



2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority
Finance Committee
Meeting Agenda - Final

Thursday, April 10, 2025

11:00 AM

RTA Board Room

The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held in person on Thursday, April 10, 2025 at 11:00 a.m. Meetings start at the scheduled time, but may be delayed until a quorum of the Commissioners is present. The agency's website will stream the in-person meeting live, and wearing masks in the boardroom is optional.

Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: rtaboard@rtaforward.org prior to the meeting; or 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.

This meeting is accessible to persons with disabilities. To help assure availability, modifications or accommodations linked to a disability must be requested 72 hours before the meeting or hearing. Please direct requests for public meeting accommodations to the Office of Board Affairs, 2817 Canal Street, NOLA 70119, or call 504-827-8341 or by email (rtaboard@rtaforward.org).

1. Call To Order

2. Roll Call

3. Consideration of Meeting Minutes (from March 13, 2025)

[Finance Meeting Minutes - March 13, 2025]

[25-047](#)

4. Committee Chairman's Report

5. Chief Executive Officer's Report

6. Chief Financial Officer's Report

7. DBE Report

8. Chief Planning and Capital Project Officer's Report**9. Procurements**

A. Authorizations:

Pest Control Services [25-033](#)

FY 2025 Trapeze Software Support [25-040](#)

Carrollton Wheel Press Upgrade [25-042](#)

B. Ratifications:

Authorize to ratify contract award to Ron Turley Fleet Management System [25-041](#)

10. New Business**11. Audience Questions & Comments****12. Adjournment**



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 25-047

Finance Committee

[Finance Meeting Minutes - March 13, 2025]



2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority Finance Committee

Meeting Minutes - Draft

Thursday, March 13, 2025

11:00 AM

RTA Board Room

The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held in person on Thursday, March 13, 2025 at 11:00 a.m. Meetings start at the scheduled time, but may be delayed until a quorum of the Commissioners is present. The agency's website will stream the in-person meeting live, and wearing masks in the boardroom is optional.

Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: rtaboard@rtaforward.org prior to the meeting; or 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.

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1. Call To Order

2. Roll Call

Commissioner's Present: Commissioner Colin, Commissioner Moore and Commissioner Walton

Present: Art Walton and Louis Colin

Absent:

3. Consideration of Meeting Minutes

Commissioner Colin moved and Commissioner Moore seconded to approve the Meeting Minutes of the Finance Committee dated February 13, 2025. The motion was approved unanimously.

A motion was made by Commissioner Colin, seconded by Moore and approved. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

[Finance Meeting Minutes - February 13, 2025]

[25-029](#)

4. Committee Chairman's Report

None.

5. Chief Executive Officer's Report

The CEO presented the monthly Chief Executive Officer's Report. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

The CEO announced that Transit Appreciation Day is Tuesday, March 18, 2025, lunch will be served in the breezeway. The CEO also mentioned that the agency a letter from DOT regarding Federal Grants. The letter did not give any specific dates, and staff was in the processing of determining if this would affect any grants that were already awarded by FTA. In response to a question from Commissioner Moore, the CEO stated that this will not affect any operational services, but this could affect Capital Projects such as the Algiers Ferry Project.

6. Chief Financial Officer's Report

The Chief Financial Officer presented the monthly Report. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

Following the presentation, Commissioner Walton inquired about the restoration of service after the snow event. The CEO answered that the RTA fully operate until Sunday after the snowstorm. In response to another question from Commissioner Walton, the CFO stated that the payment on the Series A Bonds was once a year and the payment on the Series B Bonds was going to take place in June.

7. DBE Report

The monthly DBE Report was presented. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

Following the report, Commissioner Moore asked to include a slide that includes the amount that the RTA has paid out to the DBE/SBE Contractors.

8. Chief Planning and Capital Project Officer's Report

The monthly Chief Planning and Capital Project Officer's Report was presented. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

It was stated that stated that some of these Capital Projects may have some interruptions

regarding funding, but there are things that staff can do to keep these projects on schedule. With regards to the following projects, it was stated that a water leak was detected stopping the installation of the Shelter located on Elysian Fields and Claiborne. There is a staff member that inspects shelters and works in conjunction with the City Of New Orleans Homeless Department. The consultants should have preliminary dates for the move of the bus fleet to ENO by the end of April. The Fare Modernization applies to Streetcars, Transit Vehicles and Ferries.

9. Five Year Capital Improvement Plan

A motion was made by Commissioner Colin, seconded by Moore and approved. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

5-Year Capital Investment Program 2025-2029

[25-027](#)

The 5-Year Capital Investment Program 2025-2029 Report was presented. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

Commissioner Colin moved and Commissioner Moore seconded to approve the 5-Year Capital Investment Program 2025-2029 Report. The motion was approved unanimously.

Enactment No: 25-018

10. Informational Report

2024 Annual Fare Report

[25-025](#)

The 2024 Annual Fare Report was presented. This report can be found in the PowerPoint Presentation for the Finance Committee Report.

In response to a question from Commissioner Colin, it was stated that in 2020 some restructuring was made to the fares during COVID, to give people incentives to ride transit. The original \$1.25 fare has been in place since 1999. There are no discounts given for the use of mobile devices.

11. Procurements

A. Authorizations:

Purchase of Canal and Riverfront Streetcar Tires

[25-022](#)

Ronald Baptiste stated that this procurement was reduced by 1/3 and both responders has done business with the RTA before.

Commissioner Moore moved and Commissioner Colin seconded to approve the Purchase of Canal and Riverfront Streetcar Tires. The motion was approved unanimously.

A motion was made by Moore, seconded by Commissioner Colin and approved. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

Enactment No: 25-015

Outside Counsel Legal Services

[25-024](#)

In response to Commissioner Colin, Lona Hankins stated that the General Counsel for the Board is not included in this procurement.

Yolanda Rodriguez stated according to Commissioner Neal the General Counsel for the Board will be discussed at the Board Retreat.

Commissioner Colin moved and Commissioner Moore seconded to approve Outside Counsel Legal Services. The motion was approved unanimously.

This Resolution was approved.

Enactment No: 25-017

RTA Insurance Brokerage Services for Property and Casualty Coverages

[25-028](#)

Commissioner Moore moved and Commissioner Colin seconded to approve the RTA Insurance Brokerage Services for Property and Casualty Coverages. The motion was approved unanimously.

A motion was made by Moore, seconded by Commissioner Colin and approved. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

Enactment No: 25-019

B. Amendments:

Change Order Request- Carr, Riggs, & Ingram Contract (RFQ2019-021)

[25-023](#)

Commissioner Colin moved and Commissioner Moore seconded to approve the Change Order for Carr, Riggs, & Ingram. The motion was approved unanimously.

A motion was made by Commissioner Colin, seconded by Moore and approved. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

Enactment No: 25-016

12. New Business

None.

13. Audience Questions & Comments

None.

14. Adjournment

Commissioner Colin moved and Commissioner Moore seconded to adjourn the Finance Committee Meeting of March 13, 2025. The motion was adjourned unanimously.

A motion was made by Commissioner Colin, seconded by Moore and adjourned. The motion carried by the following vote:

Aye: Chairperson Walton, Commissioner Colin and Moore

Absent:

[03.13.25 Fin Committee Meeting PowerPoint Presentation]

25-035



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 25-033

Finance Committee

Pest Control Services

DESCRIPTION: Contract/Purchase Order to AI's Pest Control Service Inc.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

To authorize the Chief Executive Officer to award a four-year contract to the successful bidder AI's Pest Control Service Inc. regarding IFB No.2025-006 for pest control services in the amount not exceeding \$178,568.00.

ISSUE/BACKGROUND:

The agency's pest control contract expired in October 2024, and since then, pest control services have been provided on a month-to-month basis by AI's Pest Control Service Inc. As the current arrangement is temporary, the Agency now requires a formal contract to ensure ongoing pest control services for its facilities, buses and streetcars. To address this need, the Agency issued a solicitation request through IFB 2025-006.

DISCUSSION:

AI's Pest Control Service Inc. is the successful bidder to properly provide pest control services at all RTA property locations. The Regional Transit Authority (RTA) requested proposals from qualified contractors to provide pest control services, including all supervision, labor, materials, and equipment necessary , and pesticide application components at each of its locations: Napoleon Facilities, Canal Street Facility, East New Orleans Facility and Carrollton Facility. These services will also cover the agency's fleets of buses, and streetcars.

FINANCIAL IMPACT:

This multi-year contract will be in the amount of \$178,568.00 through account code 01-2843-99-7610 -124-89-00-00000-00000 (\$44,642.00 yearly) based on Pest Control Services IFB Number 2025-006.

NEXT STEPS:

Upon RTA Board approval, staff will issue a notice to proceed with AI's Pest Control Service Inc. and initiate the services.

ATTACHMENTS:

1. Board Resolution

2. Bid Summary IFB 2025-006
3. Unit Price Form
4. Scope of Work
5. Cost Estimate

Prepared By: Shirelle LaMothe-Lodge
Title: Facility Manager

Reviewed By: Ryan Moser
Title: Chief Asset Management Officer

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

3/24/2025

Date



RESOLUTION NO. _____

FILE ID NO. 25-045

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO AWARD A CONTRACT TO AL'S PEST CONTROL SERVICE INC. FOR
PEST CONTROL SERVICES**

Introduced by Commissioner _____, seconded by Commissioner
_____.

WHEREAS, the Chief Executive Officer of the RTA has the need to award a contract to Al's Pest Control Service Inc. for pest control services; and

WHEREAS, the agency recognizes the importance of maintaining a clean, safe, and hygienic environment for the well-being of employees, customers, and visitors; and

WHEREAS, the agency has determined that pest control services are necessary to address and prevent any potential pest-related issues within the premises of the RTA facilities; and

WHEREAS, in response to the Invitation to Bid (IFB 2025-006), Al's Pest Control Service Inc. was identified as a reasonable and responsive bidder, providing all required documentation; and



RESOLUTION NO. _____

Page 2

WHEREAS, funding for the contract is made available through account code 01-2843-99-7610-127-89-00-00000-00000, with a total cost not to exceed **ONE HUNDRED SEVENTY-EIGHT THOUSAND FIVE HUNDRED SIXTY-EIGHT DOLLARS (\$178,568.00)** for a total of 4 years; and

NOW, THEREFORE, BE IS RESOLVED, by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, is authorized to award a 4-year contract to Al's Pest Control Service Inc. for pest control services.

THE FOREGOING WAS READ IN FULL; THE ROLL CALL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

AND THE RESOLUTION WAS ADOPTED ON THE Choose an item. **DAY OF APRIL, 2025.**

FRED A. NEAL, JR.

CHAIRMAN

RTA BOARD OF COMMISSIONERS



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301
504.827.8300
www.norta.com

PROCUREMENT SUMMARY - IFB 2025-006

REQUIREMENTS

Approval of the Board is required for this solicitation for Pest Control Services. There was no DBE goal established for this solicitation per the RTA Routing Sheet.

Procurement Policy:

The Independent Cost Estimate for this procurement is \$186,447.00, which exceeds the Small Purchase threshold of \$25,000.00 therefore in compliance with the Regional Transit Authority of New Orleans Procurement Policies and Procedures Manual, Section VII.B. This procurement shall be conducted through formal advertising (competitive means).

Procurement Method:

More than one responsive and responsible offeror can meet the solicitation requirements. Specifications furnished by the user department are complete, adequate, precise and realistic. No discussions or negotiations will be needed to address technical requirements, award will be made on lowest responsible/responsive bidder. Therefore, the IFB method of solicitation is selected as the method of procurement.

