



## Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	May 21, 2025
Change Order ID	362

**A. Department Representative to participate in procurement process.**

Name: O'SULLIVAN, DORIS  
Title: PROJECT MANAGER III  
Ext: 8380

**B. Contract Information:**

Contract Number	
PO Number	914090
Contract Title	Mobile Applications

**Contract-History:**

Original Award Value	300000
Previously Executed Change Order Value	500000
Adjusted Contract Value	800000
Current Change Order Value	1200000
Revised Contract Value	2000000

**C. Justification of Change Order**

Token Transit is the ticketing application currently in place and integrated into the mobile application used by RTA for user ticket purchasing. Initially procured via emergency sole source in 2022, RTA would like to use the option to continue service with Token Transit for up to 24 months to maintain continuity of service while releasing for RFP the ticketing provider to find the best option. The projected value is derived from a review of the past two years fees paid to Token Transit. Fee rates have not changed over the course of the agreement and are outlined in the Agency Terms. The renewal request includes the costs associated with integrating with Cash App for a one-year pilot project for \$32,000.00. The Mobile Ticketing Application Committee in conjunction with the Fare Modernization Initiative reviewed the decision to integrate with Cash App and the associated costs and recommend RTA to proceed with the pilot.

**D. Type of Change Request: Supplemental**

**E. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?	
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Are there any amendments pending?	
If yes see explanation (attachments are in the SharePoint folder for this request)	

Director of Grants/ Federal Compliance:  
Signature:  
Date:

**F. Safety, Security, And Emergency Management:** Include Standard Safety Provisions Only:

Additional Safety Requirements Attached: false

Chief: Michael J Smith  
Signature: Michael J Smith  
Date: June 27 2025

**Risk Management:**

Include Standard Insurance Provisions Only?	<u>No</u>
Include Additional Insurance Requirements Attached ?	<u>false</u>

Risk Management Analyst: Marc L Popkin  
Signature: Marc L Popkin  
Date: June 27 2025

**G. Funding Source:**

Independent Cost Estimate (ICE): \$1,200,000.00

Projected Total Cost: \$1,200,000.00

Funding Type: Local

Federal Funding	State	Local	Other
		<u>\$1,200,000.00</u>	
Projected Fed Cost	State	Local	Other
		<u>\$1,200,000.00</u>	

FTA Grant IDs	Budget Codes
	<u>01-2900-02-7140-151-82-00-00000-00000</u>
	<u>01-2900-02-7140-151-82-00-00000-00000</u>

Capital Project Approval if required signature ID#:  
Dir Capital Projects:  
Signature:  
Date:



**Budget Analyst:** Erin Ghalayini

**Signature:** *Erin Ghalayini*

**Date:** June 26 2025

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**H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):**

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	0

**Director of Small Business Development:** Adonis C Expose

**Signature:** *Adonis C Expose*

**Date:** June 27 2025

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**DBE/EEO Compliance Manager** Adonis C Expose

**Signature:** *Adonis C Expose*

**Date:** June 27 2025

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**I. Authorizations:** I have reviewed and approved the final solicitation document.

**Department Head:** Sterlin J Stevens

**Signature:** *Sterlin J Stevens*

**Date:** June 26 2025

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**Chief:** Dwight Daniel Norton

**Signature:** *Dwight Daniel Norton*

**Date:** June 27 2025

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**Director of Procurement:** Ronald Gerard Baptiste

**Signature:** *Ronald Gerard Baptiste*

**Date:** June 27 2025

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**Required if Total Cost above \$15K**

**Chief Financial Officer:** GIZELLE JOHNSON BANKS

**Signature:** *GIZELLE JOHNSON BANKS*

**Date:** June 27 2025

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**Required if Total Cost above \$50K**

**Chief Executive Officer:** Lona Edwards Hankins

**Signature:** *Lona Edwards Hankins*

**Date:** 6/27/2025 11:47 PM