



Request with ID: 125, it has been approved and thus not editable any longer. Please do not delete it.

Default Email Routing Assignment \*

Check to see any reject comments

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REQUEST ID: 125

**Mode:** Final Approval

**Status:** Approved

**Stage:** Document Generated

**Created By:** O'SULLIVAN, DORIS

REQUESTOR

Title: PROJECT MANAGER III Name: O'SULLIVAN, DORIS Email: dosullivan@rtaforward.org

### EMAIL ROUTING ASSIGNMENTS

Dir/Dept Head Personnel Lookup \*

Sterlin Stevens

Dept Head Full Name

Sterlin Stevens

Dept Head RTA Email \*

sstevens@rtaforward.org

Info Tech Lookup

Sterlin Stevens

Info Tech Full Name

Sterlin Stevens

Info Tech RTA Email \*

sstevens@rtaforward.org

Grants Personnel Lookup

Ron Baptiste

Dir Grants Rep Full Name

Ron Baptiste

Dir Grants RTA Email \*

rbaptiste@rtaforward.org

Budget Personnel Lookup

Eugenie Fernerty

Budget Analyst Full Name

Eugenie Fernerty

Budget Analyst RTA Email \*

efenerty@rtaforward.org

Safety Personnel Lookup

Chief Safety Full Name

Safety Team

Chief Safety RTA Email \*

SafetyProcurementTeam@r

Risk Personnel Lookup

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email \*

RiskProcurementTeam@rtai

SBE Personnel Lookup

Dir SBE Full Name

Dir SBE RTA Email \*

<input type="text"/>	SBE Team	SBEProcurementTeam@rtaf
DBE Personnel Lookup <input type="text"/>	DBE/EEO Compliance Manager Name <input type="text" value="DBE Team"/>	DBE/EEO Compliance Manager RTA Email * <input type="text" value="DBEProcurementTeam@rtaf"/>
Chief Lookup * <input type="text" value="Dwight Norton"/>	Chief Full Name <input type="text" value="#Dwight Norton"/>	Chief RTA Email * <input type="text" value="dnorton@rtafoward.org"/>
Procurement Lookup <input type="text"/>	Dir Procurement Full Name <input type="text" value="Procurement Team"/>	Dir Procurement RTA Email * <input type="text" value="ProcurementDeptTeam@rtaf"/>
CFO Lookup <input type="text"/>	CFO Full Name <input type="text" value="CFO Team"/>	CFO RTA Email * <input type="text" value="CFO-Procurement-Approve"/>
CEO Lookup <input type="text"/>	CEO Full Name <input type="text" value="CEO Team"/>	CEO RTA Email * <input type="text" value="CEOProcurementApprovers"/>

**FOR PROCUREMENT USE ONLY:**

FTA C 4220.1F states: Sole Source Justification - If the recipient decides to solicit an offer from only one source, the recipient must justify its decision adequately considering the standards of subparagraph 3.i(1)(b) of this Chapter. This procurement can be defined as any contract entered without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. FTA expects this sole source justification to be in writing.

Requisition number

Ext. \*

2. This acquisition is restricted to the following source:

Manufacturer \*

Manufacturer address \*

Manufacturer Dealer/Representative \*

Dealer/representative address and Phone \*

ewillis@neogov.net; 310-658-5752

3. Description of the materials/service required, the estimated cost, and required delivery date.

Materials/Service \*

Annual Software Subscription

Estimated Cost \*

\$

139,277.31

ICE FILE ATTACHMENT IS REQUIRED TO CONTINUE...! \*



ICE Form NG.docx



invoice\_INV-38794 NG 2024.pdf

Required Delivery Date \*

Jan 15, 2024

4. Specific characteristics of the materials/service that limit the availability to a sole source are unique features and functionality of the system. \*

The initial contract supported 78 RTA employees without the benefits and learning management modules only insight (hiring module) was executed in February 2020 in the amount of \$53,291 for two years. A change order for NEOGOV services was approved via Resolution 21-043 in June of 2021 for a total contract increase of \$134,972.25 totaling \$188,263.25. The initial contract sufficed for the agency size, approximately 78 employees, prior to the transition of 740 employees whereby the RTA became responsible for its own operations and maintenance with an initial workforce of 818 employees. Additionally, removing payroll time and attendance which is contracted with another vendor for the RTA, and adding to NEOGOV the training learns management module and employee self-service benefits module. The 2023 annual contract totaling of \$199,528.36 added the Eforms Policy.

With the implementation of Core HR in Oracle in 2023, HRIS was removed from scope from NeoGov thereby reducing total costs for modules to the current 2024 subscription of 139,277.31. RTA wishes to continue with NeoGov as a Software Service at this time.

5. Reason for sole-source \*

- Material/Service must be compatible
- Patent, copyright, or proprietary data limits
- Direct replacement parts/components
- Other information to support sole-source

*The material or service must be compatible in all aspects (form, fit, and function) with existing systems presently installed. Describe the equipment you have now and how the new materials/service must coordinate, connect, or interface with the existing system.*

Project ID (optional)

*Associate the Procurement with existing RTA projects*

Check to add attachments

**(a) Sole Source.** When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award. When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.

Unique Capability or Availability \*

- Unique or Innovative Concept
- Patents or Restricted Data Rights
- Substantial Duplication Costs
- Unacceptable Delay

### B. Certification of Authorized Grant

Specification of Authorized Grant is Required?

- Yes
- No

Director of Grants / Federal Compliance

**RON BAPTISTE**

### C. Safety, Security and Emergency Management

Include Safety Review and Approval is Required

Yes

Safety Chief

**SAFETY TEAM**

Check to add Safety Attachments

Include STD Insurance Provisions is Required

Risk Management Analyst

**RISK TEAM**



Yes

Check to add Risk Attachments

### D. Funding Source

Funding Type \*

Federal  State  Local  Other

Budget Analyst

EUGENIE FERNERTY

Available Federal funding

\$

Available State Funding

\$

Available Local Funding \*

\$ 139,277.31

Available Other Funding

\$

Estimated Federal cost

\$

Estimated State Cost

\$

Estimated Local Cost \*

\$ 139,277.31

Estimated Other Cost

\$

Total Available Funding

\$ 139,277.31

Est. Fed/State/Local/Other total cost

\$ 139,277.31

Estimated Amount Entered

\$ 139,277.31

Is Mult-Year Required?



No

**Note:** The default "Budget Team" includes all budget analysts.

They will all get an email, but only one will approve according to the budget code assignment.

Budget Code -1 \*

01-2900-02-7140-167-00-00-00000-00000

FTA Grant -1

Budget Code - 2

FTA Grant - 2

Budget Code - 3

FTA Grant - 3

Budget Code - 4

FTA Grant - 4

Budget code-5

**E. DBE / SBE Goal Review and Approval is required**

Director of Small Business Development

DBE/EEO Compliance Manager

**SBE TEAM**

**DBE TEAM**

**Department Representative**

I have reviewed this form and the attachments provided and by inputting my name below, I give authority to the above stated department representative to proceed as lead in the procurement process.

Input the Department Requestor Name

Date \*