



# IT Help and Support

Federal Transit Administration—Office of Acquisitions and Office of Information  
Technology

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## *Overview: Joint Procurement Clearinghouse*

### Background

The Federal Transit Administration (FTA) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Per 49 USC 5325\* 3019 (b) of the FAST Act, FTA was charged with establishing a clearinghouse for the purpose of allowing grantees to aggregate planned rolling stock purchases and identify joint procurement participants.

Joint procurements are defined as (sometimes informally referred to as “cooperative procurement”) means a method of contracting in which two or more purchasers agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum and total maximum. Unlike a State or local government purchasing schedule or contract, a joint procurement is not drafted for the purpose of accommodating the needs of other parties that may later choose to participate in the benefits of that contract

The Joint Procurement Clearinghouse (JPC) is on the TrIAD platform and requires that Transit Award Management System (TrAMS) User Managers designate the Procurement Officer in TrAMS. TrAMS is a web-based tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds.

### Scope

This document applies to all designated Procurement Officers and/or those given access as a Procurement Officer through TrAMS.

### Overview of Steps

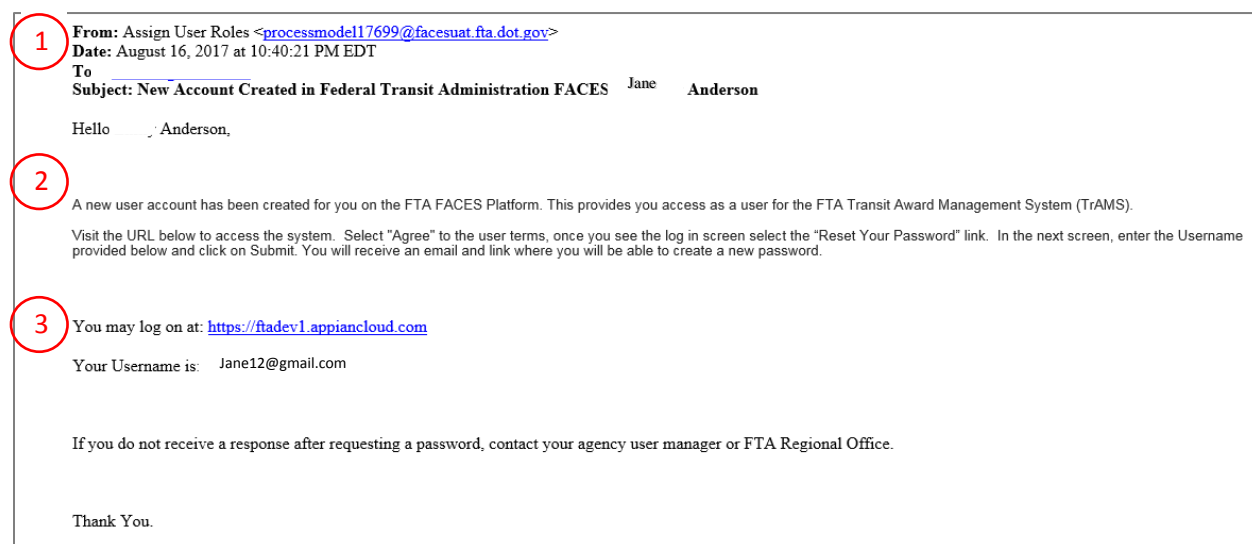
Below is a quick overview of the JPC System request submittal process. Please utilize our training videos for a more in depth experience.

## 1. Accessing the Joint Procurement Clearinghouse Site

Per 49 USC 5325\* 3019 (b) of the FAST Act, the JPC is only accessible to FTA grantees. In order to access the JPC, TrAMS User Managers must give transit agency Procurement Officers access to the TrAMS system, which the JPC resides on.

Potential users should provide their TrAMS User Manager with their email, so that they can receive a user name from the site. Once the TrAMS User Manager creates an account, the new user will receive the following email (Figure 1).

