



CENTRAL TEXAS REGIONAL  
**MOBILITY AUTHORITY**

May 27, 2026  
**AGENDA ITEM #6**

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Discuss and consider amending Chapter 4, Articles 14, 16, and 17 of the Mobility Authority Policy Code to allow for the selection of one or more vendors through a competitive procurement process

<b>Strategic Plan Relevance:</b>	Stewardship
<b>Departments:</b>	Operations, IT, and Finance
<b>Contact:</b>	Tracie Brown, Director of Operations
<b>Associated Costs:</b>	N/A
<b>Funding Source:</b>	will vary by project
<b>Action Requested:</b>	Consider and act on draft resolution

**Project Background:** The Mobility Authority's procurement policy effectively assumes a single-award framework, under which each competitive solicitation (RFP/IFB) typically results in one contract with one successful vendor. While this approach works well for distinct, centralized projects, it restricts organizational agility when procuring ongoing services, commodities, or large-scale operational support. Updating the policy to allow for multi-vendor awards will modernize the Mobility Authority's procurement framework to align with industry best practices.

Rationale and Business Case

Allowing the selection of multiple vendors from a single competitive solicitation provides several strategic advantages:

- **Supply Chain Resilience and Risk Mitigation:** Relying on a single vendor creates an operational vulnerability. If the primary vendor experiences financial distress, labor shortages, or supply chain disruptions, the Mobility Authority's operations could be compromised. A multi-vendor framework ensures seamless continuity of service.
- **Capacity and Scalability:** For large-scale or unpredictable volume needs, a single vendor may lack the capacity or geographic reach to fulfill all the Mobility

Authority's needs in a timely manner. A pool of pre-qualified vendors ensures that total demand can be met.

- **Continuous Cost Competition:** By establishing a master agreement with a pool of qualified vendors, the Mobility Authority can implement secondary competition (e.g., rapid mini-bids) for specific task orders, driving lower costs and better terms over the life of the program.
- **Access to Specialized Expertise:** Different vendors possess varying niche strengths. A multi-vendor award allows the Mobility Authority to select the absolute best-suited vendor for specific project sub-tasks without undergoing a completely new, lengthy public solicitation.

**Action Requested:** Chapter 4 of the Mobility Authority's *Policy Code* outlines competitive procurement processes that contemplate selecting a single vendor. Staff recommends modifications to Articles 14, 16, and 17 of the *Policy Code* to allow the selection of one or more responsible bidders. Establishing a pool provides greater flexibility, allowing staff to issue Master Agreements with firm(s) whose specific experience and expertise best align with the deliverables of a particular strategic initiative, ensuring the Mobility Authority can swiftly access the most appropriate support for its projects.

**Financing:** N/A

**Previous Actions:** In October 2025, the Mobility Authority Board of Directors approved an exemption to allow the selection of one or more General Systems Consultant firms to assist the IT and Operations departments in their strategic initiatives.

**Staff Recommendation:** Staff recommends the Board approve the modifications to Articles 14, 16, and 17 of the *Policy Code* to allow for the selection of one or more vendors.

**Backup Provided:** Draft resolution  
*Policy Code*, Article 14 redline  
*Policy Code*, Articles 16 & 17 redline

**GENERAL MEETING OF THE BOARD OF DIRECTORS  
OF THE  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**RESOLUTION NO. 26-0XX**

**AMENDING MOBILITY AUTHORITY POLICY CODE CHAPTER 4: PROCUREMENT  
OF GOODS AND SERVICES, ARTICLES 14, 16, AND 17**

WHEREAS, by Resolution No. 12-016 dated February 29, 2012, the Central Texas Regional Mobility Authority (“Mobility Authority”) Board of Directors (“Board”) adopted the Mobility Authority Policy Code (“Policy Code”); and

WHEREAS, subsequent to its initial adoption, the Board has amended the Policy Code from time to time in order to modify existing policies and incorporate new policies beneficial to the operation of the Mobility Authority; and

WHEREAS, Chapter 4, Articles 14, 16, and 17 of the Policy Code set forth the policies governing the procurement of goods and services by the Mobility Authority and establish competitive procurement processes that generally contemplate the selection of a single vendor per procurement; and

WHEREAS, Staff recommends amendments to Chapter 4, Articles 14, 16, and 17 of the Policy Code to permit the selection of one or more vendors, thereby allowing the Mobility Authority to establish a pool of vendors and providing greater flexibility to contract with firms whose experience and expertise best align with the Mobility Authority’s needs; and

WHEREAS, the Executive Director recommends that the Board approve the amendments to Chapter 4, Articles 14, 16, and 17 of the Policy Code set forth in Exhibit A, to implement this multi-vendor procurement framework.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby amends Chapter 4, Articles 14, 16, and 17 of the Policy Code to authorize the selection of one or more vendors per procurement and the establishment of vendor pools, as set forth in Exhibit A.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 27th day of May 2026.

