



# Procurement 101 Refresher For 5310 Grantees

*LOTS are welcome too!*

February 4, 2021

Presented by:

Nancy Huggins, MDOT MTA OLTS



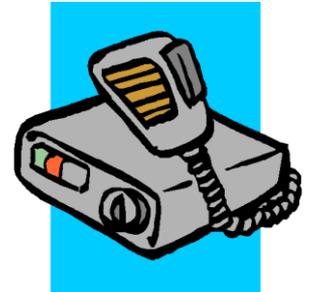
# Procurement 101 Refresher

Before we get started, lets see who is with us  
are you with a 5310 agency or a LOTS?

Now, Let's see how many plan to conducting a  
procurement process this year?

# What do we mean by procurement?

- Purchasing for your organization
- Includes buying things, services, and technology
- Examples:
  - Mobile radios
  - Driver uniforms/PPE
  - Vehicle maintenance
  - Computer hardware and software



# Why are there requirements?

- To get the best bang for your grant bucks
- To allow for fair competition
- To make sure what you buy, and the vendors you buy from, meet the Federal and State requirements that come with the 5310 grant



# Where do the procurement requirements come from?

- Federal requirements are in:
  - 2 CFR Part 200.318 - General Procurement Standards
  - FTA Circular 4220.1F – Third Party Contracting Requirements (yet to be updated for 2 CFR 200)
  - Related Federal regulations (such as Buy America and Disadvantaged Business Enterprise)
- State Procurement guidelines are in COMAR (Code of Maryland Regulations) Title 21, State Procurement Regulations



# Where do the procurement requirements come from?

- Your organization's own procurement/purchasing policies and procedures that reflect:
  - Applicable state and local laws and regulations
  - Requirements of grant sources – 2 CFR 200 applies to other federal grants

*Reference:*

***MDOT MTA 5310 Program Manual, Chapter 4  
Purchasing, Procurement and Contracting***



# What does FTA and MDOT MTA Require?

Can follow your agency's procurement policies and procedures but must also comply FTA/MDOT MTA:

- Allow for full and open competition
- Exclude the use local geographical preferences
- Do not enter into contracts for rolling stock with a period of performance exceeding five years inclusive of options



*Reference:*

***MDOT MTA 5310 Program Manual, Chapter 4***  
*Purchasing, Procurement and Contracting*

# What does FTA and MDOT MTA Require?

Can follow your agency's procurement policies and procedures but must also comply FTA/MDOT MTA:

- Include federal clauses for every purchase order and contract \$3,500 and over
- Award to only responsible contractors
- Conduct price or cost analysis for every procurement – cost effective purchases
- Create a level playing field for minority and disadvantaged vendors (DBE)

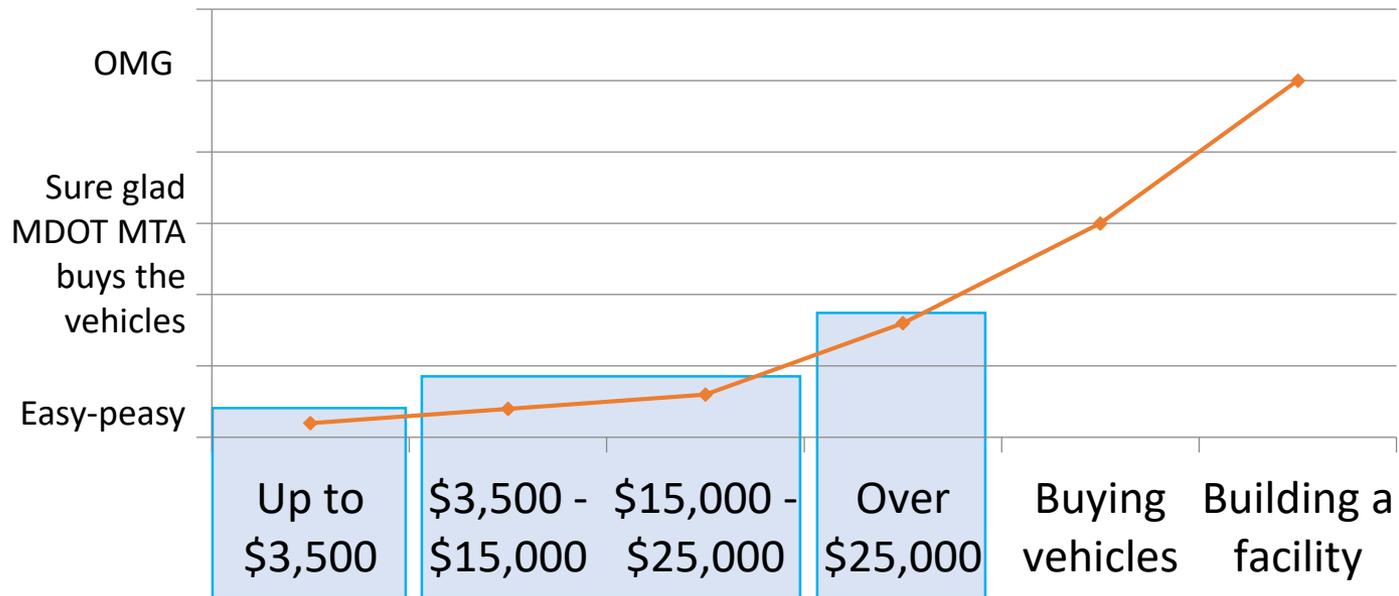
# The requirements depend on...

