

ATTACHMENT G

Procurement System Elements		
No.	Element	Basic Requirement
1)	Written Standards of Conduct	FTA C4220.1F, III, 1. a., b., c.
2)	Contract Administration System	FTA C4220.1F, III, 3.
3)	Written Protest Procedures	FTA C4220.1F, VII, 1.a.b.
4)	Prequalification System	FTA 4220.1F, VI, 1.c.
5)	Procedures for Ensuring Most Efficient and Economic Purchase	FTA C4220.1F, IV, 1.
6)	Procurement Policies and Procedures	FTA C4220.1F, III, 3.a.
7)	Independent Cost Estimate	FTA C4220.1F, VI, 6.
8)	A&E Geographic Preference	FTA C4220.1F, VI, 2.a.(4)(g)(1)
9)	Unreasonable Qualification Requirements	FTA C4220.1F, VI, 2.a.(4)
10)	Unnecessary Experience and Excessive Bonding	FTA C4220.1F, VI, 2.(4)]; FTA C4220.1F, VI, 2.a.(4)(e)]
11)	Organizational Conflict of Interest	FTA C4220.1F, VI, 2.a.(4)(h) 1., 2.
12)	Arbitrary Action	FTA C4220.1F, VI, 2.a.(4)(j)
13)	Brand Name Restrictions	FTA C 4220.1F., VI, 4.
14)	Geographic Preferences	FTA C 4220.1F, VI, 2.(4)(g)
15)	Contract Period of Performance Limitation	FTA C4220.1F, IV, 2.e.(10)
16)	Written Procurement Selection Procedures	FTA C4220.1F, III, 3.a.; FTA C4220.1F, VI, 2.d.
17)	Solicitation Prequalification Criteria	FTA C4220.1F, VI, 1.c.
18)	Award to Responsible Contractors	FTA C4220.1F, IV, 2.a.1.
19)	Sound and Complete Agreement	FTA C4220.1F, III, 3.b.
20)	No Splitting [Micro-purchase]	FTA C4220.1F, VI, 3.a.(2)
21)	Fair and Reasonable Price Determination [Micro-purchase]	FTA C4220.1F, VI, 3.a.
22)	Micro-purchase Davis-Bacon	FTA C4220.1F, VI, 3.a.(1)
23)	Price Quotations [Small Purchase]	FTA C4220.1F, VI, 3.b.(2)
24)	Clear, Accurate, and Complete specification	FTA 4220.1F, VI, 2.a.
25)	Adequate Competition – Two or More Competitors	FTA C4220.1F, VI, 3.c.(1)(b); FTA C4220.1F, VI, 3.d.2(c)
26)	Firm Fixed Price [Sealed Bid]	FTA C4220.1F, VI, 3.c.(1)(c)
27)	Selection on Price [Sealed Bid]	FTA C4220.1F, VI, 3.c.(d)
28)	Discussions Unnecessary [Sealed Bid]	FTA C4220.1F, VI, 3.c.(1)(e)
29)	Advertised/Publicized	FTA C4220.1F, VI, 3. c.(2)(a); FTA C4220.1F, VI, 3.d.(2)(a)
30)	Adequate Number of Sources Solicited (Sealed Bid) (RFP)	FTA C4220.1F, VI, 3.c.(1)(b); FTA C4220.1F, VI, 3.d.(2)(c)
31)	Sufficient Bid time [Sealed Bid]	FTA C4220.1F, VI, 3.c.(2)(d)
32)	Bid Opening [Sealed Bid]	FTA C4220.1F, VI, 3.c.(2)(e)
33)	Responsiveness [Sealed Bid]	FTA C4220.1F, VI, 3.c.(2)(f)
34)	Lowest Price [Sealed Bid]	FTA C4220.1F, VI, 3.c.(2)(f)
35)	Rejecting Bids [Sealed Bid]	FTA C4220.1F, VI, 3.c.(2)(g)
36)	Evaluation [RFP]	FTA C4220.1F, VI, 3.d.(2)(b); FTA C4220.1F, VI, 3.d.(2)(d)
37)	Price and Other Factors [RFP]	FTA C4220.1F, VI, 3.d.(2)(e)
38)	Sole Source if Other Award is Infeasible	FTA C4220.1F, VI, 3.i.

