



## Regional Transit Authority State Contract Procurement Routing Sheet

**INSTRUCTION:** The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	172
ProjectSchedule Delivery Date	1/31/2024 6:00 AM
Technical Specs attached	No
Scope of Work attached	Yes

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

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

**B. Name of Project, Service or Product:**

Dell Apex end to end solutions portfolio as-a-Service and subscriptions for provisioning

**C. Justification of Procurement:**

RTA's current computing resources are at capacity, and the organization cannot add additional server services to our computing infrastructure. Specifically, the memory levels (otherwise known as random access memory (RAM) are at critical utilization with daily server overloads. The server infrastructure lacks computational (CPU) performance for some of the more critical database functions, especially with our Clever Devices suite of products.

The purchase, which is a monthly model with a 36-month contract, will allow us to use a "pay-as-you-go" model which is capacity based and reduces a large capital outlay and reduces our commitment for future technology disposal costs. VMware support (virtualization software) is included for the commitment term and hardware maintenance support.

State Contract Code C000000010742 Contract name Dell NASPO Computer Equipment PA - State of Louisiana  
Customer Agreement ID MNWNC-108 / 4400002525 Expires 1/31/2024 Standard Delivery 30 Days Inv

In regards to services and migration, this contract includes pro deploy plus, migration services for all of your existing virtual machines to the new equipment, and pro support plus mission critical for the entire 3 year duration.

**D. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

<b>Director of Grants / Federal compliance:</b>	
<b>Signature</b>	
<b>Date</b>	



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

Additional Safety Requirements Attached

false

Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	December 13 2023

**Risk Management:**

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	December 13 2023

**F. Funding Source:**

Funds are specifically allocated in the Department’s current fiscal year budget or in a grant to cover this expenditure as follows:

**ICE Amount:** \$186,355.44

**Total Projected Cost:** \$186,355.44

**Funding Type:** Local

Federal Funding	State	Local	Other
		\$186,355.44	
Projected Fed Cost	State	Local	Other
		\$186,355.44	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-170-00-00000-00000
	01-2900-02-8580-170-00-00000-00000



Funds allocated by multi-year and budget codes:

Year	Amount	Budget Code
Year-1	\$31,059.24	01-2900-02-7140-170-00-00000-00000
Year-2	\$31,059.24	01-2900-02-8580-170-00-00000-00000
Year-3	\$31,059.00	
Year-4		
Year-5		
<b>Total all years</b>	<b>\$93,177.48</b>	

<b>Budget Analyst</b>	Eugenie Fenerty
<b>Signature</b>	<i>Eugenie Fenerty</i>
<b>Date</b>	December 11 2023

**G. DBE/SBE GOAL:**

% DBE	0
% Small Business	0

<b>Director of Small Business Development:</b>	Adonis Charles Expose
<b>Signature</b>	<i>Adonis Charles Expose</i>
<b>Date</b>	December 13 2023

<b>DBE/EE Manager</b>	Adonis Charles Expose
<b>Signature</b>	<i>Adonis Charles Expose</i>
<b>Date</b>	December 13 2023

**H. Information Technology Dept. vetting.**

<b>IT Director</b>	Sterlin Stevens
<b>Signature</b>	<i>Sterlin Stevens</i>
<b>Date</b>	12/14/2023 4:31 PM

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

<b>Department Head</b>	Sterlin Stevens
<b>Signature</b>	<i>Sterlin Stevens</i>
<b>Date</b>	December 09 2023



<b>Chief</b>	<b>Dwight Daniel Norton</b>
<b>Signature</b>	<i>Dwight Daniel Norton</i>
<b>Date</b>	<b>December 13 2023</b>

<b>Director of Procurement</b>	<b>Ronald Gerard Baptiste</b>
<b>Signature</b>	<i>Ronald Gerard Baptiste</i>
<b>Date</b>	<b>December 15 2023</b>

**FOR PROCUREMENT USE ONLY**

**Type of Procurement Requested:**

**SC - State Contract**

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**State Contract (SC)** this procurement is via a State competitive procurement

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

	<b>Required if Total Cost above \$15K</b>
<b>Chief Financial Officer</b>	<b>Gizelle Johnson-Banks</b>
<b>Signature</b>	<i>Gizelle Johnson-Banks</i>
<b>Date</b>	<b>December 20 2023</b>

	<b>Required if Total Cost above \$50K</b>
<b>Chief Executive Officer</b>	<b>Lona Edwards Hankins</b>
<b>Signature</b>	<i>Lona Edwards Hankins</i>
<b>Date</b>	<b>December 20 2023</b>