



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 04/11/2023

Requisition Number: TBD (8 characters)

Requestor Name: Jennifer Schiller

Requestor Phone Number: 608-267-8766

Requestor Email: jschiller@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: \$540,000.00

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.

An agreement was executed between the city of Madison and Trapeze Software Group, Inc. on February 10, 2016 for system supply and software maintenance. The current software is out of warranty and is needed for Metro to run operations on a daily basis. Metro is in the process of implementing new operational software, and the existing vendor contract is needed until the end of 2023, while the new software is being implemented.

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 purchase from them. A new vendor (Clever) was selected in 2022 and implementation is currently underway; however, Trapeze software will need to continue to be used during the implementation. The City of Madison has paid Trapeze \$4.3M since 2015 for support, maintenance, and other related expenses.

Date:

Submit