FTA
FEDERAL TRANSIT ADMINISTRATION

Joint Procurement Clearinghouse (JPC)

User Guide

Version 1.4

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U.S. Department of Transportation
Federal Transit Administration

Table of Contents

1   Revision History

Date	Version	Revision Description	Author
03/27/2024	1.0	• Updated all screenshots to current design • Added in more details to the overview of steps • Added "All Requests" section • Added UM/LSM role section Added Appendix	Appian Apps team
4/4/2024	1.1	Updated Figure 1- Access email to JPC	Appian Apps team
4/5/2024	1.2	Moved section 7 to be section 1 and updated verbiage	Appian Apps team
04/5/2024	1.3	Made changes to **Overview of Steps**, changed to new template	Appian Apps team
04/15/2024	1.4	Made font/format changes, added updated screenshots	Appian Apps team

2   Overview: Joint Procurement Clearinghouse

2.1   Background

The Federal Transit Administration (FTA) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Per 49 USC 5325* 3019 (b) of the FAST Act, FTA was charged with establishing a clearinghouse for the purpose of allowing grantees to aggregate planned rolling stock purchases and identify joint procurement participants.

Joint procurements are defined as (sometimes informally referred to as "cooperative procurement") means a method of contracting in which two or more purchasers agree from the outset to use a single solicitation document and enter a single contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum and total maximum. Unlike a State or local government purchasing schedule or contract, a joint procurement is not drafted for the purpose of accommodating the needs of other parties that may later choose to participate in the benefits of that contract.

The Joint Procurement Clearinghouse (JPC) is on the TrIAD platform and requires that Transit Award Management System (TrAMS) User Managers designate the Procurement Officer in TrAMS. TrAMS is a web-based tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds.

2.2   *Scope*

This document applies to all designated Procurement Officers and/or those given access as a Procurement Officer through TrAMS.

2.3   *JPC Help*

If you have additional questions or comments about using the JPC, please contact the FTA Application Help Desk at ***FTAITHelpDesk@dot.gov***.

If you have question about granting roles or user management, please refer to the FACES User Guide User Guide for FTA Access Control and Entry System (FACES).

3   Overview of Steps

Below is a quick overview of the JPC System request submittal process.

3.1   Providing Access to the Joint Procurement Clearinghouse

In order to access JPC, users will need the 'JPC Procurement Officer' role in TrAMS. Only TrAMS User Managers can grant users access to the Joint Procurement Officer Procurement Officer' role. For more information on how to grant roles or manage users, please refer to the FACES user guide. The user guide is located in the help section of the FACES application. User Guide for FTA Access Control and Entry System (FACES).

3.2   Accessing the Joint Procurement Clearinghouse Site

Per 49 USC 5325* 3019 (b) of the FAST Act, the JPC is only accessible to FTA grantees. To access the JPC, TrAMS User Managers must give transit agency Procurement Officers access to the TrAMS system, which the JPC resides on. Please refer to FACES user guide for more information, please refer to User Guide for FTA Access Control and Entry System (FACES).

Potential users should provide their TrAMS User Manager with their email, so that they can receive a username from the site. Once the TrAMS User Manager creates an account, the new user will receive the following email (Figure 1).

Figure 1. Access Email to JPC

From: FACES System Administrator
Subject: New Account Created on FTA Platform

Dear Julian User,
A new user account has been created for you on the Federal Transit Administration's (FTA's) Transit Integrated Appian Development (TrIAD) Platform. This account provides you access to the Transit Award Management System (TrAMS) application(s).

Your username is: fta-appiantest-455@dot.gov

The following roles have been requested for your account:

Application	Role	Access Control Group	Cost Center/Organization	Status
TrAMS	JPC Procurement Officer	Region 1	Transportation, Connecticut Department Of (CONNDOT)	Approved

If you have roles that are in a requested status, you will receive an email notification when the role has been reviewed by the approver.

To log in to your account as an FTA User,

- Go to https://facesdev5.fta.dot.gov/suite/
- Read and agree to the "System banner"
- Click on "If you are a FTA Employee or Contractor, click this link to log in" if you are an FTA User
- Click on "If you are a non-FTA User, click this link to log in" if you are an Non-FTA user

If you are an FTA User and you are unable to log in, contact your FTA supervisor. If you are a non-FTA User and are unable to log in, please contact your organization User Manager o FTA Regional Office.

