Transit Authority of River City

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: April 23, 2025

Re: Resolution 2025 – 9 Amendment 3 to TARC Procurement Policy

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In October 26, 2015, the TARC Board of Directors adopted a significant revision to the Procurement Regulations, which was further amended on December 11, 2018 with additional changes and modifications. This new proposed amendment 3 has new threshold limits for federally funded and non-federally funded procurements. It also includes federal updated requirement changes for simplified acquisition procurement thresholds, and Model clauses. There are also many stylistic and technical changes including but not limited to improved language in the sections of Definitions, Written Standard Code of Conduct, Written Protest, Procurement Thresholds, Authorization, Approval and Reporting Levels for both Federal Funded and non-Federal Funded procurements, removal and replacement of positions and titles. I have included a summary of the list of detailed changes for your convenience.

More importantly, this Resolution updates TARC's Procurement Policy to be consistent with changes and updates in federal, state and local law. For instance, this new policy changes the approvals for monetary spending thresholds for respective Directors, Chief Operating Officer (COO), Chief Financial and Administrative Officer (CFAO), Executive Director (CEO) and the Board and sets forth such monetary thresholds when competitive solicitation must occur.

4.2.1 Procurement funded by revenue, local and state (non-federal monies):

Amount	Authority/Approval	Procurement Method
Up to $3,500	Supervisors &	Micro Purchase
Up to $15,000	Director or Assistant Director Level	Simplified Acquisition (Small) 3 Quotes
Up to $30,000	Director of Maintenance	
Up to $65,000	COO or CFAO	Formal - Competitively Bid
Up to $100,000	Executive Director or CEO	Formal - Competitively Bid
Fuel Only - Up to $100,000	Director of Procurement	Formal - Competitively Bid
Greater than $100,000	Board Review and/or Authorization	Formal - Competitively Bid

4.2.3 Procurement funded by FTA or other federal grants:

Amount	Authority/Approval	Procurement Method
Up to $10,000 ($2,001 Construction)	Procurement Official (Managers/Supervisors)	Micro Purchase
Up to $15,000 Up to $30,000	Director or Assistant Director Level Director of Maintenance	Simplified Acquisition (Small) 2 Quotes
Up to $65,000	Director of Grants and Capital	Simplified Acquisition (Small) 2 Quotes
Up to $100,000	COO or CFAO	Simplified Acquisition (Small) 2 Quotes
Up to $250,000	Executive Director or CEO	Simplified Acquisition (Small) 2 Quotes
Greater than $250,000	Board Review and/or approval	Formal - Competitively Bid

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A new provision has been added that details contracting with Small and Minority Businesses, and Labor Surplus. It updates this Policy to reflect the model FTA Clauses and Requirements that must be included in every solicitation for goods and service. Finally, this Resolution further updates the conflicts of interest rules with respect to employees, officers and members of the Board of Directors at TARC.

This Resolution asks the Board for its approval to update and change TARC's Procurement Policy to follow and be consistent with federal, state and local law. Please feel free to call me if you have any questions at (502) 561-5100.

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RESOLUTION 2025-9
Amendment 3 to TARC Procurement Policy

A Resolution for the Board of Directors to approve revisions, additions, amendments and updates to TARC's Procurement Policy.

WHEREAS, TARC wants Procurement Department and staff doing business with contractors, vendors, suppliers and consultants to know the obligations and responsibilities to follow all applicable federal, state and local laws and policies as TARC's agents as it relates to business and procurement transactions; and

WHEREAS, in order to ensure policies and laws are adhered to by TARC staff conducting and facilitating procurement process, TARC has created policies which are set forth in the Procurement Policy and which was most recently adopted by this Board in December 2018; and

WHEREAS, TARC has reviewed this Procurement Policy and is now proposing to make amendments and updates to such Policy that are consistent with changes in federal, state and local laws; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The amendments and updates to TARC's Procurement Policy are hereby approved.

ADOPTED THIS 23rd DAY OF APRIL 2025

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Abbie Gilbert, Vice-Chair of the TARC Board of Directors