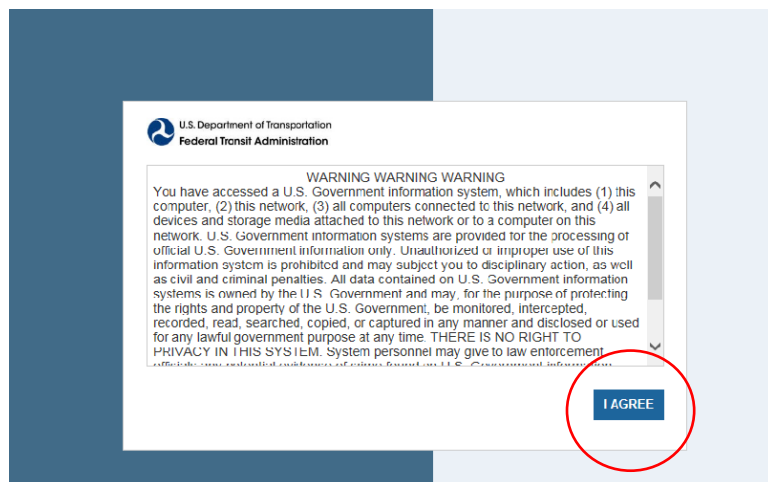
Figure 1. Access Email to JPC



New Procurement Officers will receive an email from the email account "Assign User Roles" (1). The email will be addressed to the Procurement Officer and will inform the user that (2) "A new user account has been created for you on the FTA FACES Platform." The user will use the username given and the password they create to log on to the JPC.

New users should log into the website provided in the email (3), which will bring them to the screen shown below (Figure 2) where they will be asked to accept the user terms by selecting “I Agree.”

Figure 2: Initial login screen

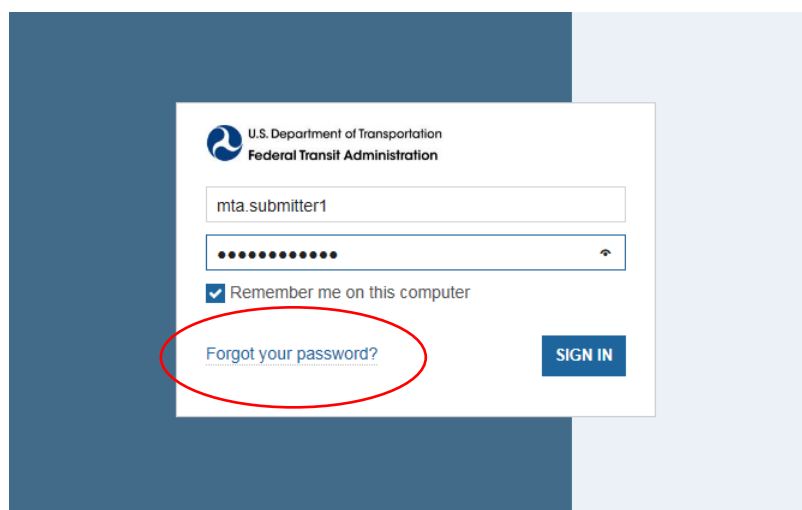


## 2. Logging into the system

After agreeing to the user terms, the user will be asked to sign in to Joint Procurement Clearinghouse (Figure 3). For the initial log-in, users must select the “Forgot your password?” link to create a password and then log in using that password.

If the user has already created their password, they should enter their username (provided in the initial email) and their password, and click “SIGN IN”.

Figure 3: Forgot your password screen



### 3. Joint Procurement Clearinghouse Homepage

After logging into the system, users will see the JPC homepage (Figure 4).