- Type of grant
- What you are buying
- How much you will be spending

# Types of Procurement

- Micro-Purchases – up to \$3,500
  - Small Procurements – over \$3,500, up to \$25,000
  - Large Procurements – over \$25,000 (specifically for Preventive Maintenance)
- 
- Dollar amounts are TOTAL COST of purchase (**federal + local**) – not just the grant-funded amount!

Complexity



# Important

- Follow your own written policies and procedures. (Sample in the MDOT MTA 5310 Manual, Chapter 4 which can be found on the TAM website)
- Follow the appropriate checklist for every grant-funded purchase.
- MDOT MTA concurrence is needed at two stages for most 5310-funded procurements.
- Keep a procurement file for every grant. Document every step for every grant-funded purchase. Keep copies of everything in the file.



# Follow the Appropriate Checklist

- For MICRO-PURCHASES (up to \$3,500)
  - For SMALL Procurements (over \$3,500, up to \$25,000)
  - For LARGE Procurements (over \$25,000)
- 
- Preventive Maintenance over \$3,500 has a special checklist



# How do you know how much your procurement is likely to cost?

- up to \$3,500
- \$3,500 to \$25,000
- over \$25,000



And don't forget: will be TOTAL COST of purchase (**federal + local**)

Answer: an **Independent Cost Estimate!**

# Micro-purchases – Up to \$3,500

- Typical 5310 project: computer hardware, software, preventive maintenance
- Based on the Federal micro-purchase threshold, adjusted periodically for inflation
- Sometimes referred to as “Category I” (one) per COMAR
- Use Checklist for Micro-Purchase Procurements
- Written or published solicitation – at least 3 quotes



# Micro-purchases – Up to \$3,500

- Ensure price is fair and reasonable
- Distribute multiple purchases equitably among qualified suppliers
- Select vendor based on judgment of your procurement officer
- If over \$1,000 Capital grant/\$3,500 Operating grant, MDOT MTA concurrence is required prior to purchase, purchase order, or contract



# Steps for Micro-Purchases (Up to \$3,500)

1. Prepare Independent Cost Estimate (ICE).
2. Determine procurement method:
  - Category I Micro-purchase: Up to \$3,500
3. Develop specifications / request for quotes
4. Based on 5310 grant award from MDOT MTA, check grant type and request concurrence if required:
  - CAPITAL – request concurrence from MDOT MTA
  - OPERATING – concurrence not needed at this stage

# Steps for Micro-Purchases (Up to \$3,500)

5. If CAPITAL, receive concurrence letter from MDOT MTA
6. Request quotes or research prices from at least three vendors. Request must be written or published regardless of size of purchase.
7. Obtain quotes or prices from at least three vendors. Quotes or prices must be provided in writing.
8. Review and evaluate quotes/prices.
9. Select best quote/price meeting all local procurement requirements.

