

# Subrecipient Invoicing: Capital Programs



# Procuring Capital



What are the thresholds for procurement?

- Micro Purchase: less than \$3,000.00
- Small Purchase: between \$3,000.00 and less than \$100,000.00
- Full Solicitation: \$100,000.00 or more

What is the typical timeline for a procurement?

- Micro Purchase: a few days
- Small Purchase: 1 to 6 weeks
- Full Solicitation: 3 to 9 months

## Procurement Guidelines



YOUR Safety ••• ► YOUR Mobility ••• ► YOUR Economic Opportunity

- FTA Methods & Thresholds

FTA requires a different procurement method based on the value or threshold of the commodity or service being procured.

- Local Thresholds

Subrecipient agencies should follow local procurement requirements if they are **more** stringent than federal thresholds.

## Procurement Thresholds



- Micro Purchase: less than \$3,000.00
  - price to be fair and reasonable
  - not splitting the bid
  - FTA Circular 4220.1F, Chapter VII, 32.a
- Small Purchase: between \$3,000.00 and \$100,000.00
  - Small Purchase Independent Cost Estimate (ICE)
  - Price quotations-3+ preferred (Document)
  - FTA Circular 4220.1F, Chapter VII, 32.b
- Full Solicitation (RFP/IFB): \$100,000.00 or more
  - RFP-Request for Proposal. Has a Scope of Work that describes the desired outcome of the project. (consultant services)
  - IFB-Invitation for Bid. Has Specifications that instructs the bidders how to achieve the desired outcome of the project. (commodities)

## Procurement Thresholds



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## Full Solicitation Cont.

- Requires Full and open competition
  - Independent Cost Estimate (ICE)
  - RFP or IFB
  - Advertising
  - Bid Selection
  - Draft Contract/Contract Award
- Contract requirements
  - FTA requires contract clauses
  - Essential elements of the contract must be stated in the contract including such as Price or rate of compensation, scope of work or specification, timeline and termination

# Procurement Thresholds Cont.



It is important that your agency is in contact with your Capital Grants Officer during the procurement process.

The Vehicle Reimbursement Packet is there for your assistance!

### During Procurement

- Bid Documents
- Bid Award
- Purchase Order

# Communication



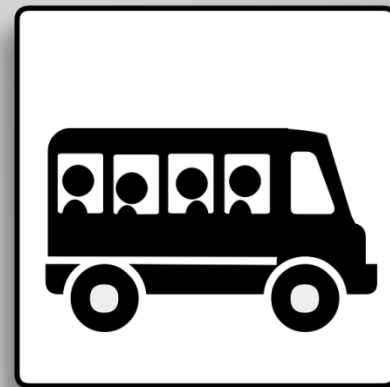
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## Vehicle Delivery

- Subrecipient Final Inspection & Acceptance

## Reimbursement Request

- Signed Reimbursement Form & Invoice
- Vendor Invoice
- Proof of Payment



# Request for Reimbursements



YOUR *Safety* ••• ► YOUR *Mobility* ••• ► YOUR *Economic Opportunity*



## After Reimbursement:

### Supplemental Reimbursement Documentation

- Vehicle Registration
- Title of vehicle
  - “ITD-Public Transportation” as lien holder
- Proof of Insurance
  - Minimum \$500,000 single limit per occurrence
- Buy America Compliance Certification
- TVM Transit Vehicle Manufacturer’s Certification
- Post-Delivery Purchaser’s Requirement Certification
- Post Delivery FMVSS Compliance Certification
- Vehicle Inspection & Acceptance Form
- Pictures of vehicle “Public Transportation” and phone number
- Board Approved Drug & Alcohol Program Policy

# Reimbursement Requirements



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## Subrecipient Request for Reimbursement

<b>Subrecipient</b>			
<b>Agreement Term</b>	October 1, 2017-September 30, 2019		
<b>Contact Name</b>	<b>Billy Bob</b>		
<b>Invoice #</b>			
<b>Month/Year</b>	July-2017		
<b>Federal Program Funds</b>	5339 Bus & Bus Facilities Program		
	<b>Monthly Total Project Cost</b>	<b>Federal</b>	<b>Local</b>
<b>Capital (80/20)</b>	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -
	<b>Grant Award</b>	<b>Total Project Cost to Date (federal)</b>	<b>Grant Balance to Date</b>
	\$ -	\$ -	\$ -

### Source(s) Of Local Match

1.		\$ -
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$

Subrecipient Printed Name

Date

Subrecipient Signature

# Procurement Regulations

- Code of Federal Regulations: 2 CFR Part 200,
- FTA Procurement Circular: 4220.1F,
- IDAPA 38.05.01
- FTA Best Practices Procurement Manual (BPPM), &
- ITD-PT Standard Funding Agreement



**YOUR Safety** •••▶ **YOUR Mobility** •••▶ **YOUR Economic Opportunity**

**For Questions & Resources**  
**Please contact:**

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