


## AUGUSTA TRANSIT

SHARON DOTTERY, TRANSIT DIRECTOR

### MEMORANDUM OF SOLE SOURCE JUSTIFICATION

**TO:** Geri Sams, Director Procurement

**FROM:**  Sharon Dottery, Director Transit

**DATE:** February 9, 2024

**SUBJECT:** GVP8 Migration Server Upgrade

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Augusta Transit in conjunction with Augusta Information Technology has been reviewing an upgrade to the Interactive Voice Response (IVR) functionality of Trapeze. Trapeze is the primary application used by Augusta Transit for Scheduling and Operations.

The Paratransit program relies on the automated scheduling functionality of the IVR system that allows citizens in need of Paratransit to schedule transportation in advance via this phone system. This upgrade will allow Augusta Transit to continue to serve citizens in an enhanced, efficient, and effective manner.

#### **Current Issue**

- Augusta Transit's current server is from 2012 and in need of an upgrade.

#### **Project Objectives**

- The mission of Augusta Transit is to give our customers access to all regions of Augusta-Richmond County by providing quality, dependable, safe, accessible, and affordable transportation, thereby enhancing the mobility of the general public as well as the transportation disadvantaged.
- The goal of this project is to enhance the ability of Augusta Transit to better serve citizens in the need of Paratransit Transport.





Print Form

**Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)**

Vendor: Trapeze E-Verify Number: 486896

Commodity: GVP8 Server Migration

Estimated annual expenditure for the above commodity or service: \$ 40,813.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- \_\_\_\_\_ 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- \_\_\_\_\_ 2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- X \_\_\_\_\_ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- \_\_\_\_\_ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- X \_\_\_\_\_ 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
- \_\_\_\_\_ 6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Sharon Dottery Department: Augusta Transit Date: 2/9/24

Department Head Signature: Sharon Dottery Date: 2/9/24

Approval Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: (required – not required) \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: