

APPENDIX A TO BOARD POLICY 465

SR 20-192

Att. 2

Amount	Signature Authority
<u>All Solicitations/Procurements Up to \$ 500,000</u>	<u>General Manager's Signature Authority-Pre Solicitation Award</u>
<u>All Amounts Up to \$ 250,000 per Contract Year</u>	<u>General Manager's Signature Authority (Non-Construction)</u> <u>Professional Services (Non-Construction)</u> <u>Request for Proposals, Invitation for Bids, Piggyback Agreements, Leases, Revenue Leases</u>
<u>All Amounts Up to \$ 100,000</u>	<u>General Manager's Signature Authority (Construction)</u> <u>Architecture and Engineering (A&E)</u> <u>Lease Property Up to a Five (5) Year Term</u>

SOLICITATION REQUIREMENTS

PROCUREMENT OF MATERIALS, SUPPLIES & EQUIPMENT, PROFESSIONAL SERVICES (NON-CONSTRUCTION)

AMOUNT NON-FED FUNDED	AMOUNT FEDERAL FUNDS	PROCUREMENT REQUIREMENTS	DBE/SLBE (SBE - Federal)	BASIS FOR AWARD	SECURED BY
\$10,000 OR LESS	\$10,000 OR LESS	Informal. 3 quotes <u>required</u> . A fair and reasonable price determination must be made for each procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, and SLBE utilization per Board Policy 460 and Board Policy 466.	For federally funded projects determine and document that the price is fair and reasonable and how this determination was derived. For non-federally funded projects a cost or price analysis may be required.	Purchase Order
\$10,000 to \$250,000 <u>100,000</u>	\$10,000 TO \$250,000 <u>100,000</u>	Informal. Obtain price or rate quotations that permit prices and terms to be compared from an adequate number of qualified sources (3 is acceptable). Invitation For Bids (IFB) or Request For Proposals (RFP) may be required by Procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466.	Lowest price if an invitation for BID or request for quotations was employed. For federally funded projects determine and document that the price is fair and reasonable and how this determination was derived. For non-federally funded projects a cost or price analysis may be required.	Purchase or Written Contract (Determined by PMD)

APPENDIX A TO BOARD POLICY 465

<p>\$ 250100,000 OR MORE</p>	<p>\$250100,000 OR MORE</p>	<p>Formal Advertisement: Invitation For Bids (IFB) or Request For Proposals (RFP). Sealed bids. A fair and reasonable price determination must be made for each procurement.</p>	<p>Solicitations shall be reviewed by the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466. Formal advertisements shall explicitly state the District's commitment to using DBE's and SLBE's in all procurements.</p>	<p>IFB: Lowest responsive, responsible bidder. RFP: Lowest responsive, responsible proposer or Best Value as defined by Board Policy 465.</p> <p>The PMD to determine if Best Value is appropriate.</p>	<p>Written Contract required</p>
<p>\$ 150,000 OR MORE</p> <p>ROLLING STOCK</p>	<p>\$150,000 OR MORE</p> <p>ROLLING STOCK</p>	<p>Formal Advertisement: Invitation For Bids (IFB) or Request For Proposals (RFP). Sealed bids.</p> <p>When procuring rolling stock with FTA financial assistance (including train control, communication, traction power, and rolling stock prototypes) A fair and reasonable price determination must be made for each procurement.</p>		<p><u>"Small Purchases"</u> greater than \$150,000 are subject to the Buy America Act. The FAST Act statutorily fixed the threshold of this small-purchase waiver at \$150,000 or less in 49 U.S.C. 5323(j)(13), applicable to all purchases made after October 1, 2015. Now that the Buy America small-purchase waiver threshold is fixed in statute, it is not related to, and will not adjust with future increases to, the simplified acquisition threshold under the Federal Acquisition Regulation (FAR).</p>	

