



**C4220.1F Rev. 4 Chapter VI.3.i.(1)(b) Defines aa 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 completed, signed, and returned to Procurement with all documentation prior to any purchase being made.**

**This form may not be attached to invoices for goods or services purchased prior to approval.**

Are FTA Funds being used? ☐ No ☒ Yes – If yes, please call Procurement before completing form.

Proposed vendor name and address:

Trapeze

Estimated cost of goods or services:

\$ 206,870 as of 7/25/2019

☒ Attach Independent Cost Estimate

**Check all that apply & provide documentation**

**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 or Copyright** – vendor has obtained a patent, data rights, or copyright 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**

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

WTA has obtained FTA funding via the Integrated Mobility Innovation (IMI) Demonstration Program. The project will provide on-demand transit service to residents in the small city of Lynden in northwest Washington.

WTA currently has software to book Paratransit and Zone (similar to dial a ride) service trips for door to door service. This software, provided by Trapeze Software Group, allows customer service staff to book rides for customers who call WTA. This software is fully integrated with our digital manifest on board the vehicles via Clever Devices CAD/AVL. WTA has also begun contract negotiations with Trapeze to implement it's Notifications Suite which will provide riders with automatic notifications based on their rides – book confirmation/cancellation, ride arrival times, etc.

WTA needs software to allow riders to directly book trips via a website or mobile device app. This software needs to integrate with our existing Paratransit and Zone booking suite as the trips, vehicles and operators will co-mingle among the three services. The software for the IMI program must work with current dispatch operations seamlessly and not require much, if any, training due to timeline requirements of the program outlined in the grant award.



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## Sole Source Justification

SS# 2020 - 265SS

Form #SETU04 v.b

Procurement & Contracts

<b>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?</b>	There are other transit dispatch software suites available, however, because they are competitors with Trapeze, their solutions will not integrate seamlessly without significant cost and time. WTA would otherwise be required to run two separate programs to perform similar functions adding both hard cost in acquisition as well as soft cost in staff time to solicit, review, select, and implement a separate program. Additional cost would be incurred on the agency to provide staff training, agreement negotiation between Clever, Trapeze, and another vendor, plus ongoing licensing and maintenance with a new solution.
<b>Who prepared the specification or statement of work? Did a vendor or contractor assist? If so, provide their information.</b>	WTA
<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 required, attach an estimate that shows total annualized expenditure (for each year).</b>

### FAIR AND REASONABLE PRICE DETERMINATION

#### Check all that apply and attach back-up documentation

- ☐ Comparison of the proposed price to previously paid prices for the same or similar goods or services. See PO #\_\_\_\_\_. Specify price: \_\_\_\_\_
- ☐ Comparison of the proposed price to current published catalog, price lists, prices given to agencies of similar size with similar requirements, or market prices and the proposed price is similar or less.
- ☐ 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.
- ☐ The price is set by law or regulations.
- ☐ Pricing research of the good or service purchased by other agencies.
- ☒ Other: Using costs provided for purchase of Trapeze IVR and related independent cost estimate research since ICE was completed in March of 2020. Trapeze averages a large percentage of project management cost in comparison with its actual licensing fee's.

#### STATEMENT OF NEED AND CERTIFICATION:

My department's sole source recommendation is based on a complete review of the good/service required and is in the best interest of WTA. No conflict of interest on my part or personal involvement in any way exists with this request. No real or perceived gratuities, favors, or actions have taken place between me, my department, or the vendor. Personal familiarity or preference with particular brands, equipment, materials, or firms influence this request. I certify that this justification is accurate and complete to the best of my knowledge.

Signature (Requestor)

Date

Printed Name: Josh Nylander

Title: IT Director



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Authority

## Sole Source Justification

SS# 2020 - 265SS

Form #SETU04 v.b

Procurement & Contracts

**First Approval:****PROCUREMENT**

Based upon the above, I endorse this acquisition.

6/25/2020

Signature (Purchasing and Contracts Coordinator)

Date

**Second Approval:****DIRECTOR OF FINANCE**

Based upon the above endorsement from Procurement, I authorize this acquisition.

6/25/2020

Signature (Director of Finance)

Date

**Third Approval:****GENERAL MANAGER**

Based upon the above approval from the Director of Finance, I authorize this acquisition.

6/25/20

Signature (General Manager)

Date