

Title GENERAL PROCUREMENT POLICY	POLICY	
	Document Number:	FRS-PL-12
	Version Number:	03

1.0 Purpose:

To establish general policies as overall guidance for all procurement activity.

2.0 Scope:

This policy applies to all VTA Departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy and to assure organization compliance with the Policy.

4.0 Policy:

4.1 VTA will make awards only to responsible contractors possessing the ability, willingness and integrity to perform successfully under the terms and conditions of the contract as outlined in FTA Circular 4220.1F, Chapter VI, 8.b. VTA will search the federal government SAM (System of Awards Management) website to assist in the determination of responsibility.

4.2 All procurement transactions (except those covered in FRS-PL-038 Noncompetitive, Sole Source Procurements) will be conducted in a manner providing full and open competition.

4.3 There shall be no unreasonable requirements placed on firms in order for them to qualify to do business with VTA. FTA Circular 4220.1F, Chapter VI Paragraph 2.a. (4) outline certain requirements that may be considered unreasonable, such as Excessive Qualifications and Excessive Bonding.

4.4 There shall be no arbitrary actions taken in the procurement process.

4.5 All contracts greater than \$10,000 must include Termination for Cause and Termination for Convenience language.

4.6 All federally funded solicitations and contracts must contain appropriate FTA clauses.

4.7 Awards of federally funded contracts should only be made to firms that are not on the federal debarred or suspended list.

5.0 Definitions:




N/A.

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6.0 Summary of Changes:

Wording added to Sec. 4.1 to mandate the use of the SAM website.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Bill Lopez Director of Business Services	 Nuria I. Fernandez General Manager

1/20/15
Date Signed