

**RESOLUTION NO. 24-0004**

**RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF  
CENTRAL OKLAHOMA AUTHORIZING (RTA) UPDATES TO THE RTA  
PROCUREMENT POLICIES, PROCEDURES, AND AUTHORITY.**

**WHEREAS**, the Regional Transportation Authority of Central Oklahoma (“RTA”) adopted a Procurement Policy and Procurement Procedures Manual on October 16, 2019; and

**WHEREAS**, the ultimate purpose of the Procurement Policy and Procurement Procedures Manual is to effectively and efficiently procure goods and services for the benefit the RTA in compliance with applicable federal, state and local requirements; and

**WHEREAS**, since the adoption of the policy and manual, the RTA has engaged in exponentially more procurement activity; and

**WHEREAS**, RTA staff has evaluated the current policy and manual and determined that an update to the RTA’s policy and manual is needed to maximize the effectiveness and efficiency of the RTA’s procurement processes; and

**WHEREAS**, the RTA desires to implement the following changes in its procurement policy, manual, and procedures.

**NOW, THEREFORE, BE IT RESOLVED** by the Directors of the Regional Transportation Authority of Central Oklahoma that:

A. Micro Purchases. The maximum threshold for Micro Purchases is extended from \$3,000 to \$10,000 to reflect current federal thresholds.

B. Small Purchases. The two current categories of Small Purchases (\$3,000.01 to \$10,000 and \$10,000.01 to \$100,000) are consolidated into a new single class, which shall reflect purchases greater than \$10,000 but less than \$100,000. Purchases falling within this new Small Purchase range will adhere to the steps provided in Section 3.2.1 of the current RTA Procurement Procedures Manual.

C. Executive Director Micro Purchase Authority. Pursuant to RTA business, the RTA Executive Director or designee is hereby authorized to make Micro Purchases and execute contracts for such procurements (as appropriate) on behalf of the RTA without pre-approval of the

RTA Board of Directors.

Any such procurements and contracts authorized by the RTA Executive Director or designee will be brought to the next RTA Board meeting to be received by the RTA Board of Directors.

D. Purchase Cards. The RTA Executive Director or designee is hereby authorized and directed to secure purchase cards on behalf of the RTA to be used for RTA business. Once secured, the RTA Executive Director and RTA staff will use the RTA purchase cards to make purchases for RTA business in accordance with current RTA policies and procedures, when the use of a purchase card is appropriate.

E. Effect. The content of this resolution shall take effect upon adoption by the RTA. To the extent this resolution conflicts with the current RTA Procurement Policy or RTA Procurement Procedures Manual, or current RTA authority or resolutions, this resolution shall be controlling.

**ADOPTED** by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma on this **17th** day of **January 2024**.

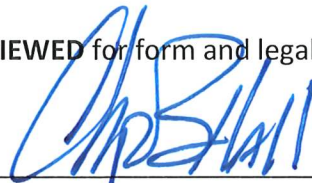
ATTEST:

  
Mary Mélon-Tully, Secretary



REGIONAL TRANSPORTATION  
AUTHORITY OF CENTRAL OKLAHOMA  
  
Brad Henry, Chairperson

REVIEWED for form and legality.

  
Christopher Hall  
Municipal Counselor