

ProcurementPRO 2.0 Demo

February 14, 2019

A webinar was held on February 14, 2019 to demonstrate the latest version of National RTAP's free application, [ProcurementPRO 2.0](#). This revised version is faster, allows you to fill out check lists and certifications online or once saved to your hard drive. The application provides the required federal clauses and certifications for procuring goods and services using federal funds. Access the webinar [recording](#) and [PowerPoint](#).

Q: Will the state version only be available for those states that opt in?

A: Yes, the state version is only available to states that opt in for a state portal. We do not have resources to do every state. You would need to do research on what your requirements are if you want this feature. We are planning on providing instructions on how to do this (videos, webinar, etc.) We would also provide some assistance if you are doing it yourself. We are hoping that this feature may be available around springtime. Everyone who attended today will receive an email about when the state portal is available.

Q: Will the state version include the contract clauses that are required for each state, or in the current version is there a way to include state required clauses when the funding source is solely from the state, or if there are multiple funding sources?

A: Yes, a state's portal, once created would provide state documentation based on state requirements. National RTAP will provide the software and instructions on how to create the state portal but the state would have to generate state requirements and other state procurement information and build these pieces into the state portal.

Q: Is it possible to edit the cover page?

A: It is possible to edit the cover page. This will be part of the recording of the demo today. You can put in your logo, contact info, select a color palate with your branding guidelines and preview.

Q: How often are the FTA clauses updated in ProcurementPRO?

A: Our procurement specialist, Mike LaBello, with Main Street Connections, monitors all FTA and Federal government changes through the most current Federal Circular 4220 and FTA Master Agreement and updates as needed. The clauses and certifications are hard coded into the program. It may take 24-48 hours from when FTA or Federal government changes requirements until they are changed in ProcurementPRO 2.0.

Q: Can we upload additional files to a project?

A: Save your project to a PDF file and using Adobe Acrobat Standard move documents into your procurement document. You can scan other documents too (ICE, etc.). It is too complicated for us to have ProcurementPRO 2.0 do this directly. There are also web-based tools that can combine pdfs.

Q: Are we able to add or make any edits to the Federal Clauses once saved or downloaded?

A: Clauses and certifications required by the federal government generally have no specific language, the clauses and certifications in ProcurementPRO are drawn from suggested language found in Federal Circular 4220, the FTA Master Agreement and the Best Practices Procurement Manual (BPPM). If you were to download it to a pdf editor, you could edit it, but we do not feel that you would have to edit the federal clauses.

Q: In the past when using Quick Pro, the Federal Certifications would have "RAD PDF Developer License Active" across the top of the page. Has this issue been resolved?

A: Justin Heavenridge demoed this in the [webinar recording](#). It has been resolved. The RAD PDF wording is no longer there.

Q: There is a "Download all Federal Clauses" button. Is there also an easy quick way to "Download all Federal Certifications?"

A: We don't currently have all certifications available for download with a button, but it may be able to be added into the system in the future.

Q: Is there a way to copy a current project into another?

A: There isn't a way to copy a project into another project. You can save a procurement document as a pdf use Adobe Acrobat Standard to inset that document in another project. Or you can begin a new project and combine the two projects.

Q: Where does the user log/sign out of Procurement Pro 2.0?

A: Users sign out at the bottom of the page. We have heard feedback on that and we are looking at the possibility to move it to the top.

Q: Where do I find the option for services like web design, marketing, or consultant?

A: You find options for services like web design, marketing or consultant under professional services.

Q: Do the FTA clauses change according to which procurement type we select? Or is it always the same clauses and there will just be non-applicable clauses included?

A: Yes, the clauses are set up to react to the project type selected and project cost entered. This allows the program to provide the needed federal provisions as required with respect to the type of purchase and its position along the simplified acquisition threshold (the dollar amount below which property or services may use small purchase methods).

Q: Our agency wants a transit vehicle Bus Wash. It is basically a machine. What would the procurement type be?

A: It will depend on if there will be construction involved or if it will just be an off-the-shelf product purchase. If it will be more of a permanent fixture requiring engineering designs and retrofitting within an existing or new structure, it will be more complex with both engineering and design components to the acquisition. If it is more of a mobile, off-the-shelf product it would more likely be a materials and supplies purchase.

Q: On the Method of Procurement is there a way to change the thresholds? The state of Kansas has a lower threshold for IFB than the federal one. We are required to IFB if cost is greater than \$25,000.

A: You would need to create a state portal. The state portal version is currently being tested. We provide you with instructions and the software and the state would create the portal with state requirements or the state can hire a consultant to complete the state portal. Once the state's portal is created, the ProcurementPRO user from that state would see fund options federal and state and depending on the funding source, will be provided with the correct documentation. For example, if the agency was using state and federal funds the IFB threshold would be \$25,000 instead of the federal threshold of \$250,001. For more information about state portals, email rtassinari@nationalrtap.org or support@nationalrta.org.

Q: Can more than one person within the same agency access, edit, update, etc., the project at any point in the process?

A: More than one person can edit a project, but they have to go in as the originator of the project. The biggest reason for not having someone else be able to someone else's project is security.