



# IT Help and Support

Federal Transit Administration—Office of Acquisition Management and Office of Information Technology

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## *Overview: Joint Procurement Clearinghouse*

### Background

The Federal Transit Administration (FTA) provides financial and technical assistance to public transit systems, including buses, subways, light rail, commuter rail, trolleys, and ferries. FTA also oversees safety measures and helps develop next-generation technology research. Per the FAST Act (49 USC 5325\* 3019 (b)), FTA was charged with establishing a clearinghouse to allow grantees to aggregate planned rolling stock purchases and identify joint procurement opportunities.

Joint procurements (sometimes referred to as “cooperative procurement”) are a method of contracting where two or more purchasers agree from the outset to use a single solicitation document and enter a single contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum and total maximum. Unlike a state or local government purchasing schedule or contract, a joint procurement is not drafted for the purpose of accommodating the needs of other parties that may later choose to participate in the benefits of that contract.

The Joint Procurement Clearinghouse (JPC) is on the TriAD platform, which requires that all users must be designated in the Transit Award Management System (TrAMS) by User Managers. TrAMS is a web-based tool that was developed for recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide FTA with a method to review, approve, control, and oversee the distribution of funds.

### Scope

This document applies to all users given access as a User Manager through TrAMS.

### Overview of Steps

Below is a quick overview of the TrAMS System user management functionality that grants users access to the JPC. Please utilize our training videos for a more in-depth experience.

## 1. Providing Access to the Joint Procurement Clearinghouse

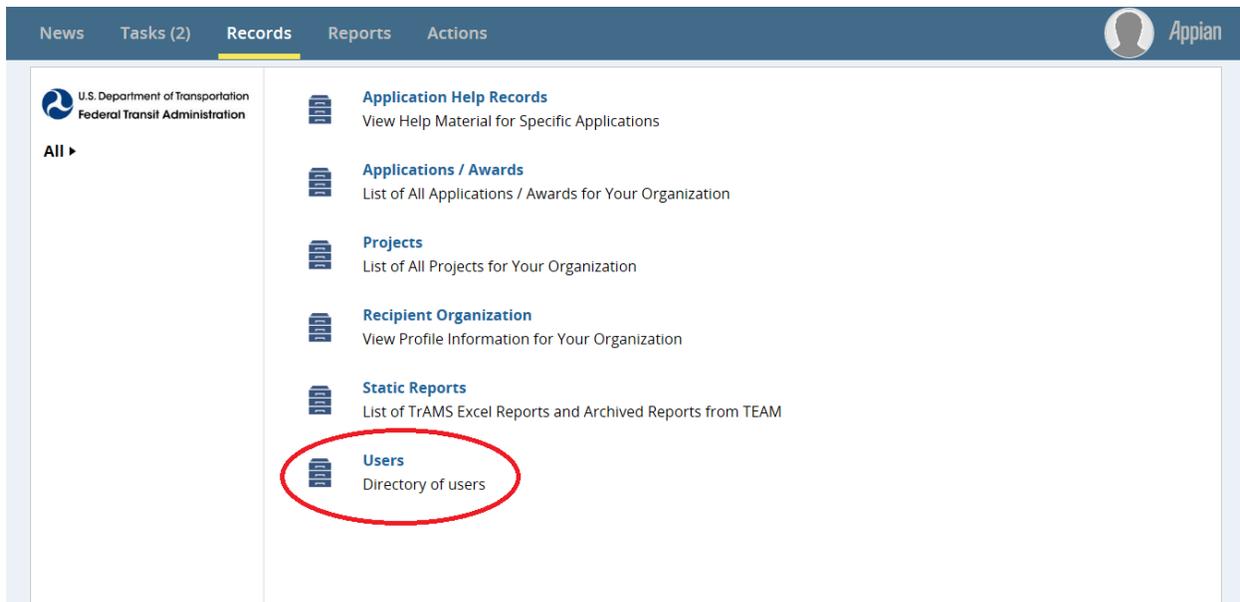
Per 49 USC 5325\* 3019 (b) of the FAST Act, the JPC is only accessible to FTA grantees. In order to access the JPC, TrAMS User Managers must give transit agency Procurement Officers access to the TrAMS system, which the JPC resides on.