SOLICITATION

Invitation for Bids (IFB) No. 2025-006 Public Notice was published in The Advocate, RTA's website, & RTA's Procureware site. The Public Notice and the IFB 2025-006 bid documents were posted on the RTA website beginning 1/16/2025. The IFB submittal deadline was 2/24/2025 at 1:00pm.

IFB SUBMITTAL

Bid Opening was held on February 24, 2025, at 1:00pm.

Required documents included: Unit Price Form, Certificate on Primary Debarment, Buy America Certificate for Compliance or Buy America Certificate for Non-Compliance, Non-Collusion Affidavit, Certificate Regarding Debarment (Lower Tier), Certification of Restrictions on Lobbying, and Participant Information Form.

DETERMINATION

There were two (2) bids received, and both were determined reasonable and responsive and provided all required documentation.

SUBMITTAL ANALYSIS

Respondents

Maxx Pro Pest Solutions
Al's Pest Control Service Inc.

Pricing

\$75,610.00 (4 years = \$298,440.00)
\$44,642.00 (4 years = \$178,568.00)

Prices are determined to be fair and reasonable based on competition.

SUMMARY

Based on the information above, the bids received were prepared and sent to the Procurement Department for further review. The requesting department wishes to proceed with the lowest reasonable and responsive bidder, Al's Pest Control Service Inc., for this bid, IFB 2025-006.

An Administrative Review Form was prepared by Leah McCraw, Contract Administrator.

Procurement department: Recommend award be made to the lowest responsive/responsible bidder, Al's Pest Control Service Inc.

Recommendation submitted to April 2025 Board of Commissioners for approval. **Board approval required.**



UNIT PRICE FORM

SOLICITATION NUMBER: 2025-006

DESCRIPTION: Pest Control

OPEN DATE: 1/16/2025

DUE DATE: 2/16/2025

LINE	ITEM DESCRIPTION	UOM	QTY	UNIT COST	TOTAL COST (annual rate)
1	<u>Termite & Pest Control Services at the following locations:</u> 1. 419 Napoleon Avenue, New Orleans, LA, 70115 (Warehouse) 2. 403 Napoleon Avenue, New Orleans, LA, 70115 (Warehouse) 3. 2817 Canal St. (Administrative Office & Streetcar Barn) 4. 3900/3901 Desire Parkway, New Orleans, LA 70126 (Garage & Administrative Offices) 5. 8201 Willow Street, New Orleans, LA 70118 (Streetcar Shop)	Biweekly	26		
2	<u>Public Transportation Vehicles:</u> <i>*Numbers below are subject to change</i> 1. One-hundred eighteen (118) standard buses 2. Eighty-four (84) supported vehicles (SUV's Pickup Trucks, etc.) 3. Sixty-one (61) Para-Transit vehicles (Disability Accessible Vans)	Biweekly	26		

TOTAL BASE BID:

VENDOR NAME: _____

VENDOR ADDRESS: _____

NAME OF AUTHORIZED SIGNATORY: _____

TITLE OF AUTHORIZED SIGNATORY: _____

SIGNATURE OF AUTHORIZED SIGNATORY: _____

DATE: _____

1.1 SCOPE

The Regional Transit Authority of New Orleans (RTA) is seeking qualified vendors to provide Pest Control Services on a bi-weekly basis. The selected Contractor shall provide pest control services for general pests, rodents, termites, etc. for facilities and public transportation vehicles. The contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components. The contractor shall provide detailed, site specific recommendations for modifications necessary to achieve pest prevention. Requested services shall be performed at the following locations:

1. Napoleon Facility a. 419 Napoleon Ave. New Orleans, LA 70115
b. 403 Napoleon Ave. New Orleans, LA 70115
2. Canal Steet Facility a. 2817 Canal St. New Orleans, LA 70119
3. East New Orleans (ENO) Facility a. 3900 – 3938 Desire Pkwy. New Orleans, LA 70126 (Garage & Administrative Building)
4. Carrollton Facility a. 8201 Willow St. New Orleans, LA 70118

The contractor shall provide comprehensive pest control services, including, but not limited to:

Inspection:

- Monthly inspections of all areas (classrooms, kitchens, storage, offices, playgrounds, and other facilities) to identify and address any signs of pest activity.

Treatment:

- Implement appropriate, eco-friendly, and safe treatments for pests commonly found in similar environments, including:
 - i. Rodents (mice, rats)
 - ii. Insects (cockroaches, ants, flies, spiders)

iii. Other pests as needed (e.g., termites, bed bugs, fleas, etc.)

Preventative Measures:

- Implement pest exclusion techniques and sanitation recommendations to prevent infestations. This may include sealing entry points, removing potential nesting sites, and recommending improvements for facility cleanliness.

Emergency Response:

- Provide on-call emergency response for any pest outbreaks requiring immediate attention.

Initial Inspection

- If necessary, the Contractor should coordinate with RTA to conduct a thorough, initial inspection of each facility and public vehicles within the agreed-upon number of working days after the effective date of the contract. The purpose of the initial inspection is for the Contractor to identify problem areas and any equipment and

structural features that contribute to pest infestations. The initial inspection shall be conducted by a representative or employee of the Contractor.

- Access to the building space shall be coordinated by RTA. RTA will inform the Contractor of any restrictions or areas requiring special scheduling. RTA has oversight of the custodial staff to ensure that sanitation practices and building maintenance procedures associated with proper pest control are accomplished and will interact with staff to ensure that pest sightings and other pest control-related issues are promptly brought to the attention of the appropriate RTA personnel and the Contractor.

Pest Control Plan

- a. A service schedule for each building or site which shall be approved by RTA before services are initiated.
- b. A description of any structural or operational changes that would facilitate the pest control effort.
- c. A verbal or written communication of the representative who will be performing on-site service(s) under contract prior to arrival.
- d. It shall be the Contractor's responsibility to carry out work according to the approved Pest Control Plan for each site (building and vehicles). The Contractor shall receive the concurrence of RTA personnel before implementing any changes to the approved Pest Control Plan.

Manner and Time to Conduct Service

- The Contractor shall perform routine pest control services that do not adversely affect occupant health or productivity. The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing.
- The Contractor shall determine and provide additional protection equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used.

Special Request and Emergency Service

- On occasion, the Operations Manager may request the Contractor to perform corrective, special, or emergency service(s) that are beyond the routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. If such services cannot be completed within one working day, the Contractor shall immediately notify the Operations Manager and indicate the anticipated completion date.

Safety and Health

- All work shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
- The Contractor shall assume full responsibility and liability for compliance with all applicable regulations about the health and safety of personnel during the execution of work.

Program Evaluation

- The contracting agency reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies.

Pest/Termite	
Year Purchased	Total Cost
2020	\$176,440.00
Current 2024 estimated cost	\$186,440.00

Facility	Service
419 Napoleon	Termite Control/Pest Control
403 Napoleon	Termite Control/Pest Control
Canal/Canal SIS	Termite Control/Pest Control
ENO	Termite Control/Pest Control
(Garage)	
ENO	Termite Control/Pest Control
(Admin)	
Carrollton	Termite Control/Pest Control
Public Transportation	Termite Control/Pest Control

Facilities	Yearly Total
Napoleon	\$16,992.00
Canal	\$17,396.00
ENO	\$22,720.00
Carrollton	\$16,372.00
Public Transportation	\$102,960.00
Four-Year Total 176,440.00	

Control
Pricing notes
historical pricing
current estimated cost with inflation pricing 5.66% increase

Frequency
Bi-Weekly
Bi-Weekly
Bi-Weekly
Bi-Weekly
Bi-Weekly
Bi-Weekly
Bi-Weekly



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 25-040

Finance Committee

FY 2025 Trapeze Software Support

DESCRIPTION: Support Maintenance Contract for Trapeze Software	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to approve a one-year support maintenance contract for Trapeze software. The request is not to exceed the amount of \$191,290.20.

ISSUE/BACKGROUND:

Trapeze software is used to develop and plan schedules, route vehicles, and schedule operator work time for fixed-route operations. For Paratransit operations, Trapeze tracks client information, schedules, reservations, manage active trips, and develop vehicle manifests.

Originally contracted between Trapeze Software and Transit Management Authority of Southeast Louisiana (TMSEL), the RTA continues to utilize the software and maintenance support services available for the hardware and software installed in fixed-route and paratransit vehicles.

Historic support activities are Board Approvals for Resolution #21-098 Trapeze Support Software Maintenance covering annual fees for 2021 and 2022 at a total cost of \$310,000.00; Resolution #23-023 Trapeze Maintenance Contract for 2023 annual fees for a total cost of \$162,446.00; and Resolution #24-012 Trapeze Maintenance Contract for 2024 annual fees for a total cost of \$158,051.00.

In 2024 the agreements went co-terminus to reduce invoicing and agreement renewals. An audit by Trapeze in 2024 found RTA support maintenance fixed-route peak vehicle count was greater than that found in the 2024-2025 Trapeze license and maintenance agreement. In December 2024, Change Order 1 (CO1) was completed to account for the correct number of peak vehicles for an increase of \$39,320.00. In February 2025, Trapeze informed RTA additional increases to maintenance modules should have been included in CO1 as part of the license uplift. Change Order 2 (CO2) was issued for a cost of \$15,811.00 to cover this supplemental uplift. The combined value of CO1 and CO2 was \$52,531.00 for 2024 maintenance contract for a total revised value of \$210,582. The additional funds were paid for from contingency in IT's annual operating budget.

DISCUSSION:

For 2025, staff has been able to reduce costs from the amended 2024 total by identifying several components that are no longer needed without any loss of functionality to the agency for a projected cost of \$191,821.20. The software subscriptions and maintenance extend the current maintenance

plan for 12 months. The subscription term is scheduled from 4/1/2025 to 3/31/2026 and paid annually.

The maintenance contract has been procured as a sole source, due to the specialized nature of the software and the amount of time and training currently invested in this system. RTA expects to continue procurement as a sole source for the 2026 renewal.

FINANCIAL IMPACT:

The subscriptions will be funded from the following sources from IT Departments approved annual operating budget:

Paratransit \$87,588 - 01-2900-02-7140-021-05-00-00000-00000

Fixed Route \$103,702.20 - 01-2900-02-7140-021-13-00-00000-00000

The total cost is not to exceed \$191,290.20

NEXT STEPS:

With Board approval, staff will assign a purchase order and complete the project.

ATTACHMENTS:

1. Resolution
2. Procurement summary / Routing sheet
3. NORTA - 2026 Quote
4. NORTA License Uplift Letter_Dec 20 2024
5. NORTA License Uplift Letter_Feb 3, 2025
6. PO_915059_2
7. Trapeze CO2 Approval 3.19.2025
8. Trapeze CO1 Approved 1.7.2025

Prepared By: Doris O'Sullivan
Title: Senior Project Manager of Information Technology

Reviewed By: Dwight Norton
Title: Chief Planning & Capital Projects Officer

Reviewed By: Gizelle Johnson-Banks
Title: Chief Financial Officer

A handwritten signature in black ink, appearing to read "Lona Hankins". The signature is fluid and cursive, with the first name "Lona" being more prominent and the last name "Hankins" following in a similar style.