Figure 4: JPC Homepage



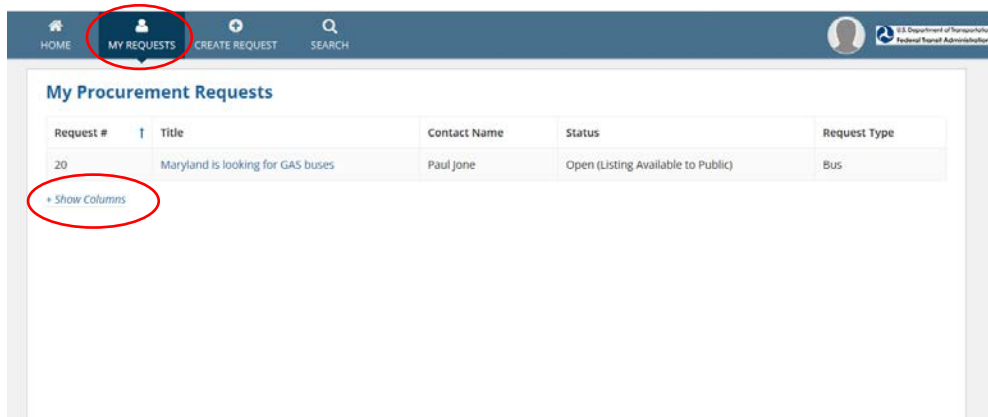
The homepage provides users instructions about how to create and manage their requests for Joint Procurements. It also describes how to search and/or view all the requests made by others in the system.

Site navigation for the JPC is located at the top left corner of the JPC homepage (or at the bottom of the screen in mobile view). The four navigation tabs are 1) Home, 2) My Requests, 3) Create Request, and 4) Search. These navigation options will always be available to users while on the site.

### 4. My Requests

The "My Requests" page (Figure 5), accessed by clicking the "My Request" tab, allows users to see a comprehensive listing of all their open or closed procurement requests. Users can select "Show Columns" to show more, or less, detail, such as ID, Notes, Contact Name, Contact Phone, Contact Email, Status and Request type.

Figure 5: My Procurement Requests Page



## 5. Create a New Procurement Request

Refer to Figure 6 and the description below in order to create a new procurement request. Some fields are mandatory and are marked with an asterisk (\*). These fields must be populated in order to submit your request.

Figure 6: Create New Procurement Request Screen

The screenshot shows the 'Create New Procurement Request' interface. At the top is a navigation bar with tabs: HOME, MY REQUESTS, CREATE REQUEST (highlighted with a red circle 1), and SEARCH. The main content area is titled 'Create New Procurement Request' and contains several sections:

- Request Summary**: Includes a 'Title\*' field (circled 2) and a 'Notes' text area (circled 3). Below the notes is a character limit note: 'Maximum of 4000 Characters Allowed. Please describe the details of your procurement in this section.'
- Link to Procurement Details**: A text field for a URL (circled 4) with a placeholder 'Please include full url: http://www.example.com'.
- Requested By**: Pre-populated with 'Ted Proc'.
- Organization**: Pre-populated with 'Transportation, Texas Department Of'.
- Region**: Pre-populated with 'Region 6'.
- State or Province**: Pre-populated with 'TX'.
- Type\***: A dropdown menu (circled 5) with 'Other' selected.
- Status\***: A dropdown menu (circled 6) with '--- Select a value ---'.
- Notify By Date\***: A date input field (circled 7) with a placeholder 'mm/dd/yyyy'.
- Contact Details**: Includes 'Name\*' (circled 8), 'Email\*', and 'Phone Number' fields.

1. **Navigation panel:** To access the “Create a New Procurement Request” page (Figure 6), users must click on the “Create Request” tab in the navigation panel. This allows users to provide details about a potential joint procurement.

2. **Title:** Users must create a descriptive title for their procurement. This is a mandatory field.

3. **Notes:** Users have the option to include more information about their procurement in the notes section regarding the specifics of their procurement.

4. **Link to Procurement Details:** Users can provide a link to their website in order to provide more information about the procurement. Please note that the website address must include http:// when the user is providing a website.