A new JPC user should provide their TrAMS User Manager with an email address, which will become the user's new user name in the JPC.

Once the user's account exists in the system for TrAMS, the TrAMS User Manager will be able to assign them to the Procurement Officer role.

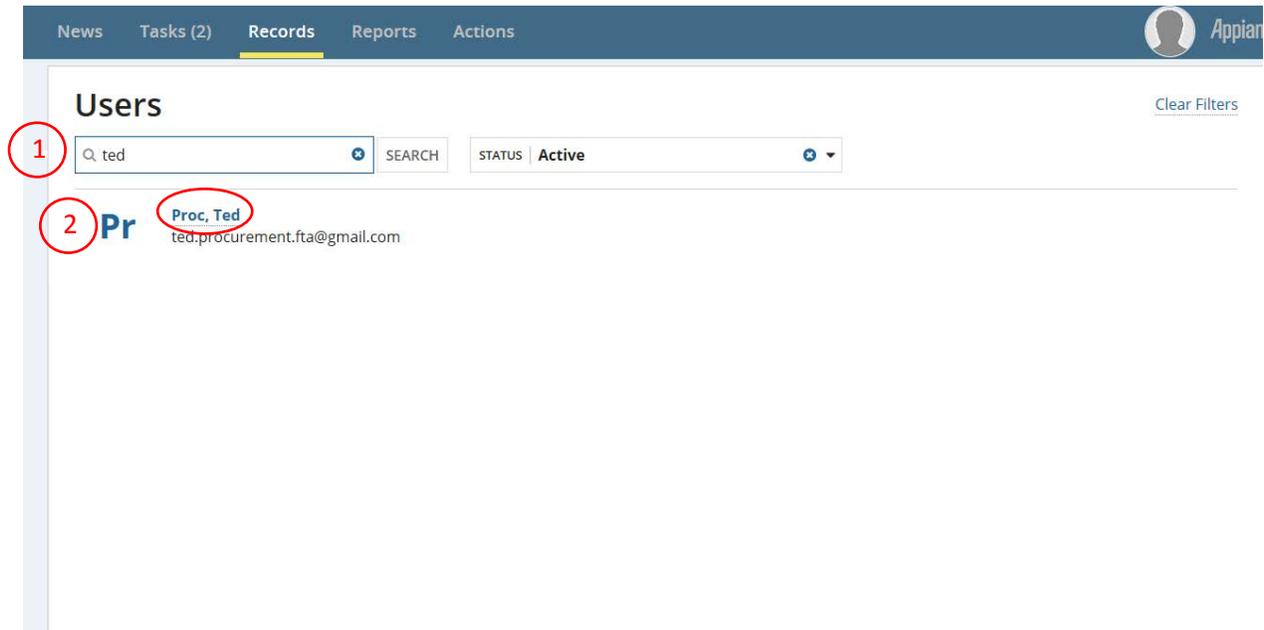
Assigning a new user to the JPC requires the TrAMS User Manager to search for the user through the "User Record" page (Figure 1).

