

Training

Drug & Alcohol (D/A) - We will have D/A Training during our January 22nd quarterly provider meeting. Linda DeHerrera will be here to conduct training and review what to expect during their onsite visits and how to manage your D/A paperwork.

PASS Training - For your PASS training needs, please contact Linda Freeman at 385-4364 or email at wandm@restel.net

Don't forget to visit the RTAP website for training topics and the CTAA website for other training issues.



Training at the DTA Conference in Bismarck

CALENDAR

January 22, 2014 – Quarterly Provider Meeting

April 1, 2014 - Grants Due

April 23, 2014 – Quarterly Provider Meeting

RouteMatch User's Conference March 31 – April 3, 2014 – This will be held in Atlanta, GA. You **must** have RouteMatch to attend.

CTAA June 8 – 13, 2014 – will be held in Minneapolis, MN in summer of 2014. We are expecting many to attend, so we may have to put a limit on the number that can go. You **must** have attended 2 DTA conferences and regularly attend our quarterly meetings before approval for travel will be considered.

July 1, 2014 – New Grant Awards FY15

July 23, 2014 – Quarterly Provider Meeting

September 2014 DTA Conference – Sioux Falls, SD

October 22, 2014 – Quarterly Provider Meeting

Vehicles for Sale

NO VEHICLES FOR SALE AT THIS TIME

Please let us know any vehicles you may have coming up for sale and we will put those in our next newsletter!

Kudos to Walsh County!!

Hi Kim,

Just had to share. One of my bus drivers was just in (his day off) and gave me a doughnut from our local bakery. (He does that every so often.) And told me he is so proud to work for the Walsh Co. Transp. Program, what a great service for people, how much he enjoys his job and the passengers and what great people in the office to work for. And also that he hopes the funding never ends it is such a valuable program. Now isn't that Nice!! Made my day!

Pam

Kim Adair, 328-2194, kadair@nd.gov
 Darcy Karel, 328-2835, dkarel@nd.gov
 Becky Hanson, 328-2542, bhanson@nd.gov

Accidents/Incidents - Any of us

Kim - Team Leader, Buildings, Coordination, Title VI, Vehicles, RTAP, Training, Applications, Pre-authorizations for repair, Special Requests, Quarterly Reimbursements

Darcy - Applications, Contracts, Reports, Policies, NTD reporting, RTAP, Training, Quarterly Reimbursements

Becky – Procurement, DBE, RTAP, Training, Policies, Special Requests, Applications, Quarterly Reimbursements

Dave – Vehicle and Facility Inspections

TRANSIT DRUG & ALCOHOL

The NDDOT has hired Precision Compliance, Inc. as our FTA Drug and Alcohol Specialist. Beverly Krieger, or a member of her staff, will be visiting all the 5311 funded agencies to assist with drug and alcohol related compliance. You will be contacted individually to coordinate site visits.

ADA Mini-Van State Bid

We have procured a state bid for ADA Low Floor mini vans with Harlows Bus Service. Once you have been approved and received your contract from the Transit Section to purchase an ADA Low Floor Mini Van, use this State Bid to purchase the vehicle. If you do not have prior approval, you WILL NOT be reimbursed by the State with either Federal or State funds. To view the state bid use the link below.

<https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.do>

NOTE: Transit Agencies *cannot* purchase non ADA Mini-Vans from State Bid Number 380 or 375 and request reimbursed by Federal or State funds. These solicitations did not have Federal Transit clauses included and therefore we cannot reimburse you for that purchase.

Cutaway 12+2 State Bid

The Transit Section is currently working with State Procurement Office to get this bid out. We will keep you updated on the progress.

Procurement using Federal and State Funds

Due to recent State Audits and upcoming Federal Transit State Management Review, the Procurement process is being closely monitored.

If your purchase isn't prior approved and/or wasn't procured following State and Federal Procurement guidelines we cannot reimburse your agency.

State Procurement Guidelines

The bidding thresholds for procurement of both commodities and services will be as follows:

Up to \$2,500 – use adequate procedures to ensure the price is fair and reasonable (1 quote)

\$2,501 - \$25,000 – obtain a minimum of 3 informal bids or proposals

\$25,000 and over – you must solicit formal sealed bids or proposals

If you have not followed these guidelines or received permission from the Transit section to purchase you will not be reimbursed. If you have any questions contact Becky or Kim in the Transit Section.

Quarterly Notes

Reminder to drop all cents and work only with whole dollars. **DO NOT round up **

When reporting on statistical information:

Injury – report *only* if the injury occurred on the vehicle and required medical transportation

Incident – report *only* if damage of \$25,000 or more was incurred

Contracts

After a contract has been **signed, witnessed, and dated, please return the contract to the DOT in its entirety, *not* just the signature page please. **

Capital Funds Reimbursement

When requesting reimbursement for any capital expenses, or for match funds on capital expenses, please remember to include the “Reimbursement Request for Capital” form which can be found under **Forms** on NDDOT Transit’s website.

****If spending Capital Funding then you need to include the Reimbursement Request for Capital form****