

City of Phoenix
Public Transit Department | Compliance Section
PTDcompliance@phoenix.gov

SUBRECIPIENT PRE-SOLICITATION FORM
COMPETITIVE PROCUREMENTS

FORM INSTRUCTIONS

The City of Phoenix (“City”), acting by and through its Public Transit Department (“PTD”), is the designated recipient of Federal Transit Administration (“FTA”) funds. The City is obligated to ensure that third-party contracts comply with applicable federal, state, and local requirements. Because of these obligations, PTD reviews FTA third-party contracts before approving funding to ensure the costs of third-party procurements comply with federal laws/regulations and the terms of the City’s underlying grant or cooperative agreement. [Please note that a procurement for unusual and compelling urgency (public exigency/emergency) still requires solicitation pursuant to FTA Circular 4220.1F, ch. VI, § 3(i)(1)(c).]

The purpose of this form is to standardize the third-party procurement review process across all subrecipients and procurement methods. Please complete the form, then email all of the required documentation to PTDcompliance@phoenix.gov

The standard processing time is ten business days to complete the initial review. Failure to complete the form in its entirety and provide all of the information required will result in delays for the City’s review.

Solicitation Review Sequence	Responsible Party
1. Prior to solicitation, Subrecipient will send an email to PTDcompliance@phoenix.gov and attach this completed form with all required documentation in one package. Do not copy PTD employees on this email.	Subrecipient
2. Within ten business days of receipt, PTD will conduct a review of the pre-solicitation documentation and supporting documents and provide feedback.	PTD
3. PTD will issue FTA Clauses/Certifications and DBE Clauses/Forms for inclusion in the solicitation.	PTD
4. PTD will provide PowerPoint slides for incorporation into the pre-offer conference conducted by the subrecipient (if applicable).	PTD
5. PTD will provide written approval to issue the solicitation.	PTD
6. During the pre-offer conference, Subrecipient will send a calendar invitation to the PTD Compliance Specialist to provide a brief presentation (if applicable).	Subrecipient
7. Promptly after proposal opening, Subrecipient will send all EO1 forms received from offerors to PTD for responsiveness review.	Subrecipient
Reminder: Before contract award, Subrecipient will send all pre-award documents to PTD for compliance review.	

**COMPETITIVE PROCUREMENTS
Subrecipient Pre-Solicitation Form**

Subrecipient Name:	Primary Contact Name:
Primary Contact Phone:	Primary Contact Email:
Subrecipient Procurement Procedures On File with PTD? Yes <input type="checkbox"/> No <input type="checkbox"/> Last Updated:	
Solicitation Number:	Solicitation Title:
Unusual and Compelling Urgency? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Procurement Type: RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFQu <input type="checkbox"/> Other _____	Initial Contract Term: _____ years Option Term: _____ (if applicable)
Procurement Description:	
Title 34 Public Improvement (design/construction)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
FAIN Number:	Federal Funding Percentage:
Federal Grant Type:	Federal Grant Funding Amount:
Pre-Solicitation Required Documentation	
	Check
1. Procurement Method, Contract Term, Contract Type (below)	<input type="checkbox"/>
2. Independent Cost Estimate (ICE)	<input type="checkbox"/>
3. Liquidated Damages Determination (if applicable)	<input type="checkbox"/>
4. Draft Solicitation Documents <ul style="list-style-type: none"> ▪ Evaluation Criteria and Price Sheet (if applicable) ▪ FTA Clauses/Certifications ▪ Exhibits/Attachments 	<input type="checkbox"/>
5. Tracking Spreadsheet of Solicitation Milestone Dates	<input type="checkbox"/>

