



**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:

<b>MANUFACTURER</b>	
Manufacturer Name	<a href="#">Trapeze</a>
Manufacturer Address	<a href="#">5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402</a>
Manufacturer's Dealer/Representative	<a href="#">Ravi Gidda</a>
Dealer/Representative address and Phone	<a href="#">6472925847; ravi.gidda@trapezegroup.com</a>

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

<b>DESCRIPTION</b>	
Materials/Services/Product	<a href="#">Trapeze</a>
Estimated Cost	<a href="#">\$221,454.00</a>
Required Delivery Date	<a href="#">February 6, 2026</a>

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 #	320
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

January 27, 2026

**Requestor**

**Date**

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

**Department Head: Sterlin J Stevens**

Sterlin J Stevens

February 02 2026

**Signature**

**Date**

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**B. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

**Director of Grants/ Federal Compliance :**

**Signature**

**Date**

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

Additional Safety Requirements Attached

**Chief: Michael J Smith**

Michael J Smith

February 11 2026



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

February 12 2026

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	
<b>Total all years</b>	

**Estimated Amount:**     **\$221,454.00**

**Total Estimated Cost:** **\$221,454.00**

**Funding Type:**           **Local**

**Capital/Grant Project ID:**

Federal Funding	State	Local	Other
		<b>\$221,454.00</b>	
Projected Fed Cost	State	Local	Other
		<b>\$221,454.00</b>	

FTA Grant IDs	Budget Codes
	<b>01-2900-02-7140-021-05-00-00000-00000</b>
	<b>01-2900-02-7140-021-13-00-00000-00000</b>




**Budget Analyst: Erin Ghalayini**

*Erin Ghalayini*

Signature

February 02 2026

Date

**E. DBE/SBE GOAL:**

0	% DBE
0	% Small Business

**Director of Small Business Development:**

**Adonis Charles Expose**

*Adonis Charles Expose*

Signature

February 12 2026

Date

**DBE/EEO Compliance Manager::**

**Adonis Charles Expose**

*Adonis Charles Expose*

Signature

February 12 2026

Date

**F. Information Technology Vetting:**

**IT Director: Sterlin J Stevens**

*Sterlin J Stevens*

Signature

February 12, 2026

Date

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

**Chief: Dwight Daniel Norton**

*Dwight Daniel Norton*

Signature

February 11 2026

Date

**Director of Procurement: Ronald Gerard Baptiste**

*Ronald Gerard Baptiste*

Signature

February 12 2026

Date

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

**Gizelle Johnson-Banks**

*Gizelle Johnson-Banks*

Signature

February 18 2026

Date



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

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**Lona Edwards Hankins**

*Lona Edwards Hankins*

**Signature**

**February 19 2026**

**Date**

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