Submitted and reviewed by:

Approved:

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James M. Bass  
Executive Director

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Robert W. Jenkins, Jr.  
Chairman, Board of Directors

**Exhibit A**

# MOBILITY AUTHORITY POLICY CODE

## Chapter 4: PROCUREMENT OF GOODS AND SERVICES

### Article 14. GENERAL

Lowest best bidder: The lowest responsible bidder or bidders on a contract that complies with the authority's criteria for such contract, as described in this chapter.

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## Article 16. General Goods and Services

### 401.013 Approval of Board.

- (a) Every procurement of general goods and services costing more than \$50,000 shall require the approval of the board, evidenced by a resolution adopted by the board.
- (b) A large procurement may not be divided into smaller lot purchases to avoid the dollar limits prescribed herein.

### 401.014 Purchase Threshold Amounts.

- (a) The authority may procure general goods and services costing \$3,000 or less by such method and on such terms as the executive director determines to be in the best interests of the authority. These purchases may be awarded without soliciting competitive quotations if the Executive Director, Chief Financial Officer or Controller determines the price offered to be reasonable. To the extent practicable, purchases made by this method should be distributed equitably among qualified suppliers.
- (b) The authority may procure general goods and services costing \$150,000 or less by using informal procurement methods to obtain price or rate quotes from three or more qualified sources. In the event price and rate quotes from only two sources are available, documentation of the authority's efforts to obtain quotes from additional sources must be provided.
- (c) General goods and services costing more than \$150,000 shall be procured using competitive bidding or competitive sealed proposals.
- (d) A large procurement may not be divided into smaller lot purchases to avoid the dollar limits prescribed herein.

### 401.015 Competitive Bidding Procedures.

Competitive bidding for general goods and services shall be conducted using the same procedures specified for the competitive bidding of construction contracts, except that:

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- (1) with respect to a particular procurement, the executive director may waive the qualification requirements for all prospective bidders;
- (2) the executive director may waive the submission of payment or performance bonds (or both) and/or insurance certificates by the successful bidder if not otherwise required by law;
- ~~(3)~~ a procurement for general goods and services may result in the award of one or more contracts. The authority may award such contracts to a single bidder or to multiple bidders, including by line item, group of items, or category of services, when the executive director determines that multiple awards will provide the best overall value to the authority.
- ~~(3)~~(4) notice of the procurement shall be published once at least two weeks before the deadline for the submission of responses in the officially designated newspaper of the authority, as well as on the authority's website (www.ctrma.org).
- ~~(4)~~(5) in addition to advertisement of the procurement as set forth in subsection 7.3(c) above, the authority may solicit bids by direct mail, telephone, Texas Register publication, advertising in other locations, or via the Internet. If such solicitations are made in addition to newspaper advertising, the prospective bidder may not be solicited by mail, telephone and internet or in any other manner, nor may the prospective bidder receive bid documents until such time that the advertisement has appeared on the authority's website (www.ctrma.org); and
- ~~(5)~~(6) a purchase may be proposed on a lump-sum or unit price basis. If the authority chooses to use unit pricing in its notice, the information furnished to bidder must specify the approximate quantities estimated on the best available information, but the compensation paid the bidder must be based on the actual quantities purchased.

### 401.016 Award Under Competitive Bidding.

- (a) A contract for general goods or services procured using competitive bidding shall be awarded to ~~the~~one or more lowest best bidders based on the same criteria used in awarding a construction contract, together with the following additional criteria:
  - (1) the quality and availability of the goods or contractual services to be provided and their adaptability to the authority's needs and uses; and
  - (2) the bidder's ability to provide, in timely manner, future maintenance, repair parts, and service for goods being purchased.
- (b) In accordance with Subchapter A, Chapter 2252, Government Code, the authority will not award a contract to a nonresident bidder unless the nonresident underbids the lowest best bid submitted by a responsible resident bidder by an amount that is not less than the amount by which

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a resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident bidder's principal place of business is located.