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# Steps for Micro-Purchases (Up to \$3,500)

10. Send copy of proposed winning offer and list of “losing” offers to MDOT MTA and request concurrence for:
  - CAPITAL grant purchase over \$1,000
  - OPERATING grant purchase over \$3,500

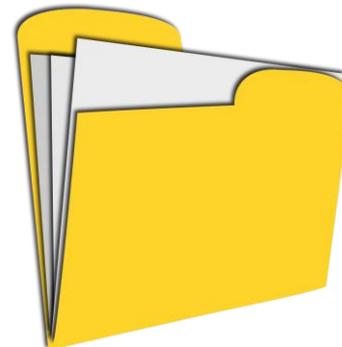
Include in request for concurrence packet:

- Letter requesting concurrence with preferred quote/price
- All quotes/prices received
- Cost or price analysis
- Justification for selecting quote/price

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# Steps for Micro-Purchases (Up to \$3,500)

11. If required, receive concurrence/approval before making purchase.
12. Make the purchase and obtain invoice/receipt.
13. Submit Request for Payment to MDOT MTA within 60 days of receipt, attaching all invoices/receipts.
14. Maintain copies of everything in procurement file.





# Steps for Small Procurements (Over \$3,500, up to \$25,000)



# Steps for Small Procurements (Over \$3,500, up to \$25,000)

1. Prepare Independent Cost Estimate (ICE).
2. Determine procurement method:
  - Category II or III Small Procurement
3. Develop specifications / request for quotes. Include:
  - Description of item to be purchased
  - Time, date, place, form of response
  - Basis for award (not always lowest cost)
  - Who to call for more information

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# Steps for Small Procurements (Over \$3,500, up to \$25,000)

- ❑ Indication of requirement to comply with applicable Federal and State requirements

Applicable FTA and MDOT MTA contract clauses:

- **RECOMMENDED:** Should be attached to the written solicitation/request for quotes
- **REQUIRED:** Must be attached to final purchase order or contract

# FTA Contract Clauses

- Checklist of FTA clauses and when they apply:

## Attachment 4.E in the MDOT MTA 5310 Manual

### Checklist of FTA Provisions Applicability of Third Party Contract Provisions

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

Excerpted from FTA Circular 4220.1F

PROVISION	TYPE OF PROCUREMENT				
	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims, Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.				
Civil Rights (Title VI, ADA, EEO except Special DOL EEO clause for construction projects)	All	All	All	All	All
Special DOL EEO clause for construction projects				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$150,000	>\$150,000	>\$150,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			Transport by ocean vessel.	Transport by ocean vessel.	Transport by ocean vessel.
Fly America	Foreign air transp. /travel.				

# FTA Contract Clauses

- Sample Contract Clauses:
- Attachment 4.F in the 5310 Manual
- National Rural Transit Assistance Program (RTAP) ProcurementPRO – web application tool that guides agencies through the FTA procurement procedures.

**Procurement Type** Step 1 of 6

The "Procurement Type" is the type of item being purchased. Projects will fall into one of eight (8) categories as listed below.

Please check the appropriate procurement type from the list below and click next.

<input type="checkbox"/> Rolling Stock	Help	Example	▼
<input type="checkbox"/> Materials and Supplies	Help	Example	▼
<input checked="" type="checkbox"/> Professional Services	Help	Example	▼
<input type="checkbox"/> Architecture	Help	Example	▼
<input type="checkbox"/> Engineering	Help	Example	▼
<input type="checkbox"/> Architecture & Engineering	Help	Example	▼
<input type="checkbox"/> Operations and Management	Help	Example	▼
<input type="checkbox"/> Construction	Help	Example	▼

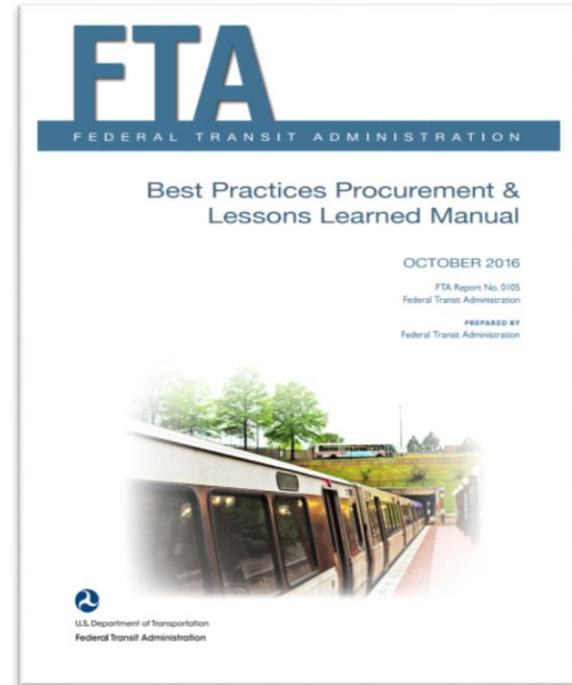
ProcurementPRO - National RTAP's Procurement Software Application

