FEDERAL TRANSIT ADMINISTRATION

SUMMA

Best Practices Procurement & Lessons Learned Manual

Background

U.S. Department of Transportation Federal Transit Administration

The Federal Transit Administration provides a number of resources for recipients to assist with third party procurements for projects receiving FTA funds, including:

- Circular 4220.1F, Third Party Procurement
- An extensive set of Third Party Procurement FAQs to provide a means for its customers to get answers to their procurement questions online
- Procedures, methods, and examples of procurement practices in this Best Practices Procurement & Lessons Learned Manual

Objectives

This manual provides recipients of Federal assistance awarded by the Federal Transit Administration (FTA) with examples of procurement practices and lessons learned from a variety of third party procurement actions undertaken by FTA grant recipients.

Findings and Conclusions

The Best Practices Procurement & Lessons Learned Manual provides information for FTA recipients of federal assistance, covering the entire procurement cycle and presenting procurement best practices and lessons learned.

The Best Practices Procurement & Lessons Learned Manual is divided into four major sections that cover the entire procurement cycle:

- Planning
- Selecting Type of Contracting Method
- Contract Award
- Contract Administration

The topics discussed in each section are derived from various Federal laws and regulations that affect recipients' FTA-assisted procurements.



Examples of procurement practices and lessons learned are provided to help recipients improve their internal procurement processes and avoid common pitfalls. Following only the guidance provided in this manual will not provide a definitive assurance of compliance with federal third party procurement requirements or with state and local requirements. The examples provided are not intended to be all-inclusive given the many unique situations recipients face when undertaking third party procurements, nor are the examples necessarily available to every recipient in every state. Recipients must comply with state and local laws, except where explicitly prohibited from doing so by Federal law. Rather, the manual's examples are intended as a resource and a starting point for recipients to explore how other recipients have approached procurement compliance.

Benefits

Examples of procurement practices and lessons learned will help recipients improve their internal procurement processes and avoid common pitfalls. In addition to this manual, FTA provides other resources and guidance on the Procurement page of its website, and recipients and vendors are encouraged to sign up for email alerts when FTA posts updates to procurement issues. FTA posts responses to procurement questions it receives from recipients and vendors that may be of general interest to FTA recipients. These Frequently Asked Questions are located on the Procurement page of FTA's website.

Project Information

FTA Report No. 0105

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