

<b>SELECTING FIRMS FROM ESTABLISHED LISTS</b>	<b>POLICY</b>	
	<b>Document Number:</b>	FR-CM-PL-1000
	<b>Version Number:</b>	01

**1.0 Purpose:**

To assure that contracts awarded to firms selected from lists that have been established by formal Request for Proposals (RFP) processes are selected using an approved procedure.

**2.0 Scope:**

This Policy applies to all VTA work units, departments, divisions, and work sites.

**3.0 Responsibilities:**

It is the responsibility of the Purchasing & Materials Manager to draft procedures to assure organizational understanding and compliance with this policy.

**4.0 Policy:**

It is the policy of VTA that when selecting a firm from a list of firms that has been previously established by a formal Request for Proposals (RFP) process and the intended contract has an estimated value greater than \$100,000, that the selection be made in accordance with approved Contracts and Materials Management Department procedures.

**5.0 Definitions:**

**5.1 Request for Proposals:** The Request for Proposals (RFP) process is an approved method generally used for the procurement of services.

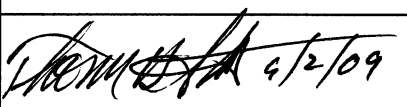
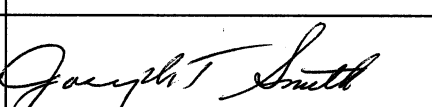
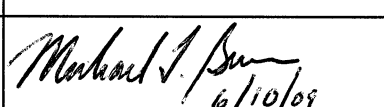
**5.2 Policy:** A high-level written statement of philosophy issued by the VTA Board of Directors or General Manager used in governing the management of VTA.

**5.3 Procedure:** The documented practice(s) defining the who, what, and when of departmental, divisional, or VTA activities. It defines the step-by-step processes in a sequence of operations to accomplish a task and may flow through several functional work groups.

**6.0 Summary of Changes:**

Initial release of this Policy.

**7.0 Approval Information:**

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