



# State Contract Procurement Routing Sheet

RESUBMITTAL for REJECTION #1 by Budget Review on May 07 2026 09:10:52

REQUEST ID: 332

This sheet has been submitted for approval it's "not editable"

Mode: Locked Status: In-Progress Stage: Chief Review

Created By: O'SULLIVAN, DORIS Wed May 06 2026 14:19:20 GMT-0500 (Central Daylight Time)

Default Routing Review \*

Check to see reject comments

Click to see full-log

## EMAIL ROUTING ASSIGNMENTS

Dir/Dept Head Personnel  
Lookup \*

Sterlin Stevens

Dept Head Full Name

Sterlin Stevens

Dept Head RTA Email \*

sstevens@rtaforward.org

Info Tech Lookup

Info Tech Fullname

Info Tech Team

Info Tech Email \*

InfoTechProcurement@rtafc

Grants Personnel Lookup

Dir Grants Rep Full Name

Grants Team

Dir Grants RTA Email \*

Budget Personnel Lookup

Budget Analyst Full Name

Budget Team

Budget Analyst RTA Email \*

Budget@rtaforward.org

Safety Personnel Lookup

Chief Safety Full Name

Safety Team

Chief Safety RTA Email \*

SafetyProcurementTeam@rtaf

Risk Personnel Lookup

Risk Team

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email \*

RiskProcurementTeam@rtaf

SBE Personnel Lookup

Dir SBE Full Name

SBE Team

Dir SBE RTA Email \*

SBEProcurementTeam@rtaf

DBE Personnel Lookup <input type="text" value="DBE Team"/>	DBE/EEO Compliance Manager Name <input type="text" value="#DBE Team"/>	DBE/EEO Compliance Manager RTA Email * <input type="text" value="DBEProcurementTeam@rtai"/>
Procurement Lookup <input type="text"/>	Dir Procurement Full Name <input type="text" value="Procurement Team"/>	Dir Procurement RTA Email * <input type="text"/>
Chief Lookup * <input type="text" value="Yolanda Rodriguez"/>	Chief Full Name <input type="text" value="#Yolanda Rodriguez"/>	Chief RTA Email * <input type="text" value="yrodriguez@rtaforward.org"/>
CFO Lookup <input type="text" value="CFO Team"/>	CFO Full Name <input type="text" value="CFO Team"/>	CFO RTA Email * <input type="text" value="CFO-Procurememt-Approve"/>
CEO Lookup <input type="text" value="CEO Team"/>	CEO Full Name <input type="text" value="#CEO Team"/>	CEO RTA Email * <input type="text" value="CEOProcurementApprovers"/>

**Department Representative**

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.

**PROJECT MANAGER III**  
**O'SULLIVAN, DORIS**  
**dosullivan@rtaforward.org**

Ext. \*

B. Name of project/service/product \*

Procurement Justification \*

*Reason to justify the procurement of the product, project or services being requested.*

## Attachments (\*Indicated Required Items)

Schedule Delivery Date \*

May 13, 2026

ICE Or Estimate \*

\$ 149,081.40

Technical Specs

Yes  
 No

Scope of work

Yes  
 No

ICE FORM OR OTHER SUPPORT DOCUMENT IS REQUIRED TO CONTINUE...! \*



Link ICE 2026.pdf

SCOPE OF WORK ATTACHMENT IS REQUIRED...! \*



BoardRoom Modifications Revised\_1.pdf

### Capital Project Review

Capital project review required?

### Funding Source

Funding Type \*

Federal  State  Local  Other

Budget Analyst

**BUDGET TEAM**

Available Federal funding

\$

Available State Funding

\$

Available Local Funding \*

\$ 149,081.40

Available Other Funding

\$

Projected Federal cost

\$

Projected State Cost

\$

Projected Local Cost \*

\$ 149,081.40

Projected Other Cost

\$

Total Available Funding

\$ 149,081.40

Projected total cost

\$ 149,081.40

ICE Amount Entered

\$ 149,081.40

**Multi-Year (only applies to State + Local + Other)**

Need to Input Multi-Year Breakdown?



No

### Budget

**Note:** The default "Budget Team" includes all budget analysts.  
They will all get an email, but only one will approve according to the budget code assignment.

Budget lookup List-1 \*

01-1100-02-7150-181-00-00-00000-00000

Budget code-1 Selected \*

01-1100-02-7150-181-00-00-00000-00000

Budget lookup List-2

Budget code-2 Selected

Budget lookup List-3

Budget code-3 Selected

Budget lookup List-4

Budget code-4 Selected

Budget lookup List-5

Budget code-5 Selected

### Safety, Security and Emergency Management -Review and Approval is required

Safety Review and Approval is Required



Yes

Safety Chief

SAFETY TEAM

Safety Attachments

No files uploaded

### Risk Management - Review and Approval is required

STD Insurance Provisions is Required



Yes

Risk Management Analyst

**RISK TEAM**

Risk Attachments

No files uploaded

**DBE / SBE Goal - Review and Approval is required**

Director of Small Business Development

DBE/EEO Compliance Manager

**SBE TEAM**

**#DBE TEAM**

I have reviewed this form and the attachments provided and by inputing my name below I give authority to the above stated department representative to proceed as lead in the procurement process.

Input Rep Fullname \*

Doris O'Sullivan

Date \*

May 6, 2026

*This is the representative submitting the complete sheet to begin the procurement approval process.*