Figure 1: User Record page



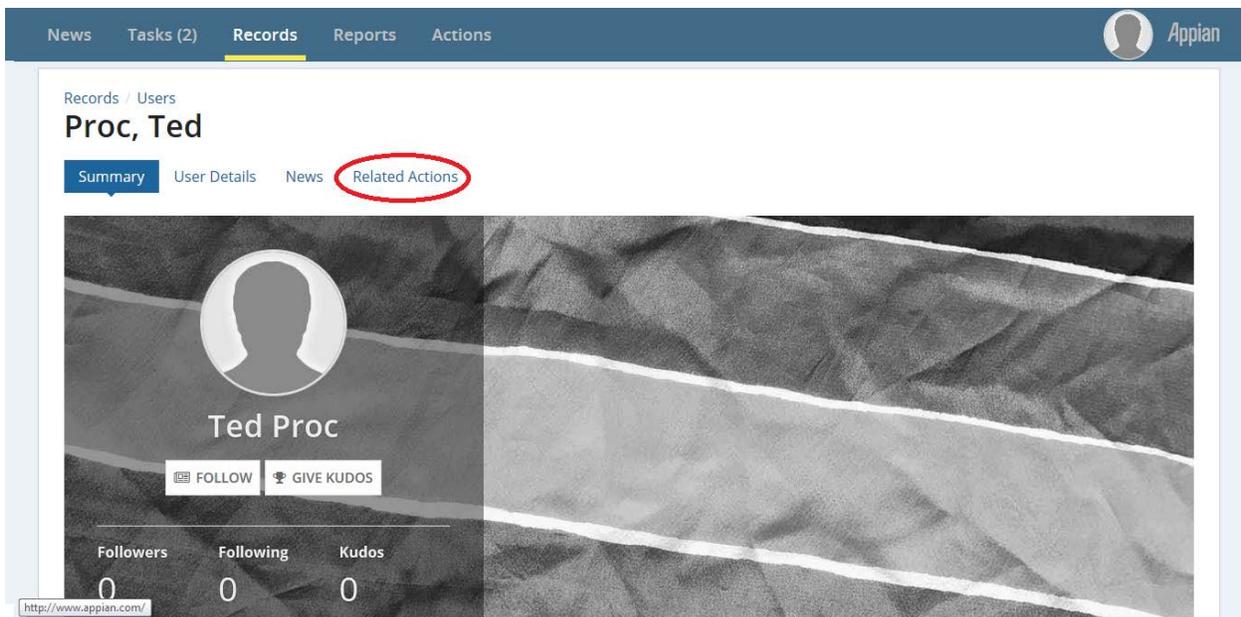
This is the same process User Managers use to assign other new users to the site. To add a new user, first the TrAMS User Manager should select the "Users" link (Figure 1), shown above, to display the searchable directory of users, shown below (Figure 2).

Figure 2: User Record Search Screen



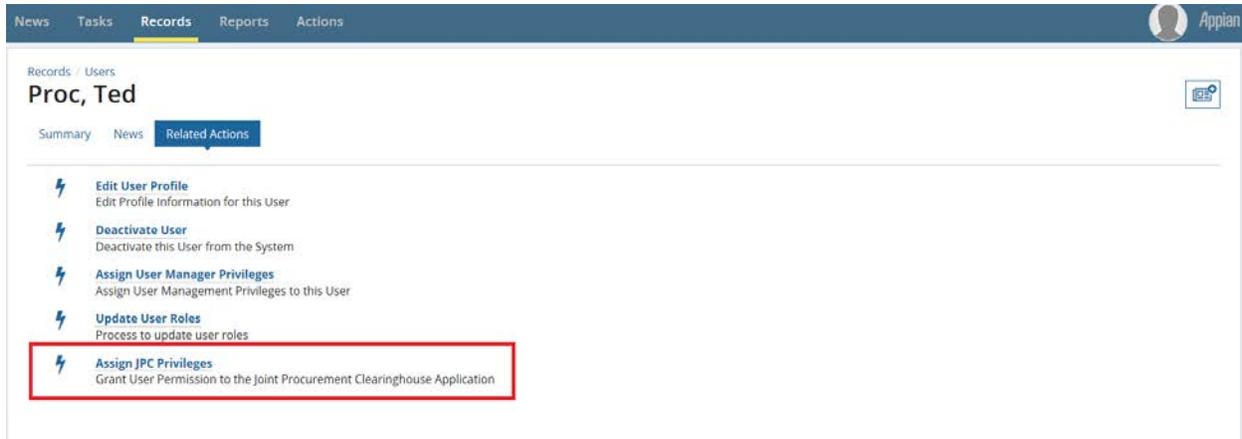
Using the “User Record Search” screen (Figure 2), the TrAMS User Manager can search for new JPC users by entering their first name and/or last name into the search bar (1) . Once the proper user has been identified, the TrAMS User Manager can access that user’s details by clicking on their name (2) which will display all of the user’s information in the “User Details Summary” screen, shown below in (Figure 3). The screen displays the selected user’s TrAMS profile (Figure 3). To designate the selected user access to the JPC, the TrAMS User Manager must select the “Related Actions” tab.

