

Subrecipient Workshop 2022



Office of Public Transit Procurement Policies Updates

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OPT Procurement Policies Update

- Procurement Policies Updates
- Procurement Thresholds for small purchases
- Procurement from State contracts
- Anticipated Modifications



Procurement Policies

- Procurement Approval Form
 - 1) Procuring Vehicles State Contract or By Solicitation
 - 2) Building/Repairing Facilities
 - 3) Procuring other items/services > \$5,000.00
- Procurement History File Checklist

**OFFICE OF PUBLIC TRANSIT
PROCUREMENT APPROVAL FORM
(Effective July 2021)**

This form is universal and required for all procurement request to expend SCDOT OPT administered funds. All subrecipients are to complete Section I & Section II. If procuring vehicles complete the appropriate sections in Section I & Section II and proceed to Section III. All other procurements complete Sections I & II, and then proceed to Section IV or Section V.

SECTION I - SUBRECIPIENT INFORMATION

Agency Legal Name: _____		
Point of Contact: _____	Job Title: _____	
Address: _____	City: _____	Zip: _____
Telephone Number: _____	Email Address: _____	

SECTION II – PROCUREMENT INFORMATION

Complete this section for all procurements.

Please check the type of procurement:

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Facility Improvements | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Purchase of Services | <input type="checkbox"/> Supplies |

Please check the procurement method:

- | | | | | |
|---|------------------------------|------------------------------|------------------------------|--|
| <input type="checkbox"/> State contract | <input type="checkbox"/> IFB | <input type="checkbox"/> RFP | <input type="checkbox"/> RFQ | <input type="checkbox"/> Other (please list) _____ |
|---|------------------------------|------------------------------|------------------------------|--|

For procurement of vehicles complete lines 1-3 then proceed to Section III.

For procurement(s) other than vehicles complete lines 1-3 then proceed to Section IV or V, whichever is applicable.



**SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
OFFICE OF PUBLIC TRANSIT
PROCUREMENT PROCESS**

PROCUREMENT HISTORY FILE CHECKLIST

CONTRACT NUMBER	CONTRACTOR NAME	AWARD DATE

FUNDING ACCOUNT CODE:
CONTRACT AWARD AMOUNT: START DATE:

NO.	ITEM	IN	N/A	NO.	ITEM	IN	N/A
		FILE				FILE	
1	PROCUREMENT REQUEST	<input type="checkbox"/>		16	NEGOTIATION MEMORANDUM <i>(if Applicable)</i>		
2	INDEPENDENT COST ESTIMATE	<input type="checkbox"/>		17	SOURCE SELECTION REPORT AND RELATED DOCUMENTS		
3	STATEMENT OF WORK (SPECIFICATION)	<input type="checkbox"/>		18	CONTRACTOR RESPONSIBILITY DETERMINATION		
4	PROCUREMENT PLAN AND TIMELINE	<input type="checkbox"/>		19	REQUIRED AWARD APPROVALS		



Procurement Thresholds

- Small purchases under \$10,000
 - 1) No competition – must state “Price is Fair and Reasonable”
 - 2) Distribute equitably among qualified vendors
 - 3) Federal Clauses – not required
 - 4) Must ensure registered with Sam.gov.

Procurement Thresholds

- Small Purchases under \$25,000 ($> \$9,999.99 < \$25,000$)
 - 1) Written request for three written quotes
 - 2) Three bona fide written quotes (Responsive/Responsible)
 - 3) Less than three accepted - advertised in SCBO (3 days)
 - 4) Federal Clauses – Required follow format (NRTAP)
 - 5) Must ensure registered with Sam.gov.

Procurement from State contract

- Purchases from ADA Vehicle Contract
 - 1) Complete PAF submit to AM with specifications
 - 2) Once approved order vehicle from vendor
 - 3) Schedule onsite review with AM at estimated time of arrival
 - 4) Submit required paperwork to Program Manager

Anticipated Modifications

- Based upon 79 Procurement System Elements
- Reduce size, ambiguity, duplication, etc.
 - 1) 1976 CODE OF LAWS CHAPTER 35
 - 2) GENERAL APPROPRIATIONS ACT OF 1980-81
- Develop specific policies for Federal requirements
- User friendly fillable forms



ANY?
QUESTIONS?