

STAFF REPORT



MEETING DATE:	December 13, 2021
SUBJECT:	Approve Updates to SRTA Procurement Policies
AGENDA ITEM:	5-6
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

SUMMARY:

Updates to SRTA's procurement policies are required for consistency throughout the chapter, better clarity, and to allow the executive director to make minor administrative amendments to the procurement section as needed.

STAFF RECOMMENDATION:

It is recommended that the board:

1. Approve the attached updates to the agency's procurement policies; and
2. Authorize the executive director to make minor administrative amendments in the future, as appropriate.

DISCUSSION:

SRTA staff continues to update the procurement policies for consistency internally, and with the requirements of the agencies that fund our activities. Minor administrative amendments are necessary changes, such as corrections in response to internal inconsistencies, audits, or guidance from agencies that provide funding. The current procurement policies can be found in pages 76–279 of the SRTA Policies and Procedures Manual at: <https://www.srta.ca.gov/DocumentCenter/View/5077/>.

Proposed updates include:

- Removal of the "procurement steps" checklist (pages 166–172) and the appendices as attached documents (pages 173–280)
 - Some attachments conflict with procurement policies. Procurement checklists and appendices are constantly evolving and do not need to be part of the formal policy adopted by the board. They are most useful as informal internal guidance to SRTA project managers. This removal will allow staff to more efficiently update and change the forms as needed, and staff will continue to revise, update, and complete these forms as part of the procurement process.
- Clarification of 2.35.020.019A, Section B, No. 7 (page 98)
 - This section has been clarified to add an additional procedure in the event that only one qualified bidder submits a proposal. If only one proposal is received, justification must be properly documented and retained in the Procurement file. A Non-Competitive process must be justified, including evaluation of the firm's responsiveness and responsibility and, depending on the type of procurement, additional records might need outside agency approval.

- Minor administrative amendments
 - Minor changes have been completed to correct formatting and spacing issues, word choice for clarity, and consistent grammatical voice.

FISCAL IMPACT:

There is no fiscal impact resulting from these changes.



Daniel S. Little, AICP, Executive Director

Attachment: SRTA Policies and Procedures Manual, Chapter 2.35, pages 78–166, amended December 14, 2021 (<https://www.srta.ca.gov/DocumentCenter/View/5694/>).