



Date of Memo: June 04, 2024
Current Meeting: June 20, 2024
Board Meeting: June 27, 2024

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Jennifer Pyrz
FROM: Senior Director of Procurement Terri Clay and Associate Counsel Jennifer Bruner
SUBJECT: Consideration and adoption of Resolution 2024-03 – Updated Procurement Manual

ACTION ITEM A – 3

RECOMMENDATION:

IPTC staff recommends that the Board of Directors adopt Resolution No. 2024-03 accepting and adopting the June 2024 revision and update of the Procurement Manual for use by the corporation.

BACKGROUND:

IPTC last revised the Procurement Manual in June of 2021. There were only slight revisions made to resolve a concern that had arisen during the Triennial audit that year. Before that, the previous Procurement Director last updated the Procurement Manual in 2019.

DISCUSSION:

This comprehensive Procurement Manual update was completed by IPTC attorney, Jennifer Bruner, and former Procurement Director, Stacey Metz. Comments were received and incorporated from the CEO, CFO, CLO, new Senior Director of Procurement, Procurement Department staff, and Supplier Diversity. Though the Procurement Manual has largely been in compliance with Federal Transit Administration (FTA) requirements, it was out of date and lacked direction in some cases for procurements completed with local funding.

This update includes:

- Regulatory updates for compliance with the federal Fixing America’s Surface Transportation (FAST) Act (2015) and the Build America, Buy America Act (2021)
- Regulatory updates and notations for compliance with state purchasing statutes.
- A new credit card policy
- Significant updates to sections on:
 - o Special Purchases (purchases made without competition)
 - o Public Works procurements
 - o Buy America compliance
 - o Rolling Stock procurements
 - o Asset disposal

The updated Procurement Manual also includes new, clear procedural steps for project managers and user departments as well as forms and copies of related policies, such as the Protest Policy and the Responsible Bidding Practices and Submission Requirements Policy. In the future, routine annual updates will be reviewed and approved by the Chief Executive Officer (CEO), the Chief Financial Officer (CFO), and the Chief Legal Officer (CLO).

ALTERNATIVES:

Maintain the June 2021 version of the Procurement Manual.

FISCAL IMPACT:

N/A

DBE/XBE DECLARATION:

N/A

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on June 20, 2024 and will be recommended to the Regular Agenda.