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GENERAL INFORMATION

What does the RTA buy?

The RTA is a public transit agency that provides transit services for the population of San Luis Obispo County and connecting services into Santa Maria (northern Santa Barbara County). The RTA purchases goods and services necessary to provide that service and also to sustain the RTA's administrative operations, maintenance and fleet in support of its transit service.

Among other things, the RTA contracts for the purchase of:

- Construction and maintenance services at RTA's facilities;



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- Buses, non-revenue vehicles, and other fleet vehicles;
- Consultant services, such as architectural and engineering services and auditing services;
- Marketing and advertising services;
- Information technology goods and services.

Where can I find an up-to-date list of goods and services the RTA plans to procure?

The RTA uses a fully automated web-based [vendor registration and bid management system](#). A list of current and past purchasing opportunities is available at <http://www.slorta.org/about-rtta/request-for-proposals/>

How do I bid or propose on the RTA procurements?

The RTA's fully automated [vendor registration and bid management system](#) allows vendors to register online, receive solicitations via email, and use additional automated services. All you need to do is complete the online registration form for your vendor profile and submit your bid. You will automatically be included in the RTA's vendor database.

How does The RTA purchase goods and services?

The procedures the RTA uses for a particular purchase will depend on the type of good or service and the anticipated price of the good or service. For additional details of the RTA's Purchasing Policies, please refer to the Purchasing Policy and Purchasing Manual – January 2016 in the website reference documents.

Procurement By Small Purchase Procedures

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold currently set at \$2,500.00. If small purchasing procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

Procurement By Micro-Purchases

Procurement by micro-purchases are those purchases under \$2,500.00. Purchases below that threshold may be made without obtaining competitive quotations if RTA determines that the price is fair and reasonable. Such purchases are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers (in the local area) and no splitting of procurements to avoid competition. The Davis-Bacon act applies to construction contracts between \$2,000.00 and \$2,500.00. Minimum documentation is required: A determination that the price is fair and reasonable and how this determination was derived

Procurement By Sealed Bids/Invitation For Bid (IFB)



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Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the overall lowest and best.

- A. In order for sealed bidding to be feasible, the following conditions should be present:
 - 1. A complete, adequate, and realistic specification or purchase description is available;
 - 2. Two or more responsible bidders are willing and able to compete effectively for the business;
 - 3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the bases of price.
 - 4. No discussion with bidders is needed.
- B. If this procurement method is used, the following requirements apply:
 - 1. The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time to prepare bids prior to the date set for opening bids;
 - 2. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services sought in order for the bidder to properly respond;
 - 3. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest;
 - 4. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - 5. Any or all bids may be rejected if there is a sound documented business reason.
- C. The sealed bid method is the preferred method for procuring construction if the conditions in previous paragraphs apply.

Procurements by Competitive Proposal/Request For Proposals (RFP)

- A. The competitive proposal method of procurement is normally conducted with more than one source submitting an offer i.e., proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids. If this procurement method is used the following requirements apply:
 - 1. Requests for proposals will be publicized. All evaluation factors will be identified along with their relative importance.
 - 2. Proposals will be solicited from an adequate number of qualified sources.
 - 3. RTA will have a method in place for conducting technical evaluations of the proposals received and for selecting awards.
 - 4. Awards will be made to the most responsible firm whose proposal is most advantageous to RTA's program with price and other factors considered.

Procurement of Architectural And Engineering Services (A&E)

RTA will use competitive proposal procedures based on the Brooks Act when contracting for A & E services. Other types of services considered A&E services include program management, construction management, feasibility studies, preliminary engineering, design, surveying, mapping, and services which require performance by a registered or licensed architect or engineer. The Brooks Act requires that:



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- A. All offeror's qualifications be evaluated;
- B. Price be excluded as an evaluation factor;
- C. Negotiations be conducted with only the most qualified offeror; and
- D. Failing agreement on price, negotiations with the next most qualified offeror be conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to RTA.

This "qualifications based procurement method" can only be used for the procurement of A&E services. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services.

These requirements apply except to the extent any state adopts or has adopted by statute a formal procedure for the procurement of architectural and engineering services.

Procurement By Noncompetitive Proposals (Sole Source)

- A. Sole Source procurements are accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.
 - 1. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. FTA authorizes noncompetitive negotiations;
 - d. After solicitation of a number of sources, competition is determined inadequate; or
 - e. The item is an associated capital maintenance item as defined, and can only be procured directly from the original manufacturer or supplier of the item to be replaced.
- B. RTA must first certify in writing:
 - 1. That such manufacturer or supplier is the only source for such item; and
 - 2. That the price of such item is no higher than the price paid for such item by like customers.
 - 3. Obtain F.T.A. pre-approval on procurements of \$100,000.00 and above
- C. Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required.
- D. Options: RTA may include options in contracts. An option is a unilateral right in a contract by which, for a specified time, a grantee may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract. If RTA chooses to use options, the requirements below apply:
 - 1. Evaluation of options. If required in the solicitation, the option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the



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- award, the exercise of such options will be considered a sole source procurement.
2. Exercise of Options.
 - a. RTA must ensure that the exercise of an option is in accordance with the terms and conditions of the option stated in the initial contract awarded.
 - b. An option may not be exercised unless RTA has determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised.







VENDOR REGISTRATION

How does PlanetBids work?

