



C4220.1F Rev. 4 Chapter VI.3.i.(1)(b) Defines a sole source as:

- A. When required supplies or services are available from only one responsible source, and no other supplies or services will satisfy its requirements.
- B. When an existing contractor makes a change(s) to its contract that is beyond the scope of the original contract.

This justification form MUST be complete, include all supporting documentation, and approved by the General Manager prior to any purchase being made.

Are FTA Funds being used? No

Vendor name and address:

TRANSTRACK SYSTEMS INC.
Craig Cole
craig.cole@transtrack.net
913-486-7024

Requested Amount:

\$ 12,608.00

This is a sole source because

- ☐ One-of-a-kind – there are no alternatives available on the market with the same or similar characteristics that WTA has a documented requirement for.
- ☐ Patent, Copyright, Data Rights, or Warranty – vendor has obtained a patent or copyright, owns data rights, or award to another supplier will invalidate WTA's warranty for the good or service required.
- ☒ Substantial Duplication Costs – award to another vendor will result in costs that will not be recovered through competition.
- ☐ Unacceptable Delay or Declared Emergency – Award to another contractor would result in an unacceptable delay to a project or an emergency has been declared. Failure to plan a purchase appropriately is not justification.
- ☐ Single Bid or Proposal Received. Despite adequate competition, only one bid or proposal was received.

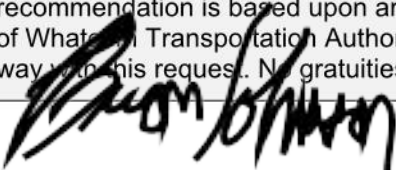
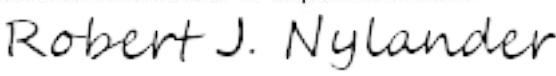
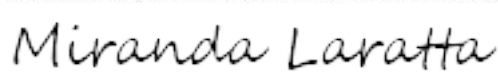
Describe the specific, necessary features that this product or vendor provides.

Business Intelligence data collection, processing and reporting for replacement of Trapeze PLAN and Gateway modules. Trapeze is no longer the source for these and moving it to it's subsidiary TransTrack. Gateway is used to collect data and validates it using different parameters, then processes the data using FTA approved algorithm and sends that data to PLAN. PLAN provides tools for ridership analysis that WTA uses for NTD reporting and plans.

How was availability determined? List possible alternative sources. What compatible parts or equipment are available? If there are none, provide detailed information on the measures used in your determination.

Both PLAN and Gateway are integral software modules for FTA and NTD required reporting. The transition from Trapeze to their subsidiary TransTrack will be relatively seamless since the new product already integrates with existing WTA environment, the cost is a slight increase to what WTA currently pays, and WTA plans to implement APC's in the next 2-3 years. Staff feels that a procurement for a replacement for those features will duplicate unrecoverable costs. Similarly, Procurement recommended the Sole Source process to better document and support the contracting decision.



Who prepared the specification or statement of work? Did a vendor or contractor assist? If so, provide their information.	Vendor and WTA
Is this a one-time Procurement? <u>Yes</u>	*If on-going sole source procurement is <u>required</u> , attach an estimate that shows total annualized expenditure (for each year).
FAIR AND REASONABLE PRICE DETERMINATION	
<u>Check all that apply and attach back-up documentation</u>	
<input checked="" type="checkbox"/> Comparison of the proposed price to previously paid prices for the same or similar goods or services.	
<input type="checkbox"/> Comparison of the proposed price to current published catalog, price lists, market prices, or prices given to other public agencies with similar requirements, and the proposed price is similar.	
<input type="checkbox"/> Comparison of the proposed price to documented yardsticks (such as dollars per pound or per horsepower, or other units of measure) and no significant inconsistencies that warrant additional pricing inquiry were found.	
<input type="checkbox"/> The price is set by law or regulations	
STATEMENT OF NEED AND CERTIFICATION:	
I certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief. My personal familiarity or preference with particular brands, types of equipment, materials, or firms has not influenced my request to sole source this purchase if other suppliers exist. My Sole Source recommendation is based upon an objective review of the product or service required and is in the best interest of Whatcom Transportation Authority. 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.	
	
Signed: Thursday, May 11, 2023	
Printed Name: Brian Johnson	
Department: IT	
First Endorsement: DEPARTMENT DIRECTOR	Second Endorsement: PROCUREMENT
I endorse this purchase as necessary for WTA business. No conflict of interest has occurred between the vendor or department staff.	I endorse this purchase. Procurement policies and procedures have been followed. All supporting documentation has been included in the request.
	
Signed: Friday, May 12, 2023	Signed: Friday, May 12, 2023



**Whatcom
Transportation
Authority**

Sole Source Justification

SS#2023-044

Form #SETU04 v.b

Procurement & Contracts

Third Endorsement: FINANCE DIRECTOR	Sole Source Approval: GENERAL MANAGER
I endorse this Sole Source. The purchase is within the department budget. <i>Shonda L. Shipman</i> _____ Signed: Friday, May 12, 2023	I approve this Sole Source. <i>Les Reardanz</i> _____ Signed: Friday, May 12, 2023