



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

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

<b>DESCRIPTION</b>	
Materials/Services/Product	<a href="#">Ron Turley Associates, Inc</a>
Estimated Cost	<a href="#">\$140,197.79</a>
Required Delivery Date	<a href="#">March 21, 2025</a>

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:**

<b>Federal Funding</b>	<b>State</b>	<b>Local</b>	<b>Other</b>
------------------------	--------------	--------------	--------------



		\$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

---