

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIM BTLRRH 52

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 52, FTA C 4220.1F, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH52>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707- 7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

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State of Wisconsin Department of Transportation

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Transit procurement - Invitation for Bid (IFB), Requests for Proposal (RFP), and Shared-Ride Taxi

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The Wisconsin Department of Transportation (WisDOT), as the designated recipient of federal grant funds, is responsible for ensuring that sub-recipients are aware of and comply with federal procurement requirements as listed in [FTA C 4220.1F – Third Party Contracting Guidance](#).

For procurements where the total purchase is estimated to cost over \$50,000, the Invitation for Bid (IFB) process is to be used for purchases of commodities like vehicles and equipment, whereas Requests for Proposal (RFP) are more appropriate for procuring more general services (e.g. engineering) based on vendor qualifications.

To purchase products or services through IFBs or RFPs, including the shared-ride taxi procurement process (even when the taxi(s) might cost less than \$50,000), WisDOT sub-recipients must follow a more detailed process than is necessary for [smaller-value purchases](#).

Before procurements are initiated, sub-recipients should consult the [WisDOT Procurement Manual](#) and work with the [WisDOT Transit Procurement Manager](#) to ensure appropriate procurement steps are followed.

The following forms are required to be submitted, or suggested to be used during, the IFB or RFP process. The documents for each procurement process are available in the zipped

"Appendices" folders below.

Toolkits and required forms

- [Invitation for Bid procurement toolkit](#)
 - [Appendices](#) (Updated February 2019)
- [Request for Proposals toolkit](#)
 - [Appendices](#) (Updated February 2019)
- [Shared-ride taxi \(SRT\) procurement toolkit - procurements of any value](#)
 - [Appendices](#) (Updated June 2019)

Resources:

- [Procurement Training](#) (WisDOT 2018 presentation)
- [WisDOT Procurement Manual](#) (Updated February 2019)
- [Federal Transit Administration Master Agreement](#)
- [FTA Best Practices Procurement Manual](#)
- [FTA C 4220.1F – Third Party Contracting Guidance](#)
- [Third Party Procurement: Frequently Asked Questions](#)
- [ProcurementPRO](#)
- [WisDOT Firm Debarment/Suspension list](#)
- [System for Award Management \(SAM\)](#)
- [Buy America Handbook](#)

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