COMPETITIVE PROCUREMENTS
Procurement Method

Method	Rationale
Micro-Purchase [Mini-Purchase] (Select all that apply)	<input type="checkbox"/> Amount is less than \$10,000, or entity procurement code threshold amount, whichever is less. <input type="checkbox"/> Reviewed for cumulative threshold and split purchases
Small Purchase [Request for Quote (RFQ) Informal Procurement] (Select all that apply)	<input type="checkbox"/> Amount is less than \$250,000, or entity procurement code threshold amount, whichever is less. <input type="checkbox"/> Clear, complete and adequate specification or purchase description <input type="checkbox"/> Three or more quotes obtained
Invitation for Bid [IFB Formal Procurement] (Select all that apply)	<input type="checkbox"/> Amount is \$250,000 or greater, or entity procurement code threshold amount, whichever is less. <input type="checkbox"/> Clear, complete and adequate specification or purchase description <input type="checkbox"/> Selection is made based on price <input type="checkbox"/> Two or more responsible offerors willing to compete <input type="checkbox"/> Firm-fixed-price contract is used
Request for Proposals [RFP Formal Procurement] (Select all that apply)	<input type="checkbox"/> Amount is \$250,000 or greater, or entity procurement code threshold amount, whichever is less. <input type="checkbox"/> Clear, complete and adequate specification or purchase description <input type="checkbox"/> Selection is made based on price and qualifications (and other evaluation criteria) <input type="checkbox"/> Two or more responsible offerors willing to compete <input type="checkbox"/> Solicitation provides for discussion or negotiation, if needed
Request for Qualifications [RFQu Formal Procurement] (Select all that apply)	<input type="checkbox"/> Amount is \$250,000 or greater, or entity procurement code threshold amount, whichever is less. <input type="checkbox"/> Services directly relate or lead to construction, alteration, or repair of real property <input type="checkbox"/> Clear, complete and adequate specification or purchase description <input type="checkbox"/> Selection is made based on qualifications (and other evaluation criteria) <input type="checkbox"/> Two or more responsible offerors willing to compete <input type="checkbox"/> Solicitation provides for discussion or negotiation, if needed

COMPETITIVE PROCUREMENTS
Contract Term

Contract Term	Justification
<input type="checkbox"/> 5 year term and no options to extend	This contract term is most advantageous because a five year base contract term provides stability to meet the needs of the Subrecipient.

<input type="checkbox"/> [redacted] year initial term and [redacted] optional extension(s) for [redacted] years per option	This contract term is most advantageous because a base contract with the identified renewals provides flexibility to meet the needs of the Subrecipient.
If term is beyond five years, how is the contract term no longer than minimally necessary to accomplish the purpose of the contract?	

COMPETITIVE PROCUREMENTS
Contract Type

Contract Type	Selection
<input type="checkbox"/> Firm Fixed Price	This contract type is most advantageous because it includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract.
<input type="checkbox"/> Firm Fixed Price w/ Economic Adjustment	This contract type is most advantageous because it includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract but allows for necessary economic adjustments.
<input type="checkbox"/> Cost Reimbursement	This contract type is most advantageous because it is preferable to permit a contractor to be reimbursed for costs which are allowed and allocated in accordance with the terms provided in the contract.
<input type="checkbox"/> Indefinite Delivery or Quantity	This contract type is most advantageous because the Subrecipient does not know the total amount of goods or services that will be needed during the contract term but needs a vendor under contract that can provide the good or service as needed.
<input type="checkbox"/> Incentive Contract	This contract type is most advantageous because it is in the best interest of the Subrecipient to provide incentives for performance or delivery as defined in contract terms.
<input type="checkbox"/> Time and Materials (Restricted)	This contract type is advantageous when no other type of contract is suitable and the contract will identify a total contract amount that the contractor cannot exceed.
<input type="checkbox"/> Other Contract Type: [redacted]	This contract type is most advantageous because:

TASK ORDERS AND ON-CALL CONSULTING

For IDIQ awards, complete the following:

1. Which of the following applies for this IDIQ award:

- Firm Fixed Price
- Cost-Plus-Fixed-Fee (CPFF)
- Cost-Reimbursement Basis

2. Task Orders to be used by Subrecipient? Yes No

3. On-Call Consulting to be used by Subrecipient? Yes No

If "Yes" for On-Call Consulting, complete the following:

- a. A breakdown of consultant rates provided in the Price or Cost Analysis? Yes No
- b. Subrecipient understands that if additional labor categories are required for a specific task, the rate quoted shall be subject to review and approval by PTD Compliance. Yes No

SUBRECIPIENT ACKNOWLEDGEMENTS AND AUTHORIZED SIGNATURES

By signing below, Subrecipient verifies that the foregoing information is true and correct.

Procurement Officer
PRINTED NAME

Procurement Officer
SIGNATURE

Date

Procurement Director
PRINTED NAME

Procurement Director
SIGNATURE

Date