If you need assistance, please contact the FTA Application Help Desk at FTAITHelpdesk@mailinator.com.

Federal Transit Administration
https://www.transportation.gov/
United States Department of Transportation
1200 New Jersey Av SE, Washington DC 20590

**** This is a system generated email. Please do not reply.

New Procurement Officers will receive an email from FACES System Administrator (1). The email will be addressed to the Procurement Officer and will inform the user that (2) "A new user account has been created for you on the FTA TrIAD Platform." The user will use the username given and the password they create to log on to the JPC.

New users should log into the website provided in the email, which will bring them to the screen shown below (Figure 2) where they will be asked to accept the user terms by selecting "I Agree."

Figure 2: Initial login screen
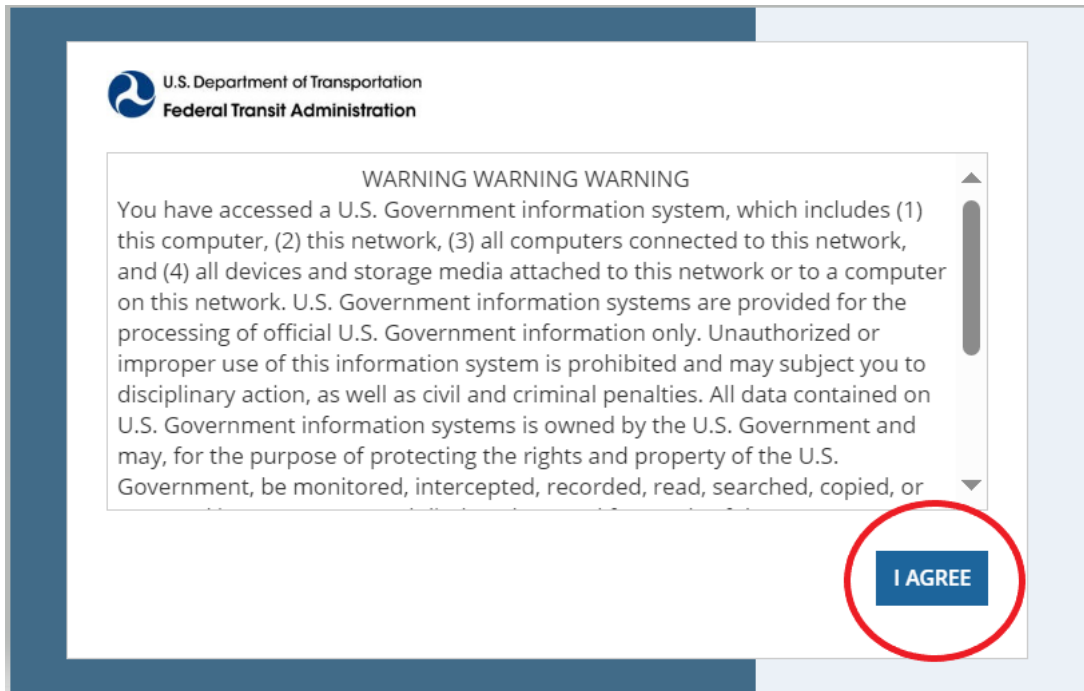
3.3 Logging into the System

