

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 08/20/2021

Requisition Number: N/A 2022 (8 characters)

Requestor Name: Jeff Daniels

Requestor Phone Number: 6082678788

Requestor Email: jdaniels@cityofmadison.com

Fund: 2150 METRO TRANSIT

Agency: 85 METRO TRANSIT

- Major:
- 53\*\*\* Supplies/Goods
  - 541\*\* Utilities
  - 542\*\* Building/Facility Maintenance/Repair
  - 543\*\* Software/Equipment Maintenance/Repair
  - 544\*\* Public Works Maintenance/Repair
  - 545\*\* Training/HR-Related Services
  - 546\*\* Consulting/Professional Services
  - 548\*\* Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$507,000.00

Vendor Name: Trapeze Software Group Inc.

Product/Service Description: Metro software technology maintenance agreements

- \$50,000 and UNDER**  
This form will be sent to the Purchasing Supervisor for review.
- OVER \$50,000**  
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

**Check the box(es) for the exception criteria you feel are applicable:**

1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
3. The services are for professional services to be provided by attorneys.
4. The services are to be rendered by a university, college, or other educational institution.
5. No acceptable bids have been received after formal advertising.
6. Service fees are established by law or professional code.
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

**REASON FOR REQUEST****WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The proposed resolution amends the current System Supply & Maintenance Agreement between Metro Transit and Trapeze Software Group, Inc. to extend coverage for software warranty ending at the end of 2021, extend coverage for Transit Master and Trapeze back-office software through 2022. The modules provided by Trapeze Software Group support several of Metro's operational activities including route development, schedule development, electronic data communication tools, vehicle parking assignments, real-time schedule information, etc. The only vendor that can provide support for this software is Trapeze. A software technology upgrade RFP in 2021 will allow for the possibility of a new vendor in 2023.

**COMMENTS REGARDING PURCHASES OVER \$50,000**

Madison Metro Transit has used Trapeze software for the bus system for many years, and the annual support and maintenance can only be purchased from them. A large-scale RFP process is currently underway to potentially replace the software, but the process is expected to take several months to complete, followed by a transition period throughout 2022 if a new vendor is selected.

Date: