

Capital District Transportation Authority (CDTA)

Service-Disabled Veteran-Owned Business (SDVOB) Goal Plan

Agency Overview

OUR MISSION

CDTA plans, finances, implements and delivers transit services that take people where they want to go in the Capital Region safely, efficiently and at a reasonable cost.

CDTA works to accomplish this mission by:

- Continually identifying ways to increase transit ridership and revenue.*
- Taking a leadership role to help mold regional growth and improve the transportation network.*
- Balancing regional needs for social service, congestion relief and basic access.*
- Delivering a range of transportation services that meets a diversity of markets and customers.*
- Developing innovative ways to attract and retain a high-quality workforce.*
- Identifying appropriate funding sources to meet the region's transportation needs.*

OUR VISION

CDTA is a growing and vibrant company that seeks to continually increase ridership and the use of its facilities by providing services that people want and need.

CDTA delivers lifeline services to those who need them and provides a full range of transit options for the choice rider in the Capital Region.

CDTA plans for the mobility needs of the Capital Region with a predictable and reliable stream of funding sources to meet those needs.

CDTA is a multi-modal transportation provider, delivering comprehensive transit services, as well as a transportation demand management program that includes vanpool, carpool and incentive-based ride sharing, with a particular focus on city and suburban locations that have a demonstrated need.

CDTA is responsive to the environment and operates equipment that features the most efficient propulsion systems available. In addition, CDTA undertakes continual outreach to enroll the region's travelers in efforts to move toward an environmentally-responsible approach to travel.

CDTA works in partnership with state, regional and local agencies to advocate for transit-oriented development in the Capital Region and is advancing infrastructure that will meet current and future mobility needs.

CDTA undertakes frequent assessments of the region and seeks community input to effectively position the organization to anticipate and meet market changes and expansions.

OUR VALUES

CDTA designs services people want and delivers services people can rely on. We treat customers, the community and each other with respect and integrity.

CDTA is a flexible and innovative mobility company that responds to changing needs to keep the Capital Region moving with the times. We seek to be proactive rather than reactive in meeting the needs of our region. Stakeholder relations and input are integral to our planning and development efforts.

CDTA operates a financially-stable organization that places importance on cost-recovery and operating efficiency in order to ensure the ability to deliver optimal service in the Capital Region.

CDTA takes a leadership role in helping to mold regional growth and advocate for mobility. CDTA works with local planning and business organizations to help shape regional growth in a way that provides congestion relief and basic access to our growing region.

CDTA meets the needs of both the transit-dependent rider and the choice rider by delivering a wide range of transportation alternatives and by working to ensure that its services are easy to identify, use and pay for.

CDTA helps employers connect their employees to the workplace, delivering commuter solutions that make daily work connections efficient, economical and reliable.

CDTA employees are the heart and soul of the organization leading innovation and productivity. We promote a positive work environment by supporting each other through effective communication, teamwork and an appreciation for our diverse abilities and contributions.

Scope of Agency Operations

CDTA was created in 1970 by the New York State Legislature, as a public benefit corporation, to provide regional transportation services. Today CDTA is the premier mobility provider in the Capital Region, providing regular route bus service, shuttle systems and paratransit services. CDTA subsidiaries own and operate the Rensselaer Rail Station and Saratoga Springs Train Stations. CDTA also operates the Northway (NX) Xpress Commuter Service between Saratoga County and downtown Albany.

Today, 650 people work at CDTA to deliver a transit system that serves more than 800,000 people who live and work in the region, transporting more than 55,000 customers each weekday.

