



**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 **#107402** 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:

<b>MANUFACTURER</b>	
Manufacturer Name	<b>NewFlyer</b>
Manufacturer Address	<b>7001 UNIVERSAL COACH DRIVE, LOUISVILLE KY 40258</b>
Manufacturer's Dealer/Representative	<b>NEWFLYER</b>
Dealer/Representative address and Phone	<b>KIM WATTS 502-498-4610</b>

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

<b>DESCRIPTION</b>	
Materials/Services/Product	<b>NewFlyer</b>
Estimated Cost	<b>\$1,120,000.00</b>
Required Delivery Date	<b>July 31, 2023</b>

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

**Proprietary parts for the bus fleet.**

5. Reason for sole-source

**Patent, copyright, or proprietary data limits**

**(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  
Patents or Restricted Data Rights**

**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 #	72
Name	DOHERTY, ANGELA J
Title	MANAGER OF INVENTORY CONTROL
RTA Extention	8405

DOHERTY, ANGELA J

June 27, 2023

**Requestor**

**Date**

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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: #Jacques Robichaux**

Jacques Robichaux Sr.

July 12 2023

**Signature**

**Date**

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**B. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

**Director of Grants/ Federal Compliance : Ron Baptiste**

**Signature**

**Date**

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

Additional Safety Requirements Attached

**Chief: Michael J Smith**

Michael J Smith

July 17 2023





Signature

Date

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**Risk Management:**

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

**Risk Management Analyst:** Marc Popkin

Marc Popkin

Signature

July 18 2023

Date

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**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	

**Estimated Amount:** \$1,120,000.00

**Total Estimated Cost:** \$1,120,000.00

**Funding Type:** Local

Federal Funding	State	Local	Other
		\$1,120,000.00	
Projected Fed Cost	State	Local	Other
		\$1,120,000.00	

FTA Grant IDs	Budget Codes
	1.1030.103





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**Budget Analyst:** Budget Team (All budget analysts)

Tiffany Gournier

Signature

July 14 2023

Date

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**E. DBE/SBE GOAL:**

0	% DBE
0	% Small Business

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

Adonis C Expose

Signature

July 18 2023

Date

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

Adonis C Expose

Signature

July 18 2023

Date

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**F. Information Technology Vetting:**

**IT Director:** Sterlin Stevens

Sterlin Stevens

Signature

July 18, 2023

Date

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

**Chief:** #Ryan Moser

Ryan moser

Signature

July 16 2023

Date

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**Director of Procurement:** Ronald Baptiste Jr.

Ronald Gerard Baptiste

Signature

July 18 2023

Date

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**Chief Financial Officer::** Gizelle Banks

Gizelle Johnson-Banks

Signature

July 18 2023

Date

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**Chief Executive Officer::** Lona E. Hankins

Lona Edwards Hankins

Signature

July 18 2023

Date