Procurement 101 Webinar

June 15, 2016
Agenda – Procurement 101

• Introduction

• Procurement Overview
  – Ryan Hammon, Transportation Program Specialist, FTA Region 8

• Case Studies/ProcurementPRO
  – Mike LaBello, Principal, Main Street Connections

• Questions and Answers
ProcurementPRO

**Federal Portal View**
*Get Started*

- Click Get Started

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Create a New Project
Welcome to ProcurementPRO, a web based software program designed to help assist transportation professionals conform to federal procurement standards when utilizing federal funds. Below you will find two ProcurementPRO options and their descriptions to aid in managing your procurement project.

**ProcurementPRO** -- The full version of ProcurementPRO provides federally required clauses, certifications, and other useful documentation for your project(s). It offers the ability to create, save and edit a project; creates a printable document; and is organized in a tab format to help you manage project flow and files.

**QuickPRO** -- This is a shortened version of ProcurementPRO built for the transportation professional who wishes only to secure the necessary federally required clauses and certifications but not manage a project online. Users are able to print the required clauses and certifications but cannot save projects for future reference.

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Back  Cancel
Step One

- Select Procurement Type

Click Next
Step Two

- Total cost or estimated budget entered will prompt appropriate methods of procurement based on established thresholds within the program.

- After calculation click Next.
Step Three

• A brief description of the federal threshold your project cost has produced is provided.

• Click Next
Step Four

- Due to the federal thresholds, IFB, RFP and Sole Source are the available selections in the program.
- Select your “Method of Procurement” and click Next.
Step Five

- Enter Project Title (required) and any additional project information you wish to track
- Click Next
Step Six

- Quick view to see what will print out in the TABS, with option for preferred print

- Save project to computer or your dashboard for future use
Portal Design

Procurement Project

FUNDING

- Federal ✔
- State ✔
- Local ✔

Federally Funded

State Funded

Locally Funded

Project File
Contact Information - Presenters

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The recording and slides will be posted at nationalrtap.org/webinars