Description of SDVOB Procurement Strategy

- **Reflection on Previous Years' SDVOB Utilization**
 - Compare your agency/authority's actual utilization of SDVOBs during the past year to the Specific Numbers for Projected SDVOB Use provided in your agency/authority's SDVOB goal plan for the that year.
 - Is actual utilization the same, better, or worse than projected?
 - Provide a brief explanation for why the performance was the same, better, or worse.
 - What is working/not working for your agency/authority?
 - *CDTA utilization has reached remained just under 1% which is similar to FY18/19-19/20 but still well short of the 6% mandate.*
 - *Utilization can be directly attributed to the growing number of certified firms in areas of business that CDTA utilizes.*
 - Determination of strengths & weaknesses
 - CDTA had the same experience developing the Minority Women Business Enterprise (MWBE program). And while the programs are different the growth and results are similar-began as a small program that CDTA struggled to find ways to utilize and had severe under usage for a number of years as the program and staff ability to find creative ways to increase utilization grew. CDTA now has a solid program. Staff finds this experience with the MWBE program to be a strength of the organization. Staff knows what kind of NYS OGS contract opportunities to look for and what kind of prime/sub partnerships seek out as well as how to suggest them to prime contractors wishing to do business with CDTA.
 - The biggest weakness CDTA has is that the organizational needs are narrowly tailored to transit specific vendors. The SDVOB directory has a limited number of firms and of those firms even fewer are able to provide goods and services that CDTA actually needs.
- **Strategic Objectives Regarding Utilization of SDVOBs**
 - Specifically address contracting categories including commodities, construction, construction consultants, services/consultants, or other categories approved by the Division of Service-Disabled Veterans' Business Development (DSDVBD).
 - *CDTA expects to meet most of the mandate in the commodities & service/consultants category, as the list of certified firms continues to grow CDTA will be able to expand utilization.*
- **Plans to Achieve Strategic Objectives**
 - Practices, procedures, strategies or actions that may be implemented by the agency/authority to ensure participation by NYS Certified SDVOBs in agency/authority contracts.

- *Staff participated in the VetCon event as well as OGS GovBuy in order to make potential buying connections.*
 - *Staff follows up with every SDVOB vendor that there is potential business with to find out ways to utilize them. This is done through email, phone and face-to-face meeting.*
 - *Staff is engaging in meetings with a SDVOB furniture supplier to act as a subcontractor.*
 - *Staff is making every effort to utilize SDVOB for micropurchases (under \$3,500) and other small purchases that conform to CDTA and Federal Transit Administration (FTA) purchasing guidelines. (FTA monies are co-mingled into nearly every purchase CDTA makes and therefore associated procurement rules must be followed.*
- **Plans to educate procurement/purchasing personnel about SDVOB legislation and requirements**
 - **Please include specific examples of how this will be accomplished such as:**
 - *The CDTA Procurement Department is small (with just 2 staff) making the sharing of information regarding the requirements seamless.*
 - *The Director of Procurement participated in a transit specific training session on SDVOB with agency staff and other transit professionals in June 2019.*
 - *Staff participated in the OGS GovBuy event in May of 2019 and VetCon in November 2019 in order to try to facilitate more SDVOB relationships.*
 - *At least one member of the Procurement Department will attend the SDVOB presentation at GovBuy each year (this began with 2018)*
 - *Staff also participates in small business matchmakers that often include SDVOB's when they occur.*
 - *Several CDTA departments have new leadership and will not only be educated*

Utilization Plans, Good Faith Efforts and Waivers

- *CDTA has not begun collection of utilization plans and needs to review the requirements to discern how they fit into our unique co-mingling of Federal and New York State funds before requiring these plans.*
- *CDTA has not requested any waivers and therefore has no approval/denials to report.*

Specific Numbers for Projected Budget/Projected SDVOB Use

- *CDTA has an anticipated \$104,555,352 budget for FY2021. Of that budget CDTA has \$100,098,431 of exclusions and exemptions that are listed in the table below. That leaves \$4,456,921 as remaining and CDTA has set a 6% aspirational goal for SDVOB, which amounts to \$267,415.26 CDTA expects to meet this aspirational goal through discretionary purchases of small value (under \$15,000) needs as they occur and through our contracts for bus wash soap and background check services which were both awarded to SDVOB's.*

Exemptions/Exclusions:

