



**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 **#RTAR_00282** 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	Canon Financial Services, Inc
Manufacturer Address	14904 Collections Center Drive, Chicago, IL 60693-0149
Manufacturer's Dealer/Representative	Davis Ruddock
Dealer/Representative address and Phone	truddock@csa.canon.com; 504-920-0745

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

DESCRIPTION	
Materials/Services/Product	Canon Financial Services, Inc
Estimated Cost	\$292,712.00
Required Delivery Date	November 24, 2023

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

The renewal takes advantage of the current contract terms and conditions for continuity of extremely reliable service. The contract continuation upgrades RTA printer fleet and software, adds two locations (Carrollton and the Money Counting Room), upgrades to uniflow print management server and adjusts to an increased average monthly use rate.

Continuing with Canon ensures high printer service at all facilities RTA seeks to update the current printer fleet and renewal will update all of the RTA's devices with the latest in Canon's award-winning device line-up. The



contract updates the management server and adds to the Canon support services. The contract renews the Uniflow software which ensures a secure and efficient print environment.

To receive updated printer/copier fleet, software/hardware support, and software security support would result in substantial duplication costs.

The current 48 month contract (contract 0800021-001) ending 11/2023 was based off targeted, average monthly use to which RTA struggled to stay within bounds. RTA requests additional funds to pay for the open invoices to cover the contract overage balance amounts. The PO accounted for the monthly charge at a fixed rate for 'x' amount of print/copies per b/w or color. The PO value did not include any overages. There were overages and added taxes. Overages ate into the PO, and we are at the end without the funds available in the PO to pay for the final months.

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
Substantial Duplication Costs

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 #	129
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

November 17, 2023

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 Stevens**

Sterlin Stevens

Signature

November 17 2023

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

November 21 2023

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

November 21 2023

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	

Estimated Amount: \$292,712.00

Total Estimated Cost: \$292,712.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$292,712.00	
Projected Fed Cost	State	Local	Other
		\$292,712.00	

FTA Grant IDs	Budget Codes
	01-2900-02-9771-181-00-00-00000-00000

Budget Analyst: Eugenie Fenerty

Eugenie Fenerty

Signature

November 20 2023

Date

E. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development:

Adonis Charles Expose

Adonis Charles Expose

Signature

November 21 2023

Date

DBE/EEO Compliance Manager::

Adonis Charles Expose

Adonis Charles Expose

Signature

November 21 2023

Date

F. Information Technology Vetting:



IT Director: **Sterlin Stevens**

Sterlin Stevens

November 22, 2023

Signature

Date

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

Chief: **Dwight Daniel Norton**

Dwight Daniel Norton

November 21 2023

Signature

Date

Director of Procurement: **Ronald Gerard Baptiste**

Ronald Gerard Baptiste

November 22 2023

Signature

Date

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

Gizelle Johnson-Banks

Gizelle Johnson-Banks

November 23 2023

Signature

Date

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

Lona Edwards Hankins

Lona Edwards Hankins

November 27 2023

Signature

Date