U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IV
Alabama, Florida, Georgia,
Kentucky, Mississippi,
North Carolina, Puerto
Rico, South Carolina,
Tennessee, Virgin Islands

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Suite 800
Atlanta, GA 30303
404-865-5600
404-865-5605 (fax)

FY 2010 PROCUREMENT SYSTEM REVIEW WORKSHOP
MAY 11-12, 2010
San Juan, PR

Dear Grantee:

The Federal Transit Administration (FTA) will be holding a Procurement System Review (PSR) Workshop to provide you and other FTA grantees with up-to-date information about Federal procurement requirements and industry best practices.

The workshop is conducted by industry experts who share their knowledge of the Procurement System Review Program, the latest Federal regulatory changes, and the best procurement practices. You are also given a comprehensive workbook that will assist you in preparing for your next Procurement System Review.

A workshop is scheduled on May 11-12, 2010 at:

International San Juan Resort & Casino
5961 Isla Verde Avenue
San Juan, PR 00979
Toll Free: (787) 791-6100
Telephone: (787) 253-2510
Fax: (678) 500-3105
http://www.ichotelsgroup.com/intercontinental/en/gb/locations/overview/sjuha

I hope you will take advantage of this wonderful training opportunity. To register for the workshop, please complete the enclosed registration form, one per participant, and submit via email at psrworkshop@calyptusgroup.com or facsimile to the attention of Tiara Tran, FAX Number (617) 577-0041. An email confirmation will be sent to you upon acceptance into the workshop. Please do not assume that your registration is confirmed until you receive your

confirmation email. If you do not receive a confirmation email, please contact Tiara Tran at (617) 577-0041. This is not a walk-in workshop and seating is limited. Reservations will be accepted on a first-come, first-serve basis. We have also included a brief overview and agenda on the PSR workshop. Once again, attendance is limited to two individuals per agency in order to accommodate as many agencies as possible and the maximum number of participants is fifty.

If you have any further questions, please contact Ms. Derethia Johnson at (404) 865-5627.

Sincerely,

Yvette G. Taylor, Ph.D.
Regional Administrator

Enclosure

U.S. Department
of Transportation
Federal Transit
Administration

FY 2010 PROCUREMENT SYSTEM REVIEW WORKSHOP
May 11 – 12, 2010, San Juan, Puerto Rico

OVERVIEW

BACKGROUND

The Federal Transit Administration (FTA) examines grantee performance and adherence to current FTA procurement requirements and policies using several management tools. FTA is required by 49 U.S.C. §5307 to perform reviews and evaluations of grant programs and to perform a full review and evaluation of the performance of grantees in carrying out grant programs with specific reference to their compliance with statutory and administrative requirements. Accordingly, FTA will perform procurement system reviews as part of its on-going oversight responsibility. The review process assesses the grantee's procurement management practices and program implementation of the FTA funded transit programs to ensure they are being administered in accordance with specific FTA procurement requirements.

WHO SHOULD ATTEND?

These workshops are for transit professionals responsible for procurement management or managing federally funded projects and professionals responsible for contracting or purchasing transit service or the activities that support the transit service. The workshops are designed to help attendees broaden their understanding of the Federal procurement rules and regulations that shape and define their programs.

WORKSHOP LEADERS

The Procurement System Review Workshop will be conducted by transit professionals, who are also reviewers for the FTA's Procurement System Review Program. The instructors will provide guidance in each of the 56 areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best procurement practices. Staff from the FTA will attend the Workshop to answer questions about the Procurement System Review, assist you in any area related to your use of FTA funds, and refer you to printed guidelines or other resources should you require additional information.

WORKSHOP AGENDA

DAY 1	Tuesday	May 11, 2010

8:00 am	Participant Check-in / Breakfast
9:00 am	Welcome and Introductions
9:15 am	Presentation of FTA requirements in the areas of PSR Process, System Wide Procurement Elements, Written Standards of Conduct, Protest Procedures Contract Administration System, Prequalification, Efficient and Economic Purchases. Participant questions and group discussion.
12:00 pm	Working Lunch – American Recovery and Reinvestment Act (ARRA) Implementation.
1:00 pm	Presentation of OMB ARRA Accountability Objectives, ARRA Management Challenges as identified by the Office of Inspector General, DOT, Oversight and/or Technical Assistance of ARRA-funded projects. Participant questions and group discussion.
	Presentation of FTA requirements in the areas of Independent Cost Estimates, Arbitrary Actions, Brand Name Restrictions, Price Quotations, A&E Geographic Preferences. Participant questions and group discussion.
4:30 pm	Adjourn

