



U.S. Department
of Transportation

**Federal Transit
Administration**

Administrator

1200 New Jersey Avenue, SE
Washington, DC 20590

November 10, 2016

Dear Colleague:

I am pleased to announce that the Federal Transit Administration (FTA) has posted a new Best Practices Procurement and Lessons Learned Manual.

This Manual provides FTA recipients with examples of third party procurement practices and lessons learned from a variety of third party procurements undertaken by FTA recipients. The Manual is divided into four major sections that cover the entire procurement cycle:

- Planning,
- Selecting a Type of Contracting Method,
- Evaluation of Proposals and Contract Award, and
- Contract Administration.

The topics discussed in each section are derived from Federal statutes and regulations that affect recipients' FTA assisted procurements, including the Fixing America's Surface Transportation Act and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200 or the "SuperCircular"). Additionally, the Manual includes two appendices with examples of model contract clauses and third party procurement practices and other helpful information.

I would like to thank all FTA recipients, staff, and industry organizations that have contributed topics, procurement practice examples, lessons learned, and comments to this Manual. Commenters consistently requested a streamlined resource with flexibility for ongoing changes and additions. We have produced a document that provides a starting point for recipients, with room for continual expansion and modification.

A copy of the Manual can found at <https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>.

I encourage you to continue to provide comments to us on this Manual. Your thoughtful comments will improve subsequent revisions and will help ensure that America's transit systems procure goods and services that ensure full and open competition, efficiency, and cost-effectiveness.

Sincerely yours,

A handwritten signature in cursive script that reads "Carolyn Flowers".

Carolyn Flowers
Acting Administrator