## OVERVIEW

#### 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 they are being administered in accordance with specific FTA procurement requirements.

### 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. Case studies and exercises will be included to offer examples of acceptable and unacceptable practices.

### 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 56 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 of FTA funds, and refer you to printed guidelines or other resources should you require additional information.

## WORKSHOP AGENDA

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| DAY 1 Wednesday September 22, 2010 |

8:00 am Participant Check-in / Breakfast

9:00 am Welcome and Introductions

9:15 am Presentation of FTA requirements in the areas of PSR Process, System Wide Procurement Elements, Written Standards of Conduct, Protest Procedures, Contract Administration System, Prequalification, Efficient and Economic Purchases. Participant questions and group discussion.

12:00 pm Working Lunch – American Recovery and Reinvestment Act (ARRA) Implementation.

1:00 pm Presentation of OMB ARRA Accountability Objectives, ARRA Management Challenges as identified by the Office of Inspector General, DOT, Oversight and/or Technical Assistance of ARRA-funded projects. Participant questions and group discussion.

Presentation of FTA requirements in the areas of Independent Cost Estimates, Arbitrary Actions, Brand Name Restrictions, Price Quotations, A&E Geographic Preferences. Participant questions and group discussion.

4:30 pm Adjourn

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| DAY 2 Thursday September 23, 2010 |

8:00 am Breakfast

9:00 am Presentation of Written Procurement Selection Procedures and Competitive Procurement. Participant questions and group discussion.

Presentation of FTA requirements in the areas of Buy America, Debarment and Suspension, Award to Responsible Contractors, Fair and Responsible Price Determination, Bid Opening, Cost/Price Analysis, Written Record of Procurement History. Participant questions and group discussion.

12:00 pm Lunch on Your Own

1:00 pm Presentation of Most Common Procurement Findings and Resolution of Findings, and PSR Follow - Up Reviews. Participant questions and group discussion.

3:00 pm Wrap-Up, Program Evaluations, and Feedback

4:00 pm Adjourn

## HOTEL INFORMATION

The two-day Workshop will be held at the following location:

### Hotel Deca

4507 Brooklyn Avenue NE

Seattle, WA 98105

Phone: 206-634-2000

Fax: 206-545-2103

<http://www.hoteldeca.com/seattle-hotel.aspx>

### ROOM RESERVATIONS INFORMATION

A sleeping room block of 5 standard rooms (per night) at the rate of $149.00 per night (without tax) has been reserved for this workshop for the nights of September 21, 2010 and September 22, 2010. The cut-off date for accepting reservations into this room block is September 17, 2010. Reservation requests received after 5:00 p.m. local time at the hotel on the cut-off date will be honored at the group rate as long as guest rooms are still available.

The workshop is free of charge but participants are responsible for making their own sleeping room reservations. The hotel accommodations are for confirmed workshop attendees only. Please do not reserve a room until you receive a “Confirmed for Registration” e-mail from Calyptus Consulting Group, Inc.

Participants can book, modify, or cancel guest room reservations by calling the Reservation Line at 1-800-899-0251 between 8/16/10 and 9/17/10. To receive the special rate, participants should ask for the ***FTA – Procurement System Review (PSR) Workshop*** room blockwhen making reservations.

### PARKING

Self-parking is available at $10.00 per car per day for overnight hotel guests.

### TRANSPORTATION TO AND FROM HOTEL

**General Driving Directions**

* **From Interstate 5 South**  
  Take exit 169 to 45th street, drive east on 45th street 5 blocks to Brooklyn Ave. Then turn left to the hotel entrance.
* **From 405**Merge onto WA-520, then take the I5 North Exit to exit 169 NE 45th Street. Stay in the right lane and drive east on 45th 5 blocks to Brooklyn Ave, turn left onto Brooklyn Ave and left into the hotel.

**Driving Directions from Airport to the Hotel**

From Seattle-Tacoma International Airport (SEA)

Follow these directions to get to Hotel Deca:

(Estimated Driving Time: 40 Minutes, Distance: 19 miles)

|  |  |  |
| --- | --- | --- |
| 1. | Head **south** toward **S 182 St** | 0.3 mi |
| 2. | Slight **left** at **S 182 St** | 1.5 mi |
| 3. | Take the ramp onto **WA-518 E** | 1.5 mi |
| 4. | Take the exit on the **left** onto **I-5 N** toward **Seattle** | 14.8 mi |
| 5. | Take exit **169** for **NE 45th St** | 0.3 mi |
| 6. | Slight **left** at **7th Ave NE** | 269 ft |
| 7. | Turn **right** at **NE 45th St** | 0.3 mi |
| 8. | Turn **left** at **Brooklyn Ave NE**  Destination will be on the left | 131 ft |

**Other Types of Transportations from Airport to the Hotel**

*Taxi to and from the Hotel*

On average, cab ride is approximately 30 minutes and costs about $45.00-$60.00 per one way ride.

*Shuttles:*

Shuttle Express vans are available to and from the airport. Charge per one-way trip is approximately $19.00. Reservations **are** required. To pick up the shuttle, exit the terminal and follow signs to the Shuttle Express stop. For more information, please contact Shuttle Express at 1-800-487-7433.

*Metro Transit: Light Rail and Bus:*

Metro Transit Light Rail and Metro Transit Bus Service operate to and from the airport Monday through Friday, with a one-way fare of $4.75 ($2.50 for LR plus an additional $2.25 for bus). Exit the airport terminal and walk 0.3 miles northeast to the ST Light Rail & SeaTac/Airport Station. Board Light Rail route ST 599 (NA) and take northbound towards Westlake Sta AcRd & Tunnel Station-BAY A. Transfer to route MT 73 (Jackson Park Express) and take eastbound to Way NE & NE 45th St. Exit the bus and walk 0.2 miles west to Hotel Deca.

### TRANSPORTATION AROUND THE AREA

Complimentary Hotel Shuttle is offered for transportation to the downtown area. You may also reach downtown by taking buses 71, 72, or 73. Once downtown, attendees can utilize a free Hop-on-Hop-off bus service, rent bikes, or walk to their destinations.

## REGISTRATION FORM

I will be attending the FY 2010 Procurement System Review Workshop. Please register me:

**First Name:**

**Last Name:**

**Title:**

**Agency:**

**Street Address:**

**Street Address (cont'd):**

**City:** **State:**

**Zip:**

**Phone No.:** **Extension (if any):**

**Fax No.:**

**E–mail:**

**Special Needs (e.g., wheelchair access, hearing impaired):**

**Important Notes:**

* This is an automated registration form. Please fill and review your entries carefully. After completing the form, please save the form and return it as an e–mail attachment to psrworkshop@calyptusgroup.com.
* You will receive two emails: (1) the first email is to acknowledge the receipt of the registration form; and (2) the second email is to confirm you are registered for the workshop. Please **do not** assume you are confirmed and registered until you receive the second email.
* Calyptus Consulting Group, Inc., a PSR Contractor, is organizing this event. If you have any difficulty returning the form by e–mail, feel free to print and submit by fax to Sarah Dawson at (617) 577-0042. You can also call her at 617-577-0041 for more information.
* Submit one form for each participant per guidelines on the previous pages.
* Please submit your registration by **September 15, 2010**. **Early registration is encouraged as the number of participants is limited.**