

From: (b)(6)
Sent: Wed, 27 Jun 2018 13:31:33 +0000
To: (b)(6)
Subject: RE: PR for RPA Contract

Good Morning,

Below is the PO Number for this request. Please make sure the PO number is added to the invoices. Let me know if you need anything further. Michele

(b)(6)

For access to Amtrak's advertised solicitations check the Procurement Portal
<https://procurement.amtrak.com/>

From: (b)(6)
Sent: Tuesday, April 24, 2018 11:20 AM
To: (b)(6)
Subject: PR for RPA Contract

Hi (b)(6)

Here is the second P.R. I am hoping that you can create for me in E-trax.

Contact amount \$150,000
Cost center:1165
WBS: C.EN.101458.0010
Internal order: 4200

Business justification: Regional Plan Association will provide outreach and communication services to support public education and messaging about the Gateway Program. RPA is a private, non-for-profit 501(c)(3) corporation that is uniquely qualified to provide these services. As America's oldest, most influential urban research organization, RPA has unique credibility as an independent voice for sound regional policies and planning decisions. In 2016, RPA produced video called "[Tunnel Trouble](#)" that explained the importance of the Hudson Tunnel Project and has received tens of thousands of views online. RPA has already kicked off the Build Gateway Now Coalition, <http://buildgateway.org/> a growing coalition of 25 business, civic, and labor groups that support Gateway as a critical priority for the region and nation's economy. Amtrak's contract with RPA would support their management of the coalition, communication activities, and an advertising campaign to educate the public about the benefits of the

Gateway Program. As a non-profit organization perceived as an independent voice, RPA is also seeking funding from its coalition members and other supporters for this work, which will leverage Amtrak's investment in the campaign. RPA has already begun this work on a pro bono basis and we hope that with further funding support from Amtrak they can continue to amplify the impact of their communication activities.

(b)(6)

Visit the Amtrak Northeast Corridor website at NEC.Amtrak.com.

From: (b)(6)
Sent: Monday, April 16, 2018 3:53 PM
To: (b)(6)
Subject: RE: PR for contractor services Steve Sigmund

Hi (b)(6)

Sure, I can get this submitted for you. I will need the below information to do so.

- Cost Center
- WBS
- Internal Order
- Business justification for the requisition

PR – Payment Request – Request to process and pay sort of one-time invoices in eTrax up to \$3,500

PR – Purchase Requisition – The request that creates a Purchase Order

Hope that helps. Most of the time when you submit something over I can tell which one it is. (b)(6)

(b)(6)

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From: (b)(6)
Sent: Monday, April 16, 2018 3:42 PM
To: (b)(6)
Subject: PR for contractor services Steve Sigmund

Hi (b)(6)

I need to complete a PR in E-trax for a contractor that we are planning to hire working with (b)(6) in procurement. Attached is the scope of work. Is this something you could walk me through in E-trax?

Also, I'm a little confused about whether PR refers to Purchase Requisition or Payment Requisition, and how they are different. Thanks,

(b)(6)

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