Lona Hankins
Chief Executive Officer

4/2/2025

Date



RESOLUTION NO. _____

FILE ID NO. 25-040

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO AWARD A MAINTENANCE CONTRACT TO
TRAPEZE SOFTWARE GROUP INC FOR FY 2025**

Introduced by Commissioner
_____, seconded by Commissioner
_____.

WHEREAS, the Trapeze software is used to develop and plan schedules, route vehicles, and schedule operator work time for fixed-route operations. It is also used to track client information, schedules and reservations, develop vehicle manifests, and manage active trips for paratransit operations; and

WHEREAS, originally contracted between Trapeze Software and Transit Management Authority of Southeast Louisiana (TMSEL), the RTA continues to utilize the software and maintenance support services available for the hardware and software installed in fixed-route and paratransit vehicles; and

WHEREAS, the most recent historic support activities are Board Approvals for Resolution #21-098 Trapeze Support Software Maintenance covering annual fees for 2021 and 2022 at a total cost of \$310,000.00; Resolution #23-023 Trapeze Maintenance Contract for 2023 annual fees for a total cost of \$162,446.00, and Resolution #24-012 Trapeze Maintenance Contract for 2024 annual fees for a total cost of \$158,051.00. In 2024 the agreements went co-terminus to reduce invoicing and agreement renewals; and



WHEREAS, The total 2024 costs were increased to \$220,582 through two change orders of combined value of \$52,531a as a result of an audit by Trapeze in 2024 found RTA was utilizing more peak vehicles and Trapeze had accidentally omitted fees from the original quote and authorized funds; and

WHEREAS, the software subscriptions coverage period extends the current maintenance fiscal year plan into 2026 scheduled from 4/1/2025 to 3/31/2026. Software paid annually with a 2025 projected cost of \$191,290.20. Originally procured via Sole Source, RTA expects to continue procurement as a Sole Source. It is expected to continue as a Sole Source procurement for the 2026 renewal; and

WHEREAS, the subscriptions will be funded from the following funding sources in the annual operating budget:

Paratransit: \$87,588.00 from account code 01-2900-02-7140-021-05-00-00000-00000

Fixed Route: \$103,702.20 from account code 01-2900-02-7140-021-13-00-00000-00000

The total amount for 2025 maintenance contract is **not-to-exceed ONE-HUNDRED NINETY-ONE THOUSAND TWO HUNDRED AND NINETY DOLLARS AND TWENTY CENTS (\$191,290.20)**; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or their designee, is authorized to execute a 12-month contract with Trapeze Software Group Inc.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301

504.827.8300

www.norta.com

AND THE RESOLUTION WAS ADOPTED ON THE 22TH OF APRIL 2025.

FRED A. NEAL, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS



Software Support Quote

New Orleans RTA
 Attn: Sterlin Stevens (sstevens@rtaforward.org)
 2817 Canal Street
 New Orleans, LA
 70019
 US

Quote PRO-25-105-136A
 Date March 14, 2025
 Customer ID
 Contract No.
 Due date Upon Receipt
 Contract type
 Project No

Purchase Order No : Request for PO		
<u>Coverage period 4/1/2025 - 3/31/2026</u>		
PASS MON	\$17,753.00	
INFO IVR Server - PASS	\$27,475.00	
PASS CERT	\$8,545.00	
PASS	\$33,815.00	
FX/BB	\$75,807.90	
Google FX	\$7,153.65	
TSDE	\$20,740.65	
Annual Maintenance Total	\$191,290.20	
<u>One-time Maintenance Adjustment Due to Operational Characteristics Increase</u>		
FX/BB	\$21,781.00	
Google FX	\$2,269.00	
Maintenance Uplift Total	\$24,050.00	
Subtotal	\$215,340.20	
State Tax		
Total Payable in USD		\$215,340.20

Please make payment to following:

Lockbox
 Trapeze Software Group
 P.O.Box 202528
 Dallas, TX 75320-2528
 USA

For billing inquiries contact:
trapezebilling@trapezegroup.com
 Toll Free: 1-800-265-3617 Ext. #5
 Local: 905-629-8727

Interest may be charged on
 overdue amounts not paid by the
 specified due date.



**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	Trapeze Software License and Maintenance Agreement
Manufacturer Address	5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402
Manufacturer's Dealer/Representative	Ravi Gidda
Dealer/Representative address and Phone	6472925847; ravi.gidda@trapezegroup.com

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

DESCRIPTION	
Materials/Services/Product	Trapeze Software License and Maintenance Agreement
Estimated Cost	\$191,290.20
Required Delivery Date	March 24, 2025

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

Trapeze - Annual License and Maintenance Renewal. Continuation of annual software support to fixed and mobility services vehicles.

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 #	263
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

March 18, 2025

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

March 19 2025

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

March 19 2025



Signature

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

March 19 2025

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: \$191,290.20

Total Estimated Cost: \$191,290.20

Funding Type: Local

Capital/Grant Project ID:

Federal Funding	State	Local	Other
		\$191,290.20	
Projected Fed Cost	State	Local	Other
		\$191,290.20	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-021-05-00-00000-00000
	01-2900-02-7140-021-13-00-00000-00000



Budget Analyst: **Erin Ghalayini**

Erin Ghalayini

Signature

March 19 2025

Date

E. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development:

Adonis Charles Expose

Adonis Charles Expose

Signature

March 19 2025

Date

DBE/EEO Compliance Manager::

Adonis Charles Expose'

Adonis Charles Expose'

Signature

March 19 2025

Date

F. Information Technology Vetting:

IT Director: **Sterlin J Stevens**

Sterlin J Stevens

Signature

March 19, 2025

Date

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

Chief: **Dwight Daniel Norton**

Dwight Daniel Norton

Signature

March 19 2025

Date

Director of Procurement: **Ronald Gerard Baptiste**

Ronald Gerard Baptiste

Signature

March 19 2025

Date

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

Gizelle Johnson Banks

Gizelle Johnson Banks

Signature

March 20 2025

Date



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

Lona Edwards Hankins

Lona Edwards Hankins

Signature

March 20 2025

Date



**New Orleans Regional Transit Authority (“NORTA”)
Letter of Operational Characteristics License
Increase - MPS**

December 20, 2024

Trapeze Software Group, Inc.
5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402

Ravi Gidda, Account Manager, MPS
Tel: (647) 292-5847
Email: ravi.gidda@trapezegrup.com



Cover Letter

December 20, 2024

Attention: Doris O'Sullivan, Senior Project Manager of Information Technology
Phone: (512) 389-7446
Email: dosullivan@rtaforward.org

Letter of Operational Characteristics License Increase - MPS

Dear Doris,

Trapeze Software Group, Inc. ("Trapeze") is pleased to provide New Orleans Regional Transit Authority ("NORTA") with this letter which outlines the details and costs for the license increase to your Trapeze Mobility Planning & Scheduling (MPS) suite of products.

During a recent audit of NORTA's operational characteristics for MPS software products, Trapeze and NORTA recognize the actual peak vehicles operating today are higher than the licenses provided in the relevant Software License and Maintenance Agreements (SLA/SLMA as applicable):

- FX – SLA dated June 26, 1996
- BlockBuster – SLMA dated August 8, 2013
- Google Export – SLA dated July 15, 2004 as amended on July 7, 2011

As agreed, a license uplift via contract amendment to each of the above contracts will be entered into to bring the licenses up to NORTA'S current operational characteristics and additional peak vehicles have been included to accommodate the NORTA'S growth of fleet. Due to the correlation between License and Maintenance, annual maintenance costs will also be affected.

Attachment 1 includes the Pricing Summary which pricing is valid for 30 days.

We look forward to receiving the contract amendment within the next 30 days. If you have any questions or require additional information, please do not hesitate to contact me.

Yours very truly,

A handwritten signature in black ink, appearing to read "Ravi", with a stylized flourish at the end.

Ravi Gidda, Account Manager

(t) +1 647-292-5847 (e) ravi.gidda@trapezegroup.com

Portions of this document are proprietary and confidential to Trapeze and shall not be further disclosed, disseminated, copied, or duplicated unless expressly approved in writing by Trapeze.

Attachment 1

Pricing Summary

Below we have identified the one-time costs associated with the operational characteristics license uplift to 125 peak vehicles ("PV's") required today.

Pricing Summary

One-time License Increase costs

Description	Operational Characteristics: Licensed Today	Number of Licenses to be Added	Operational Characteristics: New Total Post Amendments ¹	Cost for Additional Licenses
FX	85 PV's	40	125 PV's	\$31,500 ²
BlockBuster	90 PV's	35	125 PV's	
GTFS (Google Export)	87 PV's	38	125 PV's	\$5,250
TOTAL LICENSE AMOUNT				\$36,720

*Annual Maintenance Cost Increase based on license Increase

Description	Operational Characteristics: New Total Post Amendments	Increase in annual Maintenance Cost ³
FX	125 PV's	No change
BlockBuster	125 PV's	
GTFS (Google Export)	125 PV's	\$2,600
TOTAL MAINTENANCE AMOUNT		\$2,600

Total Amount Due

Description	Increase Amount
License Increase total listed above	\$36,720
Maintenance Increase total listed above	\$2,600
Total Amount Due	\$39,320

Assumptions:

1. The pricing contained in this pricing summary will be effective upon amendment execution.
2. All costs are USD.
3. The License costs listed is a one-time cost.
4. Pricing does not include any applicable taxes.

5. Software listed above are to be amended. All other MPS software licenses not listed above, are not affected.
6. TSDE licenses will not be affected as TSDE is currently licensed for up to 150 peak vehicles.
7. Pricing is valid for 30 days.
8. ¹This reflects total licenses in use upon execution of amendments
9. ²Please note: FX and BlockBuster licenses are now incurred as one cost, as a combined solution.
10. ³The annual maintenance fee will be the result of the license fee, based on the peak number of vehicles at the maintenance anniversary date, multiplied by the license fee percentage, all according to the standard Trapeze price list at the time.

“
Here for the journey is more than our tagline – It’s our commitment to you. Our value is in our ability to address your needs and please your riders. We always strive to do both.

Thank you for taking the time to review this proposal. Please reach out to us with any questions or comments. Your feedback is always appreciated.



**New Orleans Regional Transit Authority (“NORTA”)
Letter of Operational Characteristics License
Increase - MPS**

February 3, 2025

Trapeze Software Group, Inc.
5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402

Ravi Gidda, Account Manager, MPS
Tel: (647) 292-5847
Email: ravi.gidda@trapezegrup.com



Cover Letter

February 3, 2025

Attention: Doris O'Sullivan, Senior Project Manager of Information Technology
Phone: (512) 389-7446
Email: dosullivan@rtaforward.org

Letter of Operational Characteristics License Increase - MPS

Dear Doris,

Trapeze Software Group, Inc. ("Trapeze") is pleased to provide New Orleans Regional Transit Authority ("NORTA") with this letter which outlines the details and costs for the license increase to your Trapeze Mobility Planning & Scheduling (MPS) suite of products.

During a recent audit of NORTA's operational characteristics for MPS software products, Trapeze and NORTA recognize the actual peak vehicles operating today are higher than the licenses provided in the relevant Software License and Maintenance Agreements (SLA/SLMA as applicable):

- FX – SLA dated June 26, 1996
- BlockBuster – SLMA dated August 8, 2013
- Google Export – SLA dated July 15, 2004 as amended on July 7, 2011

As agreed, a license uplift via contract amendment to each of the above contracts will be entered into to bring the licenses up to NORTA'S current operational characteristics and additional peak vehicles have been included to accommodate the NORTA'S growth of fleet. Due to the correlation between License and Maintenance, annual maintenance costs will also be affected.

