## OVERVIEW

#### BACKGROUND

The Federal Transit Administration (FTA) examines grantee performance and adherence to current FTA procurement requirements and policies using several management tools. FTA is required by 49 U.S.C. §5307 to perform reviews and evaluations of grant programs and to perform a full review and evaluation of the performance of grantees in carrying out grant programs with specific reference to their compliance with statutory and administrative requirements. Accordingly, FTA will perform procurement system reviews as part of its on-going oversight responsibility. The review process assesses the grantee's procurement management practices and program implementation of the FTA funded transit programs to ensure they are being administered in accordance with specific FTA procurement requirements.

### WHO SHOULD ATTEND?

These workshops are for transit professionals responsible for procurement management or managing federally funded projects and professionals responsible for contracting or purchasing transit service or the activities that support the transit service. The workshops are designed to help attendees broaden their understanding of the Federal procurement rules and regulations that shape and define their programs. Case studies and exercises will be included to offer examples of acceptable and unacceptable practices.

### WORKSHOP LEADERS

The Procurement System Review Workshop will be conducted by transit professionals, who are also reviewers for the FTA's Procurement System Review Program. The instructors will provide guidance on the areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best procurement practices. Staff from the FTA will attend the Workshop to answer questions about the Procurement System Review, assist you in any area related to your use of FTA funds, and refer you to printed guidelines or other resources should you require additional information.

## WORKSHOP AGENDA

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| DAY 1 Tuesday April 19, 2011 |

8:00 am Participant Check-in / Breakfast

9:00 am Welcome and Introductions

9:15 am Presentation of FTA requirements in the all areas of the PSR Process. Review of common deficiencies overall and in Region VIII. Each of the top ten deficient items experienced across all PSRs conducted, and the additional/different deficient items experienced by Region 8 grantees will be covered. Brief case studies/exercises will be conducted on the Top Ten FTA findings.

Contents of an effective Policies and Procedures Manual- Presentation and Review- Copies of good manuals currently in use will be provided.

12:00 pm Lunch (provided)

1:00 pm Requirements for and an example of an acceptable procurement file- Will walk through an example of a Request for Proposals (RFP) procurement file with all key elements.

Elements of an effective procurement file- All elements will be discussed for micro-purchases, small purchases, sealed bids, RFPs, A&E procurements, Construction and for Buy America (buses and rail procurements). Checklists will be provided.

5:00 pm Adjourn

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| DAY 2 Wednesday April 20, 2011 |

8:00 am Breakfast

9:00 am Vehicle procurement process- from start to finish; Discuss the key process steps and documentation requirements.

Piggybacking requirements – Discuss FTA requirements and what is needed to ensure that purchases can be made using FTA funds.

12:00 pm Lunch on Your Own

1:00 pm Design Build Procurements-from start to finish. Discuss the key process steps and other options available to grantees for construction procurement.

2:15pm Contract Clauses: Learn the FTA requirements and how the requirements are assessed.

3:00 pm Wrap-Up, Program Evaluations, and Feedback

3:30 pm Adjourn

## HOTEL INFORMATION

The two-day Workshop will be held at the following location:

### Warwick Denver Hotel

1776 Grant Street

Denver, CO 80203

Phone: 303-832-0329

Fax: 303-832-0307

### <http://www.warwickdenver.com/>

### ROOM RESERVATIONS INFORMATION

A sleeping room block of 15 standard rooms (per night) at the rate of $141.00 per night (without tax) has been reserved for this workshop for the nights of April 18, 2011 and April 19, 2011. The cut-off date for accepting reservations into this room block is April 1, 2011. Reservation requests received after April 1, 2011 will be given the group rate on a case-by-case basis due to availability.

The workshop is free of charge but participants are responsible for making their own sleeping room reservations. The hotel accommodations are for confirmed workshop attendees only. Please do not reserve a room until you receive a “Confirmed for Registration” e-mail from Calyptus Consulting Group, Inc.

Participants can book, modify, or cancel guest room reservations by calling the Reservation Line at (800) 525-2888 between 3/7/11 and 4/1/11. To receive the special rate, participants should ask for the ***FTA – Procurement System Review (PSR) Workshop*** room blockwhen making reservations. Reservations can also be made online at [www.warwickdenver.com](http://www.warwickdenver.com) using the Rate Code 2604FE.

### PARKING

Self-parking is available at $15 per car per day for overnight hotel guests. Parking for non-overnight guests attending day meetings only is available for $10.00 per day.

