



**Regional Transit Authority
State Contract Procurement Routing Sheet
For Transactions Over \$25,000**

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

Attachments

(*Indicates Required Items)

* Scope of Work

Technical Specifications

DBE/SBE Goal Calculation

Project Schedule/Delivery Date *

Selection Criteria (RFQ/RFP Only)

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

Name

Director of OSHA

Title

8464

Ext.

B. Name of Project, Service or Product: Covid Testing

C. Justification of Procurement: **The CDC states the while COVID cases and hospitalizations in the U.S. remain low, they are slowly rising again. The highly contagious Omicron 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?

N/A
Director of Grants/ Federal Compliance

Yes 12/22/21 No (X)
Date

E. Safety: Include Standard Safety Provisions Only

Korrie Mapp Additional Safety Requirements Attached
Safety Director

12/15/21
Date

Risk Management: Include Standard Insurance Provisions Only?

Include Additional Insurance Requirements Attached N/A

Yes (X)

No



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?
[Signature]
Director of Grants, Federal Compliance

Yes ☒ No ☐
7/24/21
Date

E. Safety: Include Standard Safety Provisions Only

[Signature]
Safety Director

7/26/21
Date

Risk Management: Include Standard Insurance Provisions Only? ☒ Yes ☐ No

Include Additional Insurance Requirements Attached **N/A**

[Signature]
Risk Management Analyst

7/27/2021
Date



Risk Management Analyst

12/22/2021

Date

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: \$ _____

Projected Cost: \$ 500,000.00

FTA Grant No.(s) N/A

Line Item(s) N/A

Operations/Department Code _____

Budget Code(s) 1COVID19.7150.166

ES 7

Budget Analyst

12/29/21

Date

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

Director of Small Business Development

Date

DBE/EEO Compliance Manager

Date

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

Department Head

Date

Division Manager

Date

Director of Procurement

Date

FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one) IFB RFQ RFP SS SC 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.

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



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: \$ 242,400.⁰⁰

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

Dir. G. Smith 7/27/21
Director of Small Business Development Date

Dir. G. Smith 7/27/21
DBE/EEO Compliance Manager Date

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

Michael J. Smith 7/27/21
Department Head Date

Michael J. Smith 7/27/21
Division Manager Date

James H. [Signature] 7/28/21
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.

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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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Chief Financial Officer

Chief Executive Officer

Date

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. With the Delta and Omicron variants starting to become more common throughout the country it is important that RTA stays vigilant.

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

The vendor will conduct weekly PCR COVID testing for RTA employees. The testing will be conducted and collected by the vendor. The vendor will perform COVID testing through nasal or throat swabs collection methods. The vendor will bill RTA for each COVID test and not use the employee's insurance. COVID testing will be conducted at multiple locations around the greater New Orleans Metropolitan area. The vendor must be able to travel and provide testing for the number of employees at the various locations. The vendor shall be aware that some testing locations may have 10 employees or less while others may have over 100 employees. The vendor shall be able to conduct testing regardless of the number of employees at the location. The vendor shall be able to conduct testing on all shifts to make sure all employees have the ability to get tested. The vendor shall provide RTA with the testing results on a weekly basis. The vendor shall provide RTA employees with COVID pamphlets and/or information. The vendor shall follow all federal and state laws regarding any and all aspects of COVID testing and patient information.

PERIOD OF PERFORMANCE

This contract will be awarded for a 3 months period with an option for an extension.

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

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



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Office: 504.827.8464 | Cell: 504.264.8072
kjmapp@rtafoward.org