



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION VIII
Colorado, Montana,
North Dakota,
South Dakota,
Utah and Wyoming

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REGION 8 BULLETIN NO: 2016-01

Subject: NTI Orientation to Transit Procurement

Date: April 11, 2016

Dear Grantees:

The National Transit Institute (NTI) will offer its course, Orientation to Transit Procurement, April 26-29, 2016 at Mountain Metropolitan Transit in Colorado Springs.

The first of a four-part series, this three and a half-day foundational course is an overview of transit procurement and emphasizes “best practices” for contract procurements by FTA grantees. This revised procurement course will focus on good procurement business practices and policies from a broader industry perspective. The course introduces minimum standards for individual agency practices as described in the FTA Circular 4220.1F and the Master Agreement, and provides participants with a framework for examining basic issues pertaining to third-party contracting. This training covers the roles and responsibilities of contracting parties and will explore opportunities for teaming/partnering internally and with transit suppliers. Specific problem areas that may emerge during the procurement process will be identified and addressed. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities.

Topics:

- Procurement “Best Practices”
- Teaming and Partnering
- Organization of the Procurement Function
- Functions and Principles of Procurement
- Acquisition Planning
- Option Year, Piggy-backing, and Cross-Border Leasing
- Writing Specifications and Statements of Work
- General Contract Provisions
- Procurement Integrity
- Debriefing and Protests
- FTA’s Role in the Procurement Process

Audience:

Contract administrators, project managers, procurement and contracting personnel wishing to improve their skills, transit suppliers, and transit suppliers are encouraged to attend in order to understand the agency procurement function more thoroughly.

This offering is free for FTA grantees. Completion of the course confers 2.0 CEUs.

For more information and to register for the course, please go to the National Transit Institute website at <http://www.ntionline.com/>.

Sincerely,

/Linda M. Gehrke/

Linda M. Gehrke
Regional Administrator