



**Regional Transit Authority
SOLE SOURCE JUSTIFICATION FORM
FOR TRANSACTION OVER \$25,000**

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.

1. The materials/services listed on Requisition number # is available from only one source and competition is precluded for reasons indicated below. There are no substitutes available.

2. This acquisition is restricted to the following source:

MANUFACTURER	
Manufacturer Name	ADP, Inc
Manufacturer Address	PO Box 830272 Philadelphia, PA 19182
Manufacturer's Dealer/Representative	Johnetta Henry, Relationship Specialist
Dealer/Representative address and Phone	770-980-2660, johnetta.henry@adp.com

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

DESCRIPTION	
Materials/Services/Product	ADP, Inc
Estimated Cost	\$351,509.56
Required Delivery Date	May 22, 2024

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

Renewal of services provided by ADP Inc. Previously annual renewals, RTA seeks continuation of services and introduction of a multi-year agreement. ADP is specialized software use by RTA Human Resources, Payroll, Benefits, and Timekeeping and Dispatch services. RTA is moving from previously contracted lease of quickpunch timeclocks to the purchase of Smart Card Clocks with Quickpunch Plus. The clocks are proprietary to ADP and only work with ADP software.

5. Reason for sole-source

Material/Service must be compatible



(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

CERTIFICATION

I certify that statements checked, and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.

REQUESTOR	
Request ID #	183
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

May 17, 2024

Requestor

Date

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

Department Head: Sterlin J. Stevens

Sterlin J. Stevens

May 18 2024

Signature

Date

B. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants/ Federal Compliance :

Signature

Date

C. Safety, Security and Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached



Chief: **Michael J. Smith**

Michael J. Smith

Signature

May 23 2024

Date

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst: Marc L Popkin

Marc L Popkin

Signature

May 23 2024

Date

D. Funding Source:

Funds are specifically allocated in the Department’s current fiscal year budget or in a grant to cover this expenditure as follows:

Multiple Years allocation if required:

Year	Amount
Year-1	
Year-2	
Year-3	
Year-4	
Year-5	
Total all years	\$0.00

Estimated Amount: \$351,509.56

Total Estimated Cost: \$351,509.56

Funding Type: Local

Capital/Grant Project ID:

Federal Funding	State	Local	Other
		\$351,509.56	
Projected Fed Cost	State	Local	Other
		\$351,509.56	



FTA Grant IDs	Budget Codes
	01-2900-02-7140-171-00-00-00000-00000

Budget Analyst: **Eugenie Fenerty**

Eugenie Fenerty

Signature

May 20 2024

Date

E. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development:

Adonis C Expose'

Adonis C Expose'

Signature

May 23 2024

Date

DBE/EEO Compliance Manager::

Adonis C Expose'

Adonis C Expose'

Signature

May 23 2024

Date

F. Information Technology Vetting:

IT Director: **Sterlin J. Stevens**

Sterlin J. Stevens

Signature

May 23, 2024

Date

G. Authorizations: I have reviewed and approved this sole source justification request.

Chief: **Dwight Daniel Norton**

Dwight Daniel Norton

Signature

May 23 2024

Date

Director of Procurement: **Ronald Gerard Baptiste**

Ronald Gerard Baptiste

Signature

May 23 2024

Date

Chief Financial Officer:: **Required if Total Cost above \$15K**



Gizelle Johnson Banks

Gizelle Johnson Banks

Signature

May 23 2024

Date

Chief Executive Officer:: Required if Total Cost above \$50K

Lona Edwards Hankins

Lona Edwards Hankins

Signature

May 23 2024

Date
