

ORANGE COUNTY TRANSPORTATION AUTHORITY PROCUREMENT WORKSHOP

PROCUREMENT POLICY OVERVIEW

OVERVIEW

- Procurement Policy adopted in 1992
- Conforms to State and Federal Regulations
- Board of Directors (Board) has made changes to various policies and procedures

WHAT WE BUY

- Centralized Purchasing Department
- Purchase:
 - Professional Services
 - Architectural & Engineering (A&E) Services
 - Public Works/Construction Services
 - Materials/Equipment
 - Other Support Services

PROCUREMENT THRESHOLDS

- Professional and A&E Services – Valued Over \$250,000 - Board selects firm
- Public Works – Valued Over \$50,000 – Board awards contract
- Sole Source – Valued Over \$25,000 – Board awards contract

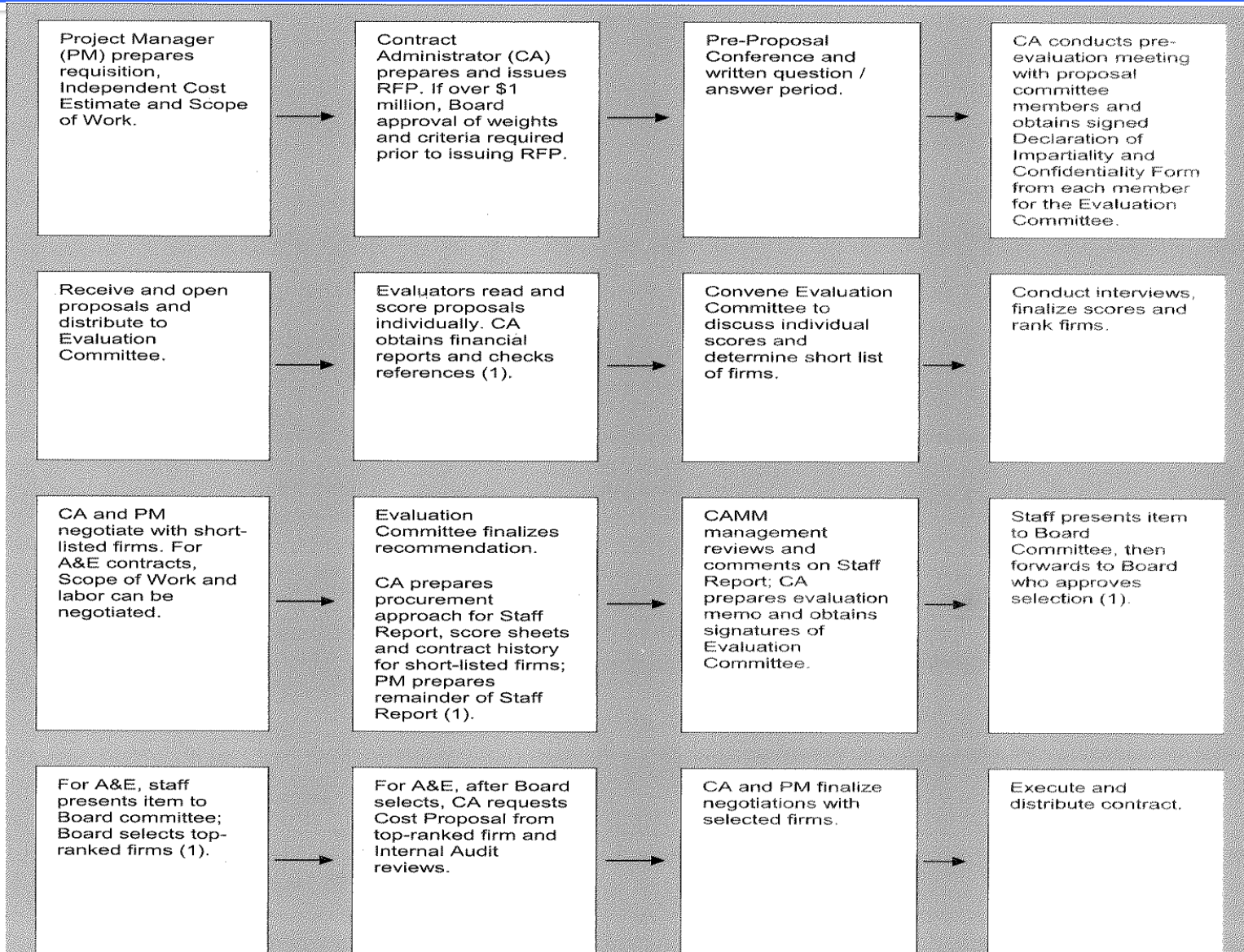
PROCUREMENT THRESHOLDS

- Option Terms – If Initial Term and Options are valued over \$250,000 – Board selects firm and awards option terms
- Amendments – Valued over \$250,000 or over 15% of total contract amount – Board approves amendment
- Change Orders – Value of change over \$210,000 – Board approves change order

SELECTION METHODS

- Request For Proposals (RFP)
 - Evaluation Criteria including price – A&E exception
 - Evaluation Committee- reviews & makes recommendation
- Invitation For Bids (IFB)
 - Specifications clearly defined
 - Price is only criterion
 - Responsive/Responsible bidder

RFP SELECTION PROCESS



RFP SELECTION PROCESS

- Evaluation Committee Training
- Committee Responsibilities
 - Pre-evaluation Meeting – Conflict of Interest/Disclosure Form/Instructions
 - Evaluation Committee Meeting
 - Interview Selected Firms
 - Finalize Recommendation

RFP SELECTION PROCESS

- Board may approve the Evaluation Committee recommendation, select a different firm, or send back to the committee or Evaluation Committee
- Board authorizes Chief Executive Officer to negotiate and execute contract
- Staff negotiates level of effort, pricing, staffing, and contractual terms and conditions
- At conclusion of negotiations, staff finalizes agreement and obtains signatures to execute contract

IFB AWARD PROCESS

- Vendors submit sealed bids
- Open Publicly
- Review for responsiveness/responsibility
- Award to lowest responsive/responsible bidder

AGREEMENT

- Agreement templates created for each type of procurement and funding source
- Clauses are based on the Federal Acquisition Regulations which establish guidelines for governmental procurement
- Also adhere to Federal Transit Administration established third party contracting requirements

AGREEMENT

- Contract templates are reviewed by General Counsel when initially setup and as revisions are made
- Changes to terms and conditions resulting from negotiations also discussed with General Counsel before agreed upon