May 6, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Revised Purchasing Authority Report

On June 4, 2015, the Commission approved increasing the Executive Director's delegated purchasing authority from $50,000 to $100,000. It was resolved that any purchase of greater than $50,000 would be communicated to the Board as an information item.

- On February 12, 2020 a purchase order was issued to Genfare of Oak Grove Village, Illinois in the amount of $53,477 for a Mobile Fare Collection Vault for the Western Facility. This was initially in Clark's contract for construction of the Western Facility, but Genfare couldn't come to an agreement with Clark on a contract. PRTC agreed to purchase the mobile vault and hence the resulting purchase order. This was a sole source procurement because only Genfare manufactures the Mobile Fare Collection Vault that is compatible with the Genfare fare- boxes. Funding is from the Western Facility construction budget.

- On March 4, 2020 a purchase order was issued to Exstare Federal Services Group of Fairfax, Virginia in the amount of $53,350 to provide support for the implementation of the Diversity, Equity, and Inclusion Strategic plan and to provide staff training. This was a sole source procurement and is 100% locally funded.