Figure 3: User Details Summary Screen



To assign access to the system, the TrAMS User Manager should click on the “Assign JPC Privileges” actions on the “User Action” screen, below (Figure 4).

Figure 4: User Related Action Screen



The TrAMS User Manager selects the “Assign JPC Privileges” hyperlink (Figure 4) and will see the “Grant Joint Procurement Clearinghouse Access” screen below (Figure 5).

Figure 5: Grant Procurement Clearinghouse Access Screen



To add the selected user to the JPC, the TrAMS User Manager should select *the* “Add” button. Once the new user is added, the system will prompt “Are you sure you wish to add the current user?” (Figure 6).

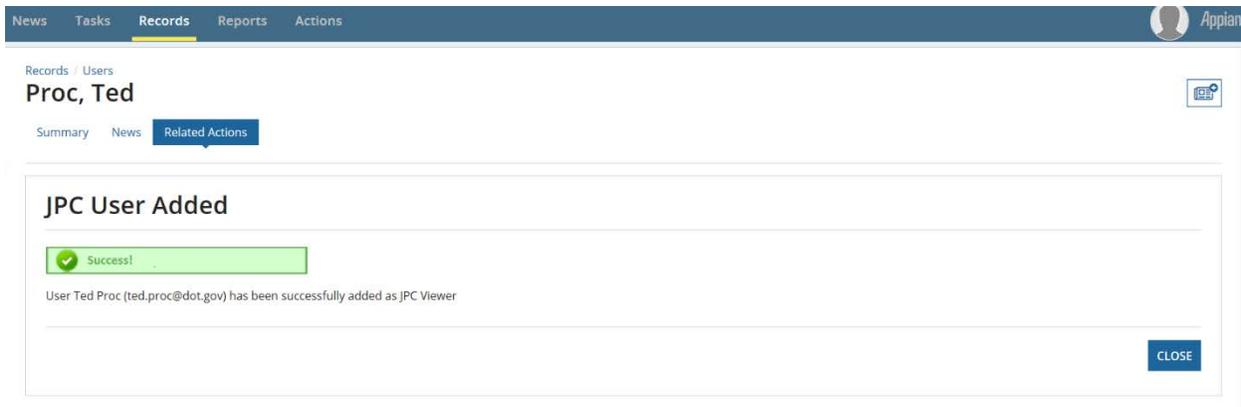
Figure 6: Confirmation Message

Are you sure you wish to add the current user?



To add the selected user to the JPC, the TrAMS User Manager should select *the* “Yes” button. Once confirmed, the user will be directed to the Confirmation Screen (Figure 7) below.