Type	Description	Dollar Value
Exempt-Misc.	Claims	\$375,000
Exempt-OGS Centralized Services	NYS OGS Design and Construction Charges	\$10,000
Exempt-Postage	Postage	\$25,000
Exempt-Real Estate Rentals	Leases for Park and Ride Lots	\$455,000
Exempt-Sole Source Contracts	Purchase of Microsoft Enterprise Software-through NYS OGS Contract	314,032
Exempt-Sole Source Contracts	Maintenance agreements for previously procured systems and products. Standard business practice is that firms will only provide such agreements for their own products/services and not those purchased from vendors. Maintenance agreements are required to protect investment and maintain safe and operational systems.	\$686,306
Exempt-Staff Expense	Claims-monies are set aside to make payments on claims injury and property replacement.	\$375,000
Exempt-Staff Expense	Health Benefits-payment of health care, including medical, optical and dental. These benefits and the vendors purchased from are collectively bargained for.	\$13,445,194
Exempt-Staff Expense	Other benefits that are collectively bargained for that include tool and jacket allowances.	\$3,969,565
Exempt-Staff Expense	Wages & FICA	\$53,399,971
Exempt-Staff Expense	Workers Compensation	\$2,901,479
Utilities	Utilities	\$989,830
Exclusion-Insurance, Real Estate	GASB 45 Actuary	\$2000
Exclusion-Insurance, Real Estate	Insurance that includes specialized coverages such as terrorism coverage that is not widely available	\$779,600
Exclusion- Professional Services	Bus Fleet Inspection and Buy America Audit-contract already awarded, no firms found in directory	\$64,007
Exclusion- Commodities	Antifreeze	\$66,750
Exclusion-Services	Contracts awarded to Preferred Source firms	\$173,608
Exclusion-Services	Armored Car Service-none found in directory	\$51,000
Exclusion-Services	Purchased Transportation Services	\$7,640,292
Exclusions- Commodities	Bus Parts, Tires and Oil and Diesel Fuel	\$8,223,409
Exclusion-Services	Bus Shelter Program	\$180,000
Exclusion-Services	Electric Vehicle Monitoring Services-none in directory	\$354,000
Exclusion- Commodities	40 foot transit buses from existing contract	

Anticipated Challenges and Strategies to Address Them

CDTA sees several challenges in meeting the mandated SDVOB participation.

- *Discretionary Threshold-As CDTA monies are co-mingled we are not able to make purchases up to \$200,000 labeled as “Discretionary”. Any purchase under \$3,500 can be discretionary. Any purchase between \$3,500-\$15,000 requires a minimum of two quotes with low cost being selected. This limits CDTA’s ability to steer opportunities to SDVOB firms (and to use “set-asides”). Staff will begin actively seeking out possible SDVOB certified firms to meet the mandate when purchases are under \$15,000 and engage them in the CDTA procurement process.*
- *CDTA does not see a large pool of SDVOB firms in the Directory. As most purchases made by CDTA are transit specific it will be challenging to find firms that fit our niche. CDTA has a number of exemptions (Utilities, postage, leases, sole source, telecom, fuel/energy, benefits/wages) as well. Purchases with no certified firms available would need to be excluded from participation. CDTA has seen the Directory grow and knows that it will continue to expand in the next year allowing for more opportunities for SDVOB participation.*

SDVOB Content on CDTA Website

A copy of this plan will be made available on the CDTA website www.cdta.org in the “doing business with...” section. This plan will be posted to the CDTA website by February 1, 2020.

Boilerplate Language

CDTA has federal funds in nearly every purchase made and is unable to “set aside” contracts and has not included the recommended boilerplate language in Requests for Proposals and Invitations for Bid.

Agency SDVOB Operations/Organizational Chart

- *Stacy Sansky, Director of Procurement (518.437.8342, sdsansky@cdta.org) - Program Liaison*
- *Alina Korenevskaya, Senior Buyer (518.437.8348, alinak@cdta.org) –Will work with Director of Procurement to identify certified firms and make discretionary purchases*
- *Michael P Collins, Vice President of Finance & Administration (518.437.8300, mikec@cdta.org) – Procurement Department falls in his area of oversight. Director of Procurement is a direct report.*
- *Carm Basile, Chief Executive Officer (518.437.8300, carmb@cdta.org) – Provides oversight to entire organization and Director of Procurement has direct access to CEO in all programs such as this one.*

Outreach Efforts

- *CDTA reviews the SDVOB directory for possible “matches” and invites those firms to participate in procurement opportunities. CDTA will continue to participate in small business matchmakers to locate possible certified firms. Additionally, CDTA will inform small business contacts at local chambers of commerce of the new requirement so they can educate their membership.*

Other Information

- *CDTA does not have other information to provide regarding this program, and hopes to see more training, outreach and discussion for participation led by New York State OGS.*

Standardized Forms

- *CDTA has not developed any standardized forms for this program.*