Attachment 1 includes the Pricing Summary which pricing is valid for 30 days.

We look forward to receiving the contract amendment within the next 30 days. If you have any questions or require additional information, please do not hesitate to contact me.

Yours very truly,

A handwritten signature in black ink, appearing to read "Ravi", with a stylized flourish at the end.

Ravi Gidda, Account Manager

(t) +1 647-292-5847 (e) ravi.gidda@trapezegroup.com

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Attachment 1

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Below we have identified the one-time costs associated with the operational characteristics license uplift to 125 peak vehicles ("PV's") required today.

Pricing Summary

Description	Operational Characteristics: Licensed Today	Number of Licenses to be Added	Operational Characteristics: New Total Post Amendments ¹	Cost for Additional Licenses
FX	85 PV's	40	125 PV's	\$31,500 ²
BlockBuster	90 PV's	35	125 PV's	
GTFS (Google Export)	87 PV's	38	125 PV's	\$5,250
TOTAL COST (USD)				\$36,750

*Annual Maintenance Cost Increase based on license Increase (USD)

Description	Operational Characteristics: New Total Post Amendments	Increase in annual Maintenance Cost ³
FX	125 PV's	\$23,199
BlockBuster	125 PV's	
GTFS (Google Export)	125 PV's	\$2,600
TOTAL COST (USD)		\$25,799

TOTAL LICENSE AND MAINTENANCE DUE UPON EXECUTION	
TOTAL COST (USD)	\$62,549

Assumptions:

1. The pricing contained in this pricing summary will be effective upon amendment execution.
2. The License costs listed is a one-time cost.
3. Pricing does not include any applicable taxes.
4. Software listed above are to be amended. All other MPS software licenses not listed above, are not affected.
5. TSDE licenses will not be affected as TSDE is currently licensed for up to 150 peak vehicles.
6. Pricing is valid for 30 days.
7. ¹This reflects total licenses in use upon execution of amendments
8. ²Please note: FX and BlockBuster licenses are now incurred as one cost, as a combined solution.

9. ³Fees for additional maintenance services for following years shall be subject to change in accordance with Trapeze's then-standard current pricing.

“
Here for the journey is more than our tagline – It’s our commitment to you. Our value is in our ability to address your needs and please your riders. We always strive to do both.

Thank you for taking the time to review this proposal. Please reach out to us with any questions or comments. Your feedback is always appreciated.



Purchase Order 915059, Change Order 2

Supplier Details:

Company TRAPEZE SOFTWARE INC
Contact
Address PO BOX 202528
DALLAS, TX 75320

Submit your response to:

Company Regional Transit Authority
Contact Briana Howze
Address 2817 Canal Street
NEW ORLEANS, LA 70119
Phone
Fax
E-mail bhowze@rtaforward.org

This document has important legal consequences. The information contained in this document is proprietary of Regional Transit Authority. It shall not be used, reproduced, or disclosed to others without the express and written consent of Regional Transit Authority.

This amendment supersedes the agreement 915059 and all its prior modifications. This agreement can be changed only by a signed agreement between the affected parties.

add funds

The parties hereto have read and executed this contract modification as of Tuesday, January 14, 2025.

Purchase Order 915059 Change Order 2

Order	915059
Order Date	01-OCT-2023
Change Order	2
Change Order Date	14-JAN-2025
Revision	2
Ordered	212,703.00 USD

Sold To **Regional Transit Authority**
2817 Canal Street
NEW ORLEANS, LA 70119

Supplier **TRAPEZE SOFTWARE INC**
PO BOX 202528
DALLAS, TX 75320

Bill To RTABU
Attn: Accounts Payable
2817 CANAL STREET
NEW ORLEANS, LA 70119
UNITED STATES

Ship To **2817 CANAL STREET
NEW ORLEANS, LA 70119
UNITED STATES**

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	17660	Net 30			
Confirm To				Deliver To Contact	
Briana Howze				Briana Howze E-mail bhowze@rtaforward.org	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
7	Data Processing Services	1.00		EA		
		Promised	15,338	EA	15,338.00	
		Requested 9/30/23				
	Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.					
				Line Total	15,338.00	
8	Continuation of annual software support to fixed and mobility services vehicles.	158,045.00		USD		
	Ship To	Promised	1	USD	158,045.00	
	Attn: Accounts Payable					
	2817 CANAL STREET					

Purchase Order 915059 Change Order 2

Line	Item	Price	Quantity	UOM	Ordered	Taxable
	NEW ORLEANS, LA 70119	Requested				
	UNITED STATES	2/22/24				

Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.
Deliver To Contact Doris O'Sullivan

Line Total 158,045.00

9	Trapeze Software License and Maintenance Agreement Change Order Request	39,320.00		USD		
---	---	-----------	--	-----	--	--

Ship To	Promised	1	USD	39,320.00
Attn: Accounts Payable				
2817 CANAL STREET	Requested			
NEW ORLEANS, LA 70119	1/13/25			
UNITED STATES				

Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.
Deliver To Contact Doris O'Sullivan

Line Total 39,320.00

Total 212,703.00



Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	December 20, 2024
Change Order ID	332

A. Department Representative to participate in procurement process.

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

B. Contract Information:

Contract Number	
PO Number	RTAR_00561
Contract Title	Trapeze Software License and Maintenance Agreement

Contract-History:

Original Award Value	162446
Previously Executed Change Order Value	158045
Adjusted Contract Value	320491
Current Change Order Value	39320
Revised Contract Value	359811

C. Justification of Change Order

Trapeze identified Trapeze peak vehicles in use under the current contract is higher than the accounted for in the current maintenance contract. The change order is to bring the licenses up to RTA's current operational characteristics. Peak vehicles increased to 125 to accommodate the growth in fleet.

D. Type of Change Request: Supplemental

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
Are there any amendments pending?	
If yes see explanation (attachments are in the SharePoint folder for this request)	



Director of Grants/ Federal Compliance:

Signature:

Date:

F. Safety, Security, And Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached: **false**

Chief: **Michael J. Smith**

Signature: *Michael J. Smith*

Date: **January 01 2025**

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	false

Risk Management Analyst: **Marc L Popkin**

Signature: *Marc L Popkin*

Date: **January 02 2025**

G. Funding Source:

Independent Cost Estimate (ICE): **\$39,320.00**

Projected Total Cost: **\$39,320.00**

Funding Type: **Local**

Federal Funding	State	Local	Other
		\$39,320.00	
Projected Fed Cost	State	Local	Other
		\$39,320.00	

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

Capital Project Approval if required signature ID#:

Dir Capital Projects:

Signature:

Date:

Budget Analyst: **Erin Ghalayini**

Signature: *Erin Ghalayini*

Date: **December 23 2024**



H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: January 02 2025

DBE/EEO Compliance Manager Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: January 02 2025

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

Department Head: Sterlin J Stevens
Signature: *Sterlin J Stevens*
Date: December 23 2024

Chief: Dwight Daniel Norton
Signature: *Dwight Daniel Norton*
Date: December 31 2024

Director of Procurement: Ronald Gerard Baptiste
Signature: *Ronald Gerard Baptiste*
Date: January 02 2025

Required if Total Cost above \$15K
Chief Financial Officer: Gizelle Johnson Banks
Signature: *Gizelle Johnson Banks*
Date: January 07 2025

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



Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	March 17, 2025
Change Order ID	348

A. Department Representative to participate in procurement process.

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

B. Contract Information:

Contract Number	
PO Number	915059_2
Contract Title	Trapeze Software License and Maintenance Agreement

Contract-History:

Original Award Value	162446
Previously Executed Change Order Value	197365
Adjusted Contract Value	359811
Current Change Order Value	15811
Revised Contract Value	375622

C. Justification of Change Order

Trapeze excluded costs of FX and Blockbuster Maintenance charges from the original 12/20/2024 Change Order requiring RTA to pay the balance before annual renewal. Reduced Peak Vehicle Count to 116 to reach a lower cost. Deducting the previously issued Change Order from the newly quoted amount leaves balance of 15,811. The requisition is for the 2024 - 2025 maintenance fees for the increase license count for FX and Blockbuster.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
Are there any amendments pending?	



If yes see explanation (attachments are in the SharePoint folder for this request)	
--	--

Director of Grants/ Federal Compliance:
Signature:
Date:

F. Safety, Security, And Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached:

Chief:
Signature:
Date:

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	

Risk Management Analyst:
Signature:
Date:

G. Funding Source:

Independent Cost Estimate (ICE): \$15,811.00

Projected Total Cost: \$15,811.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$15,811.00	
Projected Fed Cost	State	Local	Other
		\$15,811.00	

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

Capital Project Approval if required signature ID#:
Dir Capital Projects:
Signature:
Date:



Budget Analyst: **Erin Ghalayini**
Signature: *Erin Ghalayini*
Date: **March 18 2025**

H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 19 2025**

DBE/EEO Compliance Manager **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 19 2025**

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

Department Head: **Sterlin J Stevens**
Signature: *Sterlin J Stevens*
Date: **March 18 2025**

Chief: **Dwight Daniel Norton**
Signature: *Dwight Daniel Norton*
Date: **March 19 2025**

Director of Procurement: **Ronald Gerard Baptiste**
Signature: *Ronald Gerard Baptiste*
Date: **March 19 2025**

Required if Total Cost above \$15K
Chief Financial Officer: **Gizelle Johnson Banks**
Signature: *Gizelle Johnson Banks*
Date: **March 19 2025**

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



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 25-042

Finance Committee

Carrollton Wheel Press Upgrade

DESCRIPTION: A request for update/repair of the Carrollton Wheel Press	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to award a contract to Contemporary Machinery & Engineering Services, Inc. for an amount not to exceed 198,600.00.

ISSUE/BACKGROUND:

Currently the Carrollton Wheel Press is currently out of service and needs repairs and upgrades.

DISCUSSION:

The Carrollton Wheel Press, which is used to press wheels onto axles and bearings into streetcar motors, is currently broken. Due to the age of the machine current parts are not available and the machine must be updated to complete repairs. These repairs/upgrades will extend the life of the machine by 10 years and will allow the Rail Maintenance Dept to complete maintenance on our streetcar fleet. The lead time on these repairs/updates is 4-6 months which has the potential to negatively affect our streetcar availability if not immediately addressed.

The repairs/upgrades will consist of an Complete Electrical Upgrade for COMAC Wheel Press Serial No. 221407 including New Main Control Panel complete with up-to-date electrical components, New PLC Control System, New Wheel and Bearing Chart Recorder System with Bar Code Readers and Color Printer, 15 inch wide-view Operator Interface HMI Touchscreen mounted in New Pedestal, installation of modern up-to-date Electronic Proportional Hydraulic control valves, Installation of New Digital Pressure Switches and Analog Transducers. Replacement of all original Hydraulic lines, replacement of Main Ram Chevron Packings, and replacement of Hydraulic Reservoir oil. Redesign of Elevator Armature Cradle Support Attachment for better Stability when pressing out armature shafts, Redesign of Original furnished Bearing Puller Adapter to prevent shattering during use, and Redesign of the Spreader Bar system used with the Overhead Crane to Load Wheelsets into press while keeping Wheelset Level. Additionally included will be the tooling necessary to mount your Canal Streetcar Wheels.

