Include Additional Insurance Requirements Attached ?

false

<b>Risk Management Analyst</b>	Marc Popkin
<b>Signature</b>	<i>Marc Popkin</i>
<b>Date</b>	August 29 2023

**F. 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:** \$297,462.36

**Total Projected Cost:** \$294,120.66

**Funding Type:** Federal

Federal Funding	State	Local	Other
\$294,120.66			
Projected Fed Cost	State	Local	Other
\$294,120.66			

FTA Grant IDs	Budget Codes
LA2022-022.1113.114211	

Funds allocated by multi-year and budget codes:

Year	Amount	Budget Code
Year-1		
Year-2		
Year-3		
Year-4		
Year-5		
<b>Total all years</b>		

<b>Budget Analyst</b>	
<b>Signature</b>	
<b>Date</b>	



**G. DBE/SBE GOAL:**

<b>% DBE</b>	<b>0</b>
<b>% Small Business</b>	<b>0</b>

<b>Director of Small Business Development:</b>	<b>Adonis Charles Expose'</b>
<b>Signature</b>	<i>Adonis Charles Expose'</i>
<b>Date</b>	<b>August 29 2023</b>

<b>DBE/EE Manager</b>	<b>Adonis Charles Expose'</b>
<b>Signature</b>	<i>Adonis Charles Expose'</i>
<b>Date</b>	<b>August 29 2023</b>

**H. Information Technology Dept. vetting.**

<b>IT Director</b>	<b>Sterlin Stevens</b>
<b>Signature</b>	<i>Sterlin Stevens</i>
<b>Date</b>	<b>8/29/2023 7:34 PM</b>

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

<b>Department Head</b>	<b>Jacques Robichaux Sr.</b>
<b>Signature</b>	<i>Jacques Robichaux Sr.</i>
<b>Date</b>	<b>August 29 2023</b>

<b>Chief</b>	<b>Ryan Moser</b>
<b>Signature</b>	<i>Ryan Moser</i>
<b>Date</b>	<b>August 29 2023</b>

<b>Director of Procurement</b>	<b>BH Briana Howze</b>
<b>Signature</b>	<i>BH Briana Howze</i>
<b>Date</b>	<b>August 29 2023</b>

**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.

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	<b>Required if Total Cost above \$15K</b>
<b>Chief Financial Officer</b>	<b>Gizelle Johnson-Banks</b>
<b>Signature</b>	<i>Gizelle Johnson-Banks</i>
<b>Date</b>	<b>August 29 2023</b>

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	<b>Required if Total Cost above \$50K</b>
<b>Chief Executive Officer</b>	<b>Lona Hankins</b>
<b>Signature</b>	<i>Lona Hankins</i>
<b>Date</b>	<b>August 29 2023</b>