



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: