



<b>A sole source is defined as:</b>	
<p>A. Regardless of the market place, the one and only source that possesses a unique and singularly available performance capability.</p> <p>B. Only source known to be in existence for an item or source without any distributors.</p> <p>C. The supplies and services required are available from only one source and no other type of supplier will satisfy the requirement.</p>	
<b>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A SOLE SOURCE PROCUREMENT.</b>	
Are FTA Funds being used? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – If yes, please call Procurement before completing form.	
<b>Proposed vendor name and address:</b> Trapeze Software Group, Inc. 8360 E. Via de Ventuura, Suite L-200, Scottsdale, AZ 83528	<b>Estimated cost of goods or services:</b> \$ 14,150.00
<b>This is a sole source because (Check all that apply):</b>	
<input checked="" type="checkbox"/> <b>One-of-a-kind</b> – there is no competitive alternatives available on the market. <input type="checkbox"/> <b>Compatibility</b> – must match existing brand or equipment for compatibility. <input type="checkbox"/> <b>Replacement part</b> – for a specific brand of existing equipment. <input type="checkbox"/> <b>Unique design</b> – must meet physical design or quality requirements. <input type="checkbox"/> <b>Other</b> – _____	
<b>Describe the proposed goods or services.</b>	Trapeze will be doing a review of how we have installed and are using their PASS application and recommend improvements
<b>What are the specific <u>necessary</u> features that this vendor provides that are not available from other vendors?</b>	No other company performs this service. <i>operational review by Trapeze consultant of Trapeze PASS.</i>
<b>Discuss how similar goods or services are <u>unable</u> to meet the required objective.</b>	There is nothing else that meets this objective.
<b>Describe your efforts to identify other potential sources.</b>	
<b>List any other facts supporting the use of a non-competitive process:</b>	
<b>Is this a one-time Procurement?</b> <input type="checkbox"/> No* <input checked="" type="checkbox"/> Yes	<b>*If on-going sole source procurement is <u>required</u>, attach an estimate that shows total annualized expenditure (for each year).</b>
<b>PRICE REASONABLENESS (Check all that apply and attach back-up documentation)</b>	
I determined that the price is fair and reasonable because:	
<input type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar goods and/or services. See PO # _____. Specify price: _____	
<input type="checkbox"/> I compared the proposed price to current published catalog, price lists, prices given to agencies of similar size with similar requirements, or market prices as documented in the attachments ( <b>attach relevant</b>	



documentation) and the proposed price is similar or less.

- I compared the proposed price to rough yardsticks (such as dollars per pound or per horsepower, or other units of measure) and did not discover significant inconsistencies that warrant additional pricing inquiry.
- Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.
- The price is set by law or regulations.
- Market research reveals that same or similar goods or services are available for a similar price.
- Other: \_\_\_\_\_
- Back-up documentation is attached. (\*\*REQUIRED\*\* for Sole Source Approval)**

Explanation of above-checked justification: See attached memo.

**STATEMENT OF NEED AND CERTIFICATION:**

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of Community Transit. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, nor firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

I hereby certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief.

  
Signature (Requestor)

June 3, 2014  
Date

Printed Name: Cris Colburn

Title: Manager of ParaTransit

**PURCHASING**

Based upon the above, I authorize the sole source acquisition of the goods or services specified.



6/2/14  
Date

Signature (Purchasing and Contracts Coordinator)

**DIRECTOR OF FINANCE**

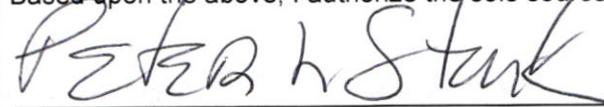
Based upon the above, I authorize the sole source acquisition of the goods or services specified.

  
Signature (Director of Finance)

6-4-14  
Date

**GENERAL MANAGER**

Based upon the above, I authorize the sole source acquisition of the goods or services specified.



6-4-14  
Date

Signature (General Manager)

# Memo



**To:** Purchasing  
**From:** Marnie Ross *mjr*  
**CC:** Cris Colburn, Josh Nylander  
**Date:** 5/30/2014  
**Re:** P.O. for Trapeze PASS Health Check

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## Background

Please note the work described in the attached Scope of Work (SOW), PASS Health Check, from Trapeze is being done under Amendment 5, amendment (c) to the existing contract – Trapeze Work Orders, and will be billed to department 17 under SVCBGT-1442.

