Appendix 29

PURCHASING SCHEDULE WORKSHEET

FTA grantees are encouraged to utilize available state and local intergovernmental agreements for procurement or use of common goods and services.[1] FTA uses the term “state or local government purchasing schedule” to mean an arrangement that a State or local government has established with several or many vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices.[2]

Project Manager:	
Date:	
Brief description of goods/services:	
Requested Amount:	$
OWP Number:	
Will the purchase be paid for with FTA or FHWA funds?[3]	☐ YES ☐ NO

Purchasing Schedule Details

Vendor Name:	
Name of Cooperative who offers the solicitation:	
Name of Agency who issued the solicitation:	
Procurement Method:	☐ Invitation for Bid (IFB) ☐ Request for Proposal (RFP)
Basis of Award:	☐ Award was made to the lowest responsive and responsible bidder who conformed to all material terms and conditions of the solicitation. [IFBs] ☐ Award was made to the responsible offeror whose proposal was most advantageous with price and other factors considered. The evaluation criteria used to score the proposals was included in the solicitation. [RFPs]
Was a geographical preference listed in the solicitation (i.e. gave in-state vendors a bidding preference)?	☐ YES[4] ☐ NO
Names of vendors who were awarded contracts:	1. 2. 3. 4. 5. 6.

In order to determine whether the utilization of a state or local government purchasing schedule is feasible, the following must be answered affirmatively by the Contracts Analyst and supporting documentation for each statement must be provided.

[1] FTA BPPM Section 4.7.2.2
[2] FTA Circular 4220.1F, Chapter V. Section 4
[3] The FTA provisions must be included in the purchase order provisions and the vendor must sign the federal forms prior to the issuance of the purchase order.
[4] FTA prohibits the use of geographical preference in competitive solicitations. A solicitation with geographical preference may not be used in the purchase will be paid for with federal funds.

BY MARKING THE BOXES BELOW, YOU ARE AFFIRMING THAT THE FOLLOWING STATEMENTS ARE TRUE.	
☐ ☐	**I have obtained quotations from each of the vendors who were awarded a contract and selected the vendor with the lowest price for the item(s) I am purchasing.** Required documentation: • Quotations from all awarded vendors **I have obtained a copy of the contract and the solicitation document, including the specifications.** Required documentation: • Solicitation (RFP, IFB, etc.) including the specifications • Addenda issued (if applicable) • Legal notices/advertisements • Successful bid/proposal • Scoring summary (if RFP process was used) • Notices of Award • Summary of procurement (number of respondents, how award determination was made, if any proposals/bids were deemed non-responsive, if there were any protests and what the outcome was, and any other information summarizing the procurement process and award to the selected consultant/contractor/vendor.) • Original Contract • Contract Amendments (if applicable)
	The contract price remains fair and reasonable.
	Required documentation: • Market analysis demonstrating price is fair and reasonable.
	The contract term complies with the five-year term limit established by the FTA.
	Required documentation: • Contract start and end dates, including all option periods in effect.