

**Recommended Changes to the Orange County Transportation Authority's
Procurement Policies and Procedures**

The following are the recommendations for changes to the Orange County Transportation Authority's (OCTA) Procurement Policies and Procedures. Once the Board of Directors (Board) takes final action on these recommendations, OCTA's Procurement Policy and Procedures Manual will be updated.

1. Increase the Board-approval threshold for all request for proposals (RFP)/cooperative agreements from over \$250,000 to over \$500,000.
2. Increase the Board-approval threshold for all non-construction invitation for bids (IFB) from over \$250,000 to over \$500,000 (please note current law requires any change orders over \$210,000 be approved by the Board).
3. Increase the Board-approval threshold for sole source procurements from over \$25,000 to over \$100,000. This does not eliminate the need for Internal Audit requirements.
4. Increase the Board-approval threshold for amendments, other than for construction/public works services, from over 15 percent of the original contract value or over \$250,000, whichever is less to over 15 percent of the original contract value or over \$500,000, whichever is less.
5. Increase Micro-purchase threshold from \$2,500 to \$5,000.
6. Increase Informal Procurement threshold from \$50,000 to \$100,000 or less.
7. Increase Formal Procurement threshold from over \$50,000 to over \$100,000.
8. Increase Purchasing Card threshold from a limit of \$5,000 to \$10,000 per month.