(c) As an alternative to awarding a contract for general goods and services under subsection (a), the authority may award a contract to:

- (1) the lowest best bidder; or
- (2) a local bidder, provided that:
  - (A) the bid from the local bidder is no more than three percent (3%) higher than the bid of the lowest best bidder, and
  - (B) the lowest best bidder is not a local bidder.
- (3) In this subsection, a "local bidder" means a bidder whose principal place of business is located within a county of the authority, and the "principal place of business" means the bidder's designated headquarters, where most of the important functions and full responsibility for managing and coordinating the bidder's business activities take place.

(d) The authority may not award a contract to a local bidder under subsection (c) unless the board determines by resolution that awarding the contract to the local bidder offers the authority the best combination of contract price, technical competence, and economic development opportunities for residents of a county of the authority.

(e) Subsection (c) does not apply to the procurement of a contract:

- (1) for which the authority uses funds from a federal, state, or other source as any payment for the contract and the award of the contract under subsection (c) would violate federal or state law

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or regulations, or if the funding source prohibits or restricts the award of the contract under subsection (c);

- (2) for professional services procured under article 5 of this chapter, or if the award of the contract is otherwise subject to the requirements of the Professional Services Procurement Act, Chapter 2254, Government Code;
  - (3) for consulting services procured under article 4 of this chapter; or
  - (4) for a design-build contractor or for a comprehensive development agreement procured under article 7 of this chapter.
- (f) Notwithstanding this section, the authority is not required to award a contract and may reject all bids.

### **401.017 Competitive Sealed Proposals.**

(a) The authority may solicit offers for provision of general goods and services under this section by issuing a request for proposals (“RFP”) to identify the proposer(s) who provides the goods or services at the best value for the authority. If a contract for goods and services must be approved by the board, the board must approve issuance of the RFP under this section.

(b) Each RFP shall contain the following information:

- (1) the authority's specifications for the goods or services to be procured, stating that the contract may be awarded to the proposer who provides the goods or services at the best value for the authority;
- (2) an estimate of the various quantities and kinds of services to be performed and/or materials to be furnished;
- (3) a schedule of items for which unit prices are requested;
- (4) the time within which the contract is to be performed;
- (5) any special provisions and special specifications;
- (6) the relative importance of price and other evaluation factors; and
- (7) the authority's goals regarding the participation in the contract or in subcontracts let under the contract by Disadvantaged Business Enterprises.

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- (c) The authority shall give public notice of an RFP in the manner provided for requests for competitive bids for general goods and services.
- (d) The authority shall avoid disclosing the contents of each proposal on opening the proposal and during negotiations, if any, with competing proposers. The authority shall file each proposal in a register of proposals, which, after a contract is awarded, is open for public inspection unless the register contains information that is excepted from disclosure as public information.
- (e) The authority shall evaluate each proposal received in response to an RFP based on the criteria and relative importance of price and other evaluation factors identified in the RFP.
- (f) In the sole discretion of the authority, after evaluating a proposal the authority may discuss acceptable or potentially acceptable proposals with proposers who are determined to be reasonably qualified for the award of the contract to assess a proposer's ability to meet the requirements established in the RFP. The authority may not disclose information derived from proposals submitted from competing proposers. The authority shall provide fair and equal treatment to each proposer with respect to any opportunity for discussion and revision of proposals. A proposer may revise a proposal after submission and before award for the purpose of offering a proposal that establishes the proposer's best and final offer.

### 401.018 Award Under Competitive Sealed Proposals.

(a) The authority may award a contract~~(s)~~ for general goods and services procured using competitive sealed proposals to the proposer~~(s)~~ whose final proposal provides goods or services at the best value for the authority.

~~(b) The authority may, in its sole discretion, award one or more contracts under the RFP. The authority may award such contracts to a single proposer or to multiple proposers, including by line item, group of items, or category of services.~~

~~(b)~~(c) In determining the best value proposal~~(s)~~ for the authority, the authority may consider:

- (1) the purchase price;
- (2) the reputation of the proposer and of the proposer's goods or services;
- (3) the quality of the proposer's goods or services;
- (4) the extent to which the good or service meets the authority's needs;
- (5) the proposer's past relationship with the authority;
- (6) the impact on the ability of the authority to comply with applicable laws and rules relating to contracting with Disadvantaged Business Enterprises;
- (7) the total long-term cost to the authority to acquire the proposer's goods or services; and
- (8) any relevant criteria specifically listed in the RFP.

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~~(e)~~(d) The authority may refuse all proposals if none of those submitted is acceptable.