[Back](#) [Next](#)

<http://nationalrtap.org/Web-Apps/ProcurementPRO>

# FTA Contract Clauses

- Sample Contract Clauses:
  - Appendix A of FTA's *Best Practices Procurement Manual*



<https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual>

# Steps for Small Procurements (Over \$3,500, up to \$25,000)

4. Send copy of specifications / request for quotes to MDOT MTA Program Manager and request concurrence.

## **Request for pre-solicitation concurrence packet must include:**

- Letter requesting concurrence with proposed solicitation
- Written Procurement Policies
- Code of Ethics
- Protest Procedures
- ICE Form
- Spreadsheet with rationale for ICE
- Proposed rationale for method of procurement and contract type
- Specifications
- Request for Quotes
- Contract Clauses

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# Steps for Small Procurements (Over \$3,500, up to \$25,000)

5. Receive approval (concurrence letter) from MDOT MTA before soliciting quotes.
6. Request quotes from at least three vendors. Request must be written or published.
7. Receive quotes from at least three vendors. Quotes must be provided in writing.
8. Check SAM.gov to ensure each vendor isn't excluded.

[www.sam.gov](http://www.sam.gov)

View assistance for SAM.gov



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

[Log In](#)

[Create an Account](#)

- [HOME](#)
- [SEARCH RECORDS](#)
- [DATA ACCESS](#)
- [CHECK STATUS](#)
- [ABOUT](#)
- [HELP](#)

⚠ SAM.gov will be down for scheduled maintenance Saturday, 09/16/2017, from 8:00 AM to 12:00 PM (EDT).

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

## Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



## Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- [NOTE: Please read this important message when searching for exclusion records.](#)

Current Search Terms: **kfh\* group\***

Clear Search

TOTAL RECORDS: 1

Save PDF

Export Results

Print

Result page 1 of 1

Sort by Modified Date

Order by Descending

### FILTER RESULTS

#### By Record Status

Active

Inactive

#### By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for "kfh\* group\*" returned the following results...

Entity

**KFH GROUP INC**

Status: **Active** +

DUNS: **943698647**

CAGE Code: **35XM5**

View Details

Has Active Exclusion?: **No**

DoDAAC:

Expiration Date: **07/19/2018**

Debt Subject to Offset? **No**

Purpose of Registration: **All Awards**

## Glossary

### [Search Results](#)

Entity

Exclusion

### [Search Filters](#)

By Record Status

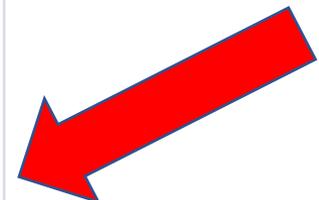
By Record Type

Result page 1 of 1

Save PDF

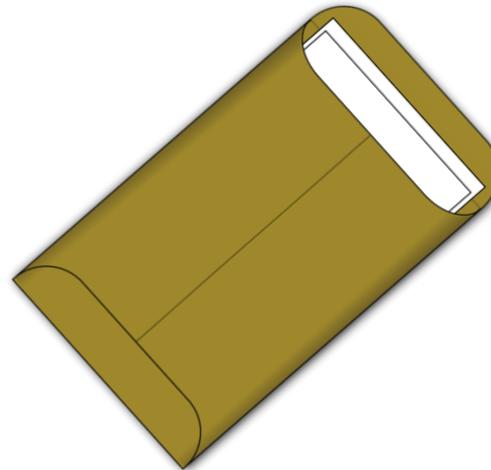
Export Results

Print



# Steps for Small Procurements (Over \$3,500, up to \$25,000)

9. Review and evaluate quotes.
  - Must include a cost or price analysis
10. Select best quote meeting all local procurement requirements.
11. Submit to Request for Concurrence packet to MDOT MTA Program Manager for review and approval



# Steps for Small Procurements (Over \$3,500, up to \$25,000)

**Request for concurrence on selected vendor packet must include:**

- Letter requesting concurrence with preferred quote
- Documentation of outreach/advertising
- All quotes received
- SAM.gov screen shots
- Cost or price analysis
- Justification for selecting quote
- Contract type to be awarded
- Draft contract with clauses
- Protest Procedures

