

## ROUTING SHEET

## Regional Transit Authority

### State Contract Procurement Routing Sheet

**INSTRUCTION:** The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	<b>306</b>
Project Schedule Delivery Date	<b>12/10/2025 6:00 AM</b>
Technical Specs attached	<b>No</b>
Scope of Work attached	<b>No</b>

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

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

**B. Name of Project, Service or Product:**

**Demand Response Transit Software (DRTS)**

**C. Justification of Procurement:**

**RTA identified the need to improve ADA service provision. In collaboration with Operations, Paratransit, Paratransit Scheduling, and IT, a Scope of Work was crafted to procure a cloud-based Demand Response Transit Software (DRTS) with eligibility management, reservation, scheduling and dispatching functions for ADA paratransit and an option for the capability to expand to non-ADA “microtransit” (general public on-demand point-to-hub) services. An evaluation of services available on the NASPO ValuePoint Cloud Solutions Agreement. RTA team members met with DRTS providers on the NASPO ValuePoint Price Catalog. After an evaluation by the team, Spare was determined to be fair and reasonable provider of DRTS Services at RTA**

**State Contract: National Association of State Procurement Officials (NASPO) ValuePoint Cloud Solutions Agreement 1494535216 Amendment 1 with Carahsoft as identified in the Louisiana State contract LA4400010663**

**D. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

**Yes**

<b>Director of Grants / Federal compliance:</b>	<b>Alisa P Maniger</b>
<b>Signature</b>	<i>Alisa P Maniger</i>
<b>Date</b>	<b>December 03 2025</b>

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

Additional Safety Requirements Attached

**false**

## ROUTING SHEET

Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	December 04 2025

**Risk Management:**

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	December 04 2025

**F. Funding Source:**

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

ICE Amount: \$1,326,128.90

Total Projected Cost: \$1,326,128.90

Funding Type: Federal, Local

Grants or Capital Project ID: 2024-IT-03

Federal Funding	State	Local	Other
\$282,818.74		\$1,043,310.16	
Projected Fed Cost	State	Local	Other
\$282,818.74		\$1,043,310.16	

FTA Grant IDs	Budget Codes
LA-2024-009 - 11.42.08	01-0000-00-1501-000-00-00000-00000-00
	01-2900-02-7140-021-05-00-00000-00000
	01-2900-02-7140-021-05-00-00000-00000
	01-2900-02-7140-021-05-00-00000-00000
	01-2900-02-7140-021-05-00-00000-00000

Funds allocated by multi-year and budget codes:

Year	Amount	Budget Code
Year-1	\$282,818.74	01-0000-00-1501-000-00-00000-00000-00

## ROUTING SHEET

Year-2	\$260,827.54	01-2900-02-7140-021-05-00-00000-00000
Year-3	\$260,827.54	01-2900-02-7140-021-05-00-00000-00000
Year-4	\$260,827.54	01-2900-02-7140-021-05-00-00000-00000
Year-5	\$260,827.54	01-2900-02-7140-021-05-00-00000-00000
<b>Total all years</b>	<b>\$1,326,128.90</b>	

Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	December 03 2025

**G. DBE/SBE GOAL:**

% DBE	0
% Small Business	0

Director of Small Business Development:	Keziah Lee Cawthorne
Signature	<i>Keziah Lee Cawthorne</i>
Date	December 05 2025

DBE/EE Manager	Keziah Lee Cawthorne
Signature	<i>Keziah Lee Cawthorne</i>
Date	December 05 2025

**H. Information Technology Dept. vetting.**

IT Director	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	12/5/2025 3:52 PM

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

Department Head	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	December 03 2025

Chief	Dwight Daniel Norton
Signature	<i>Dwight Daniel Norton</i>
Date	December 04 2025

## ROUTING SHEET

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Director of Procurement	<b>Briana Howze</b>
Signature	<i>Briana Howze</i>
Date	<b>December 05 2025</b>

**FOR PROCUREMENT USE ONLY****Type of Procurement Requested:****SC - State Contract**

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**State Contract (SC)** this procurement is via a State competitive procurement

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

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	<b>Required if Total Cost above \$15K</b>
<b>Chief Financial Officer</b>	<b>Gizelle Johnson Banks</b>
Signature	<i>Gizelle Johnson Banks</i>
Date	<b>December 05 2025</b>

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	<b>Required if Total Cost above \$50K</b>
<b>Chief Executive Officer</b>	<b>Lona Edwards Hankins</b>
Signature	<i>Lona Edwards Hankins</i>
Date	<b>December 05 2025</b>