

**CapMetro**

# Acquisition Policy

March 2025

# Changes

- Capital Metro is updated to CapMetro, spelling, formatting and grammar fixes, clarifying language and updated citations.
- Changed all references to hard-copy solicitation submittals as we no longer accept them.
- Updated all references to allow for electronic submittals and contacts.

# Changes

- **Unauthorized Procurement Actions**
  - Added Task Orders
  - Removed blanket purchase agreements and blanket purchase orders.
- **Buy America**
  - Updated section with corrected language and citation.
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  - Updated section with corrected language and citation.
- **Advance Payments**
  - Added FTA language outlining when advance payments are allowable.
- **Investment Recovery**
  - Added definition and section on Recovered Products.

# Benchmarking

We benchmarked the board thresholds of Transit Authorities of similar type and size and found that the following have board thresholds of \$250,000:

- Austin Transit Partnership (ATP)
- Chicago Transit Authority (CTA)
- Houston Metro
- Kansas City Area Transportation Authority (KCATA)

# Emergency Procurements

	Austin Transit Partnership (ATP)	Houston Metro	Chicago Transit Authority (CTA)	Kansas City Area Transportation Authority (KCATA)	CapMetro
Authorization	Executive Director or their Designee	President & CEO	President or designee with the concurrence of the General Counsel and approval of Chairman	CEO or Designee	EVP & President/CEO
Board Notification	Receipt of each emergency Procurement	At the next scheduled meeting	Prompt written report together with a statement of expenditures	Request for a Ratification of each procurement	At the next scheduled meeting

# Gratuities

- Added language clarifying that the restrictions apply to Procurement personnel only.

# Protests and Disputes

- Removed language regarding appeals to the FTA as they have removed the requirement and no longer accept these appeals.
- Added language about reporting.
- Added section for Disputes.

# Threshold Update

All references to the Board threshold are raised from \$150,000/year to \$250,000/year.

# Transparency

CapMetro has a public webpage with all current contract details.

<https://app.capmetro.org/opencontracts>

Contract Number	Vendor Name	Description	Department	Effective Date	Expiration Date	Committed Amount	Invoiced Amount	Agreement Classification
137666	HERZOG TRANSIT SERVICES INC	Commuter Rail - Operations, Dispatch and Maintenance	544-COMMUTER RAIL OPERATIONS	07/27/2015	09/30/2026	\$231,159,597.62	\$55,944,739.51	Standard
137737	AUSTIN WESTERN RAILROAD, LLC	FRIEGHT OPERATIONS	542-FREIGHT RAIL MANAGEMENT	10/01/2015	07/31/2035	\$1	\$0	Standard
15608	TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL	INSURANCE PREMIUMS	420-RISK MANGEMENT AND SAFTEY	05/09/2000	09/30/2025	\$9,810,648.7	\$3,027,466.72	Standard
200005	STADLER BUSSNANG AG	Stadler RDS Software	544-COMMUTER RAIL OPERATIONS	05/13/2016	12/31/2025	\$305,500	\$0	Standard
200232	ULTIMATE SOFTWARE	HRIS Subscription and Maintenance	340-PEOPLE AND CULTURE	02/16/2018	02/15/2026	\$592,064.13	\$138,241.44	Standard
200352	HDR ENGINEERING INC	PROGRAM MGR OWNER REP	320-STRATEGIC PLANNING & DEVELOPMENT	12/20/2018	01/03/2027	\$104,310,848.7	\$26,278,094.92	Task Order
200354	CORNERSTONE ADVISORS ASSET MANAGEMENT INC	INVESTMENT ADVISOR SERVICES	340-PEOPLE AND CULTURE	02/07/2019	02/07/2026	\$527,500	\$13,000	Standard
200359	TEXAS DISPOSAL SYSTEMS	Waste Disposal and Recycling	540-PROPERTY AND ASSET MANAGEMENT	02/27/2019	02/26/2025	\$640,590.5	\$344,348.88	Standard

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**Thank You**