



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

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

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Denver, Colorado 80294
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REGION 8 BULLETIN NO: 2017-04

Subject: Procurement System Review (PSR) Workshop – Denver CO – April 18-19, 2017

Date: February 27, 2017

Dear Grantees:

The Federal Transit Administration (FTA) conducts oversight workshops across the country for its grantees each year. The purpose is to help attendees broaden their understanding of the federal rules and regulations, as well as how to comply with FTA program requirements. Continuing this commitment, FTA will host a series of Procurement System Review (PSR) Workshops from March-May 2017. A workshop will be held in Denver, CO on April 18-19, 2017.

The PSR workshops are designed to encourage and facilitate improved grantee procurement operations. They foster the use of industry best practices; and inform the grantee about the Federal procurement requirements, specifically the requirements of FTA Circular 4220.1F and other applicable statutory and administrative requirements. These workshops are intended to educate, inform and exchange information with grantees regarding FTA required procurement and program responsibilities; as well as guide grantees through the PSR process. Attendees will include Regional Office staff members, FTA PSR contractors, and public transit agency staff.

Workshop Registration

If you plan to attend the workshop, please register at https://planitnow.com/FTA_FY17_PSR_FMO.php.

Hotel Reservations

A block of rooms have been reserved at the [Embassy Suites Denver Downtown Convention Center](#) at a rate of \$178.00 (plus all applicable taxes) for travel dates, April 17 – 19, 2017. If you wish to make your reservation via the phone, please call, (303) 592-1000. When making your reservation, please mention the group name, “FTA PSR Spring Workshop TR8 Denver” to ensure you receive the rate mentioned above. Attendees will be responsible for making their own reservations and supplying their credit cards to guarantee the reservation. This rate will be available until March 21, 2017, so please make your reservations soon.

To assist in your travel planning, attached is the draft agenda for the workshop.

Please contact Donna Douville, Region 8 at 303-362-2389 or donna.douville@dot.gov with any questions or concerns.

Sincerely,

/Cindy Terwilliger/

Cindy Terwilliger
Regional Administrator

Attachment: Draft Agenda

PSR Workshop Draft Agenda

Day 1:

- 9:00 am Welcome and Introductions
- 9:15 am Presentation of FTA Requirements
Most Common Procurement Findings
System-Wide Procurement Elements
Contents of an Effective Policies and Procedures Manual
- 12:00 pm Lunch
- 1:00 pm Aspects of Micro Purchase, Small Purchase, Cost and Price Analysis
- 4:30 pm Adjourn

Day 2:

- 9:00 am Sealed Bids
- 12:00 pm Lunch
- 1:00 pm Request for Proposal Requirements
Sole Sources
A&E and Construction Methods Requirements
Joint Procurement and Piggybacking Requirements
Clauses, Rolling Stock Requirements
- 2:00 pm Review Documentation Requirements
- 3:00 pm Adjourn