

Procurement Levels & Information

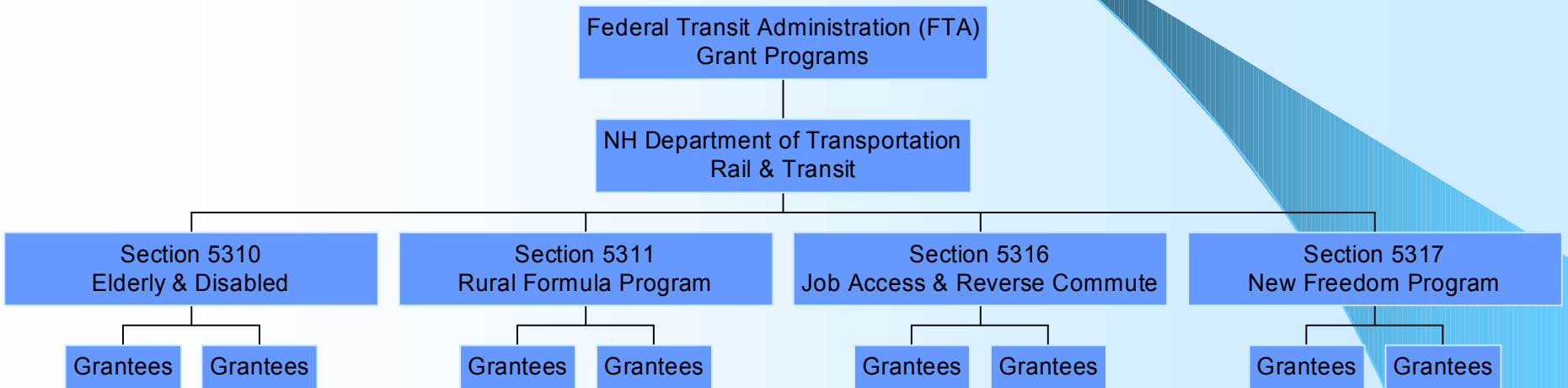
	Total \$ amount	Process	Clauses Required	Documentation
Micro-purchase	< \$2,500	<ul style="list-style-type: none"> • Purchase if determine price is fair & reasonable. • Distribute purchases among several qualified vendors. • Can't split larger orders or quantities just to avoid becoming small purchase. 	No	Justification for the purchase—is the price fair & reasonable and how did you determine this. (Did you make an independent estimate before purchasing?) Written documentation of this on file.
Small-purchase	\$2,500 - \$100,000	<ul style="list-style-type: none"> • Competitively awarded. • Price or rate quotes from at least 2 sources. 	Yes	Product specification w/ salient characteristics. List of vendors contacted or asked to provide quotes. Bid response sheet / form. Oral (phone) solicitations are allowed, but must include phone records. Specification w/ <u>signed</u> clauses, bid sheets, selection, Purchase Order or Invoice, and correspondence with vendor should be kept on file. Selection procedure—if not low bid, why not—explain & justify. (Did you make an independent estimate before purchasing?)
Purchases over 100K	> \$100,000	<ul style="list-style-type: none"> • Sealed Bids / IFB • Competitive Proposals / RFP 	Yes	Product specification w/ salient characteristics. List of vendors contacted or asked to provide quotes. Bid response sheet / form. Selection procedure. Specification w/ <u>signed</u> clauses, bid sheets, selection, Purchase Order or Invoice, and correspondence with vendor should be kept on file.

Quarterly Vehicle Reports

MONTHLY PRODUCTIVITY REPORT

AGENCY:	AGENCY XYZ			Vehicle Numbers:				
FISCAL YEAR:	7/1/2009 - 6/30/2010							
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB
MAXIMUM SERVICE DAYS	20	23	20	22	20	20	21	19
VEHICLE HOURS	1,420	1,892	1,876	2,194	2,056	2,056	1,553	1,385
REVENUE VEHICLE HOURS	1,245	1,578	1,567	1,837	1,764	1,777	1,351	1,213
VEHICLE MILES	17,473	22,338	22,861	28,430	27,370	34,659	16,867	14,680
REVENUE VEHICLE MILES	14,661	18,457	19,033	23,349	23,063	29,968	14,340	12,719
# RIDES	2,830	3,562	3,492	4,046	3,782	3,777	3,116	2,724
COSTS MEASURES								
TOTAL COST	\$38,442	\$45,235	\$41,916	\$45,570	\$44,282	\$47,865	\$46,895	\$42,085
COST PER MILE	\$2.62	\$2.45	\$2.20	\$1.95	\$1.92	\$1.60	\$3.27	\$3.31
COST PER HOUR	\$30.88	\$28.67	\$26.75	\$24.81	\$25.10	\$26.94	\$34.71	\$34.69
COST PER PASSENGER	\$13.58	\$12.70	\$12.00	\$11.26	\$11.71	\$12.67	\$15.05	\$15.45
RIDERSHIP MEASURES								
# RIDES	2,830	3,562	3,492	4,046	3,782	3,777	3,116	2,724
RIDERS PER VEHICLE HOUR	2.27	2.26	2.23	2.20	2.14	2.13	2.31	2.25
RIDERS PER VEHICLE MILE	0.19	0.19	0.18	0.17	0.16	0.13	0.22	0.21
RIDERS PER SERVICE DAY	141.5	154.9	174.6	183.9	189.1	188.9	148.4	143.4
FARES COLLECTED	\$410	\$225	\$310	\$398	\$244	\$185	\$217	\$220
FARE BOX/TOTAL COST	1%	0%	1%	1%	1%	0%	0%	1%
FARE PER PASSENGER	\$0.14	\$0.06	\$0.09	\$0.10	\$0.06	\$0.05	\$0.07	\$0.08
MILES/SERVICE DAY	873.65	971.22	1143.05	1292.27	1368.50	1732.95	803.19	772.63
HOURS/SVC DAY	8.61	8.88	9.11	8.78	9.06	9.02	8.93	8.77
PERCENT REVENUE HOURS	88%	83%	84%	84%	86%	86%	87%	88%
PERCENT REVENUE MILES	84%	83%	83%	82%	84%	86%	85%	87%
CUMULATIVE SERVICE DAYS	165	213	206	250	227	228	174	158

FTA – DOT relationship



Are in-kind or volunteer services eligible match?

- Examples of non-Federal sources that may be used for any or all of the local share include: State or local appropriations; dedicated tax revenues; private donations; and net income generated from advertising and concessions. **Recipients may count non-cash shares such as donations, volunteered services, or in-kind contributions toward the local match only if the recipient formally documents the value of each non-cash share, and if this value represents a cost that would otherwise be eligible under the project. The net project cost must include the value of any in-kind contributions included in net project cost to the extent it is used as local match.** States should reference Federal Administrative Rules for Grants and Cooperative Agreements, 49 CFR parts 18 and 19 for more information.