Figure 7: Confirmation Screen

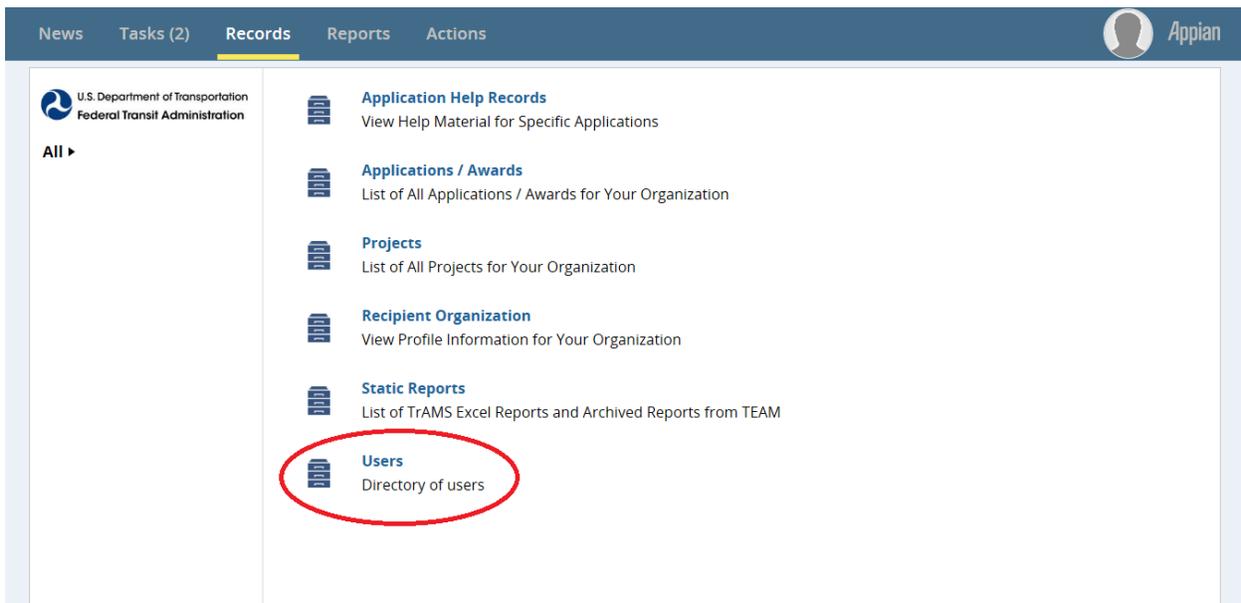


## 2. Removing Access to the Joint Procurement Clearinghouse

Once the user’s account exists in the system for TrAMS, the TrAMS User Manager will be able to remove them from the Procurement Officer role.

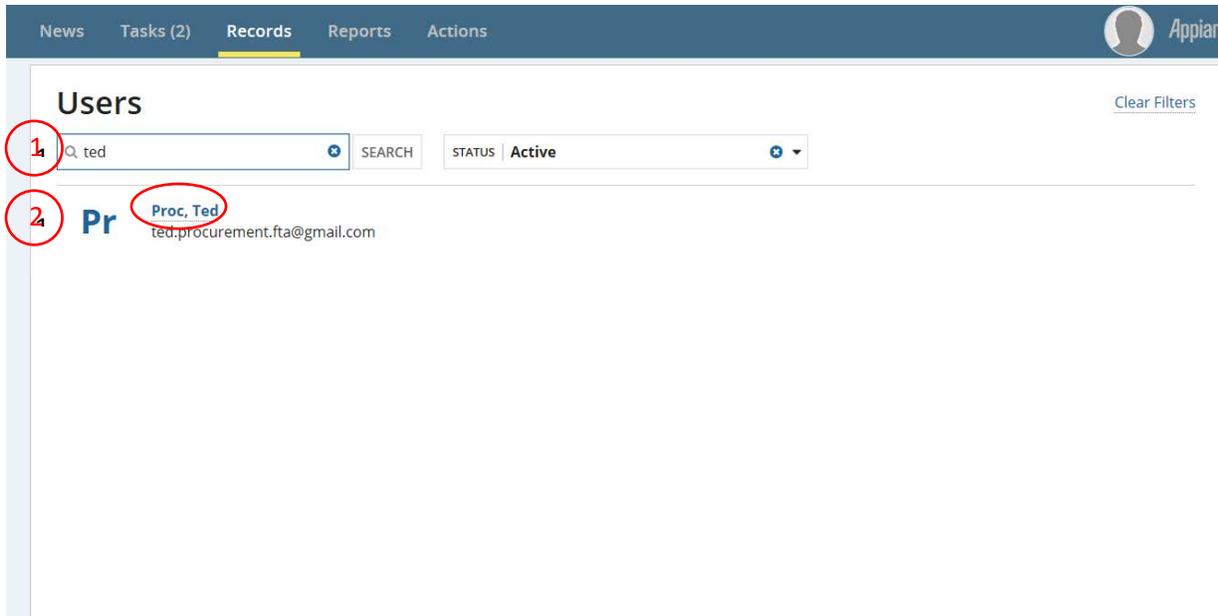
Removing a user from the JPC requires the TrAMS User Manager to search for the user through the “User Record” page (Figure 8).