~~(e)~~(e) The authority may submit a written contract to the proposer whose proposal is the most advantageous to the authority, considering price and the evaluation factors in the RFP (the “first-choice candidate”). The terms of the contract shall incorporate the terms set forth in the RFP and the best and final offer submitted by the first choice candidate, but if the proposal conflicts with the RFP, the RFP shall control unless the authority elects otherwise. If the authority and the first choice candidate cannot agree on the terms of a contract, the authority may elect not to contract with the first choice candidate, and at the exclusive option of the authority, may submit a contract to the proposer whose proposal is the next most favorable to the authority (“second-choice candidate”). If agreement is not reached with the second choice candidate, the process may be continued with other proposers in like manner, but the authority shall have no obligation to submit a contract to the next highest-ranked proposer if the authority determines at any time during the process that none of the remaining proposals is acceptable or otherwise within the best interest of the authority.

~~(f)~~ Notwithstanding subsection (e), the authority may, in connection with any RFP, negotiate and enter into contracts with more than one proposer under the same procurement.

~~(e)~~(g) In accordance with Subchapter A, Chapter 2252, Government Code, the authority will not award a contract to a nonresident bidder unless the nonresident underbids the lowest best bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

## 401.019 Proprietary Purchases.

If the executive director finds that the authority's requirements for the procurement of a general good or service describe a product that is proprietary to one vendor and do not permit an equivalent product to be supplied, the authority may solicit a bid for the general good or service solely from the proprietary vendor, without using the competitive bidding or competitive proposal procedures. The executive director shall justify in writing the authority's requirements and shall submit the written justification to the board. The written justification must:

- (1) explain the need for the specifications;
- (2) state the reason competing products are not satisfactory; and
- (3) provide other information requested by the board.

## Article 17. Consulting Services

### 401.020 Contracting for Consulting Services.

The authority may contract for consulting services if the executive director reasonably determines that the authority cannot adequately perform the services with its own personnel.

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## 401.021 Selection Criteria.

The authority shall base its selection on demonstrated competence, knowledge, and qualifications and on the reasonableness of the proposed fee for the services.

## 401.022 Contract Amounts.

(a) The authority may procure consulting services anticipated to cost no more than \$50,000 by such method and on such terms as the executive director determines to be in the best interests of the authority. Without limiting the foregoing, the executive director may procure consulting services anticipated to cost no more than \$50,000 pursuant to a “single-source contract,” if the executive director determines that only one prospective consultant possesses the demonstrated competence, knowledge, and qualifications to provide the services required by the authority at a reasonable fee and within the time limitations required by the authority.

(b) Consulting services anticipated to cost more than \$50,000 shall be procured by the authority's issuance of either a Request for Qualifications (“RFQ”) or a Request for Proposals (“RFP”) as the authority deems appropriate.

(c) The authority may, in its sole discretion and as it deems to be in the best interests of the authority, award one or more contracts for consulting services under a single procurement, including the award of contracts to more than one consultant pursuant to the same RFQ or RFP.

## 401.023 Request for Qualifications.

Each RFQ prepared by the authority shall invite prospective consultants to submit their qualifications to provide such services as specified in the RFQ. Each RFQ shall describe the services required by the authority, the criteria used to evaluate proposals, and the relative weight given to the criteria. In procuring consulting services through issuance of an RFQ, the authority shall follow the notices set forth in Section 401.034 of these policies for the procurement of professional services.

## 401.024 Request for Proposals.

(a) Each RFP shall contain the following information:

- (1) the authority's specifications for the service to be procured;
- (2) an estimate of the various quantities and kinds of services to be performed;
- (3) a schedule of items for which unit prices are requested;
- (4) the time within which the contract is to be performed;
- (5) any special provisions and special specifications; and

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- (6) the authority's goals regarding the participation in the contract or in subcontracts let under the contract by Disadvantaged Business Enterprises. The authority shall give public notice of a RFP in the manner provided for requests for competitive bids for general goods and services.
- (b) In procuring consulting services through issuance of an RFP, the authority shall follow the notices set forth in Section 401.015 for the procurement of general goods and services.

