



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.

Alisa Maniger
Name

Administrative Analyst 8382
Title Ext.

[Signature]
Department Head Signature

5/14/21
Date

B. Name of Project, Service or Product: Purchase of twenty one (21) 40ft. New Flyer Bio-Diesel Buses

C. Justification of Procurement: The current 40ft. Fixed Route vehicles have surpassed their useful life and need replacing.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No
[Signature] 5/17/2021
Director of Grants/ Federal Compliance Date

E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached
[Signature] 5/17/21
Safety Director Date

Risk Management: Include Standard Insurance Provisions Only? Yes No
Include Additional Insurance Requirements Attached N/A 5/17/2021
[Signature] Date
Risk Management Analyst

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 Amount Available

\$ 12,080,800.00

Projected Cost

\$ 11,265,114.00

Previous Cost (if applicable)

\$ LA 2021-014.1111.111201 5/17/21
~~LA 2020-014.1111.111201~~ \$9,012,091.20

FTA Grant No.(s)

Line Item(s)

Local match amount \$2,253,022.80

Operations/Department Code

Budget Code(s)

Budget Analyst

Date

G. DBE/SBE Goal:

0 % DBE

0 % Small Business

Director of Small Business Development

Date

[Signature]
DBE/EO Compliance Manager

Date

5/14/2021

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

Department Head Signature

Date

Division Manager

Date

Director of Procurement

Date

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.

Chief Financial Officer

Date



C. A. M.
Chief Executive Officer

5 / 17 / 21
Date