39)	Cost Analysis Required [Sole Source]	FTA C4220.1F, VI, 6.a.
40)	Evaluation of Options	FTA C4220.1F, VI, 7.b.(1)
41)	Exercise of Options	FTA C4220.1F, IV, 1.d.; FTA C4220.1F, V, 7.a.(1)
42)	Cost or Price Analysis	FTA C4220.1F, VI, 6.
43)	Written Record of Procurement History	FTA C 4220.1F, III, 3.d.
44)	Out of Scope Changes	FTA C4220.1F, VI, 3.i.(1)(b)
45)	Tag-Ons	FTA C4220.1F, V,7. b.(2)
46)	Advance Payments	FTA C4220.1F, IV, 2.b.(5)(b). <u>1.2.</u> ; FTA C4220.1F, III, 3.d.(1)(c)(d)
47)	Progress Payments	FTA C4220.1F, IV, 2.b.(5)(c)
48)	Time and Materials Contracts	FTA C4220.1F, VI, 2.c.(2)(c)
49)	Cost Plus Percentage of Cost	FTA C4220.1F, VI, 2.c.(2)(a)
50)	Liquidated Damages Provisions	FTA C 4220.1F, IV, 2.b.(6)(b) <u>1</u>
51)	Piggybacking	FTA C4220.1F, V, 7.a.(2)
52)	Brooks Act/ Qualifications-based procurements	FTA C4220.1F, IV, 2.h.(1); (2) (a)
53)	Qualifications Exclude Price [A&E and Other Services]	FTA C4220.1F, VI, 3.f.(3)(b)
54)	Serial Price Negotiations [A&E and Other Services]	FTA C4220.1F, VI, 3.f.(3)
55)	Design-Bid-Build	FTA C4220.1F, VI, 3.g.
56)	Design-Build	FTA C4220.1F, VI, 3.h.
57)	Veteran's Preference	FTA C4220.1F, IV, 2.c. (1)(c)
58)	Bid Security [Construction over \$100,000]	FTA C4220.1F, IV,2.i.(1)(a)
59)	Performance Security [Construction over \$100,000]	FTA C4220.1F, IV, 2.i.(1)b.
60)	Payment Security [Construction over \$100,000]	FTA C4220.1F, IV, 2.i.(1)(c)
61)	Federal Clauses (including Veteran's Preference)	FTA C4220.1F, VI, 2.
62)	Certifications (TVM, Lobbying, BA)	TBD
63)	SAM/EPLS (Debarment/Suspension)	FTA C4220.1F, IV, 2. a.(2)(b)
64)	Buy America Pre-Award Review (Steel or manufactured products)	FTA C4220.1F, IV, 2.i.(9)
65)	Vehicle Pre-Award Review	FTA C4220.1F, IV, 2. e. (6)
66)	Vehicle Post-Delivery	FTA C4220.1F, IV, 2. e. (6)
67)	Transit Vehicle Manufacturer Compliance w/DBE	FTA C4220.1F, IV, 2.e.(2)
68)	Bus Testing	FTA C4220.1F, IV, 2. e. (7)
69)	Change Orders	FTA C4220.1F, VII, 2.a.
70)	Disputes/Breach	FTA C4220.1F, VII,3.a.; 4.a
71)	Terminations	FTA C4220.1f, IV, 2. b (6) (b) <u>4</u>
72)	Federal Cost Principles	FTA C4220.1F, IV, 2. b. (4).
73)	DBE	FTA C4220.1F, IV, 2.a.(6)(a)
74)	State/Local Government Purchasing Schedules	FTA C 4220.1F, V, 4. a. b. c.
75)	Revenue Contracts	FTA C4220.1F, II,b(4)

76)	Single Bid	FTA C4220.1F, IV,3.i.(1)(b)2
77)	Unsolicited Proposals	FTA C4220.1F, VI,1b
78)]	Oversight of sub-recipients	FTA C4220.1F, I, z. (If applicable)
79)	Signature Authority	who can commit the agency & at what dollar threshold