FINANCIAL IMPACT:

Funding is available in the amount of One hundred ninety-eight thousand and six hundred dollars

(\$198,600.00) through grant LA2023-001 12.42.06-12.44.20

NEXT STEPS:

When approved to proceed, the team will execute a contract and issue a purchase order and notify Contemporary Machinery & Engineering Services INC. to proceed.

ATTACHMENTS:

1. Resolution
2. Routing Sheet
3. Quote

Prepared By: Floyd Bailey Jr
Title: Director of Rail Maintenance

Reviewed By: Ryan Moser
Title: Chief Asset Management Officer

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

4/3/2025

Date



RESOLUTION NO. _____

FILE ID NO. 25-042
STATE OF LOUISIANA
PARISH OF ORLEANS

**AUTHORIZATION TO AWARD A CONTRACT TO CONTEMPORARY MACHINERY &
ENGINEERING SERVICES, INC.**

Introduced by Commissioner _____, seconded by Commissioner _____.

WHEREAS, the Chief Executive Officer of the RTA has a critical need to upgrade and repair the Carrollton wheel press; and

WHEREAS, the upgrade and repair of the wheel press will enable the RTA to effectively carry out its day-to-day operation while also extending the useful life of the wheel press by 10 years; and

WHEREAS, RTA's Disadvantage Business Compliance Manager determined that there was no DBE goal set for this project; and

WHEREAS, this project has been classified as a sole source due to the specific nature of the press repair and the proprietary interface essential for the repairs. Staff evaluated all costs submitted and determined the price to be fair and reasonable; and

WHEREAS, it is the opinion of the RTA Board of Commissioners that repairing and upgrading the wheel press is critical to maintaining the function, reliability, and support of the St. Charles, Canal and Riverfront streetcar lines on behalf of the Regional Transit Authority; and

WHEREAS, funding shall not exceed **ONE HUNDRED NINETY-EIGHT THOUSAND AND SIX HUNDRED DOLLARS (\$198,600.00)** for the above service is made available through Grant LA 2023-001 ALI 12.42.06

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, is authorized to execute a contract with Contemporary Machinery and Engineering Services, Inc. for the needed repairs/upgrades to the Carrollton Wheel Press.

**THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE
ADOPTION THEREOF AND RESULTED AS FOLLOWS:**

YEAS: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____

AND THE RESOLUTION WAS ADOPTED ON THE 22ND OF APRIL, 2025.

FRED A. NEAL, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS



**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	Contemporary Machinery & Engineering Services, INC
Manufacturer Address	551 Roberts Rd P.O. Box 7 Flagler Beach, FL 32136
Manufacturer's Dealer/Representative	Jim Smith
Dealer/Representative address and Phone	Jim Smith 386-439-0937

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

DESCRIPTION	
Materials/Services/Product	Contemporary Machinery & Engineering Services, INC
Estimated Cost	\$189,600.00
Required Delivery Date	August 28, 2025

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

Contemporary Machinery has proprietary rights to this equipment and must be compatible.

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
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 #	262
Name	BAILEY, FLOYD JR
Title	DIRECTOR OF RAIL MAINTENANCE
RTA Extention	8460

BAILEY, FLOYD JR

March 14, 2025

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: Ryan Moser

Ryan Moser

March 16 2025

Signature

Date

B. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Yes

Director of Grants/ Federal Compliance : Alisa P Maniger

Alisa P Maniger

March 17 2025

Signature

Date

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

Additional Safety Requirements Attached

Chief: Michael J Smith

Michael J Smith

March 17 2025



Signature

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

March 19 2025

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: \$189,600.00

Total Estimated Cost: \$189,600.00

Funding Type: Federal

Capital/Grant Project ID: LA 2023-001

Federal Funding	State	Local	Other
\$250,000.00			
Projected Fed Cost	State	Local	Other
\$189,600.00			

FTA Grant IDs	Budget Codes
LA2023-001 - 12.42.06	



Budget Analyst:

Signature

Date

E. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development:

Adonis Charles Expose

Adonis Charles Expose

Signature

March 19 2025

Date

DBE/EEO Compliance Manager::

Adonis Charles Expose'

Adonis Charles Expose'

Signature

March 19 2025

Date

F. Information Technology Vetting:

IT Director: Sterlin J Stevens

Sterlin J. Stevens

Signature

March 19, 2025

Date

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

Chief: Ryan Moser

Ryan Moser

Signature

March 17 2025

Date

Director of Procurement: Ronald Gerard Baptiste

Ronald Gerard Baptiste

Signature

March 21 2025

Date

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

Gizelle Johnson-Banks

Gizelle Johnson-Banks

Signature

March 23 2025

Date

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



Lona Edwards Hankins

Lona Edwards Hankins

Signature

March 24 2025

Date

551 ROBERTS RD.
P.O. BOX 7
FLAGLER BEACH, FLORIDA 32136



TEL 386-439-0937
FAX 386-439-4814

CONTEMPORARY MACHINERY & ENGINEERING SERVICES, INC.

PROPOSAL TO:
Floyd Bailey, Jr.
RTA 8225 Willow St.
New Orleans, La. 70119

PROPOSAL NO: I-3130
March 3, 2025
Inquiry - Verbal

PROPOSAL COVERS

Complete Electrical Upgrade for COMAC Wheel Press Serial No. 221407 including New Main Control Panel complete with up-to-date electrical components, New PLC Control System, New Wheel and Bearing Chart Recorder System with Bar Code Readers and Color Printer, 15 inch wide-view Operator Interface HMI Touchscreen mounted in New Pedestal, installation of modern up-to-date Electronic Proportional Hydraulic control valves, Installation of New Digital Pressure Switches and Analog Transducers.

PROPOSAL ALSO INCLUDES:

Replacement of all original Hydraulic lines, replacement of Main Ram Chevron Packings, and replacement of Hydraulic Reservoir oil. Redesign of Elevator Armature Cradle Support Attachment for better Stability when pressing out armature shafts, Redesign of Original furnished Bearing Puller Adapter to prevent shattering during use, and Redesign of the Spreader Bar system used with the Overhead Crane to Load Wheelsets into press while keeping Wheelset Level. Additionally included with be the tooling necessary to mount your Canal Streetcar Wheels.

GENERAL DESCRIPTION

A New Main Electrical Control Panel will be assembled and wired in our shop containing up-to-date Programmable Controller and all new Electrical Components required for proper machine operation. This new Main Panel and Enclosure will replace the existing main panel on the machine.

A New Pedestal containing a 15 inch Wide-view HMI Touchscreen will be assembled and wired in our shop and will replace existing pedestal for machine control.

The COMAC Mounting Press Stand-Alone Chart Recorder System consists of a 20-inch Touchscreen Monitor and Color Printer along with an Analog and Digital I/O interface. All recorder operations are under the control of a totally sealed, Fanless, metal encased Industrial PC Computer.

Digital Pressure Transducers supply calibrated Analog signals for the Bearing and Wheel mounting pressures, a Linear Position Transducer is supplied for calibrated Analog measurement of Press Ram travel to provide PSI relative to tonnage and distance traveled.

All electronic components including printer will be mounted in a Stand-Alone 24" W X 24" D X 72"H Nema 12 Industrial Enclosure.

Bar Code Scanners are supplied for ease of entry into the system of all required data for the Wheels, Axle, and Bearings. Manual data entry is also possible using Touchscreen menus.

OPERATION

Turn "ON" Machine Control Power key switch located on front of pedestal. Turn "ON" Chart Recorder System Power and allow 15 minutes for Chart Recorder System to warm up.

NOTE: If De-mounting, leave Chart Recorder System power turned off.

Follow Machine Start-up and "Homing" procedures in preparation for mounting operations.

When ready to press, Using the Bar Code scanner, Scan the Wheels, Axle, and Bearing Data into the proper locations as defined. Data can also be manually entered by hand following the Touchscreen menus.

Once all the data is entered, the Recorder is now ready to create the press tonnage graphs as wheels and bearings are pressed onto the axle.

TOTAL LOT PRICE\$198,600.00

Terms - Our standard terms of payment are one-third with order; balance net against shipping documents.

Delivery – Based on current workload approximately 4-6 months after Receipt of formal order and prepayment all f.o.b. our truck, your Works.

Condition of Sale - As pre-printed on attached supplement CME/200/01 which is an integral part of this quotation and any order resulting from same. With a 45 day period to accept.

SELLER'S RESPONSIBILITY:

Seller will manufacture, test and demonstrate electrical equipment in their plant to purchaser and truck ship f.o.b. Flagler Beach, Florida to purchaser at the price specified and in accordance with the specifications detailed.

Equipment will be arranged to simulate work specified in purchaser's formal order.

Mount and install all new Pressure Switches and Linear Transducers at proper locations as defined in supplied prints.

Included in the price is the cost for 2 technician's time for 5 days to install the up-grade to customer's press, check customer's incoming power supply, start-up equipment and train customer's operator/s and maintenance people on the new equipment. Additional travel & living expenses will be for customer's account.

PURCHASER'S RESPONSIBILITIES:

Off-load and set-up new equipment at proper location.

Supply any needed utilities, (electric power, etc.)

Install electrical wiring between incoming power and Equipment control panel, and between control panel and Press.

Note: Seller does not recommend customer applying power to equipment before a CMES technical advisor has inspected installation. This could result in serious damage to equipment which cannot be applied to warranty and will be billed to customer.

Furnish hand tools and competent operating and maintenance personnel to assist technical advisor in startup of new equipment.

Furnish adequate work pieces at no charge for Set-up and testing new equipment at time of start-up.

We trust you will find this offer complete in all details. Should additional information be required please do not hesitate to call.

We appreciate this opportunity to quote and hope to be favored with your order.

Sincerely,

**CONTEMPORARY MACHINERY &
ENGINEERING SERVICES, INC.**

James A. Smith, Gen. Mgr.
JAS/dm



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 25-041

Finance Committee

Authorize to ratify contract award to Ron Turley Fleet Management System

DESCRIPTION: To Authorize the ratification of a three-year contract to Ron Turley Fleet Management System.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to authorize the ratification of a three-year contract to Ron Turley Fleet Management System (RTA FMS) for the continued use of fleet management software in amount not-to-exceed \$197,142.74.

ISSUE/BACKGROUND:

When TransDev managed the Regional Transit Authority (RTA), one of the software systems brought on board by RTA FMS was the Software as a Service (SaaS) fleet management system from which TransDev managed inventory and maintenance work orders. First implemented in August 2009, annual renewals were procured via Sole Source (less than \$25,000.00) and continued until May 2024 at which time a three-year agreement was reached.

RTA seeks to correct an existing situation. When the RTA took over the annual service payments in 2020, there was no signed contract; instead, there were two separate subscriptions for software and one for maintenance until 2024. When the subscriptions were up for renewal last year, staff managed to work out a three-year deal that locked in the current rate for the first year of the contract and consolidated subscriptions into a single contract. The Asset Management Division seeks a replacement solution and intends to use the two-year span to identify and implement the new solution.

DISCUSSION:

In June 2023, RTA added facilities inventory to move to a unified inventory management system. In 2024, RTA embarked upon a multi-year agreement combining both maintenance and facilities into one, a coterminal agreement to lock in renewal rates and minimize tracking and procurement of two separate renewals. A three-year agreement drafted and signed in May 2024 sought and acquired a PO for the first year of the agreement. The total cost of the three-year agreement, if approved, is not to exceed 197,142.74. The three-year contract will be ratified, and the remaining two years of the contract will be funded. The remaining two-year total is \$140,197.74 (roughly \$70K annually).