# Steps for Small Procurements (Over \$3,500, up to \$25,000)

12. Notify selected and rejected proposers
13. Receive Concurrence of Intent to Award and Contract from MDOT MTA.
14. Deal with any protests (follow protest procedures)
15. Award and execute contract/purchase order. Must be in writing with applicable FTA clauses.
16. Submit Request(s) for Payment to MDOT MTA within 60 days, attaching all invoices/receipts.
17. Maintain copies of everything in procurement file



# Large Procurements (over \$25,000)

# Large Procurements (over \$25,000)

- Requires a competitive procurement process involving a formal solicitation
  - Invitation for Bid/Bid Request
  - Request for Proposal
- Triggers other Federal and State requirements



# Large Procurements (over \$25,000)

- If you plan to conduct a large procurement
  - Anticipate a longer and more complicated process
  - **Contact your MDOT MTA Regional Planner**
  - Review Appendix 4.A in the 5310 Manual (esp. pages 1-5)
- If time permits, we'll cover **large procurements of preventive maintenance contracts** later

# What should be in each procurement file?

- An independent cost estimate (ICE)
- Rationale for the method of procurement (Why did you choose RFP, IFB, or Request for Quote?)
- Solicitation document (RFP, IFB, or Request for Quote)
- Documentation of outreach efforts (advertising of your procurement)
- Contractor responses/bids/proposals/quotes
- Fair and equitable cost analysis of winning proposal (basis for contract price)

(continued)

# What should be in each procurement file?

- Screen shot of the debarment/suspension search results from [www.sam.gov](http://www.sam.gov)
- Contractor selection or rejection
- Correspondence with vendors
- Copy of signed/executed contract and any amendments
- MDOT MTA concurrence/approval letters
- For each procurement over \$25,000:
  - Debarment certification
  - DBE goal evaluation/analysis

# The Procurement Officer is responsible for ...

- ensuring that prices are fair and reasonable by conducting an ICE for price range of purchases.
- encouraging the distribution of purchases equitably among local vendors, and ensuring that no geographic preferences are shown in any procurement.
- keeping an annually updated record of all estimates received and a description of why each vendor was selected.
- conveying to vendors that the purchase is made with federal and/or state funds and that by fulfilling the purchase request, the vendor is agreeing to abide by all federal and/or state terms and conditions.

(continued)

# The Procurement Officer is responsible for ...

- maintaining file copies of all 5310 procurements by Fiscal Year and maintaining a written protest procedure.
- ensuring that their procurements do not discriminate against businesses owned by persons of racial or ethnic minorities or women.
- getting written MDOT MTA concurrence for each procurement prior to award and purchase of goods or services.

ethical  
responsible  
fair  
oversight  
equitable  
documentation  
compliance



# Guest Speaker – Community Partners

**Erika McCullough**, Program Manager  
Progress Unlimited

Two recent capital procurements:

