

TPA Procurement Policy



PALM BEACH
Transportation
Planning Agency

December 2017

Background

- Board Resolution 2017-08
 - Board items to operate as an independent agency
 - 1.D - Establish procurement process
- Based on Federal and State regs, Broward and Orlando MPO policies, PBC Policy

RESOLUTION MPO 2017-08

RESOLUTION DIRECTING THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION'S (MPO) EXECUTIVE DIRECTOR TO CREATE FUTURE MPO GOVERNING BOARD ITEMS THAT WILL ALLOW THE MPO TO OPERATE AS AN INDEPENDENT AGENCY; RENEWING THE EXISTING INTERLOCAL STAFF AND SERVICES AGREEMENT BETWEEN THE MPO AND PALM BEACH COUNTY FOR AN ADDITIONAL YEAR; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the MPO and Palm Beach County have an existing interlocal agreement for staff and services that expires on September 30, 2018 and requires the MPO to give a one-year notice regarding the renewal of the agreement prior to the expiration; and

WHEREAS, at its May 18, 2017 MPO Governing Board meeting, the MPO created a nine (9) member Governance Committee to review the interlocal staff and services agreement between the MPO and Palm Beach County and to recommend that the MPO extend it, modify it, or terminate it; and

WHEREAS, the MPO Governance Committee met on June 12, 2017 and August 23, 2017 to evaluate the benefits and costs of the options available to the MPO; and

WHEREAS, the MPO Governance Committee recognized the value of empowering all of its members to lead the selection of transportation projects and programs to best serve our local communities, avoiding undue influence by any member agencies, and establishing maximum flexibility to the MPO to provide transportation planning services to the public; and

WHEREAS, the MPO Governance Committee unanimously recommended to the full MPO Governing Board to move forward expeditiously to operate as an independent agency; and to renew the existing interlocal staff and services agreement with Palm Beach County for an additional year to accomplish this:

NOW THEREFORE, BE IT RESOLVED THAT:

1. The MPO Executive Director is directed to create future MPO Governing Board agenda items to allow the MPO to operate as an independent agency, including but not limited to the establishment of:
 - a. A contract for legal services;
 - b. Annual member agency dues in an amount not to exceed ten (10) cents per capita to provide matching funds for federal grants and pay for non-reimbursable expenses incurred by the MPO;
 - c. Agreements with two or more members to provide a line of credit to the MPO to establish capital float for the MPO without requiring a large one-time contribution from member agencies;
 - d. A procurement process for MPO purchases;
 - e. An office space to support MPO staff operations and committee meetings but not MPO Governing Board meetings;
 - f. A schedule for future MPO Governing Board meetings to be conducted at MPO member locations around Palm Beach County;
 - g. A handbook of MPO employee policies including provision of benefits; and
 - h. Contracts to support MPO operations including payroll and accounting services, audit services, networking and communications services, and agency insurance protections.
2. The MPO Executive Director is directed to request an extension to the term of the existing interlocal staff and services agreement between the MPO and Palm Beach County from September 30, 2018 to September 30, 2019 with a clause allowing for additional one-year extension if desired by the MPO Governing Board.
3. This resolution shall take effect upon adoption.

The foregoing Resolution was offered by Mayor Maria Marino who moved its adoption. The motion was seconded by Commissioner Paula Ryan and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 21st day of September 2017.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION

By: 
Chair

Policy

- Satisfactory quality and reasonable cost
- Competitive purchasing process
- Clear list of exemptions
- Administrative processes

Approving Authority by Purchase Amount

Purchase Amount	Approving Authority
Less than \$5,000	CFO
\$5,000 - \$25,000	Executive Director
> \$25,000	TPA Board

Process Summary

Estimated Price	< \$5,000		\$5,000 - \$25,000		> \$25,000		
Sub-Category	≤ \$1,000	> \$1,000 < \$5,000	Goods (RFQ)	Services (RFS)	Goods (IFB)	Services (RFP)	Services (CCNA)
Notice	N/A	Phone/ Email to Vendor	At least 10 business days		At least 15 business days		
Minimum Responses	(2) Published Price	(3) Solicited Quotes	3		3		
Criteria	Price		Price	Qualifications and Price	Price	Qualifications and Price	Qualifications
Evaluator	TPA Staff		TPA Staff		TPA Staff	Selection Committee	
Approval	CFO		TPA Director		TPA Board		

Protest Process for Purchases > \$25,000

Protest	File Period	5 business days from Notice of Award
	Decision Period	5 business days
	Decision Maker	TPA Director
Appeal	File Period	3 business days from Director Decision
	Fee	Max - 1% of RFP or \$5K
	Decision Period	15 business days
	Decision Maker	Appeal Committee: TPA Chair, Vice Chair and At-Large Board Member



Exemptions

- Exempt Items (Appendix A)
- Sole Source, Direct
- Emergency
- Piggyback
- Public Agency
- Petty Cash
- Travel



Admin Processes

- Public Notice
- Protests
- Surplus
- Invoicing and Payment
- Records
- Credit Cards

Questions?



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