



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
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.

Helen Valenzeula Director of Professional Standards & Training
Name Title Ext.

Handwritten signature of Helen Valenzeula

Department Head Signature

March 29, 2021
Date

B. Name of Project, Service or Product: Classification, Compensation, Health and Retirement Benefits

C. Justification of Procurement: since the transition of operations and maintenance is now under the complete authority of the New Orleans Regional Transit Authority (NORTA) requires the professional services of a qualified consultant, with transit industry experience, to advise the agency on the RTA's Classification, Compensation, Health, and Retirement Benefits Study to include salary ranges, non-management step progression, promotions, along with a comparative assessment of RTA's retirement benefits and the value of the overall benefits program in comparison to its selected peers. The recommendations provided by the Classification, and Compensation, Health and Retirement Benefits study must assist the RTA in continuing to operate as efficiently as possible while establishing salary competitiveness and health/retirement benefits benchmarks in the labor markets in which the Authority competes. RTA desires to compensate its employees fairly and at rates consistent with job content, scope, responsibility, and other appropriate compensable and benefit factors.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes

No (circled)



Director of Grants / Federal Compliance
[Signature]

Date 4/6/21

E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached
Michael J. Smith
Safety Director

3/30/21
Date

Risk Management: Include Standard Insurance Provisions Only? Yes No

Include Additional Insurance Requirements Attached N/A
[Signature]
Risk Management Analyst

3/30/2021
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 Amount Available \$ _____

Projected Cost \$ \$150,000

Previous Cost (if applicable) \$ _____

FTA Grant No.(s)

Line Item(s)

Operations/Department Code

Budget Code(s)

ES7

Budget Analyst

1770002.7070.167
4/6/21
Date

G. DBE/SBE Goal: 0 % DBE

100 % Small Business W/C

Director of Small Business Development

Kenzia L. Cauthorne
DBE/EO Compliance Manager

Date 4/8/21
Date

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

*
Department Head Signature

Date

*
Division Manager

[Signature]
Director of Procurement

Date 4/6/21
Date

* See page #1 of 8, Section A



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

4/8/21

Date

See email memo DIB 4/9/21 Attached

Chief Executive Officer

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: Classification, Compensation, Health Benefits & Retirement Study

Date of Estimate:

Description of Goods/Services: Classification, Compensation, Health Benefits & Retirement Study

- New Procurement
 Contract Modification (Change Order)
 Exercise of Option

Method of Obtaining Estimate: Estimate based on price received by NICE Bus solicitation number E3263R for similar item.

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) after contacting transit agencies via APTA and research an estimation was determined and may need to adjust based on bids.
 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 \$ 150,000.00

The preceding independent cost estimate was prepared by:

Darwyn Anderson

Name



Signature

4/6/2021

Baptiste, Ronald Jr

From: Anderson, Darwyn
Sent: Friday, April 9, 2021 2:37 PM
To: Wiggins, Alex
Cc: Baptiste, Ronald Jr
Subject: RE: RFP - Training & Class/Comp

Thanks
dba

From: Wiggins, Alex <awiggins@rtaforward.org>
Sent: Friday, April 9, 2021 2:36 PM
To: Anderson, Darwyn <danderson@rtaforward.org>
Cc: Baptiste, Ronald Jr <rbaptistejr@rtaforward.org>
Subject: Re: RFP - Training & Class/Comp

Absolutely. I approve and can sign on Monday. Let's publish today if we can. Thanks

Alex Z. Wiggins
Chief Executive Officer
New Orleans Regional Transit Authority

Sent from my iPhone

On Apr 9, 2021, at 12:28 PM, Anderson, Darwyn <danderson@rtaforward.org> wrote:

Alex,

The last signature is yours before the above RFPs move forward. I'm hoping that you can give the okay by email to move forward and we obtain your signature upon your return to the office. I did not want to reach out to Donna or Katherine because of the family matters each are dealing with today.

Thanks
dba

Darwyn B. Anderson
Chief Human Resources Officer

<image001.png>
New Orleans **Regional Transit Authority**
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Office: 504.827.8409
danderson@rtaforward.org

<Classification Compensation Health Benefits Retirement.pdf>
<Leadership Training and Change Management.pdf>