1. Walkie Talkies
2. Tablets

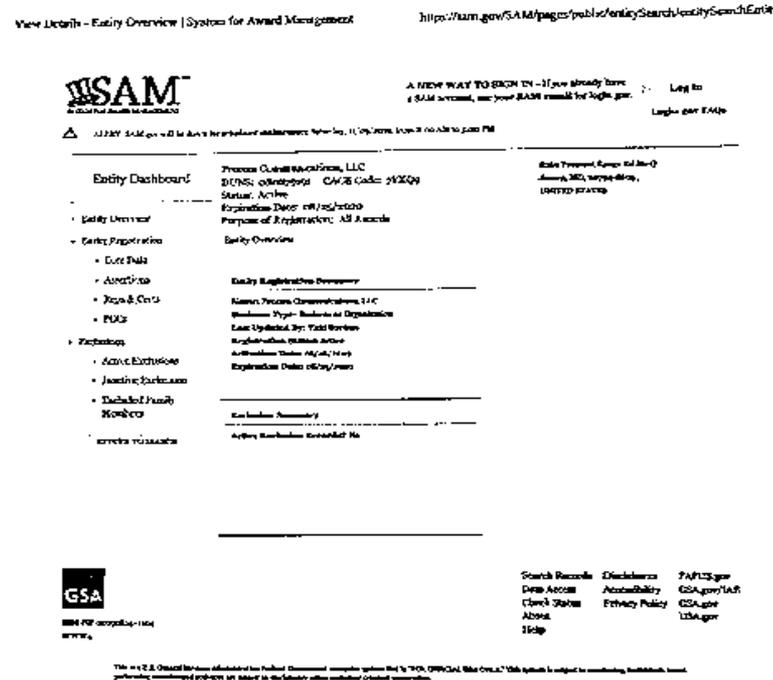
# Progress Unlimited

Erika McCullough

**Step 1 A** – Obtain 3 quotes from vendors of your choice. Ensure that each vendor of choice is registered in SAMS. ORG (System for Award Management). Once you have chosen 3 vendors you must provide each vendor with the required federal clauses pertaining to your grant see 5310 Manual Chapter 4

## Recommendation –

*When obtaining quotes, I would recommend that you inform the vendor that you are obtaining a quote to purchase goods for your company using federal funds upfront. This allows the vendor to understand that their company must meet all federal requirements required in order to be chosen and paid.*



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Step 1 continued



**Procom Communications, LLC**  
8260 Patuxent Range Road  
Jensup, MD 20794

DN: 82-260622  
DUNS #: 06-067-9191  
CAGE CODE: FYX09

**Quote 58282**

Sales Order Date: 07/17/2020  
Page: 1

Phone #: 301-497-9000  
Fax #: 301-497-9002

**Bill To:**  
Procom Communications  
8260 Patuxent Range Rd  
Jensup, MD 20794  
USA

**Ship To:**  
Progress Unlimited Inc.  
11431 Cromhill Dr, Ste C  
Owings Mills, MD 21117  
USA

**M/F: RADIO & LICENSE**  
Ordered By: Erika McCullough  
Telephone: 410638506 X 3111

Customer ID	Purchase Order	Contract #	Repair SN	Terms	Ships	FOD	Step		
200001	RADIO & LICENSE			NET30	FOD000	DEST	BOOKING		
Ln #	Order Qty	Shipped Qty	Back Order Qty	U.O.M.	Item Number	Description	Unit Price	Tax	Extended Price
1	20	0	20	KIT	100-0024U284	Radio, Portable, 18"IF, SUX, 1st Display, 1st Keypad, EVX-524-D6-3 Black/ACT180252, 445-470MHz, ATU-200G Ant, SW, 256 Ch, 2300mAh Li Ion Batt, CD-50 120VAC USA	279.00000	Y	5,580.00
2	20	0	20	EA	998-1035	Programming, No Charge, Included with New Radio Purchase	0.00000	N	0.00
3	1	0	1	EA	998-1205	FCC Licensing Service RI, Conventional, MO Mobile Industrial/Business Pack, Full Simplex Channels, 150-512MHz Range, 10 Year License	500.00000	N	500.00
4	3	0	3	EA	300-0790	Charger, 6 Slot, VAC 60664 X3RAM307501, 5Ah EVX-524	199.50000	Y	598.50
							Non Taxable Subtotal		500.00
							Taxable Subtotal		6,178.50
							Order Discount		0.00
							Shipping/Handling		0.00
							Tax		0.00
							<b>Order Total</b>		<b>6,678.50</b>

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## Step 2 –

Explain to the vendor what type of goods you are interested in purchasing.

Explain that you need a very detailed quote.

**Please note:** *Obtaining a detailed quote will cut down on the amount of work you will have to do.*

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## Step 3 –

Once you have chosen the 3 vendors that you would like to use you should create a spread sheet showing the differences in your quotes from each vendor.

Rationale for ICE

Vendor	Brand	Price Per Unit	Accessories	Specs	Warranty	FCC Liense
Howard Communnations Inc.	Icom 5 watt Walkie Talkie	<u>20@\$349.00</u>	Included in the per unit cost	UHF Digital Portable with desk Charger and Short Antenna 5 watt	2 year Warranty	Vendor would like for us to use one of his channels
Procom Inc	EVX-s24 Walkie Talkie	<u>20@\$279.00 per unit.</u>	(3) six slot Chargers @\$199.00 per unit	UHF ,LTD display , Keypad water and dust proof . 3 watt	3 year Warranty	\$500.00
Hankey's	Motorola SL-300	<u>20@\$379.00 Per Unit.</u>	(3 ) multi charger units @\$315.00 per unit	Digital UHF 99 Channel 3 watt	1 year warranty	\$899.00

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## Step 3 Continued

MDOT MTA

5310 Program Manual

Chapter 4, Attachment 4E

### Checklist of FTA Provisions Applicability of Third Party Contract Provisions

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

*Excerpted from FTA Circular 4220.1F*

PROVISION	TYPE OF PROCUREMENT				
	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims, Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.				
Civil Rights (Title VI, ADA, EEO except Special DOL EEO clause for construction projects)	All	All	All	All	All
Special DOL EEO clause for construction projects				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$150,000	>\$150,000	>\$150,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			Transport by ocean vessel.	Transport by ocean vessel.	Transport by ocean vessel.
Fly America	Foreign air transp. /travel.				