*Note:* The Requested By, Organization, Region and State or Province is pre-populated by the user’s information in the TrAMS system.

5. **Type:** The User must enter what type of rolling stock they would like to procure. Users have the option to select Bus, Bus Parts, Rail, Rail Parts, Ferry or Other. If the user selects “Other,” they must make sure to clarify the details in the notes and procurement title. Additional specification regarding fuel type and vehicle length are available when “Bus” is selected. This is a mandatory field.

6. **Status:** The user must select the Status of the procurement request. Users can select either “Open” or “Closed”. The “Open” status means that the user’s request will be open to the public. The “Closed” status means that the user’s request will not be accessible by the public. Users might use this status if they want to continue working on getting their procurement details together before making it public. If after six (6) weeks, no action has been taken with the request, the system will revert the status to closed. This is a mandatory field.

7. **Notify By Date:** The “Notify By Date” is a date determined by the user for when they would like to hear back from other potential partners. This is a mandatory field.

8. **Contact Details:** The user must state who should be contacted regarding this request. The name and email are mandatory fields and the phone number is optional.

## 6. Search

Users have the ability to search for potential joint procurement opportunities in the clearinghouse. Please refer to Figure 7 and the description below in order to perform a search.

Figure 7: Create New Procurement Request Screen

**Enter Search Criteria for Procurement Request Details**

Use the fields below to search procurement requests.  
Only open procurement requests are displayed in search results.

**Search Description**

**State**  
-- Select --

**Region**  
-- Select a value --

**Request Type**  
Bus

**Fuel Type**  
-- Select a value --

**Vehicle Length**  
-- Select --

**CLEAR** **SEARCH**

**Search Results**

Request #	Request Type	Title	Notes	State or Province	Region	Contact Name	Contact Phone	Contact Email	Fuel Type	Vehicle Length	Notify By Date
1	Rail	Procurement Title	A description of the procurement I want to buy Amtrak cars.	TX	Region 6	Emily Anderson		emily.anderson@hotmail.com			8/15/2017
2	Bus	Title for procurement	I am searching for buses	TX	Region 6	Mr Jim Harper		james.harper@dot.gov	Electric Battery	42	9/22/2017
2	Bus	Title for procurement	I am searching for buses	TX	Region 6	Mr Jim Harper		james.harper@dot.gov	Electric Battery	30	9/22/2017
3	Bus	This is the title of my request for a bus	I want to procure 40 buses that are electric	TX	Region 6	Edward Smith		edward.smith@gmail.com	Electric Battery	42	10/27/2017
4	Bus	This is the title of the request	Quantity:100 Buses that are electric	TX	Region 6	John Smith		john.smith@example.com	Ethanol	36	10/6/2017
4	Bus	This is the title of the request	Quantity:100 Buses that are electric	TX	Region 6	John Smith		john.smith@example.com	Electric Battery	42	10/6/2017
4	Bus	This is the title of the request	Quantity:100 Buses that are electric	TX	Region 6	John Smith		john.smith@example.com	Diesel Fuel	23	10/6/2017

1. **Navigation bar:** To access the “Search” page (Figure 7), users must click on the “Search” tab in the navigation panel. This allows users to find other procurement requests.

2. **Search Description:** Users can type in specific information that they want to find in this. Based on this search, the list below will show the available results.

3. **State or Region:** Users can filter the results list to only show requests from a particular state or FTA region.

4. **Request Type:** Users can filter the results depending on what kind of rolling stock the user is looking for. Users have the option to select Bus, Bus Parts, Rail, Rail Parts, Ferry, or Other. Additional specification regarding fuel type and vehicle length are available when “Bus” is selected.

## For More Information

If you have additional questions or comments about using the JPC, please contact the JPC at [FTA.jpc.help@dot.gov](mailto:FTA.jpc.help@dot.gov).