



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

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## **REGION 10 BULLETIN NO: 2011-58**

Subject: NTI Procurement Series – I – Orientation to Transit Procurement

Program Area: Training

Date: December 14, 2011

The National Transit Institute (NTI) will be sponsoring a FREE course (\$600 for consultants and contractors) titled **“Procurement Series – I – Orientation to Transit Procurement”** in the following cities:

Sacramento, CA	Jan 24-27, 2012
Washington, DC	March 6-9, 2012
Denver, CO	March 20-23, 2012
Houston, TX	March 27-30, 2012
Cheektowaga, NY	April 17-20, 2012
Philadelphia, PA	May 15-18, 2012

The first of a four-part series\*, this four-day foundational course is an overview of transit procurement and emphasizes “best practices” for contract procurements by Federal Transit Administration (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.

**\*It is highly recommended that the four procurement courses be taken in the following order: Orientation to Transit Procurement, Basic Cost and Price Analysis and Risk Assessment, Request for Proposals (RFPs) and Competitive Contract Negotiations, and Contract Administration.**

Topics include, but are not limited to:

- 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

If you are interested in attending, please follow this link <http://www.ntionline.com/courses/courseinfo.php?id=21> to see detail course description and register on line.

For further information, please contact FTA Region 10's Ken Feldman at 206-220-7521 or by email [kenneth.feldman@dot.gov](mailto:kenneth.feldman@dot.gov).

Sincerely,



R.F. Krochalis  
Regional Administrator

