



Procurement PRO: Tools and Tactics

Webinar Questions and Responses

This document is a summary of questions that were asked during the ProcurementPRO Tools and Tactics webinar that took place on July 24, 2025. The webinar is available for viewing on the [ProcurementPRO support webpage](#) and on the [National RTAP webinar training](#).

Question	Response
Is there a document that defines the procurement methods? For example, Piggyback, etc?	The ProcurementPRO Support webpage has a list of definitions and other resources used in the procurement process.
Will there be a copy of this presentation available so we can use it as a reference? Also, I see we are recording, can we find this on the website.	https://www.nationalrtap.org/Training/Webinars and on the ProcurementPRO Support webpage .
I thought the procurement thresholds recently increased to \$50,000 for micro-purchase. Looking at the National RTAP website, it is still showing \$10,000. Was I wrong that the thresholds recently increased?	<p>ProcurementPRO is currently aligned with the federal micro-purchase threshold of \$10,000 or less.</p> <p>In 2024, updates to 2 CFR 200 introduced a self-certification process that allows recipients to raise their micro-purchase threshold, up to \$50,000, if they can justify the increase. FTA reserves the right to review and approve this documentation. If users wish to explore the self-certification option, they should consult directly with the FTA.</p> <p>The Procurement 101 section of the National RTAP Transit Manager's Toolkit offers an introduction to the FTA requirements and the general steps to take before making a purchase or awarding a contract.</p>
We plan on paying for a renovation with our own local funds with no funding from state or federal. Should we then have our own portal established?	If you are only using local funds then it is not necessary to use ProcurementPRO. States can set up their own portal in ProcurementPRO for state specific certifications and clauses. Please reach out to National RTAP to help get one started, at

	support@nationalrtap.org .
Is there a way to make the clauses editable? For example, Procurement Pro provides several variations of termination language. It is not easy to modify the pdf to remove the clauses that are not applicable.	No, editing is not available for clauses.
Can you offer some insights into how a user can understand the differences between the different procurement types, such as architecture, architecture and engineering, and construction? What if an agency is doing all multiple types in their project - how do they structure the procurement?	We encourage users to visit the ProcurementPRO support page. There you will find information on the different types of procurement categories and other helpful resources.
If an agency is purchasing a bus through a state contract, is a separate procurement process required?	Yes, if federal funds are involved, compliance is required. Since this purchase is utilizing an existing contract through an exercised option, piggybacking procedures apply to ensure that the original solicitation met all applicable federal requirements.
Does ProcurementPRO walk you through how to conduct an ICE or give a sample one?	We have a sample ICE in our Resource Library . You can use this as a template.
Is this required for federal transportation projects?	ProcurementPRO is not required, it is offered as a free resource and available for those who are interested in using it.
We receive 5311 and 5339 funding. We purchase all of our supplies from any place we can get the item immediately. We do not have any contracts that go out for bids. Each of the daily purchases are covered by a purchase order and are anywhere from \$10 to \$4500.00. These are all micro-purchases. Why would we have to send these vendors all the certs or clauses, because they are individual purchases. Yes throughout the year the vendor may sell us over \$10,000 in parts. The only large spending is for bulk fuel, vehicle insurance, health insurance, and phone services. These services have a general contract to give us the service. Would these agencies have to go through Quick Pro?	If they are under the \$10,000 micro-purchase threshold (\$2,000 for construction) it is not necessary to include the federal certifications and clauses.

We have a renovation project coming up that we will be using local funds for. We still want to follow the state's procurement guidelines. Is there a way to set up a "Local" portal since it isn't federal or state?	If a state does not currently have a state portal then you can talk to your State DOT and ask them to reach out to National RTAP to help get one started, at support@nationalrtap.org .
With rolling stock, does this program provide the way to get the pre and post delivery certification documents?	Pre and post delivery certification templates are provided in the ProcurementPRO program.
What about local funding?	<p>We currently do not have anything in ProcurementPRO that is "local", only the state portal.</p> <p>The state portal is available on ProcurementPRO, but that is only if a state has already set that up.</p>
When I did the RTAP Test Project just now, I realized I am registered in the wrong county. How can I modify my information?	Contact support@nationalrtap.org and we will work with you to correct the information.
I'm assuming if I am a county, I would not attend the state procurement webinar and that would be something the state of NJ/NJTransit would attend?	You are welcome to attend it. But it is important for states to attend the webinar we will hold on the state portal.

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