Facilities- Gold Tier

- 5/1/2024 to 4/30/2025: \$19,838.00 PO RTAP_00468 issued 5/7/2024
- 5/1/2025 to 4/30/2026: \$24,250.40

- 5/1/2026 to 4/30/2027: \$28,993.66

Maintenance- Platinum Tier

- 5/1/2024 to 4/30/2025: \$37,107.00 PO RTAP_00412 issued 4/16/2024

- 5/1/2025 to 4/30/2026: \$38,435.20

- 5/1/2026 to 4/30/2027: \$48,518.48

RTA seeks to correct the existing situation and puts forth a resolution that will address and fund the remaining term of the contract. Pending Board approval, the three-year contract year one is ratified for a total cost not to exceed \$197,142.74.

The Asset Management Division seeks a replacement solution and intends to use the two-year span to identify and implement the new solution.

FINANCIAL IMPACT:

The subscriptions will be funded from the IT Departments approved annual operating budget codes 01.2900.02.7140.170.00.00000.00000 for a total cost of \$197,142.74.

NEXT STEPS:

With Board approval, staff will assign a purchase order and complete the project.

ATTACHMENTS:

1. Resolution
2. Procurement summary / Routing sheet
3. Ron T SaaS 23 Fac PO 915086
4. Ron T SaaS 23 Inv PO 914715
5. RT-Facilities-PO_RTAP_00468_0
6. RT-Maint-PO_RTAP_00412_0
7. NORTA Signed Agreement

Prepared By: Doris O'Sullivan
Title: Senior Project Manager of Information Technology

Reviewed By: Sterlin Stevens
Title: Director of Information Technology

Reviewed By: Dwight Norton
Title: Chief Planning & Capital Projects Officer

Reviewed By: Gizelle Johnson-Banks
Title: Chief Financial Officer

A handwritten signature in black ink, appearing to read "Lona Hankins". The signature is fluid and cursive, with the first name "Lona" being more prominent than the last name "Hankins".

Lona Hankins
Chief Executive Officer

4/1/2025

Date



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301

504.827.8300

www.norta.com

RESOLUTION NO. _____

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO RATIFY CONTRACT AWARD TO RON TURLEY FLEET
MANAGEMENT SYTEM**

Introduced by Commissioner _____,
seconded by _____ Commissioner
_____.

WHEREAS the Chief Executive Officer is authorized to ratify a three-year contract with Ron Turley Fleet Management System (RTA FMS) for the continued use of fleet management software.; and

WHEREAS, When Transdev managed Regional Transit Authority (RTA), one of the software systems brought on-board by RTA FMS was the Software as a Service (SaaS) fleet management system from which Transdev managed inventory and maintenance work orders. First implemented in August 2009, annual renewals were procured via Sole Source and continued until May 2024 at which time a multi-year agreement was executed; and

WHEREAS Staff seeks authorization to ratify the negotiated Agreement with an initial term of three (3) years, and the right to extend the term for up to four (4) optional one (1) year extensions under the same terms. Staff puts forth a resolution that will fund the Agreement for the initial three (3) year term. The Asset Management division seeks a replacement solution and intends to use the remaining two-year period to identify and implement a new solution; and pending the Board approval to ratify the agreement for a total cost not to exceed \$194,143; and



RESOLUTION NO. _____

Page 2

WHEREAS The funding is currently available through local funding via account code **01.2900.02.7140.170.00.00.00000.00000** for a total cost not to exceed **\$194,143; ONE HUNDRED NINETY FOUR THOUSAND ONE HUNDRED FORTY-THREE DOLLARS** and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, authorizes the ratification of the initial three (3) year agreement with four (4) on (1) year optional years, between the Regional Transit Authority and Ron Turley Fleet Management System.

THE FOREGOING WAS READ IN FULL; THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

AND THE RESOLUTION WAS ADOPTED ON THE 22ND OF APRIL 2025.

**CHAIRMAN
BOARD OF COMMISSIONERS**

Regional Transit Authority
 INV.: Accounting Dept. (504) 827-8407
 TO: 2817 Canal Street
 New Orleans, Louisiana 70119

Page
 Date 1/24/23
 Order No. : 914715-000
 Brn/Plt

RON TURLEY ASSOCIATES INC
 17437 N 71ST DRIVE
 SUITE 110
 GLENDALE AZ 85308

SHIP REGIONAL TRANSIT AUTHORITY
 TO
 2817 CANAL STREET
 NEW ORLEANS, LA 70119

Ordered - 01/24/23 Vendor No. 5723774 annual renewal
 Delivery - 01/24/23 Taken By 105819 Sterlin
 Freight - Default - Handling Code PROMISED DELIVERY DATE - 02/23/23

Description / Supplier Item	UM	Unit Cost	Extension
Ron Turley Annual Subscript	1.0000 EA	32,483.3200	EA 32,483.32
Non Stock Inventory Purchas			
INVENTORY MAINT SYSTEM			

Terms Net 30	Tax Rt	Sales Tax	Total Order
			32,483.32
DATE RECEIVED		ORDER NUMBER AND PERSON TO WHOM ADDRESSED MUST APPEAR ON ALL PACKAGES AND INVOICES	
RECEIVED BY		REGIONAL TRANSIT AUTHORITY	
CHECKED BY		BY MANAGER, PURCHASING DEPT	
APPROVED BY		BY MANAGER, PURCHASING DEPT	
ANY CONFLICT, DISPUTE, LEGAL, PROCEEDING, SETTLEMENT OR OTHER MATTER HAVING A LEGALLY BINDING IMPACT ON THE PARTIES HEREIN SHALL BE RESOLVED PURSUANT TO THE LAWS AND JURISPRUDENCE OF THE STATE OF LOUISIANA.			
INV. DATE	INV. NUMBER	INV. AMOUNT	INV. TOTAL
		TAX	FREIGHT

INV.: Regional, Transit Authority
 17437 N. First Drive
 Suite 110
 Glendale AZ 85308

RON TURLEY ASSOCIATES INC
 17437 N. First Drive
 Suite 110
 Glendale AZ 85308

SHIP REGIONAL TRANSIT AUTHORITY
 TO
 2817 CANAL STREET
 NEW ORLEANS, LA 70119

Ordered - 06/15/23 Vendor No. - 5723774 Maintenance software
 Delivery - 06/15/23 Taken By - PROMISED DELIVERY DATE - 06/30/23
 Freight - Default - Handling Code

Description / Supplier Item	UM	Unit Cost	Extension
NORTA Facilities Software Agreement	EA	18,540.0000	EA 18,540.00
1290002.7140.170			

Terms Net 30 Tax Rt Sales Tax Total Order
 18,540.00

DATE RECEIVED
 BY RECEIVED
 BY CHECKED
 BY APPROVED
 BY

ORDER NUMBER AND PERSON TO WHOM ADDRESSED MUST APPEAR ON ALL PACKAGES AND INVOICES

REGIONAL TRANSIT AUTHORITY
 BY TAX EXEMPT
 BY MANAGER, PURCHASING DEPT.

ANY CONFLICT, DISPUTE, LEGAL PROCEEDING, SETTLEMENT OR OTHER MATTER HAVING A LEGALLY BINDING IMPACT ON THE PARTIES HEREIN SHALL BE RESOLVED PURSUANT TO THE LAWS AND JURISPRUDENCE OF THE STATE OF LOUISIANA.

INV. DATE INV. NUMBER INV. AMOUNT TAX FREIGHT INV. TOTAL

Handwritten signature and date 6/15/23



Purchase Order RTAP_00412

Supplier Details:

Company RON TURLEY ASSOCIATES INC
Contact
Address 17437 N 71ST DRIVE
SUITE 110
GLENDALE, AZ 85308

Submit your response to:

Company Regional Transit Authority
Contact Shaun Temple
Address 2817 Canal Street
NEW ORLEANS, LA 70119
Phone
Fax
E-mail stemple@rtaforward.org

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This agreement between Regional Transit Authority and RON TURLEY ASSOCIATES INC is authorized for binding commitment. The parties hereto have read and executed this agreement as of Tuesday, April 16, 2024.

Purchase Order RTAP_00412

Order	RTAP_00412
Order Date	16-APR-2024
Change Order	0
Change Order Date	16-APR-2024
Revision	0
Ordered	34,107.00 USD

Sold To **Regional Transit Authority**
 2817 Canal Street
 NEW ORLEANS, LA 70119

Supplier **RON TURLEY ASSOCIATES INC**
 17437 N 71ST DRIVE
 SUITE 110
 GLENDALE, AZ 85308

Bill To **RTABU**
 2817 Canal Street
 NEW ORLEANS, LA 70119
 UNITED STATES

Ship To **Attn: Accounts Payable**
 2817 CANAL STREET
 NEW ORLEANS, LA 70119
 UNITED STATES

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	5723774	Net 30			
Confirm To					Deliver To Contact
Shaun Temple					Doris O'Sullivan E-maildosullivan@rtaforward.org

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	Continuation of SaaS subscription currently in place at RTA which is active and in use by Maintenance, Transportation, Inventory, and Facilities departments. Software used to maintain purchasing, inventory, and assets at RTA.	34,107.00		USD		
		Promised	1	USD	34,107.00	
		Requested				
		4/18/24				

Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.

Line Total	34,107.00
Total	34,107.00



Purchase Order RTAP_00468

Supplier Details:

Company RON TURLEY ASSOCIATES INC
Contact
Address 17437 N 71ST DRIVE
SUITE 110
GLENDALE, AZ 85308

Submit your response to:

Company Regional Transit Authority
Contact Shaun Temple
Address 2817 Canal Street
NEW ORLEANS, LA 70119
Phone
Fax
E-mail stemple@rtaforward.org

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This agreement between Regional Transit Authority and RON TURLEY ASSOCIATES INC is authorized for binding commitment. The parties hereto have read and executed this agreement as of Tuesday, May 07, 2024.

Purchase Order RTAP_00468

Order	RTAP_00468
Order Date	07-MAY-2024
Change Order	0
Change Order Date	07-MAY-2024
Revision	0
Ordered	19,838.00 USD

Sold To **Regional Transit Authority**
2817 Canal Street
NEW ORLEANS, LA 70119

Supplier **RON TURLEY ASSOCIATES INC**
17437 N 71ST DRIVE
SUITE 110
GLENDALE, AZ 85308

Bill To **RTABU**
2817 Canal Street
NEW ORLEANS, LA 70119
UNITED STATES

Ship To **Attn: Accounts Payable**
2817 CANAL STREET
NEW ORLEANS, LA 70119
UNITED STATES

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	5723774	Net 30			
Confirm To				Deliver To Contact	
Shaun Temple				Sterlin Stevens E-mail: ssstevens@rtaforward.org	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	Ron Turley Facilities Subscription Renewal	19,838.00		USD		

Promised	1	USD	19,838.00
----------	---	-----	-----------

Requested
5/7/24

Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.

Line Total	19,838.00
------------	-----------

Total	19,838.00
--------------	------------------

Services Agreement for RTA Fleet Management Software-as-a-Service by Ron Turley Associates Inc

This Application Services Agreement for RTA Fleet Management System ("Agreement") is between *Ron Turley Associates, Inc.* ("RTA"), 17437 N 71st Drive, Suite 110, Glendale, AZ 85308, and New Orleans Regional Transit Authority ("COMPANY") 2817 Canal Street, New Orleans, LA 70119 subject to the terms of this Agreement. The terms stated herein apply for both the Gold and Platinum tier plans.

