

UPDATE TO PROCUREMENT MANUAL

PRESENTATION TO GCTD BOARD OF DIRECTORS

April 1, 2026



Procurement Manual Update



- Federal Transit Administration (FTA)
 - Circular 4220.1
 - Guidance to help grantees with federal laws, rules and regulations
 - Procurement Manual translates FTA circular into daily, step by step procedures
 - Latest update 4220.1G: March 2025
 - Aligned modern federal law and simplified the procurement process
 - Focused on high-speed scannability for agencies and a cleaner practical layout
 - Ex: formally acknowledging and defining project delivery systems
 - Updated civil rights and DBE regulation
 - Operational/threshold changes
- None of these changes effected GCTD's procurement policies of procedures



Changes



- Main change
 - Established a two-part manual
 - Part 1-Procurement Policy Guidelines
 - Incorporates the federal and state purchasing requirements
 - Drives the processes by which GCTD handles the purchase of services, supplies and fixed assets
 - These guidelines remain unchanged
 - Part 2-Roles and Responsibilities
 - New to Procurement Manual
 - Defines the procedures and staff roles and responsibilities
 - » Provide accountability
 - » Reduce confusion
 - » Ensure compliance



Changes cont

- » Help ensure transparency
- » Support GCTD's strategic goal of ensuring stewardship of all resources

• Purchasing Thresholds Review

– Reviewed similar transit

- Increased December 2020
- Determine if current thresholds for GM are reasonable
 - San Luis Obispo (\$50k)
 - Riverside (\$100k)
 - Monterey/Stanslaus (\$150k)
 - Santa Barbara/Sunline (\$250k)
- Staff determined thresholds are reasonable
- Board adjustment



Conclusion



- Procurement staff present update at weekly staff meeting
- Update manual at least every 3 years or earlier

RECOMMENDATION

Board of Directors consider approval of the update to the GCTD Procurement Manual and purchasing thresholds. Alternately, should the Board wish to revise limits above the General Manager, the Board may direct staff to do so at this time, which will be incorporated into the final document.

Questions?