After agreeing to the user terms, the user will be asked to sign in to Joint Procurement Clearinghouse (Figure 3). For the initial log-in, users must select the "If you are a non-FTA User, click this link to login now".
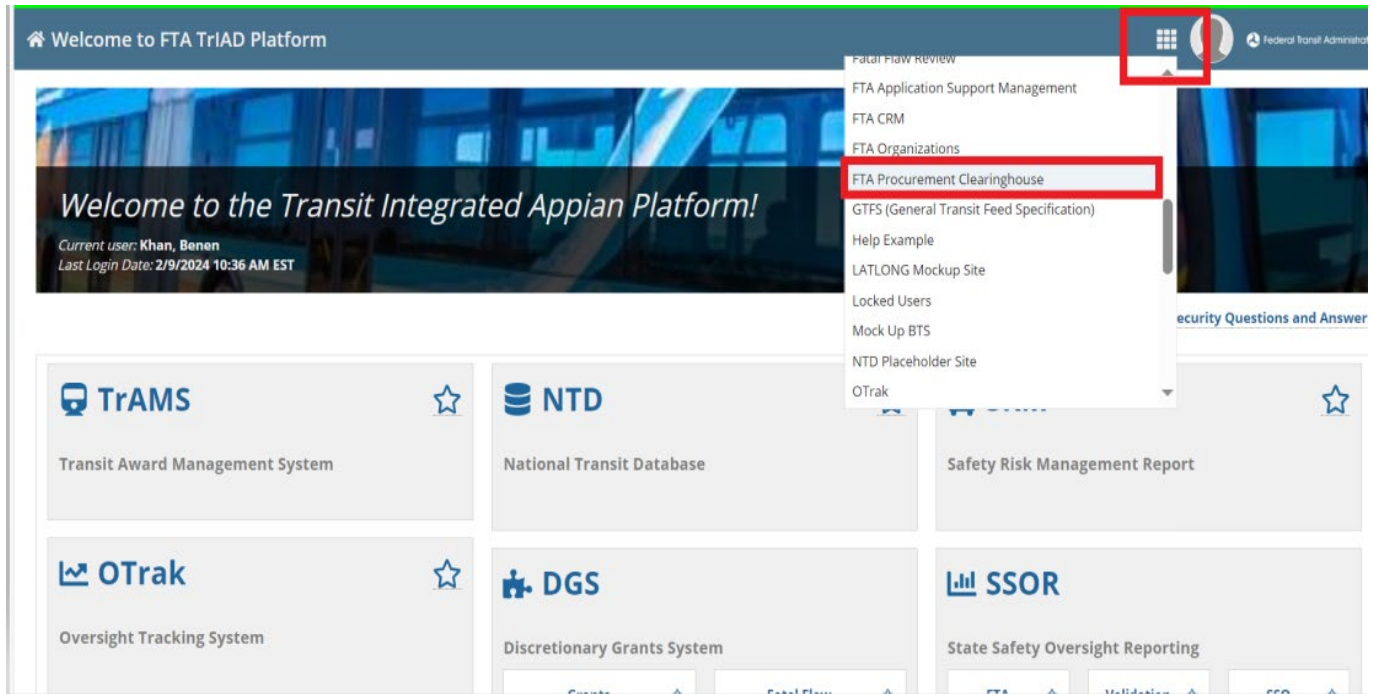
Figure 3: Login screen

