

<i>Notification of Contracting for Services</i>	<b>PROCEDURE</b>	
	<b>Document Number:</b>	FRS-PR-022
	<b>Version Number:</b>	04

**1.0 Purpose:**

To prescribe the method and manner of notifying specified bargaining groups of potential solicitations for services.

**2.0 Scope:**

This Procedure applies to all VTA departments 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 Procedure and to assure organizational understanding and compliance with this Procedure.

**4.0 Procedure:**

4.1 Purchasing and Materials Manager shall make available, by fax, all approved requisitions for service contracts received by the Contracts and Materials Management (CAMM) Department as may be required by collective bargaining agreements.

4.2 This notification shall indicate the type of service requested, estimated value of the agreement and the proposed length of the agreement.

**5.0 Definitions:**

N/A.

**6.0 Records:**

CAMM will be responsible for the keeping of all records required by this Procedure.

**7.0 Appendices:**

N/A.

**8.0 Training Requirements:**


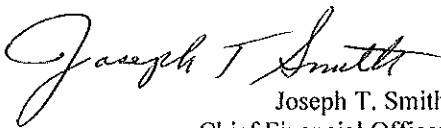

CAMM will be responsible for all training required by this Procedure.

**9.0 Summary of Changes:**

No change to Policy requirements. This Policy was updated to the new format.

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**10.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

5/11/11  
Date Signed

Original Date:	Revision Date:	Page 2 of 2
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