APPENDIX A TO BOARD POLICY 465

PROCUREMENT OF PROFESSIONAL SERVICES (Excluding Architectural & Engineering Services)					
AMOUNT- NON- FED-	AMOUNT- FEDERAL- FUNDS	PROCUREMENT- REQUIREMENTS	DBE/SLBE	BASIS FOR AWARD	SECURED BY
\$10,000 OR LESS	\$10,000 OR LESS	Informal. 3 quotes. A fair and reasonable price determination must be made for each procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466.	For federally funded projects determine and document that the price is fair and reasonable and how this determination was derived. For non-federally funded projects a cost or price analysis may be required.	Purchase or Written Contract (Determined by PMD)
\$10,000 to \$ 250,000	\$10,000 TO \$ 250,000	Informal. To the extent practicable, obtain price or rate quotations that permit prices and terms to be compared from an adequate number of qualified sources (3 is acceptable). A fair and reasonable price determination must be made for each procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466.	Lowest price if an invitation for BID or request for quotations was employed. For federally funded projects determine and document that the price is fair and reasonable and how this determination was derived. For non-federally funded projects a cost or price analysis may be required.	Purchase or Written Contract (Determined by PMD)
\$ 250,000 OR MORE	\$250,000- OR MORE	Formal Advertisement: Invitation For Bids (IFB) or Request For Proposals (RFP). A fair and reasonable price determination must be made for each procurement.	Solicitations shall be reviewed by the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466. Formal advertisement for the solicitation shall explicitly state the District's commitment to using DBE's and SLBE's in all procurements.	IFB: Lowest responsive, responsible bidder. RFP: Award to proposer whose proposal is deemed most advantageous to the District with cost as a consideration. In evaluating the relative merit of the proposals submitted, cost shall be evaluated objectively based on mathematical formula.	Written contract Required

APPENDIX A TO BOARD POLICY 465

PROCUREMENT OF CONSTRUCTION SERVICES (Including Repairs or Remodeling of District Facilities)				
NON-FEDERALY FUNDED	PROCUREMENT REQUIREMENTS	DBE/SLBE	BASIS FOR AWARD	SECURED BY
UP TO \$ 100,000	Minimum of 3 quotes. A fair and reasonable price determination must be made for each procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466.	Price or cost analysis	Purchase Order or Written Contract (Determined by PMD)
\$100,000 OR MORE	Formal Advertisement: Invitation For Bids (IFB). A fair and reasonable price determination must be made for each procurement.	Solicitations shall be reviewed by the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 460 and Board Policy 466. Formal advertisement for the solicitation shall explicitly state the District's commitment to using DBE's and SLBE's in all procurements.	Award to the lowest responsive, responsible bidder.	Written contract Required
FEDERALY FUNDED	PROCUREMENT REQUIREMENTS	DBE/SLBE	BASIS FOR AWARD	SECURED BY
\$2,500 UP TO \$ 100,000	Minimum of 3 quotes.— Informal. Obtain price or rate quotations that permit prices and terms to be compared from an adequate number of qualified.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE or MSBE utilization per Board Policy 460 and Board Policy 466.	Award to lowest price. Determine and document that the price is fair and reasonable and how this determination was derived.	Purchase Order or Written Contract (Determined by PMD)
\$100,000 OR MORE	Formal Advertisement: Invitation For Bids (IFB) or Request For Proposals (RFP). A fair and reasonable price determination must be made for each procurement.	Solicitations shall be reviewed by the Contracts Compliance Administrator for DBE, SBE or MSBE utilization per Board Policy 460 and Board Policy 466. Formal advertisement for the solicitation shall explicitly state the District's commitment to using DBE's and SLBE's in all procurements.	IFB: Lowest responsive, responsible bidder. RFP: Award to proposer whose proposal is deemed most advantageous to the District with cost as a consideration. In evaluating the relative merit of the proposals submitted, cost shall be given equal weight to the highest technical.	Written contract Required

APPENDIX A TO BOARD POLICY 465

PROCUREMENT OF ARCHITECTURAL AND ENGINEERING SERVICES (Including Construction Management Services, Repair or Remodelling of District Facilities)				
FEDERAL AND NON-FEDERALLY FUNDED	PROCUREMENT REQUIREMENTS	DBE/SLBE	BASIS FOR AWARD	SECURED BY
\$2,500 UP TO \$ 100,000	Minimum of 3 quotes. A fair and reasonable price determination must be made for each procurement.	All opportunities shall be reviewed with the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 465 and Board Policy 466.	Negotiations conducted with the most qualified offeror. Only after failing to agree on a fair and reasonable price with the most qualified offeror may negotiations with successive offerors in descending order may be conducted until contract award can be made.	Purchase Order or Written Contract (Determined by PMD)
\$100,000 OR MORE	Qualifications Based – Formal RFQ. A fair and reasonable price determination must be made for each procurement.	Solicitations shall be reviewed by the Contracts Compliance Administrator for DBE, SBE, MSBE, or SLBE utilization per Board Policy 465 and Board Policy 466. Formal advertisement for the solicitation shall explicitly state the District's commitment to using DBE's and SLBE's in all procurements.		Written contract Required

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