1. RTA's Service Provided and COMPANY's Use of the Service

- a. RTA will allow COMPANY to access software provided by RTA through use of encrypted and password protected Web Application, Mobile Application and API's (collectively the "Service").
- b. COMPANY is hereby granted a non-exclusive, non-transferable, limited license to access and use the Service subject to the terms and conditions contained in this Agreement.
- c. RTA does not review or pre-screen the contents of electronic data uploaded or posted to the Service ("Content") by the COMPANY, and RTA claims no intellectual property rights with respect to the Content.
- d. COMPANY agrees not to reproduce, duplicate, copy, sell, resell, or exploit access to the Service, use of the Service, or any portion of the Service, including, but not limited to the HTML or any visual design elements without the express written permission from RTA.
- e. COMPANY agrees not to modify, reverse engineer, adapt or otherwise tamper with the Service or modify another website so as to falsely imply that it is associated with the Service, RTA, or any other software or service provided by RTA.
- f. COMPANY agrees not to use the Service in any manner which may infringe copyright or intellectual property rights or in any manner which is unlawful, offensive, threatening, libelous, defamatory, pornographic, and obscene or in violation of this Agreement.
- g. The Service is protected by United States and international copyright laws and treaties, as well as other laws and treaties. Except for the non-exclusive license granted pursuant to this Agreement, COMPANY acknowledges and agrees that all ownership, license, intellectual property and other rights and interests in and to the Service shall remain solely with RTA.
- h. RTA reserves the rights at any time, and from time to time, to modify or discontinue, temporarily or permanently, any feature associated with the Service, with 30 day written notice.
- i. RTA reserves the right to temporarily suspend access to the Service for operational purposes, including, but not limited to, maintenance, repairs, or installation of upgrades, and will endeavor to provide 24-hour notice prior to any such suspension, as detailed in section 8.

- j. COMPANY understands and acknowledges that while the software application is not certified, the data center and network equipment provided by AWS holds multiple certifications, viewable at <https://aws.amazon.com/compliance/programs/>.
- k. RTA will provide access to data backups on an automated, scheduled interval should COMPANY desire to archive a local copy of the data backup files. Email support@rtafleet.com to request this additional service option. No additional fee is charged for this optional service.
- l. The COMPANY understands and agrees that RTA cannot and does not control the flow of data to or from the network or on other portions of the internet. At times, actions or inactions of third parties may impair or disrupt COMPANY's connections to the internet or portions thereof.

2. Payment

- a. Annual subscription prices are listed in Exhibit A of this Agreement.
- b. COMPANY will pay within 30 days of receipt of an RTA invoice.
- c. Such invoices will begin upon execution of this Agreement with Net 30 terms and will continue on the recurring basis as specified in the pricing proposal following execution of the Agreement. Any payments received after the first day of each calendar month are subject to a late fee equal to one and one-half percent per month, calculated on a daily basis.
- d. No refunds or credits will be issued for partial months that COMPANY utilizes the Service. Pro-rated refunds will be paid 60 days after the last day of service.
- e. If COMPANY fails to pay any payment due within Thirty (30) days of the received RTA invoice, RTA shall have the right to suspend the COMPANY's access to the Service or take any other steps necessary to ensure payment.
- f. COMPANY may purchase upgrades to the software or service at any time during the term of this Agreement, such as additional vehicle asset licenses, additional user licenses, or software add-on modules. Applicable pricing increase for the upgrades will be applied to the next billing cycle or the following month, whichever is closest.
- g. If at any time, service is shut off due to non-payment of outstanding invoices, a \$250.00 Service Fee will be invoiced to restore service.

3. Term of Service

- a. If COMPANY should wish to cancel the Agreement, it may do so by providing thirty (30) days' notice to RTA of intent to cancel and paying all outstanding charges.
- b. The Agreement shall be for an initial term of three (3) years, with the right to extend the term for up to four (4) optional one (1) year extensions under the same terms as the Agreement, subject to a price increase of the higher of 3% or the current year CPI.

- c. RTA, in its sole discretion, has the right to suspend or discontinue providing the Service to COMPANY, with 30 days' notice, for non-compliance with this Agreement, and pursue any other remedy legally available to it.
- d. Upon cancellation or termination of this Agreement, RTA will provide a system backup which will be made available for download by COMPANY.
- e. Upon cancellation or termination of this Agreement, all Content associated with such subscription will be irrevocably deleted from the Service after 90 days, and RTA will have no obligations to maintain such Content thereafter.
- f. All outstanding balances must be paid in full prior to data backups being delivered to COMPANY.

4. COMPANY Obligations

- a. COMPANY shall designate, in writing, contact information for at least two representatives, including emergency contact information. Such representatives shall be notified via e-mail or phone in the event of any emergency related to the Service such as cyber security breach, data loss, or complete service outage. Any obligation of RTA related to any emergency shall be completed once RTA contacts either of the representatives either by telephone message or by sending an email message to a representative. If COMPANY fails to designate such emergency contacts, RTA shall have no obligation in an emergency.
- b. COMPANY shall comply with all reasonable requests of RTA, including, but not limited to, delivering information to RTA such as is necessary to perform the Service. RTA shall not be liable for any failure to deliver the Service that is caused by the failure of COMPANY to comply herewith.

5. Representations of the Parties

- a. Each party hereto represents and warrants that as of now, and at all times throughout this Agreement, (1) it is duly organized and has the legal right and authority to enter into this Agreement and to perform its obligations under this Agreement; and (2) the performance of its obligations under this Agreement does not violate any laws or regulations and does not breach any agreements with third parties.

6. Warranty and Limitation of Liability

- a. RTA warrants that the Services and intellectual property rights provided by RTA or used by RTA to provide the Services do not infringe on the intellectual property rights of any third party in the United States.
- b. RTA and its officers, employees and affiliates shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, damage to COMPANY's equipment, goodwill, use, data or other intangible losses, regardless of whether RTA had notice of the possibility of such damages, resulting from the use of the Service,

Agreement for RTA Fleet Management Software

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- except in the event of such damages arising out of or relating to the willful or negligent act, or willful or negligent omission of RTA, its officers, employees, agents or affiliates, or a breach of RTA's warranty in section 6(a), above.
- c. Notwithstanding anything to the contrary in this Agreement, RTA shall abide by all of its established security procedures and its online privacy policy, if applicable, in all respects; shall at all times comply with its privacy policy and all applicable laws, rules and regulations, and shall use commercially reasonable efforts to prevent the accidental unauthorized use, copying or disclosure of COMPANY's personal information. RTA shall maintain reasonable security measures designed to ensure the confidentiality of such personally identifiable data and to protect it from unwarranted, accidental or unauthorized access, disclosure, modification or destruction.
 - d. RTA will defend, indemnify and hold harmless COMPANY and its affiliates, its respective shareholders, directors, officers, employees, subcontractors, agents and representatives during and after the Term of this Agreement from and against any and all third-party claims, demands, suits, judgments, settlements, losses, liabilities, deficiencies, and expenses of any nature (including reasonable attorneys' fees) to the extent resulting from, or arising out of RTA's performance under this Agreement, including, but not limited to, any actual or alleged: (i) negligent acts or omissions to the extent attributable to RTA; (ii) any breach of a third party's intellectual property rights allegedly to the extent caused by RTA and/or, for additional clarity, any claim that intellectual property rights furnished by RTA infringes on the intellectual property rights of any third party RTA specifically disclaims any duties or obligation to defend, indemnify, or pay for any losses, liabilities, claims, deficiencies, and expenses of any nature (including attorneys' fees) incurred by COMPANY to the extent arising out of COMPANY's own negligence (including passive or active), nonfeasance, or malfeasance or other breach arising out of this Agreement.

7. Database Access Provisions

- a. In consideration for using the SQL Database format of RTA, RTA is offering this section as a Letter of Understanding concerning the DATA and issues that may arise in connection with an open database system. If COMPANY has requested direct access to the database, be it understood that:
- b. To provide direct connection to the COMPANY SQL database, making it available for connection from SQL Management Studio, Crystal Reports, or integrating with other SQL-aware applications, RTA must place the database on a SQL database server that is connected to the internet. The SQL server connection string listens on a non-standard port and is protected by standard SQL Server security features. A user account specific to COMPANY will be provided and is used solely to access the database. For additional security, a firewall prevents anonymous entities from connecting to the database server. COMPANY will need to provide RTA with the public IP address(es) from which COMPANY will be connecting to the database so that we may allow the connection.

- c. All database connections are read only.
- d. COMPANY is hereby notified that if a data element in a table is deemed to be invalid, RTA will use all diligence to determine the nature of the source of the invalidity. If source of the error is determined to be from an outside query operation or user modification to the data, RTA can assist in correcting the data at our standard professional services rate of \$250/hour.
- e. RTA is requesting that write access to the data be limited (e.g., Not available to non-technical users) to only certain users of the Service.
- f. RTA recognizes the value of using database systems to enhance data availability, access, and reporting. RTA Tech support will support the normal database access questions (field definitions, linkage relationships) but cannot assist in writing queries, forms, or other data-access objects and methods without a formal engagement for those services.
- g. COMPANY will specify static IP addresses that will be connecting to the RTA database by emailing Company Name and IP address(es) to support@rtafleet.com. Connections from all other addresses outside the Service will be blocked.

8. Service Level Agreement (SLA)

- a. **Service Scope.** The following Services are covered by this section:
 - 1. Staffed telephone support
 - 2. Monitored email support
 - 3. Software monitoring
 - 4. Data Center monitoring
 - 5. Service Uptime
- b. **COMPANY Requirements.** COMPANY responsibilities and/or requirements in support of this Agreement include:
 - 1. Payment for service-related invoices at the agreed interval.
 - 2. Reasonable availability of COMPANY representative(s) and/or COMPANY IT staff when resolving a service-related incident or request.
 - 3. COMPANY IT staff is responsible for local computers, printers, and local network infrastructure maintenance.
 - 4. COMPANY IT staff is responsible for maintaining a suitable internet connection and communication with applicable Internet Service Providers.
 - 5. COMPANY will notify RTA by email (support@rtafleet.com) of changes in staff requiring addition or deletion of server user accounts within 1 business day.
 - 6. COMPANY maintains user accounts and user privileges within the RTA Fleet Management Software.
 - 7. Provide information about hours of operation to assist service administrators in scheduling planned maintenance for minimal disruption to COMPANY.
 - 8. If hours of operation coincide with RTA business hours, work with service administrators to accommodate necessary maintenance during business hours.

c. **RTA Requirements.** RTA's responsibilities and/or requirements in support of this Agreement include:

1. Installing, configuring, and maintaining servers and network infrastructure related to the service.
2. Maintaining disk storage related to the service.
3. Appropriate notification to COMPANY for scheduled maintenance which would occur during COMPANY's normal operating hours (operating hours provided by COMPANY to RTA during initial setup of the service).
4. Appropriate notification to COMPANY for major data or system architecture changes.
5. Install upgrades and updates to the Fleet Management Software.
6. Provide access to downloadable data backups on an automated, scheduled interval should COMPANY desire to archive a local copy of the data backup files. COMPANY will submit request to service administrators (support@rtafleet.com) if access to data backups is desired.
7. Service Commitment. Use commercially reasonable efforts to make the service available with a Monthly Uptime Percentage of at least 99.8%, in each case during any calendar month.
 1. In the event RTA does not meet the Service Commitment, COMPANY will be eligible to request a Service Credit.
 2. If the monthly uptime is between 99.5% and 99.79%, COMPANY may request up to 10% of the monthly service charge.
 3. If the monthly uptime is less than 99.5%, COMPANY may request a credit of 50% of the monthly service charge.
 4. Ensure that data backups are encrypted using 256-bit Advanced Encryption Standard (AES-256).
 5. Ensure that 3 copies of data backups are retained for 90 days, then permanently deleted.
 6. Ensure that backups are stored in separate physical data center campuses.
 7. Use commercially reasonable efforts to achieve the following Recovery Point Objective:
 - If SQL data needs to be restored as a result of a data entry error or other issue not related to storage media failure, the data can be recovered to any recent point in time within 1 minute of the problem.
 - If SQL data needs to be restored as a result of physical storage media failure, the data can be restored with a maximum loss of 15 minutes of data.
 - If images, documents, saved reports, data export files, etc. need to be restored, the data can be restored with a maximum loss of 2 hours. If Vision format data needs to be restored, the data can be restored with a maximum loss of 4 hours.

