



U.S. Department
of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 2016-22

Subject: Best Practices Procurement Manual Update Initiative

Date: May 9, 2016

The Federal Transit Administration (FTA) is revising its Best Practices Procurement Manual (BPPM), which provides assistance to grant recipients conducting FTA-funded procurements. While FTA has periodically updated the manual, first issued in 1997, many best practices have become outdated. In addition, changes have been made to FTA's Third Party Contracting Circular (C4220.1F) that significantly expanded FTA's guidance, duplicating many areas covered in the BPPM.

During the revision process, we want to provide recipients, third party contractors, and other stakeholders with an opportunity to share procurement practices, including lessons learned, that reflect current trends and challenges in the industry.

Who Should Participate?

The dialogue is open to the general public but the topic of the BPPM might be particularly interesting to transit agencies, third party contractors, consultants and legal experts.

Why Should I Participate?

FTA grantees periodically undergo a procurement system review to determine compliance with FTA's third party contracting requirements. Nationally, there are common areas of deficiency that require corrective action, such as:

- Lack of an independent cost estimate
- Lack of cost/price analysis
- Inadequate procurement history
- Improper non-competitive documentation
- Improper use of piggybacking
- Lack of Buy America documentation
- No FTA clauses included in the procurement package

To help grantees comply with federal procurement requirements, we are asking all participants in FTA-funded projects to share ideas on how FTA can improve the content of the current BPPM. We are seeking recommendations and best practices that can be shared with our grantees to improve their procurement processes. Similarly, third party contractors will also benefit from this information if they have a means to keep abreast of changes in FTA laws, regulations, policies, and procurement procedures.

We have provided a list of questions and subject areas that we want comments on. Additionally, this is an opportunity to share best practices with all stakeholders in the transit procurement value chain. No one knows better the challenges faced by transit providers than those people working daily to keep America moving. Please share that insight with us.

How Can I Participate?

Give us an idea, comment on someone else's idea or vote on someone else's idea, or comment. There are lists of questions that can guide your initial thoughts, but any feedback on this initiative is welcome.

Register now until May 20, 2016 for the online dialogue at <https://usdot.uservoice.com>. The dialogue which is free and open to all will be accessible 24/7 so that you can easily log on from work or from home. Once registered, you may add your recommendations, observations, vote on others' comments, and add your comments to other posts. You may remain anonymous when making comments, making recommendations, posing questions, or providing documents to be shared.

For general information, contact Region 10's Susan Fletcher at 206-220-7514 or email susan.fletcher@dot.gov.

Sincerely,

R.F. Krochalis
Regional Administrator