PlanetBids is an eProcurement solution that efficiently manages the competitive acquisition process of goods, materials, services and construction activities. Vendors/contractors self-register and maintain their profiles selecting the categories of products/services they are interested in providing to the RTA, licenses held, and any certified classifications such as DBE or WBE. PlanetBids automates vendor notifications of bid opportunities, insurance renewals, and prompt payments made to subcontractors. To register, select the link to the RTA website [Request for Proposals](#) and select New Vendor Registration.

San Luis Obispo Regional Transit Authority

Vendor Portal

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|  NEW VENDOR REGISTRATION Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In. |  BID OPPORTUNITIES Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder. |
|  MY CONTRACTS <small>LOGIN REQUIRED</small> Manage your awarded contracts, record payments, add subcontractors, produce reports and charts. |  CERTIFIED VENDORS <small>LOGIN REQUIRED</small> Find Certified Vendors |
|  CONTRACTS <small>LOGIN REQUIRED</small> View public information regarding agency contracts. |  MY INSURANCE <small>LOGIN REQUIRED</small> View and fulfill insurance requests / requirements. |

Is there a fee to register and become a vendor for the RTA?

No, it is free to [register](#). There is generally no cost to propose, but some bids or procurements may require the purchase of a bid bond or the possession of other minimum requirements, such as certain minimum levels of commercial insurance.



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Do I have to be a registered vendor before I can obtain specific information regarding an upcoming solicitation?

Yes, you must be a registered vendor in [our system](#) to obtain specific information regarding solicitations, receive addenda, and submit bids. You do not have to register to view open solicitations.

What is a Vendor Profile?

A Vendor Profile is information provided by companies when they register with the RTA's [online Bid system](#). Your profile should contain your business name, address, telephone number, fax number and email address. You will also be asked for your business type, ownership information, and the commodity or services you provide. This information helps the RTA notify you of relevant solicitations.

What if I have more than one sales office?

You will be able to provide the address for one corporate office and a separate mailing address if you have an office in another location.

What is a NAICS code?

An NAICS (North American Industry Classification System) code is a code used for classifying businesses based on the activities in which they are primarily engaged. The RTA uses NAICS codes to identify the categories into which your primary services or products fit. When publishing a solicitation, the RTA will identify NAICS codes relevant to that situation. For a current list of NAICS codes go to <https://www.census.gov/naics/>

How do I choose NAICS codes for my Vendor Profile?

Choose a category or categories that describe what you sell. Then select the NAICS codes that **best** describes the goods and/or services you provide.

How do I add or change the NAICS codes that I have selected for my Vendor Profile?

To make a change to the NAICS codes or any other part of your vendor profile, you must be registered as a Vendor, access your Vendor log-in page and then select the “Edit Profile” screen in the Vendor Registration Section.



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What is a solicitation?

A solicitation is the RTA's request or invitation to vendors registered within a specific NAICS code asking for submissions of bids or proposals. A list of current and past solicitations is available on our website at <http://www.slorta.org/about-rta/request-for-proposals/>

How do I obtain an addendum to the solicitation package?

Addenda to solicitations available for online bids or proposals are sent by email to all registered companies with vendor profiles that include relevant NAICS codes. Log into your Vendor account to access all public documents related to the bid. You may contact the RTA Administration offices for assistance at (805) 781-4467.

Can bids be faxed?

Bids will not be accepted via fax. All bids must be delivered to the RTA as described in the bid document instructions. To comply with California law, the RTA typically accepts bid submission by paper, electronic or both. Electronically through the Bid portal at <http://www.slorta.org/about-rta/request-for-proposals/> or by mail: Attention: RFP Administration Dept at 179 Cross Street, San Luis Obispo, CA 93401.

Where can I find the RTA's Terms and Conditions?

The RTA's Terms and Conditions are specific for each type of contract but will generally be provided in a draft contract with each solicitation and can also be located as a link in the Contract Opportunities section of the website. **Vendors must comply with all applicable contractual provisions required by the FTA, as set forth in FTA Circular 4220.1F**, and any amendments thereto, which are incorporated by reference into the Purchase Order.

What are the Prevailing Wage Requirements?

The RTA is subject to prevailing wage requirements for public works projects and maintenance and repair work exceeding \$1,000. Generally, the RTA is subject to the State of California's prevailing wage laws as set forth in California Labor Code Section 1770 et seq. It is important to review the RTA's bid specifications and agreements carefully to determine the specific requirements for the project or service.

The vendor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at <http://www.dir.ca.gov/DIRdatabases.html>.

All vendors performing work for the RTA are responsible for complying with all applicable prevailing wage laws and must furnish the RTA with Certified Payroll Records upon request.



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What is the System for Award Management (SAM)

The System for Award Management (SAM.gov) is an official website of the U.S. Government. It is FREE. There is no cost to use SAM.gov. SAM.gov (formerly known as Government Services Administration (GSA)) is a Federal Government owned and operated FREE website that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg.

All business entities (corporations, limited liability companies and/or limited partnerships) doing business with the RTA on a federal funded project that is greater than \$25,000 must be registered and in good standing with the federal government.

Am I required to register my Business in SAM.gov in order to do work for the RTA?

The RTA requires evidence of such registration for contracts over \$25,000. Registering with SAM *makes your business visible and accessible to every civilian, government and military federal agency* out there who would otherwise not be aware of what your business has to offer. For more information on how to register in SAM.gov go to <https://sam.gov/content/home>, or call 866-606-8220.