

Procurement Series I – Orientation to Transit Procurement

The Florida Department of Transportation **Statewide Transit Technical Assistance and Training Program**, administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the **Procurement Series I – Orientation to Transit Procurement** on January 14-18, 2019. This course is sponsored by The Bloustein School of Planning and Public Policy at Rutgers, The State University of New Jersey.

Date & Time:

January 14, 2019 1:00pm – 4:30pm (registration 12:30pm – 1:00pm)
January 15-17, 2019 8:30am – 4:30pm
January 18, 2019 8:30am – 12:00pm

Host Agency/Training Location:

USF Center for Urban Transportation Research (CUTR)
3808 USF Alumni Drive - Room 102
Tampa, FL 33620
Phone: (813) 974-3120



Overview:

This four-day foundational course is an overview of transit procurement and emphasizes “best practices” for contract procurements by FTA grantees (the first of a four-part series*). This revised procurement course will focus on good procurement business practices and policies from a broader industry perspective. The course introduces minimum standards for individual agency practices as described in the FTA Circular 4220.1F, and the Master Agreement and provides participants with a framework for examining basic issues pertaining to third party contracting.

This training covers the roles and responsibilities of contracting parties and will explore opportunities for teaming/partnering internally and with transit suppliers. Specific problem areas that may emerge during the procurement process will be identified and addressed. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities.

* It is highly recommended that the four procurement courses be taken in the following order: Orientation to Transit Procurement, Risk Assessment and Basic Cost or Price Analysis, RFP’s and Competitive Contract Negotiations, and Contract Administration.

Topics include, but are not limited to:

- Procurement “Best Practices”
- Teaming and Partnering
- Organization of the Procurement Function
- Functions and Principles of Procurement
- Acquisition Planning
- Option Year, Piggybacking, Cross-Border Leasing
- Writing Specifications and Statements of Work
- General Contract Provisions
- Procurement Integrity
- Debriefing and Protests
- FTA’s Role in the Procurement Process

Audience:

This course is for those currently engaged in procurement for federal-funded transit agencies, contract administrators, project managers, procurement and contracting personnel wishing to improve their skills, transit suppliers, and FTA regional staff who review third-party contracting. Transit suppliers are encouraged to attend in order to understand the agency procurement function more thoroughly.

Fees:

There are no fees to attend this course for current employees of a Florida public transit agency and who meet criteria identified in the [Transit Training Policies and Procedures](#). All participants must have permission from their transit system’s operations manager to attend this course. Upon acceptance of registration, participants will receive a logistical confirmation with travel authorization form via email.

There are no travel reimbursement opportunities available for this course. USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at buffington@cutr.usf.edu a minimum of ten (10) working days in advance to the training session.

Registration Deadline is December 31, 2019

How to Register

For this course please register online via: <https://www.surveymonkey.com/r/V8BR87X>

Visit www.cutr.usf.edu to learn about additional transit training opportunities, workshops, conferences, and special events.

Visit [Transit Training Policy & Procedures](#) to review policies and procedures of the training programs.

For questions regarding this training course, please contact Molly Buffington at buffington@cutr.usf.edu.

For LMS questions or technical assistance, please contact Stephanie Lewis at zavacki@cutr.usf.edu.