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## Erika McCullough

NAME OF Human Service AGENCY

### INDEPENDENT COST ESTIMATE (ICE) FORM

Agency Name: Project Name and Grant Number: Date:

Project Description (must include type of good or service, number of units, preliminary specifications or dimensions, product longevity, warranty and/or product service requirements and number of purchase options expected to be exercised):

Date(s) and number of Estimates (cite each estimate source) \*:

Estimate (cite expected unit price and extended price, including all services and required components):

Method of Obtaining Estimate (check appropriate section):

- Obtained direct estimate from vendor(s):
- Published List Price:
- Past Agency Pricing (date and contract):
- Engineering or Technical Estimate:
- Independent Third-Party Estimate:
- Other (specify):

Additional Comments:

Rationale for Type of Procurement (explain why the type of procurement and cost estimate was selected):

Prepared By: Date Prepared:

Phone: Email:

\* Minimum 2 estimates per Capital item requested

**Step 4 A** – You must complete an ICE form for each Vendor.

**Recommendation** – *Use the 5310 Program Manual located on the TAM website to save all attachments to your computer. You will be able to save the attachment as a word document and insert all your information on it. It also makes your work look neat and it is self-explanatory when you send it to the MDOT MTA Program Manager.*

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**Step 4 B** – Pick a Vendor that you would like to use for your procurement.

**Recommendation** – *Picking a vendor does not mean you choose the vendor that is the cheapest nor the closest to the facility. When picking a vendor, you should consider all the pros and cons of what will be best for your company, just make sure your procurement documentation backs up your decision.*

Rationale for ICE

Vendor	Brand	Price Per Unit	Accessories	Specs	Warranty	FCC Liense
Howard Communnations Inc.	Icom 5 watt Walkie Talkie	20@ <u>\$349.00</u>	Included in the per unit cost	UHF Digital Portable with desk Charger and Short Antenna 5 watt	2 year Warranty	Vendor would like for us to use one of his channels
Procom Inc	EVX-s24 Walkie Talkie	20@ <u>\$279.00 per unit</u>	(3) six slot Chargers @ <u>\$199.00 per unit</u>	UHF ,LTD display , Keypad water and dust proof . 3 watt	3 year Warranty	\$500.00
Hankey's	Motorola SL-300	20@ <u>\$379.00 Per Unit</u>	(3 ) multi charger units @ <u>\$315.00 per unit</u>	Digital UHF 99 Channel 3 watt	1 year warranty	\$899.00

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**Step 5** – Writing a letter requesting concurrence is simply compiling all the information that you have received from the vendors and putting it into letter form explaining why you have chosen the vendor that you did.

**Recommendation** – *Make sure you have supporting documents that support your choice. Please note: Your decision should be made based on facts only.*

**Example** – *You can not base your choice on the fact that you personally know a vendor or because you and a vendor have a great business relationship.*

# Progress Unlimited

Erika McCullough

## Step 6 – Prepare Letter Requesting Concurrence

Required documentation for letter requesting concurrence.

- 3 quotes from chosen vendors
- 3 ICE forms for your vendors
- Attach proof of active SAMS with your quotes
- Spread sheet of comparisons
- Include Federal clauses for the type of procurement
- Letter of concurrence

**Final Step** – Send your concurrence to the MDOT MTA Program Manager for review.

# Procuring Preventive Maintenance

- If you have a 5310 grant for preventive maintenance (PM), and you pay an outside garage for any PM services, this applies to you.
- 5310 funds PM only for 5310 vehicles. However, even if 5310 funds only part of your maintenance contract, for contracted maintenance to be eligible for 5310 PM reimbursement, you must procure the entire maintenance contract in compliance with MDOT MTA requirements—or procure a separate, compliant contract for 5310 PM.



