## 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 in each of the 56 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 May 24, 2011 |

8:00 am Participant Check-in / Breakfast

9:00 am Welcome and Introductions

9:15 am Presentation of FTA requirements in the areas of PSR Process, System Wide Procurement Elements, Written Standards of Conduct, Protest Procedures, Contract Administration System, Prequalification, Efficient and Economic Purchases. Participant questions and group discussion.

12:00 pm Working Lunch – American Recovery and Reinvestment Act (ARRA) Implementation.

1:00 pm Presentation of OMB ARRA Accountability Objectives, ARRA Management Challenges as identified by the Office of Inspector General, DOT, Oversight and/or Technical Assistance of ARRA-funded projects. Participant questions and group discussion.

Presentation of FTA requirements in the areas of Independent Cost Estimates, Arbitrary Actions, Brand Name Restrictions, Price Quotations, A&E Geographic Preferences. Participant questions and group discussion.

5:00 pm Adjourn

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| DAY 2 Wednesday May 25, 2011 |

8:00 am Breakfast

9:00 am Presentation of Written Procurement Selection Procedures and Competitive Procurement. Participant questions and group discussion.

Presentation of FTA requirements in the areas of Buy America, Debarment and Suspension, Award to Responsible Contractors, Fair and Responsible Price Determination, Bid Opening, Cost/Price Analysis, Written Record of Procurement History. Participant questions and group discussion.

12:00 pm Lunch on Your Own

1:00 pm Presentation of Most Common Procurement Findings and Resolution of Findings, and PSR Follow - Up Reviews. Participant questions and group discussion.

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

5:00 pm Adjourn

## HOTEL INFORMATION

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

### Buena Vista Palace Hotel & Spa

1900 East Buena Vista Drive

Lake Buena Vista, FL 32830

Phone: 407-827-2727

Fax: 407-827-6034

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

### ROOM RESERVATIONS INFORMATION

A sleeping room block of 15 standard rooms (per night) at the rate of $104.00 per night (without tax) has been reserved for this workshop for the nights of May 23, 2011 and May 24, 2011. The cut-off date for accepting reservations into this room block is May 1, 2011. Reservation requests received after April 24, 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 (866) 246-6563 between 3/7/11 and 5/1/11. To receive the special rate, participants should ask for the ***FTA – Procurement System Review (PSR) Workshop*** room blockwhen making reservations and identify the group room rate.

### PARKING

Self-parking is available at no charge for overnight hotel guests.

### TRANSPORTATION TO AND FROM HOTEL

**General Driving Directions**

**From Orlando International Airport:** From the north end of the airport, take SR-528 (Beeline Expressway toll road) heading west. Merge onto I-4 West. From I-4, take Exit #68, then turn right onto SR-535. Turn left onto Hotel Plaza Boulevard, then right onto E. Buena Vista Drive. Hotel is on the right.   
  
**From Tampa:** Take I-4 east to exit 68 for State highway 535 toward Lake Buena Vista. Turn left at S. Apopka Vineland Rd/Kissimmee Vineland Rd/ State Rd 535 and continue to follow S. Apopka Vineland Rd/State Rd 535.Turn left at Hotel Plaza Blvd/Preview Blvd and right at N. Buena Vista Drive. Hotel is on the right. 

**From Miami:** Take 1-95 north to exit 12A on the left for Florida's Turnpike/State highway 826 west and keep left toward Florida Turnpike N/SR-91 (partial toll road). Take exit 254 for US-441 south/US-92 west and follow signs for 528 west (partial toll road) for four miles. Take the exit onto I-4 toward Tampa and take exit 68 toward Lake Buena Vista. Turn right at S. Apopka Vineland Rd/State Rd 535, turn left at Hotel Plaza Blvd/Preview Blvd, and right at N. Buena Vista Drive. Hotel is on the right.

**Driving Directions from Airport to the Hotel**

From Orlando International Airport (MCO)

Follow these directions to get to Buena Vista Palace:

(Estimated Driving Time: 23 Minutes, Distance: 17.8 miles)

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| --- | --- |
| **1.  Head east on Airport Blvd toward Airport Blvd** | **1.3 mi** |
| **2. Continue onto S Semoran Blvd N** | **0.3 mi** |
| **3. Take the ramp onto FL-528 W**  **Partial toll road** | **10.9 mi** |
|  |  |
| **4. Keep left at the fork, follow signs for I-4 W/Tampa and merge onto I-4 W** | **3.6 mi** |
|  |  |
| **5. Take exit 68 for FL-535 N** | **0.3 mi** |
|  |  |
| **6. Turn right at FL-535 N** | **0.2 mi** |
|  |  |
| **7. Turn left at Hotel Plaza Blvd** | **0.8 mi** |
|  |  |
| **8. Turn right at E Buena Vista Dr** | **0.2 mi** |
|  |  |
| **9. Turn right** | **0.1 mi** |
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**Other Types of Transportations from Airport to the Hotel**

*Taxi to and from the Hotel*

On average, cab ride is approximately 30-45 minutes and costs about $55.00-$60.00 per one way ride.

*Shuttles:*

[Mears Transportation](http://www.mearstransportation.com/) provides shuttle service to the hotel and leaves the airport about every 20-30 minutes.  When you arrive at the airport, proceed to the baggage claim area to purchase your tickets, which currently cost $20.00 per adult one way or $33.00 per adult round trip.

## 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 a confirmation email: the email is to confirm you are registered for the workshop. Please **do not** assume you are confirmed and registered until you receive the confirmation 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 **May 1, 2011**. **Early registration is encouraged as the number of participants is limited.**