



March 16, 2015

To: Fox Cities Transit Commission  
Finance Committee

From: Deborah Wetter, General Manager

**Subject: Approve Valley Transit Procurement Manual**

**Background:**

During Valley Transit's Federal Transit Administration (FTA) 2013 triennial review, we received several findings related to procurement. The FTA informed us that we could no longer use the City of Appleton procurement policies as written procedures for Valley Transit because all state and federal requirements are not incorporated within the City's documents. The corrective action for this finding was that Valley Transit would provide the FTA with written procurement policies and procedures along with a description of how the policies would be implemented.

Following the triennial review, Deb Ebben attended several FTA sponsored procurement classes to learn the rules and regulations that needed to be incorporated into Valley Transit's procurement manual. After several revisions, the FTA approved the attached Valley Transit procurement manual. Upon FTA approval, Valley Transit is required to ask its governing boards, the Fox Cities Transit Commission and the City of Appleton Common Council to approve the manual. All employees who are authorized to make purchases on behalf of Valley Transit must follow the rules set forth in the Valley Transit Procurement Manual.

**Recommendation:**

Approve the Valley Transit Procurement Manual