3.4 FTA Procurement Clearinghouse Homepage

After logging into the system, users will see the FACES Homepage. To access JPC homepage, users should click the navigation on the top right of the screen. Then click, **FTA Procurement Clearinghouse** (Figure 4).
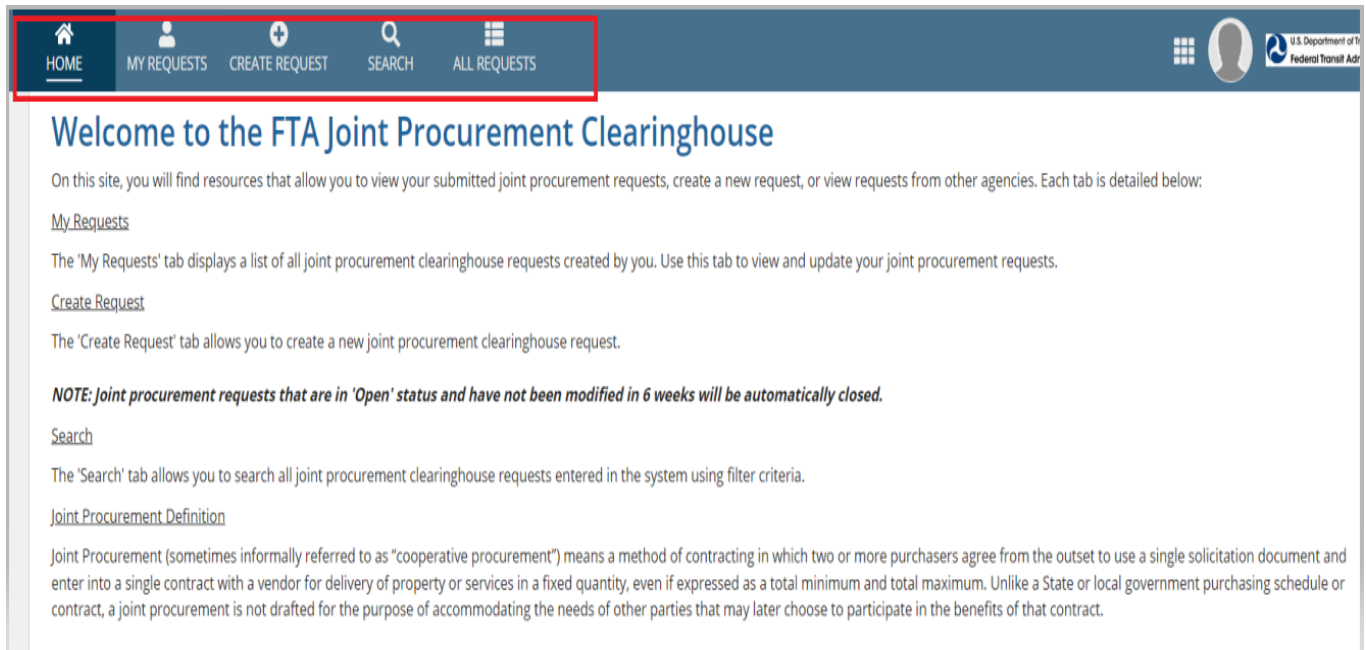
Figure 4: Faces Homepage

User will then see the JPC homepage (Figure 5).

Figure 5: FTA JPC Homepage

The homepage provides users instructions about how to create and manage their requests for Joint Procurements. It also describes how to search and/or view all the requests made by others in the system.

Site navigation for the JPC is located at the top left corner of the JPC homepage (or at the bottom of the screen in mobile view). The four navigation tabs are 1) Home, 2) My Requests, 3) Create Request, 4) Search, and 5) All Requests. These navigation options will always be available to users while on the site.

3.5   My Requests

The "My Requests" page (Figure 6), accessed by clicking the "My Request" tab, allows users to see a comprehensive listing of all their open or closed procurement requests. Users can select "Show Columns" to show more, or less, detail, such as ID, Notes, Contact Name, Contact Phone, Contact Email, Status and Request type.

Figure 6: My Procurement Requests Page

- Hide Columns
- ☑ ID
- ☐ Notes
- ☑ Contact Name
- ☐ Contact Phone
- ☐ Contact Email
- ☑ Status
- ☑ Request Type

☑ All | ☐ None

3.5.1 Navigation Bar

To access "My Requests" page (Figure 6), users must click on the "My Requests" tab in the navigation panel. This allows users to find procurement requests they made.

3.5.2 Show/Hide Columns

The users can decide which columns they want to view. Users have the option to select all columns, specific columns, or none.

3.6 Create a New Procurement Request

Refer to Figure 7 and the description below to create a new procurement request. Some fields are mandatory and are marked with an asterisk (*). These fields must be populated to submit your request.

Figure 7: Create New Procurement Request Screen

3.6.1 Navigation Panel

To access the "Create a New Procurement Request" page (Figure 7), users must click on the "Create Request" tab in the navigation panel. This allows users to provide details about a potential joint procurement.

3.6.2 Title

Users must create a descriptive title for their procurement. This is a mandatory field.

3.6.3 Notes

Users have the option to include more information about their procurement in the notes section regarding the specifics of their procurement.

3.6.4 Link to Procurement Details

Users can provide a link to their website to provide more information about the procurement. Please note that the website address must include https:// when the user is providing a website.

Note: The Requested By, Organization, Region and State or Province is pre-populated by the user's information in the TrAMS system.

3.6.5 Type

The User must enter what type of rolling stock they would like to procure. Users have the option to select Bus, Bus Parts, Rail, Rail Parts, Ferry or Other. If the user selects "Other," they must make sure to clarify the details in the notes and procurement title. Additional specification regarding fuel type and vehicle length are available when "Bus" is selected. This is a mandatory field.

