



Creating a State Procurement Portal within National RTAP's ProcurementPRO Application

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PROCUREMENT PRO



Introduction

- ProcurementPRO is a web-based software application designed to assist the transportation professional with navigating the complex world of federal procurement when utilizing the resources of the Federal Transit Administration (FTA).
- The underlying deliverable of the program is to generate the required federal clauses and certifications, provide useful checklists and other supporting documentation and offer guidance for the duration of the procurement.
- Application is hosted on the National RTAP Server
- A cloud account is easily set-up
- Projects are stored on the Cloud and downloaded by the user

Dashboard Oriented - Six Simple Steps

- ✓ Project title
- ✓ Project description
- ✓ Sources of funding
- ✓ Type of procurement
- ✓ Project estimate
- ✓ Method of procurement

The screenshot displays a web interface titled "My Project" with a purple header. The form is divided into six numbered steps:

- Step 1: Title** - A text input field. A green info box states: "Info! In the Title field you cannot use special characters. All numbers and letters are allowed but no punctuation, dashes or other special characters. Example : \$#!>-/".
- Step 2: Description** - A large text area for project details.
- Step 3: Who will be FUNDING this project** - A checkbox labeled "Federal Government".
- Step 4: Procurement Type** - Radio buttons for "Rolling Stock", "Materials & Supplies", "Professional Services", "Architecture", "Engineering", "Architectural & Engineering", "Operations & Management", and "Construction". Includes "Examples" and "Help" buttons.
- Step 5: What is the TOTAL cost for this project?** - A currency input field showing "\$" and ".00".
- Step 6: What is the METHOD of procurement you will be using for this project?** - Radio buttons for "Invitation for Bid (IFB)", "Request for Proposal (RFP)", "Request for Qualification (RFQ)", "Sole Source", "Piggyback", and "Non-Competitive Quotation".

At the bottom, there are navigation buttons: "BACK", "CLEAR", "ProcurementPRO", and "QuickPRO".

Benefits of a State Portal

The State version expands the programs capabilities to include required State provisions and other supporting documentation that may need to accompany a solicitation when utilizing State resources.

- Ability to procure goods or services utilizing multiple funding sources
- Build a portal to State specific procurement guidelines
- Offer convenient fillable forms
- Streamlines Federal and State requirements within one location
- One location for all required federal and State clauses, certifications and supporting documentation
- Create a centralized procurement file on-line
- Improved project execution
- Streamlined project administration
- Provide a universal procurement tool

Who Can Benefit from a State Portal?

- Does your State Agency support projects utilizing both State and Federal resources?
- Does your State Agency have acquisition thresholds different than the current Federal Simplified Acquisition Thresholds?
- Does your State Agency wish to provide supporting documentation to their subrecipients?
- Does your State Agency have difficulty meeting procurement compliance?

State Portal Process

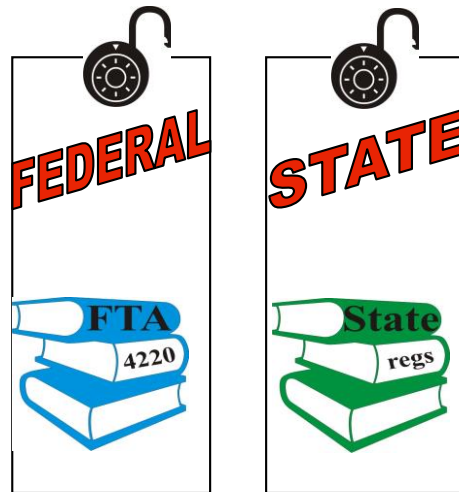
- Research and Review
- Planning and Organizing
- Creating an Account
- Creating a State Worksheet
- Building the Portal
- Testing

The screenshot displays the 'State Portal Setup' interface. At the top, there is a progress bar with eight tabs. The first tab, 'Get Started', is highlighted in green. The remaining tabs are numbered 1 through 8. Below the progress bar, the interface is divided into two main sections: 'Threshold' and 'Procurement Methods'. The 'Threshold' section is currently active and contains a form for 'Procurement Costs / Thresholds'. This form includes a 'Title' field, a 'Definition' field, and two currency input fields for 'Minimum' and 'Maximum', both set to '\$.00'. The 'Procurement Methods' section is partially visible on the right, showing a table with the heading 'THRESHOLDS'. The table lists three categories: 'Small', 'Medium', and 'Large', each with an edit icon and a delete icon.

THRESHOLDS	
Small	
Medium	
Large	

Illustration of Operations

Portal Concept



Procurement Method

RFP

Estimated Cost

\$300,000

FUNDING

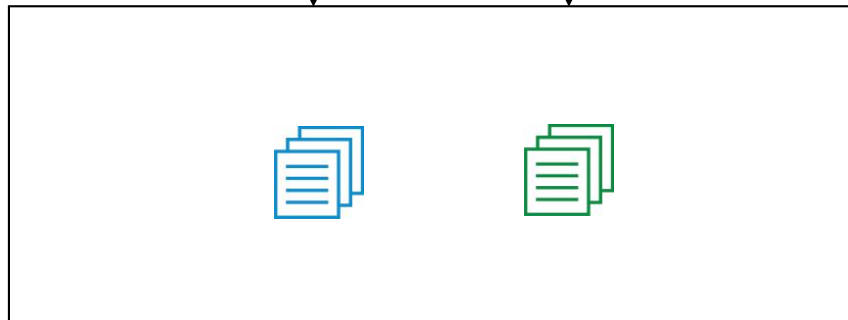
Federal



State



Procurement Type **ROLLING STOCK**





PROCUREMENT PRO

Demonstration



Thank you!

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