DAY 2	Wednesday	May 12, 2010

8:00 am	Breakfast
9:00 am	Presentation of Written Procurement Selection Procedures and Competitive Procurement. Participant questions and group discussion.
	Presentation of FTA requirements in the areas of Buy America, Debarment and Suspension, Award to Responsible Contractors, Fair and Responsible Price Determination, Bid Opening, Cost/Price Analysis Written Record of Procurement History. Participant questions and group discussion.
12:00 pm	Lunch on Your Own
1:00 pm	Presentation of FTA requirements of FTA Circular 4220.1F, Best Practices Procurement Manual (BPPM), and Most Common Procurement Findings and Resolution of Findings, and PSR Follow - Up Reviews. Participant questions and group discussion.
3:00 pm	Wrap-Up, Program Evaluations, and Feedback
4:00 pm	Adjourn

HOTEL INFORMATION

The two-day Workshop will be held at the following location:

INTERCONTINENTAL SAN JUAN RESORT & CASINO

5961 Isla Verde Ave
San Juan, PR 00979
Puerto Rico
Tel: +1-787-791-6100
Fax: +1-787-253-2510
http://www.ichotelsgroup.com/intercontinental/en/gb/locations/overview/sjuha

ROOM RESERVATIONS INFORMATION

The workshop is free of charge. However, overnight participants are responsible for arranging their own sleeping room reservations. **Please do not reserve a room until you receive a "Confirmed for Registration" e-mail** from Calyptus Consulting Group, Inc.

A sleeping room block of **10 Standard rooms** (per night) at the rate of $139.00 per night (without tax) has been reserved for this workshop for the nights of May 10, 2010 and May 11, 2010. Group rate will be honored two (2) days before group arrival and two (2) days after group departure based on availability. **The cut-off date for accepting reservations into this room block is May 7, 2010. Reservation requests received after 5:00 p.m. local time at the hotel on the cut-off date will be accepted on space available basis, at a higher rate or rate availability at that time.**

In addition, each guess room will be charged a 11% government room tax; 14% daily Resort Service Fee which includes complimentary use of chaise lounges at the pool and beach, complimentary towel service at the pool and beach, complimentary in-room daily replenished coffee and tea services, complimentary local calls and tool-free access, complimentary Wi-Fi internet service throughout the entire hotel; housekeeping gratuity of $1.00/day/person/room; and one time porterage fee of $4.50 per person.

Participants can book, modify, or cancel guest room reservations by calling the **Reservation Line** at **787-791-6100** or **787-982-4315** between **04/05/10** to **05/7/10**. To receive the special rate, participants should identify the ***FTA – PSR Workshop*** room block when making reservations.

PARKING

The hotel offers daily self parking at the rate of $16.00 per day and valet parking at the rate of $22 per day.

TRANSPORTATION INFORMATION

The workshop site is conveniently located on Isla Verde, San Juan's best beach and is 15 minutes away from Old San Juan and the main financial and business districts. Nearby attractions include El Yunque Rain Forest and The Rio Camuy Caves or the Bioluminescent Bay. San Juan International airport is just three miles away.

General Driving Directions

From Luis Munoz Marin International Airport (SJU)

Follow these directions to get to the Intercontinental San Juan Resort & Casino:
(Estimated Driving Time: 7 Minutes, Distance: 1.5 miles/4.7 kilometers)

1. Exit airport on the right
2. Turn right on Los Governadores Road
3. Turn left at third light
4. Hotel is on the right

From Financial District

1. Go straight on Jesus T. Pinero Ave to Teodoro Moscoso Bridge
2. Pay $1.50 toll
3. Take second exit on right on Los Governadores Road
4. Turn left at third light

Other Types of Transportations

From Luis Munoz Marin International Airport (SJU) to the Intercontinental San Juan Resort & Casino

I. Taxi:

On average, cab fare is approximately $12.00 per one way ride.

II. Public Transportation via the AMA (Metrobus):

The AMA Metrobus stop is immediately in front of the Hotel. Several lines are serviced depending on travel directions. The bus line operates from 6 A.M. to 8 P.M. on a fifteen minute interval. The current cost is $0.75 per ride.