# Procuring Preventive Maintenance

- 5310 subrecipients procuring 5310-funded PM services are strongly encouraged to conduct a single compliant solicitation process to cover the entire two-year grant period, rather than multiple procurements over the two years
- If over \$25,000 (federal + local), must conduct competitive procurement (request for proposals)
- Below this, can be a small procurement (request for quotes), or if no more than \$3,500, micro-purchase

# Preventive Maintenance ICE

- Review fleet maintenance records for last two years
- Identify unit cost of oil changes and other PM services
- Total number of each service performed per vehicle per year, or per mile for total fleet
- Estimate total number of PM services that will be needed during next two years (based on fleet size or projected miles operated)
- Multiple total estimated units by unit costs

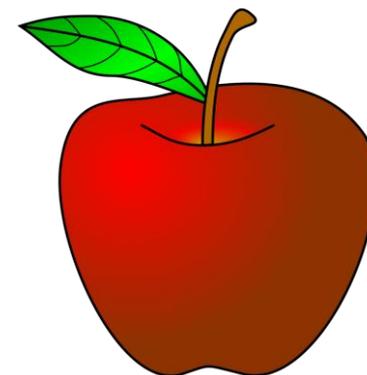
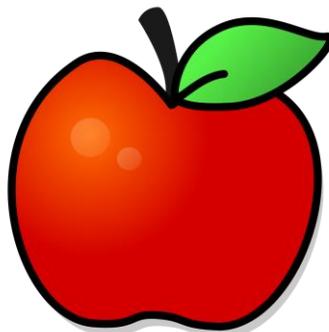
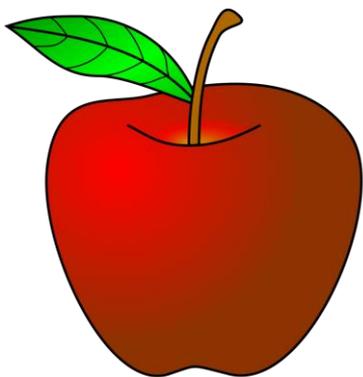


# Preventive Maintenance Specifications

- Need to follow your maintenance plan for PM interval services (which we will discuss later this afternoon)
- Include total number of PM services anticipated during contract
- Include other factors/potential deal-breakers
  - Turnaround time
  - Distance from agency
  - Ability to comply with FTA requirements

# PM Cost/Price Analysis

- Comparing vendor quotes or proposals – your solicitation requirements should allow for “apples to apples”



Organization Name:  
 Grant Item Description  
 Grant Item Amount (include  
 Fed+Local)

Grant Number: \_\_\_\_\_

**Cost Price Analysis**

	ICE Cost	Garage 1 (FILL IN)	Garage 2 (FILL IN)	Garage 3 (FILL IN)	Garage 4 (FILL IN)
<b>Preventative MAINTENANCE**</b>					
Count/Occurance*					
Tubes/Belts	\$ -	\$ -	\$ -	\$ -	\$ -
Tires	\$ -	\$ -	\$ -	\$ -	\$ -
Oil Changes	\$ -	\$ -	\$ -	\$ -	\$ -
Engine	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Maintenance</b>	\$ -	\$ -	\$ -	\$ -	\$ -

\*\* List out all possible items that would be required for service and included in your contract

Turn around time for service					
Distance from facility					
Towing Cost					
Have you worked with vendor in past					
Other					

# Checklist for Procuring Preventive Maintenance

- Incorporates requirements for both small and large procurements
- Organized in five phases
- Additional requirements for large procurements:
  - More formal specifications/scope of work/ RFP package
  - Must advertise RFP
  - May have more complicated evaluation process
  - DBE participation



# References

- **5310 Program Manual or the LOTS Manual**
- **Transportation Association of Maryland (TAM) – [taminc.org](http://taminc.org)**
- **Federal requirements:**
  - 2 CFR Part 200.318 - General Procurement Standards
  - FTA Circular 4220.1F – Third Party Contracting Requirements (yet to be updated for 2 CFR 200)
  - Related Federal regulations (such as Buy America and Disadvantaged Business Enterprise)
- **State Procurement guidelines** are in COMAR (Code of Maryland Regulations) Title 21, State Procurement Regulations
- **FTA Best Practices Procurement & Lessons Learned Manual (Report 0105)**
- **National RTAP Procurement Pro**
- **Your MDOT MTA Program Manager**

# Need additional assistance?

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