Figure 8: User Record



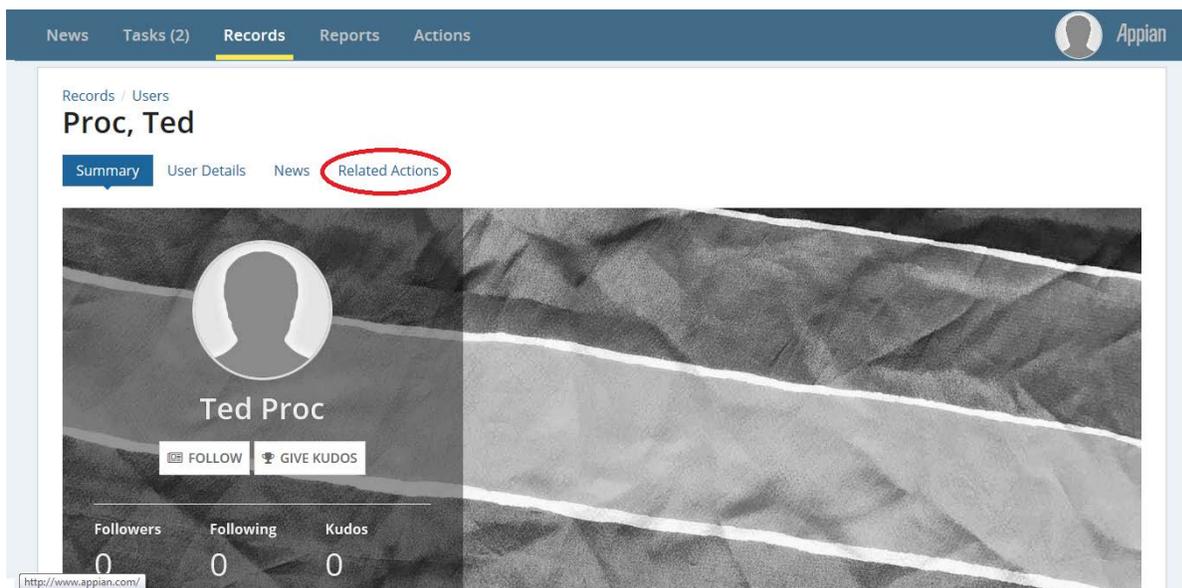
This is the same process User Managers use to remove other users from the site. To remove a user, first the TrAMS User Manager should select the “Users” link (Figure 8) shown above to display the searchable directory of users shown below (Figure 9).

