



*Austin Transit Partnership Board of Directors Resolution*

*Meeting Date: 7/17/2024*

*ATP-2024-013*

*Approval of Amendments to ATP's Procurement Policy & Procedures*

**Subject:** Approval of a resolution adopting amendments to the ATP's Procurement Policy and Procedures.

**Fiscal Impact:** No fiscal impact.

**Responsible Department:** Procurement.

**Executive Summary:** ATP's Procurement Policy and Procedures ("PPP") were last updated in March 2023. Since that update, changes have been made that require a review and update to the PPP. Notably, in September 2023, ATP created a new position, a senior vice president, to oversee the day-to-day activities of Procurement and Contract Management, which requires changes to the PPP for delegations, responsibilities, and other related items needed for the position.

Changes are also recommended in regard to protest procedures under the PPP, which currently allow a 90-day protest period, exceeding the Federal Transit Administration's recommendation of a 10-day protest period, and modifications to the PPP to create a better dispute resolution process that allows for step negotiations, mediation terms, and then adjudication to resolve any contract dispute.

Other changes are proposed to other areas of the PPP that allow for greater clarification and/or alignment with federal and state requirements.

**Procurement Summary:** Does not apply.

**Disadvantaged Business Enterprise Program Summary:** Does not apply.



**RESOLUTION OF THE AUSTIN TRANSIT PARTNERSHIP**

**BOARD OF DIRECTORS**

STATE OF TEXAS  
COUNTY OF TRAVIS

**Resolution ID: ATP-2024-013**

***Approval of Amendments to ATP's Procurement  
Policy & Procedures***

**WHEREAS**, the Austin Transit Partnership ("ATP") Board of Directors (the "Board") recognizes the Federal Transit Administration's ("FTA") requirement that ATP adopt a written procurement policy that complies with federal, state, and local procurement regulations to be eligible for federal reimbursement of expenses related to contracts procured to assist with the implementation of Project Connect; and

**WHEREAS**, the Board last updated ATP's current Procurement Policy and Procedures on March 1, 2023; and

**WHEREAS**, changes are needed to the policy to acknowledge the hiring of the position, Senior Vice President of Procurement and Contracts Management; modify protest procedures to match FTA recommendations; create a better dispute resolution process; and make other minor or administrative changes needed for clarification and/or better alignment with federal and state requirements;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of ATP that the Procurement Policy and Procedures, attached hereto as Exhibit A to this resolution is hereby adopted, as amended.

---

**Brandon Carr**  
**Secretary of the Board**

---

**Date**