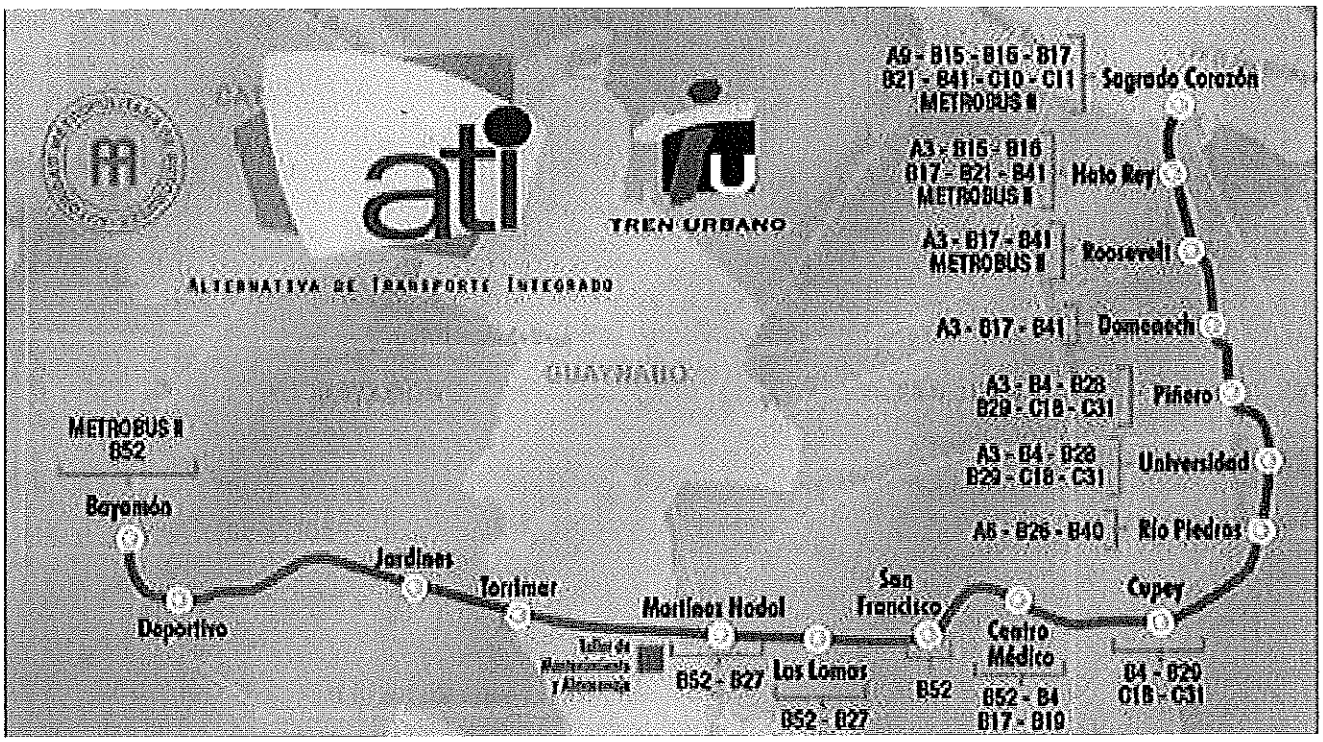
III. Public Transportation via the Tren Urbano:

The Tren Urbano (urban train) is a 10.7 mile (17.2 km) metropolitan rapid-transit system which links the central business district to residential and employment areas in San Juan, Bayamón, and Guaynabo. At the present, the Tren Urbano is consisted of 16 stations, ten of which are elevated, four at grade or in open cuttings, and two underground.

Plans for other phases will extend the system to the Minillas Government Center in Santurce, the municipality of Carolina, Luis Muñoz Marín International Airport in Isla Verde, Old San Juan, and Caguas.

The train runs every day with from 5:30am to 11:30pm. The current fare is at $1.50 for the general public per one-way ride, $0.75 for students and individuals between 60 to 74 years of age and handicaps, or free for individuals older than 75 years of age or children under 6 years of age. The fare includes a one-way bus transfer. For more information, please call 1-866-900-1ATI (1284).

The map of AMA's routes is provided below for your reference.



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FY 2010 PROCUREMENT SYSTEM REVIEW WORKSHOP
May 11 – 12, 2010, San Juan, Puerto Rico

REGISTRATION FORM

I will be attending the FY 2010 Procurement System Review Workshop. Please register me:

First Name: _____

Last Name: _____

Title: _____

Agency: _____

Street Address: _____

Street Address (cont'd): _____

City: _____ **State:** _____

Zip: _____

Phone No.: _____ **Extension (if any):** _____

Fax No.: _____

E–mail: _____

Special Needs (e.g., wheelchair access, hearing impaired): _____

Important Notes:

- This is an automated registration form. Please fill and review your entries carefully. After completing the form, please save the form and return it as an e–mail attachment to psrworkshop@calyptusgroup.com.

- You will receive two emails: (1) the first email is to acknowledge the receipt of the registration form; and (2) the second email is to confirm you are registered for the workshop. Please **do not** assume you are confirmed and registered until you receive the second email.

- Calyptus Consulting Group, Inc., a PSR Contractor, is organizing this event. If you have any difficulty returning the form by e–mail, feel free to print and submit by fax to Tiara Tran at (617) 577-0042. You can also call her at 617-577-0041 for more information.

- Submit one form for each participant per guidelines on the previous pages.

- Please submit your registration by **May 4, 2010**. **Early registration is encouraged as the number of participants is limited.**