Figure 9: User Record Search Screen



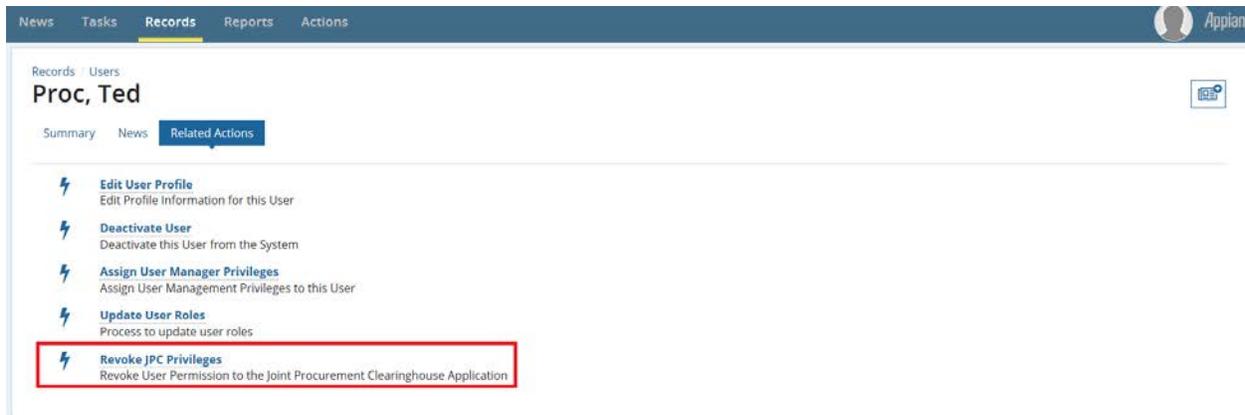
Using the “User Record Search” screen (Figure 9), the TrAMS User Manager can search for JPC users by entering their first name and/or last name into the search bar (1). Once the proper user has been identified, the TrAMS User Manager can access that user’s details by clicking on their name (2) which will display all the user’s information in the “User Details Summary” screen, (Figure 10) shown below. The screen displays the selected user’s TrAMS profile (Figure 10). To remove the selected user’s access to the JPC, the TrAMS User Manager must select the “Related Actions” tab.

Figure 10: User Details Summary Screen



To remove access to the system, the TrAMS User Manager shall click on the “Revoke JPC Privileges” actions on the “User Action Screen”, below (Figure 11).

Figure 11: User Action Screen



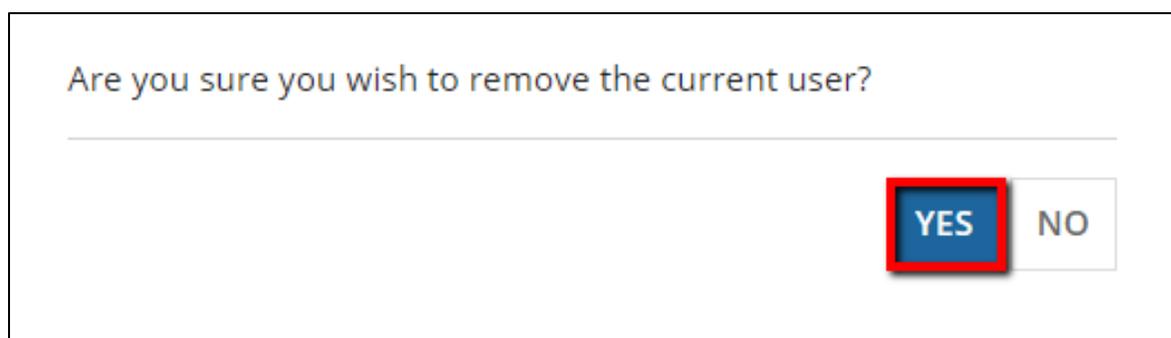
The TrAMS User Manager selects the “Revoke JPC Privileges” hyperlink (Figure 11) and will see the “Revoke Joint Procurement Clearinghouse Access Screen” below (Figure 12).

Figure 12: Revoke Procurement Clearinghouse Access Screen



To remove the selected user from the JPC, the TrAMS User Manager should select *the* “Remove” button. Once the new user is removed, the system will prompt “Are you sure you wish to remove the current user?” (Figure 13).

Figure 13: Confirmation Message



To remove the selected user to the JPC, the TrAMS User Manager should select *the* “Yes” button. Once confirmed, the user will be directed to the Confirmation Screen (Figure 14) below.

Figure 14: Confirmation Screen



## For More Information

If you have additional questions or comments about using the JPC, please contact the JPC at [FTA.jpc.help@dot.gov](mailto:FTA.jpc.help@dot.gov).