



State Contract Procurement Routing Sheet

RESUBMITTAL for REJECTION #3 by Budget Review on November 04 2025 15:51:51

Request with ID: 301, has been submitted for approval thus not "editable", unless rejected first.

REQUEST ID: 301

Mode: Locked

Status: In-Progress

Stage: CEO Review

Created By:

PENNAMAN, ALGER

Wed Oct 15 2025

14:43:44 GMT-0500

(Central Daylight Time)

☒ Default Routing Review *

☒ Check to see any reject comments

☒ [Click to see full-log](#)

STAGE - Awaiting approval

CEO Review

STAGES: New Request, Grants, Safety, Risk, SBE, DBE, Budget, Dept, Chief, Procurement, CFO, CEO Review, and Document Generated.

STATUS

In-Progress

STATUS: In-Progress, Rejected, and Approved

MODE

Locked

MODE: Editable, Locked or Final Approval

Approved-By in order of approval:

☐ Dept head approved

☒ Budget approved

☐ Grant approved

Required if supported by any Grants

☒ Safety approved

☒ Chief approved

☒ Risk approved

☒ SBE reviewed

☒ DBE reviewed

☒ Info tech approved

Vetting required to insure no software/hardware is ordered without IT approval

☒ Procurement approved

☒ CFO approved

Required if > \$15K

☐ CEO approved

Require if > \$50K

CEO comments

CFO comments

Chief comments

Procurement comments

Please attached the signed ICE with supporting justification.

Dept head comments

Budget comments

Procurement justification section: the total should be \$19,260,585 based on the numbers you provided, rather than \$19,260.58.

Grants comments

Info tech comments

DBE comments

SBE comments

Safety comments

Risk comments

EMAIL ROUTING ASSIGMENTS

Dir/Dept Head Personnel
Lookup *

Jacques Robichaux

Dept Head Full Name

#Jacques Robichaux

Dept Head RTA Email *

Info Tech Lookup

Info Tech Team

Info Tech Fullname

Info Tech Team

Info Tech Email *

Grants Personnel Lookup

Alisa Maniger

Dir Grants Rep Full Name

Alisa Maniger

Dir Grants RTA Email *

Budget Personnel Lookup

Budget Team

Budget Analyst Full Name

#Budget Team

Budget Analyst RTA Email *

Safety Personnel Lookup

Safety Team

Chief Safety Full Name

#Safety Team

Chief Safety RTA Email *

Risk Personnel Lookup

Risk Team

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email *

SBE Personnel Lookup

SBE Team

Dir SBE Full Name

SBE Team

Dir SBE RTA Email *

DBE Personnel Lookup

DBE Team

DBE/EEO Compliance Manager
Name

#DBE Team

DBE/EEO Compliance Manager
RTA Email *

Procurement Lookup

Ronald Baptiste Jr.

Dir Procurement Full Name

Ronald Baptiste Jr.

Dir Procurement RTA Email *

Chief Lookup *

Ryan Moser

Chief Full Name

#Ryan Moser

Chief RTA Email *

CFO Lookup

CFO Team

CFO Full Name

CFO Team

CFO RTA Email *

CEO Lookup

CEO Team

CEO Full Name

#CEO Team

CEO RTA Email *

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.

FLEET ASSET MANAGER
PENNAMAN, ALGER
Apennaman@rtaforward.org

Ext. *

8480

B. Name of project/service/product *

Extended Warranty for Hybrid Transmissions

Procurement Justification *

This is to purchase a four year extended warranty on the Allison Hybrid System for the fifteen 2024 New Flyer Hybrid buses. The original purchase included a two year manufacturer's warranty under PO-915236 totaling \$18,600,000. This warranty is to add an additional \$660,585 to that original amount for a combined total of \$19,260,585.

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

Attachments (*Indicated Required Items)

Schedule Delivery Date

*

Dec 31, 2025

ICE Or Estimate *

\$

660,585.00

Technical Specs

☒ Yes

☐ No

Scope of work

☐ Yes

☒ No

ICE FORM OR OTHER SUPPORT DOCUMENT IS REQUIRED...! *



Extended Warranty Allison.pdf



SR-2894 New Orleans Option # 2023-056 Warranty XDE40 TC 01.pdf



PO# 915236- 21 Transit Buses_ Oracle.pdf

TECHNICAL SPECS ATTACHMENT IS REQUIRED...! *



Extended Warranty for Hybrid Transmissions- ICE Form.pdf



EUE__Sales_Order_Quote_Report_190525 (1).pdf



EUE__Sales_Order_Quote_Report_190525 (2).pdf

Capital Project Review

☒ Capital project review required?

Capital Project id *

Capital Project Review by

Rafe Rabalais

Full Name

Rafe Rabalais

Email *

Funding Source

Funding Type *

☐ Federal ☐ State ☒ Local ☐ Other

Budget Analyst

#BUDGET TEAM

Available Federal
funding

\$	
----	----------------------

Available State Funding

\$	
----	----------------------

Available Local Funding
*

\$	660,585.00
----	------------

Available Other
Funding

\$	
----	----------------------

Projected Federal cost

\$	
----	----------------------

Projected State Cost

\$	
----	----------------------

Projected Local Cost *

\$	660,585.00
----	------------

Projected Other Cost

\$	
----	----------------------

Total Available Funding

\$	660,585.00
----	------------

Projected total cost

\$	660,585.00
----	------------

ICE Amount Entered

\$	660,585.00
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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 *

01-0000-00-1402-000-00-00-00000-00000

Budget code-1 Selected *

01-0000-00-1402-000-00-00-00000-00000

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

SBE TEAM

DBE/EEO Compliance Manager

#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 *

Alger Pennaman II

Date *

Oct 15, 2025

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