## Cost Analysis

As shown in the analysis below for the costs in the SOW:

- The hourly cost of Services is in line with what WTA has previously paid for a senior consultant from Trapeze and
- The Expenses are typical for a seven day stay in Bellingham and flights between Toronto and Vancouver.

Services, which includes:	Total in	# of Days	Total	per/hour
<b>SOW --&gt;</b>			<b>\$ 11,200.00</b>	
Project Mgmt. and Documentation		1	\$ 1,866.67	\$ 233.33
On-site & off-site health check of PASS system		5	\$ 9,333.33	\$ 233.33
	Total	6	<u>\$ 11,200.00</u>	

Expenses, which includes:	Total in			per/day
<b>SOW --&gt;</b>			<b>\$ 2,950.00</b>	
Travel from/to Toronto to Bellingham		1	\$ 1,000.00	
Accommodations/meals in Bellingham		7	\$ 1,540.00	\$ 220.00
Transportation in Bellingham		8	\$ 400.00	\$ 50.00
	Total		<u>\$ 2,940.00</u>	



TRAPEZE GROUP

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**WHATCOM Statement of Work**  
**PASS Health Check**

Prepared by: Keith Forstall

Approved by:

March 18, 2014





March 18, 2014  
WHATCOM  
Statement of Work Version 1.0

### Revision History

Revision	Date	By Whom	Changes
Initial Draft (1.0)	1/10/2014	Keith Forstall	

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## Trapeze Statement of Work

The purpose of this document is to provide **WHATCOM** with a quote and scope of work for PASS Health Check services.

### Introduction

The services proposed are:

1. Up to 5 days of Health Check services
2. Up to 1 day of Project management services including off-site preparation and documentation

### Proposed Project Budget

The table below presents the total project budget, in an itemized fashion.

Items	Total
Services	\$11,200
Expenses	\$2,950
<b>Total Cost (USD)</b>	<b>\$14,150</b>

### Payment Schedule

We are proposing the following payment milestones:

1. 50% on execution / signing of the Work Order
2. 50% on delivery of Work Order / Services

## Detailed Scope Description:

### PASS Health Check

Date	Task	Personnel Required	Resources Required
Monday AM	<ul style="list-style-type: none"> <li>Meet with senior paratransit staff and discuss issues</li> <li>Observe existing operations</li> <li>Check existing production settings</li> </ul>	<ul style="list-style-type: none"> <li>Senior operations staff</li> <li>Reservation agents, schedulers, dispatchers</li> <li>IT staff</li> </ul>	<ul style="list-style-type: none"> <li>Meeting room</li> </ul>
Monday PM	<p>High level review of new features in version 13 with senior paratransit staff and decide which properties to implement and how</p> <p>Analyze speed settings</p> <ul style="list-style-type: none"> <li>Review travel speed settings</li> <li>Review use of MapEdit to manage street routing speeds</li> <li>Configure street routing speed profiles as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Senior operations staff</li> </ul>	<ul style="list-style-type: none"> <li>Projector and screen</li> </ul>
Tuesday AM	<p>Update version 13 properties</p> <ul style="list-style-type: none"> <li>System Properties</li> <li>User Properties</li> <li>Enable Features</li> <li>Schedserver switches</li> </ul> <p>Ancillary Data</p> <ul style="list-style-type: none"> <li>Client Alerts</li> <li>Client statistics</li> <li>Etc.</li> </ul>	<ul style="list-style-type: none"> <li>IT staff, senior paratransit staff</li> </ul>	
Tuesday PM	<p>Schedule Administrator properties</p> <ul style="list-style-type: none"> <li>On Board Time rules</li> <li>Requested Dropoff Logic</li> </ul> <p>Security Management review</p>	<ul style="list-style-type: none"> <li>IT staff, paratransit manager</li> <li>IT staff</li> </ul>	

