



**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.

Solicitation ID	137
ProjectSchedule Delivery Date	11/30/2022 6:00 AM
Technical Specs attached	No
Scope of Work attached	Yes

- 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.

Name: STEVENS, STERLIN

Title: DIRECTOR OF IT

Ext: 8322

- B. Name of Project, Service or Product:**

Ferry Terminal Cameras and Security System

- C. Justification of Procurement:**

This hardware installation will provide cameras and security access using Milestone and S2 Badge System at the Canal Ferry Landing. These products will also allow monitoring from all RTA facilities. The Granicus file ID is 22-160

- D. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

Yes

Director of Grants / Federal compliance:	Ronald Baptiste
Signature	<i>Ronald Baptiste</i>
Date	October 24 2022

- E. Security:**

Security Chief	Robert Hickman
Signature	<i>Robert Hickman</i>
Date	10/24/2022 6:21 PM

- F. Safety:** Include Standard Safety Provisions Only:

Additional Safety Requirements Attached



false

Safety Chief	Michael J. Smith
Signature	<i>Michael J. Smith</i>
Date	October 24 2022

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst	Marc Popkin
Signature	<i>Marc Popkin</i>
Date	October 24 2022

G. Funding Source:

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

ICE Amount: \$168,747.05

Total Projected Cost: \$168,747.05

Funding Type: Federal, Local

Federal Funding	State	Local	Other
\$128,332.00		\$40,415.05	
Projected Fed Cost	State	Local	Other
\$128,332.00		\$40,415.05	

FTA Grant IDs	Budget Codes
LA-2016-011	
LA-2016-00	
LA-2017-011	

Budget Analyst	Tiffany Gourrier
Signature	<i>Tiffany Gourrier</i>
Date	October 24 2022



H. DBE/SBE GOAL:

% DBE	
% Small Business	0

Director of Small Business Development:	Adonis C Expose'
Signature	<i>Adonis C Expose'</i>
Date	October 24 2022

DBE/EE Manager	Adonis C Expose'
Signature	<i>Adonis C Expose'</i>
Date	October 24 2022

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

Department Head	Sterlin Stevens
Signature	<i>Sterlin Stevens</i>
Date	October 21 2022

Chief	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	October 24 2022

Director of Procurement	Ronald Baptiste
Signature	<i>Ronald Baptiste</i>
Date	October 24 2022

FOR PROCUREMENT USE ONLY**Type of Procurement Requested:****SC - State Contract**

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 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	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	October 26 2022

Chief Executive Officer	Alex Z Wiggins
Signature	<i>Alex Z Wiggins</i>
Date	October 26 2022