



# SUBMITTING PROCUREMENT & CONTRACTING ACTIONS TO DRMT FOR FTA SECTION 5310/5311/5339 PROGRAMS

PRESENTED BY:

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# SUBMITTING PROCUREMENT & CONTRACTING ACTIONS TO DRMT FOR THE FTA PROGRAMS

- Review Process Overview:
  1. Your HQ liaison is the first point of contact for all actions relating to the project.
  2. Your HQ liaison will review procurement action for programmatic compliance.
  3. After programmatic compliance is met the HQ liaison will forward procurement action to Procurement Branch for FTA procurement oversight review.
  4. Procurement Branch will review the action and contact you if additional information, clarification, or revisions are needed before issuing determination.
  5. Potential concurrent review of DBE by Caltrans Office of Civil Rights (applicable to new contracting actions, amendments currently exempt).

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- Procurement Overview. *What does the Procurement Branch do?:*
  - I. Procurement Branch will verify the procurement action for:
    - a) Compliance with FTA Procurement Circular 4220.IF.
    - b) Compliance with any supplemental FTA procurement guidance. (e.g. CARES Act)
    - c) Document agency's contracting action in Caltrans subrecipient file.
    - d) Issue formal procurement determination letter.

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- Subrecipient Procurement Responsibilities:
  - I. Described in the Standard Agreement.
    - a) Keep your HQ Liaison informed on all contracting actions.
    - b) Obtain prior authorization from DRMT for soliciting, awarding, modifying, extending options, and all other contracting actions.
      - i. Intergovernmental Agreements (IGAs)
      - ii. Memorandums of Understanding (MOUs)

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- CARES Act and Administrative Time Off (ATO) amendments:
  - I. To expedite contract amendment approvals by DRMT relating to the CARES ACT/Emergency Relief Funds.
    - a) If possible, limit the contract amendment to ATO and related Coronavirus/COVID-19 matters.

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## ■ Subrecipient Resources:

### 1. BlackCat

- a) Resources → Caltrans  
Global Resources →  
Procurement

### 2. DRMT webpage: [https://dot.ca.gov/programs/ rail-and-mass- transportation/federal- grants-procurement- management](https://dot.ca.gov/programs/rail-and-mass-transportation/federal-grants-procurement-management)

### 3. HQ Liaison

### 4. Procurement Branch

The screenshot displays the BlackCat Transit Data Management System interface. The top navigation bar includes the BlackCat logo, user information (Frank Nevitt - My Account | Logout | User Guide), and the system version (5.0.61). The main navigation menu contains Dashboard, Projects, Applications, Organizations, Resources, Reports, Review, Contracts, and Grants. The current page is 'Global Resources', which features a search bar and action buttons (Move, Create Folder, Delete, Email, Download, Archive, Add). Below the search bar, there are tabs for 'Current', 'Search Results', and 'Archived Files/Folders'. The 'Current Files' section shows a list of files under the path 'Root \ Procurement \'. The list includes columns for Name, Size, Created By, Create Date, Downloads, and Operations. The files listed are:

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	** 2019 Procurement System Update	186 KB	Nevitt, Frank	09/18/2019	22	Edit
<input type="checkbox"/>	01. Independent Cost Estimate Guidance	206 KB	Nevitt, Frank	02/24/2020	2	Edit
<input type="checkbox"/>	02. Federally Required Clauses Guidance	473 KB	Nevitt, Frank	08/08/2019	12	Edit
<input type="checkbox"/>	02a. Federal and State Required Clauses	43 KB	Nevitt, Frank	08/08/2019	21	Edit
<input type="checkbox"/>	02b. Contract Clause Matrix	21 KB	Nevitt, Frank	08/22/2019	20	Edit
<input type="checkbox"/>	03. DBE Oversight Guidance	471 KB	Nevitt, Frank	08/08/2019	9	Edit
<input type="checkbox"/>	03a. RFP DBE Notice	14 KB	Nevitt, Frank	08/08/2019	5	Edit
<input type="checkbox"/>	03b. Bid/Proposal DBE Instructions	69 KB	Nevitt, Frank	08/08/2019	4	Edit
<input type="checkbox"/>	04. Micro-purchase Guidance	158 KB	Nevitt, Frank	08/08/2019	12	Edit
<input type="checkbox"/>	04a. Micro-purchase Form	54 KB	Nevitt, Frank	08/08/2019	12	Edit
<input type="checkbox"/>	05. Small Purchase Guidance	510 KB	Nevitt, Frank	08/09/2019	13	Edit
<input type="checkbox"/>	05a. Small Purchase Form	26 KB	Nevitt, Frank	08/08/2019	21	Edit
<input type="checkbox"/>	06. Large Purchase- Formal Solicitation Guidance	201 KB	Nevitt, Frank	08/08/2019	9	Edit

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