	<ul style="list-style-type: none"> <li>Managing users and user groups</li> <li>Specific Property Settings</li> </ul>		
Wednesday AM	Booking <ul style="list-style-type: none"> <li>Booking</li> <li>Schedule Wizard</li> <li>Flex scheduling</li> </ul>	<ul style="list-style-type: none"> <li>Reservation Agents</li> </ul>	<ul style="list-style-type: none"> <li>Training room</li> </ul>
Wed PM	Scheduling Efficiency Analysis		<ul style="list-style-type: none"> <li>Test database</li> </ul>
Thursday AM	Scheduler Training <ul style="list-style-type: none"> <li>Trip Management</li> <li>Run Management</li> <li>Scheduling</li> <li>Dispatching</li> </ul>	<ul style="list-style-type: none"> <li>Schedulers and Dispatchers</li> </ul>	<ul style="list-style-type: none"> <li>Training room</li> </ul>
Thursday PM	Life Cycle schedule management  Understanding parameters and violations  Improving automated scheduling <ul style="list-style-type: none"> <li>Using the Schedule Wizard</li> <li>Schedule Optimization</li> </ul> Matching and Batching <ul style="list-style-type: none"> <li>Batching</li> <li>Batch Schedule Agent</li> </ul>	<ul style="list-style-type: none"> <li>Schedulers</li> </ul>	<ul style="list-style-type: none"> <li>Training room</li> </ul>
Friday AM	Reporting and auditing  CERT Eligibility management  Any overflow from earlier in the week	<ul style="list-style-type: none"> <li>Paratransit senior staff</li> </ul>	<ul style="list-style-type: none"> <li>Training room</li> </ul>
Friday PM	Develop an action list with senior paratransit managers	<ul style="list-style-type: none"> <li>senior paratransit staff</li> <li>IT staff</li> </ul>	<ul style="list-style-type: none"> <li>Meeting room</li> </ul>

### Assumptions:

1. Expense estimate is based on one five day on-site visit:
2. Actual expenses will be invoiced as incurred

### High Level Roles & Responsibilities

Trapeze is responsible for the following key tasks:

- Delivery of Services as Defined in this Document
- Prompt delivery of sign off forms for each delivery item
- Prompt invoicing for each delivery item

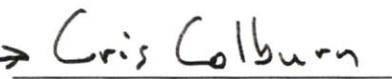
**WHATCOM** is responsible for the following key tasks:

- Prompt return of sign off forms and payment of invoices.
- Provide a copy of its database at least a week prior to on-site visit
- Disseminate project status to the internal project team including project sponsors

### Acceptance of the Trapeze Scope Document

We have reviewed the contents of this document and agree that it fully reflects the scope of work required by **WHATCOM**. Any requirement identified outside of the scope of this document will have its own sign-off process, and will not affect the sign-off of the services as outlined in this document.

May 8, 2014  
Date

 → 

**WHATCOM** Representative

**WHATCOM** Signature

4111 Bakerview Spur  
 Bellingham, WA 98226  
 (360) 676-6843

P.O. NUMBER : 2014305  
 ORDER DATE : 06/04/14  
 VENDOR NUMBER : TRASOF

VENDOR :  
 TRAPEZE SOFTWARE GROUP INC  
 P O BOX 202528  
 DALLAS, TX 75320-2528

BILL/SHIP TO :  
 WHATCOM TRANSPORTATION AUTHORI  
 4111 Bakerview Spur Rd.  
 BELLINGHAM, WA 98226

CONFIRM TO :

**Verbal requests that exceed or differ from the PO are done so at vendors' risk w/o WTA Proc-Mgr's authority**

REQUIRED DATE	SHIP VIA	F.O.B.	TERMS
06/04/14			NET 30 DAYS

ITEM NUMBER	UNIT	ORDERED	RECEIVED	BCK ORDER	UNIT COST	AMOUNT
PASS HEALTH CHECK			50303-17-00			11,200.00
EXPENSES- NOT TO EXCEED			50902-17-00			2,950.00

Statement of work submitted March 18 by Keith Forstall. any changes to the SOW as agreed must be submitted in writing and approved by WTA. Travel expenses over and above \$2,950 will be at contractor's expense unless PREAPPROVED by WTA. Submitted by M Ross

**DELIVERIES 8AM to NOON and 1 PM to 5PM ONLY**

\_\_\_\_\_Magan Waltari  
 Purchasing and Contracts Coordinator

Net Order:	14,150.00
Sales Tax:	0.00
Freight:	0.00
<b>Order Total:</b>	<b>14,150.00</b>