

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	229
ProjectSchedule Delivery Date	11/21/2024 6:00 AM
Technical Specs attached	No
Scope of Work attached	No

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:

Swiftly - Software as a Service

C. Justification of Procurement:

Currently, we have limited resources (which are radio and cell phone) in the field for any team members to utilize any current applications procured by RTA. Swiftly is cloud-based software; it allows users to use and observe the current location of any vehicle throughout streets and buses and provide their location, which allows the team to provide accurate information to provide to any stakeholders if needed. The color-coded to each vehicle will allow members to quickly identify the status of each bus, i.e., On-Time, Late, and Early. It also allows increases in time efficiency and reduces the calls to dispatch. Furthermore, the software provides quick playback on any particular vehicle or certain behaviors to pinpoint in real time which aids in the improvement of overall operation and performance.

OTP reports: Currently, OTP reports are delayed between 3 and 7 days; Swiftly will allow us to get the OTP report in real-time as soon as the next day. immediate corrective action to improve overall performance

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants / Federal compliance:	
Signature	
Date	

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

Additional Safety Requirements Attached

false

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Chief	Michael J. Smith
Signature	<i>Michael J. Smith</i>
Date	November 22 2024

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	November 22 2024

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: \$579,628.80

Total Projected Cost: \$579,628.80

Funding Type: Local

Grants or Capital Project ID:

Federal Funding	State	Local	Other
		\$579,628.80	
Projected Fed Cost	State	Local	Other
		\$579,628.80	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-021-13-00-00000-00000
	01-2900-02-7140-021-13-00-00000-00000
	01-2900-02-7140-021-13-00-00000-00000

Funds allocated by multi-year and budget codes:

Year	Amount	Budget Code
Year-1	\$190,091.52	01-2900-02-7140-021-13-00-00000-00000

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Year-2	\$188,184.48	01-2900-02-7140-021-13-00-00000-00000
Year-3	\$201,352.80	01-2900-02-7140-021-13-00-00000-00000
Year-4		
Year-5		
Total all years	\$579,628.80	

Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	November 20 2024

G. DBE/SBE GOAL:

% DBE	0
% Small Business	0

Director of Small Business Development:	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	November 22 2024

DBE/EE Manager	Adonis Charles Expose
Signature	<i>Adonis Charles Expose</i>
Date	November 22 2024

H. Information Technology Dept. vetting.

IT Director	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	11/22/2024 8:25 PM

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

Department Head	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	November 19 2024

Chief	Dwight Daniel Norton
Signature	<i>Dwight Daniel Norton</i>
Date	November 22 2024

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Director of Procurement	Ronald Gerard Baptiste
Signature	<i>Ronald Gerard Baptiste</i>
Date	November 22 2024

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.

	Required if Total Cost above \$15K
Chief Financial Officer	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	November 22 2024

	Required if Total Cost above \$50K
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	November 25 2024