### **401.025 Notice of RFQs and RFPs.**

- (a) Notice of the issuance of a RFQ or RFP must provide:
  - (1) the date, time, and place where responses to the RFQ or RFP will be opened,
  - (2) the address and telephone number from which prospective proposers may request the RFQ or RFP, and
  - (3) a general description of the type of services being sought by the authority.
- (b) Alternatively, the authority may publish and otherwise distribute, in accordance with these procedures, the RFQ or RFP itself in lieu of publishing a notice of issuance of a RFQ or RFP.
- (c) The authority shall publish the notice of issuance of a RFQ or RFP on its website and shall either:
  - (1) publish notice of the issuance of a RFQ or RFP, or the content of the RFQ or RFP itself, in an issue of the Texas Register; or
  - (2) publish in the officially designated newspaper of the authority notice of the issuance of a RFQ or RFP, or the content of the RFQ or RFP itself, once at least two weeks before deadline for the submission for responses in the officially designated newspaper of the authority.
- (d) The authority may, but shall not be required to, solicit responses to a RFQ or RFP by direct mail, telephone, advertising in trade journals or other locations, or via the Internet. With regard to RFPs, if such solicitations are made in addition to the required publications, the prospective bidder may not be solicited by mail, telephone and internet or in any other manner, nor may the prospective bidder receive bid documents until such time that notice of the RFP has been made available on the authority's website.
- (e) The date specified in the RFQ or RFP as the deadline for submission of responses may be extended if the executive director determines that the extension is in the best interest of the authority.

### **401.026 Opening and Filing of Responses; Public Inspection.**

The authority shall avoid disclosing the contents of each response to a RFQ on opening the response and during negotiations with competing respondents. The authority shall file each response in a register of responses, which, after a contract(s) is awarded, is open for public inspection unless the register contains information that is excepted from disclosure as an open record.

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## 401.027 Contract Negotiation and Execution.

(a) With regard to consulting services procured through issuance of a RFQ, the authority shall submit a written contract to the respondent (the “first choice candidate”) whose response best satisfies the authority’s selection criteria. If the authority and the first choice candidate cannot agree on the terms of a contract, the authority may terminate negotiations with the first choice candidate, and, at the exclusive option of the authority, the authority may enter into contract negotiations with the respondent (“second choice candidate”) whose response is the next most favorable to the authority. If agreement is not reached with the second choice candidate, the process may be continued with other respondents in like manner, but the authority shall have no obligation to submit a contract to the next highest-ranked respondent if the authority determines that none of the remaining responses is acceptable or that continuing with the procurement is not within the best interest of the authority.

(b) With regard to consulting services procured through issuance of a RFP, the authority shall submit a written contract to the offeror (the “first-choice candidate”) whose proposal is the most advantageous to the authority, considering price and the evaluation factors in the RFP. The terms of the contract shall incorporate the terms set forth in the RFP and the proposal submitted by the first choice candidate, but if the proposal conflicts with the RFP, the RFP shall control unless the authority elects otherwise. If the authority and the first choice candidate cannot agree on the terms of a contract, the authority may elect not to contract with the first choice candidate, and at the exclusive option of the authority, may submit a contract to the offeror (“second-choice candidate”) whose proposal is the next most favorable to the authority. If agreement is not reached with the second choice candidate, the process may be continued with other offerors in like manner, but the authority shall have no obligation to submit a contract to the next highest-ranked offeror if the authority determines at any time during the process that none of the remaining proposals is acceptable or otherwise within the best interest of the authority.

~~(b)~~(c) Notwithstanding subsections (a) and (b), the authority may, in connection with any RFQ or RFP, negotiate and enter into contracts with more than one respondent or offeror under the same procurement.

## 401.028 Single-Source Contracts.

If the executive director determines that only one prospective consultant possesses the demonstrated competence, knowledge, and qualifications to provide the services required by the authority at a reasonable fee and within the time limitations required by the authority, consulting services from that consultant may be procured without issuing a RFQ or RFP. Provided, however, that the executive director shall justify in writing the basis for classifying the consultant as a single-source and shall submit the written justification to the board. The justification shall be submitted for board consideration prior to contracting with the consultant if the anticipated cost of the services exceeds \$50,000. If the anticipated cost of services does not exceed \$50,000, the executive director, with the prior approval of the Executive Committee, may enter into a contract for services and shall submit

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the justification to the board at its next regularly scheduled board meeting.

### **401.029 Prior Employees.**

Except as otherwise provided by state or federal law or for those employment positions identified in a resolution of the board, nothing shall prohibit the authority from procuring consulting services from an individual who has previously been employed by the authority or by any other political subdivision of the state or by any state agency; provided, that if a prospective consultant has been employed by the authority, another political subdivision, or a state agency at any time during the two years preceding the making of an offer to provide consulting services to the authority, the prospective consultant shall disclose in writing to the authority the nature of his or her previous employment with the authority, other political subdivision, or state agency; the date such employment was terminated; and his or her annual rate of compensation for the employment at the time of termination.

### **401.030 Mixed Contracts.**

This article applies to a contract that involves both consulting and other services if the primary objective of the contract is the acquisition of consulting services.