### TRANSPORTATION TO AND FROM HOTEL

**General Driving Directions**

###### **Driving Directions from the Denver Airport to Our Downtown Denver Hotel:**

* Exit the airport terminals onto Pena Boulevard and take that for ten miles until you reach I-70 West
* Take I-70 West approximately ten miles and exit onto Colorado Boulevard
* Make a left on Colorado Boulevard and head south until you reach 17th Avenue West
* Make a right onto 17th Avenue West - at York St the roads will divide and you will merge into 18th Street
* Stay in the left-hand lane and continue heading west on 18th Street for another two miles
* At Grant Street, turn left and you will immediately pull into our valet driveway

###### **Driving Directions from the East to West on I-70 to Our Downtown Denver Hotel:**

* Continue following I-70 West passing the exit for Denver International Airport
* Proceed as noted above to Colorado Boulevard exit

###### **Driving Directions from the West to East on I-70 to Our Downtown Denver Hotel:**

* From I-70 take 6th Avenue Exit (US Highway 6) eastbound into Denver passing under I-25
* Logan St is approximately 1.5 miles past I-25
* Turn left on Logan going north into downtown, crossover 17th Ave.
* Turn left on 18th to Grant Street and turn left for valet parking
* Valet parking available in front of hotel

###### **Driving Directions from the North to South on I-25 to Our Downtown Denver Hotel:**

* Take I-25 South to exit 213 for W 38th Avenue/Park Avenue
* Merge right onto Park Avenue West to Broadway
* Park Avenue West becomes 22nd Street
* Veer right onto Broadway
* Turn left on East 19th Avenue
* Turn right on Grant Street, cross over 18th Avenue
* Hotel is on the left with Valet parking in front of hotel

###### **Driving Directions from the South to North on I-25 to Our Downtown Denver Hotel:**

* Take I-25 North to the Broadway/ Lincoln Exit
* Follow Lincoln Avenue north into downtown to 19th Avenue
* Take a right on 19th Avenue, up the hill to Grant Street
* Turn right on Grant Street, cross over 18th Avenue
* Hotel is on the left with Valet parking in front of the hotel

**Driving Directions from Airport to the Hotel**

From Denver International Airport (DEN)

Follow these directions to get to Warwick Denver Hotel:

(Estimated Driving Time: 40 Minutes, Distance: 25.9 miles)

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| |  |  |  | | --- | --- | --- | |  | 1. Head south on Vandriver St toward E 88th Ave/Irondale Rd  Restricted usage road | 1.3 mi | |  | 2. Turn right at E 80th Ave | 0.2 mi | |  | 3. Take the 1st left onto Harry B Combs Pkwy/Undergrove St  Continue to follow Harry B Combs Pkwy | 0.6 mi | |  | 4. Continue onto E 75th Ave | 1.2 mi | |  | 5. Turn right at Jackson Gap Rd | 0.2 m | |  | 6. Turn left to merge onto Peña Blvd | 10.0 mi | |  | 7. Merge onto I-70 W | 8.9 mi | |  | 8. Take exit 274 toward I-25 S | 1.3 mi | |  | 9. Follow signs for Park Ave/Downtown and merge onto Fox St/Park Ave W  Continue to follow Park Ave W | 1.1 m | |  | 10. Continue onto 22nd St | 0.9 mi | |  | 11. Turn right at Tremont Pl | 0.1 mi | |  | 12. Turn left at Grant St | 0.2 mi | |
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**Other Types of Transportations from Airport to the Hotel**

*Taxi to and from the Hotel*

Taxis are a flat rate of $51.00 from Denver International Airport to Warwick Denver Hotel and can be obtained at taxi stands outside the baggage claim area. A gate fee of $3.50 for up to three persons is added to your fare. Local taxi companies are Metro Taxi: (303)-333-3333 and Yellow Cab: (303)-777 7777.

*Shuttles:*

Super Shuttle is the recommended shuttle service from Denver International Airport to Warwick Denver Hotel. The rate is $19.00 one-way or $34.00 round trip and group rates are available. [www.supershuttledenver.com](http://www.supershuttledenver.com/) or call: (303)-370-1300.

## REGISTRATION FORM

I will be attending the FY 2011 Procurement System Review Workshop. Please register me:

**First Name:**

**Last Name:**

**Title:**

**Agency:**

**Street Address:**

**Street Address (cont'd):**

**City:** **State:**

**Zip:**

**Phone No.:** **Extension (if any):**

**Fax No.:**

**E–mail:**

**Special Needs (e.g., wheelchair access, hearing impaired):**

**Important Notes:**

* This is an automated registration form. Please fill and review your entries carefully. After completing the form, please save the form and return it as an e–mail attachment to psrworkshop@calyptusgroup.com.
* You will receive one email. The email will acknowledge the receipt of the registration form and confirm you are registered for the workshop. Please **do not** assume you are confirmed and registered until you receive the email.
* Calyptus Consulting Group, Inc., a PSR Contractor, is organizing this event. If you have any difficulty returning the form by e–mail, feel free to print and submit by fax to Christa Descheneaux at (617) 577-0042. You can also call her at 617-577-0041 for more information.
* Submit one form for each participant per guidelines on the previous pages.
* Please submit your registration by **April 1, 2011**. **Early registration is encouraged as the number of participants is limited.**