



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

REGION X  
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Washington

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## **REGION 10 BULLETIN NO: 2013-34**

**Subject:** FY 2013 Procurement System Review Workshop

Program Area: Procurement

Date: August 23, 2013

The Federal Transit Administration (FTA) will be holding a **Procurement System Review Workshop** in Seattle, Washington on September 25-26, 2013 to provide you and other FTA grantees with up-to-date information about federal procurement requirements and industry best practices.

The workshop is conducted by industry experts who share their knowledge of the Procurement System Review Program, the latest federal regulatory changes, and the best procurement practices. A comprehensive workbook will be given to prepare you for your next Procurement System Review.

The workshop is located at:

Marriott Residence Inn  
800 Fairview Avenue North  
Seattle, WA 98109

<http://www.marriott.com/hotels/travel/sealu-residence-inn-seattle-downtown-lake-union>

**NOTE: Reservation deadline for hotel accommodations at the Residence Inn by Marriott – Lake Union is September 1, 2013.**

**Also note that there is a Financial Management Oversight Seminar, September 23-24, 2013, being held at the same hotel. For more information, please see Region 10 Bulletin 2013-32.**

We hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form.

The workshop overview is included with this bulletin and if you are interested in attending please use the forms attached.

We hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form.

For further information, please contact Steve Saxton at 206-220-4311, or email [james.saxton@dot.gov](mailto:james.saxton@dot.gov).

Sincerely,

R.F. Krochalis  
Regional Administrator



Encl: Workshop Agenda  
Hotel and Transportation Information  
Registration Form



U.S. Department  
of Transportation  
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Administration**

**FY 2013 PROCUREMENT SYSTEM REVIEW WORKSHOP**  
**September 25-26, 2013**  
**Seattle, WA**

*Overview*

1.1.1 BACKGROUND

The Federal Transit Administration (FTA) examines grantee performance and adherence to current FTA procurement requirements and policies using several management tools. FTA is required by 49 U.S.C. §5307 to perform reviews and evaluations of grant programs and to perform a full review and evaluation of the performance of grantees in carrying out grant programs with specific reference to their compliance with statutory and administrative requirements. Accordingly, FTA will perform procurement system reviews as part of its on-going oversight responsibility. The review process assesses the grantee's procurement management practices and program implementation of the FTA funded transit programs to ensure that they are being administered in accordance with specific FTA procurement requirements.

1.1.2 WHO SHOULD ATTEND?

These workshops are for transit professionals responsible for procurement management or managing federally funded projects and professionals responsible for contracting or purchasing transit service or the activities that support the transit service. The workshops are designed to help attendees broaden their understanding of the Federal procurement rules and regulations that shape and define their programs.

1.1.3 WORKSHOP LEADERS

The Procurement System Review Workshop will be conducted by transit professionals who are also reviewers for the FTA's Procurement System Review Program. The instructors will provide guidance in each of the 55 areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best procurement practices. Staff from the FTA will attend the Workshop to answer questions about the Procurement System Review, assist you in any area related to your use FTA funds, and refer you to printed guidelines or other resources should you require additional information.