- d. **Exclusions.** The Service Commitment does not apply to any unavailability, suspension or termination of service or performance issues: (i) that result from a suspension of the Agreement; (ii) caused by factors outside of RTA's reasonable control, including any force majeure event or Internet access or related problems beyond the physical point at which the private network of Ron Turley Associates' data center connects to the public network; (iii) that result from COMPANY equipment, software or other technology and/or third party equipment, software or other technology (other than third party equipment within RTA's direct control); (iv) that result from any scheduled maintenance, with at least one business day notice provided to COMPANY via email; (v) that result from any routine scheduled maintenance outside of COMPANY's normal business hours; (vi) arising from RTA's suspension and termination of COMPANY's right to use the Fleet Management Software service in accordance with the Agreement. If availability is impacted by factors other than those used in RTA's Monthly Uptime Percentage calculation, then RTA may issue a Service Credit considering such factors at RTA's discretion.
- e. **Service Availability.** Coverage parameters specific to the service(s) covered in this Agreement are as follows:
- Access to the service: 24/7 (99.8% uptime)
 - Telephone support: 5:00 A.M. to 5:00 P.M. Monday – Friday Arizona Time
 - Calls received out of office hours will be handled on the next business day
 - Calls received on holidays will be handled on the next business day
 - Email support: Monitored 5:00 A.M. to 5:00 P.M. Monday – Friday
 - Emails received outside of office hours handled on the next business day
 - Software monitoring: Monitored 5:00 A.M. to 5:00 P.M. Monday – Friday
 - RTA Fleet Management Software records error conditions to a log file when possible. RTA service administrators monitor the logs and perform necessary actions during business hours.
 - Data Center monitoring: 24/7
 - Server hardware and data center network are monitored with industry standard tools 24/7 by RTA service administrators as well as technicians on duty at the contracted Network Operations Center where RTA servers are located.
- f. **Service Requests.** In support of services outlined in this Agreement, the RTA will respond to service-related incidents and/or requests submitted by the COMPANY within 0-4 hours (during business hours) and provide an incident status to COMPANY staff.

9. Miscellaneous Provisions

- a. COMPANY shall not assign this Agreement without the express written consent of RTA, which shall not be unreasonably withheld. Any assignment contrary to this provision will be null and void.
- b. Any notice required to be given under this Agreement shall be in writing and may be made either by over-night mail or by electronic mail with return receipt requested. Such notice will be deemed given the following business day regardless of the manner in which it was sent. Notice to COMPANY shall be delivered to the email address for COMPANY's primary contact on file. Notice to RTA shall be given to the following email address: support@rtafleet.com.
- c. RTA may not use the name of COMPANY in its marketing efforts or any other use of the name of COMPANY without prior written consent from COMPANY.
- d. Dispute Discussion. In the event of a dispute between the Parties arising out of this Agreement, representatives of each Party shall meet (either in person or by telephone), within 10 days after receipt of a notice from either Party specifying the nature of the dispute, to review a Party's claims for the basis of such dispute and attempt to resolve in all such claims. Thereafter, if the Parties are unable to resolve the dispute within such time period, the matter shall be escalated to a Vice President (or a more senior officer) of each party, who will meet, either in person or by telephone, within 15 days of such escalation. If the dispute remains unresolved after such escalation, then the Parties may proceed with all remedies available at law or equity.
- e. Severability; Waiver. If any provisions of this Agreement are held to be invalid, illegal, or unenforceable under present or future laws, such provisions will be struck from this Agreement or amended, but only to the extent of their invalidity, illegality, or unenforceability. The parties remain legally bound by the remaining terms of this Agreement, and this Agreement will be deemed reformed in a manner as consistent as reasonably possible with the original intent of the parties as expressed in this Agreement. Failure of either party to enforce any right under this Agreement will not be deemed a waiver of such right and will not constitute a waiver of its future enforcement of such right or any other rights.
- f. Integration; Modification. This Agreement expresses the complete and final understanding of the parties with respect to the subject matter hereof, and supersedes all prior communications between the parties, whether written or oral, with respect to the subject matter hereof. No modification of this Agreement will be binding upon the parties hereto, unless in writing and executed by COMPANY and RTA.
- g. Headings; Number and Gender. All headings and captions are for convenience only and are of no meaning in the interpretation or effect of this Agreement. Words in the singular include the plural and words in the plural include the singular, according to the requirements of the context. Words importing a gender, or no gender include all genders.
- h. The respective rights and obligations of RTA and COMPANY, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the rights and obligations regarding payment, ownership, confidentiality, limitation of liability, indemnification, cybersecurity,

and data access and ownership, shall survive the termination or expiration of this Agreement.

10. Changes to this Agreement

- a. RTA or COMPANY may update or modify this Agreement from time to time. Any updates or modifications must be done in writing and mutually executed. If the parties mutually agree to modify this Agreement during the License Term or Subscription Term, the modified version will be effective upon the next renewal of a License Term, Support and Maintenance term, or Subscription Term, as applicable.
- b. This Agreement remains valid until superseded by a revised agreement mutually agreed upon by RTA and COMPANY. This Agreement *supersedes* and replaces any prior *agreements*, representations, or understandings, whether written, oral, or implied, between RTA and COMPANY regarding the agreement described herein.

NEW ORLEANS REGIONAL

TRANSIT AUTHORITY

RON TURLEY ASSOCIATES INC

By: Lona Edwards Hankins
Name: *Lona Edwards Hankins*
Title: C.E.O.
Date: 5/7/2024

By: Lisa Baka
Name: *Lisa Baka*
Title: Controller
Date: 5/16/2024

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Exhibit A – Pricing

RTA's pricing structure encompasses all applicable licensing fees, and ongoing maintenance and support fees. We offer a tiered pricing structure, with price calculated based on number of assets.

Gold RTA FMIS Includes:

Vehicle Information, Preventive Maintenance (PM) Scheduling, Parts Inventory Tracking, Parts-Kit functionality, Purchase Orders, Work Orders, Repair Histories, Mechanic Productivity Tracking, over 40+ Reports, Trainings Videos, Virtual Training.

Gold Tier Benefits:

Access to eDVIR app, Annual Fleet Optimization Consultation, 1 RTA User Conference ticket.

Serial number: RTA03181 – Facilities - Gold Tier

First year amount below based on 6 full user licenses (\$1102.11 each) and 15 mechanic licenses (\$881.69 each). Pricing model subject to change.

Subscription Year	List Price *	Discount %	NORTA Price
5/1/2024 to 4/30/2025	\$53,631.00	63.0%	\$19,838.00
5/1/2025 to 4/30/2026	\$55,239.93	56.1%	\$24,250.45
5/1/2026 to 4/30/2027	\$56,897.13	49.0%	\$28,993.66

Platinum RTA FMIS Includes:

Vehicle Information, Preventive Maintenance (PM) Scheduling, Parts Inventory Tracking, Parts-Kit functionality, Purchase Orders, Work Orders, Repair Histories, Mechanic Productivity Tracking, over 40+ Reports, Access to Trainings Videos, and Virtual Training.

Platinum Tier Benefits:

Access to eDVIR app, RTA Inspect for paperless inspections, Annual Fleet Optimization Consultation, 3 RTA User Conference tickets.

Serial number: RTA02915 – Maintenance - Platinum Tier

First year amount below based on 600 assets starting at \$56.845 per asset.

Subscription Year	List Price *	Discount %	NORTA Price
5/1/2024 to 4/30/2025	\$45,720.00	25.4%	\$34,107.00
5/1/2025 to 4/30/2026	\$47,091.60	18.4%	\$38,435.20
5/1/2026 to 4/30/2027	\$48,504.35	10.9%	\$48,518.48

* Assuming 3% projected price increase, however, actual increase will be the greater of 3% or current year CPI.

Both serial numbers will be invoiced together on one invoice.



**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	Ron Turley Associates, Inc
Manufacturer Address	RTA Fleet Management Software, 17437 N 71st Dr., Ste 110, Glendale, AZ 85308
Manufacturer's Dealer/Representative	Jacob Turley
Dealer/Representative address and Phone	jacobturley@rtafleet.com ; 623-581-2447

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

DESCRIPTION	
Materials/Services/Product	Ron Turley Associates, Inc
Estimated Cost	\$140,197.79
Required Delivery Date	March 21, 2025

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

[Continuation of SaaS subscription currently in place at RTA which is active and in use by Maintenance, Transportation, Inventory, and Facilities departments. Software used to maintain purchasing, inventory, and assets at RTA.](#)

[Requisition for remaining two-years of a three-year agreement. Full amount of the three-year agreement is \\$194,142.79. The first year of the agreement received RTAP_00468 for Facilities at \\$19,838.00 and RTAP_00412](#)



for Maintenance at \$34,107.00 (Total \$53,945.00). The requisition is to unify the purchase into one PO, and provide to the board for final review.

5. Reason for sole-source

Other information to support sole-source

(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 #	256
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

February 21, 2025

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

March 19 2025

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

March 24 2025

Signature

Date

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst: **Marc L Popkin**

Marc L Popkin

March 24 2025

Signature

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: **\$140,197.79**

Total Estimated Cost: **\$140,197.79**

Funding Type: **Local**

Capital/Grant Project ID:

Federal Funding	State	Local	Other
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		\$140,197.79	
Projected Fed Cost	State	Local	Other
		\$140,197.79	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-170-00-00000-00000
	01-2900-02-7140-170-00-00000-00000

Budget Analyst: **Erin Ghalayini**

Erin Ghalayini

Signature

March 19 2025

Date

E. DBE/SBE GOAL:

0	% DBE
0	% Small Business

Director of Small Business Development:

Adonis Charles Expose

Adonis Charles Expose

Signature

March 24 2025

Date

DBE/EEO Compliance Manager::

Adonis Charles Expose

Adonis Charles Expose

Signature

March 24 2025

Date

F. Information Technology Vetting:

IT Director: **Sterlin J Stevens**

Sterlin J Stevens

Signature

March 24, 2025

Date

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

Chief: **Dwight Daniel Norton**

Dwight Daniel Norton

Signature

March 24 2025

Date



Director of Procurement: **Ronald Gerard Baptiste**

Ronald Gerard Baptiste

Signature

March 26 2025

Date

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

Gizelle Johnson Banks

Gizelle Johnson Banks

Signature

March 26 2025

Date

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

Lona Edwards Hankins

Lona Edwards Hankins

Signature

March 26 2025

Date