3.6.6 Status

The user must select the Status of the procurement request. Users can select either "Open" or "Closed". The "Open" status means that the user's request will be open to the public. The "Closed" status means that the user's request will not be accessible by the public. Users might use this status if they want to continue working on getting their procurement details together before making it public. If after six (6) weeks, no action has been taken with the request, the system will revert the status to closed. This is a mandatory field.

3.6.7 Notify By Date

The "Notify By Date" is a date determined by the user for when they would like to hear back from other potential partners. This is a mandatory field.

3.6.8 Contact Details

The user must state who should be contacted regarding this request. The name and email are mandatory fields, and the phone number is optional.

3.7   Search

Users can search for potential joint procurement opportunities in the clearinghouse. Please refer to Figure 8 and the description below to perform a search.

Figure 8: Enter Search Criteria for Procurement Request Details Screen

3.7.1   Navigation Bar

To access the "Search" page (Figure 8), users must click on the "Search" tab in the navigation panel. This allows users to find other procurement requests.

3.7.2   Search Description

Users can type in specific information that they want to find in this. Based on this search, the list below will show the available results

3.7.3   State or Region

Users can filter the results list to only show requests from a particular state or FTA region.

3.7.4   Request Type

Users can filter the results depending on what kind of rolling stock the user is looking for. Users have the option to select Bus, Bus Parts, Rail, Rail Parts, Ferry, or Other. Additional specification regarding fuel type and vehicle length are available when "Bus" is selected.

3.8   All Request

Users can search for potential joint procurement opportunities in the clearinghouse. Please refer to Figure 9 and the description below to perform a search.

Figure 9: All Requests Screen
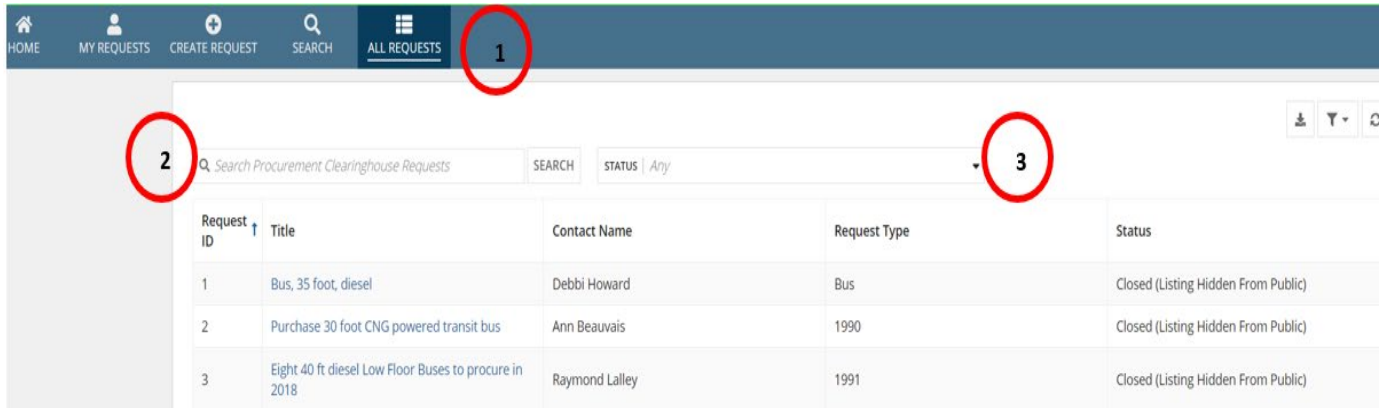
3.8.1   Navigation Bar

To access the "All Requests" page (Figure 9), users must click on the "All Requests" tab in the navigation panel. This allows users to view other procurement requests.

3.8.2   Search

Users can type in specific information that they want to find in this. Based on this search, the list below will show the available results.

3.8.3   Status

The user can select the Status of the procurement request. Users can select either "Open" or "Closed" and results will be filtered based off the status.

4   Appendix: Abbreviations, Acronyms, and Terms

Abbreviation	Definition
FTA	Federal Transit Administration
GSM	Global Security Manager
JPC	Joint Procurement Clearinghouse
LSM	Local Security Manager
TrAMS	Transit Award Management System
UM	User Manager