



**ALTERNATE PROCUREMENT REQUEST**  
 OFFICE OF MANAGEMENT AND BUDGET  
 CSD/STATE PROCUREMENT OFFICE  
 SFN 51403 (7-2016)

Submit via the Procurement Work Request System:  
<https://www.nd.gov/omb/>  
 Select OMB Apps Login

Name of Agency or Institution Minot City Transit	Business Unit Number ✓	Date of Request 9/24/2018	Requisition/Tracking Number (Optional)
Procurement Officer Brian Horinka	Telephone Number (701) 857-4148	Fax Number (701) 837-3684	E-mail Address brian.horinka@minotnd.org

Description of Service or Commodity - Describe the intended purpose. (Include manufacturer, brand, model, and other identifiers.)  
 Upgrades to our current RouteMatch ITS systems. This would include updated modems that would allow passenger wifi onboard the bus as well as being able to view and download live video feeds from the onboard camera systems. This will also upgrade the Automatic Voice Announcement system to allow text to speech options and better communication with our passengers onboard.

Procurement Type  
 Noncompetitive Procurement     Limited Competitive Procurement     Purchase from another government entity's contract

Total Cost, including all options for renewal or extension (e.g. \$10,000/yr with two renewal options = \$30,000)  
 \$24,500.00

One-time Purchase    If recurring, describe anticipated future purchases, including on-going maintenance.  
 Recurring Purchase

**Non-Competitive Only**

Contractor RouteMatch	Contact Person Joshua Rushman	Telephone Number (303) 997-1506	Fax Number
Address 1230 Peachtree Street NE Suite 2800	City Atlanta	State GA	ZIP Code 30309
Indicate whether registration with the Secretary of State is required. See OMB Guidelines for Vendor Registration. <input type="checkbox"/> Yes <input type="checkbox"/> No			
How was the price determined to be fair and reasonable? Describe the negotiation efforts to obtain the best price. Cost estimate was requested from RouteMatch and was determined to be fair and reasonable for services requested.			

**Authority for Limited or Non-competitive Procurement**

- Competition can be limited under the following N.D.C.C. or N.D.A.C. provisions. Check the appropriate authority reference.
- The commodity or service is available from only one source. [N.D.C.C. § 54-44.4-05 (2)(a)]
  - The commodity or service is for experimentation or trial. [N.D.C.C. § 54-44.4-05 (2)(b)]
  - No acceptable bid or proposal was received pursuant to a competitive bidding or competitive proposal process. [N.D.C.C. § 54-44.4-05 (2)(c) and N.D.A.C. § 4-12-11-08]
  - Commodities are being purchased for over-the-counter resale. [N.D.C.C. § 54-44.4-05 (2)(d)]
  - A used commodity is advantageous to the state and the commodity is available on short notice. [N.D.C.C. § 54-44.4-05 (2)(g)]
  - The commodity is a component or replacement part for which there is not commercially available substitute and which can be obtained only from the manufacturer. [N.D.C.C. § 54-44.4-05 (2)(h)]
  - Compatibility with equipment currently owned by the state is essential to the proper functioning of that equipment. [N.D.C.C. § 54-44.4-05 (2)(i)]
  - The services or the circumstances are of such a nature that deviation from the procurement process is appropriate. [N.D.C.C. § 54-44.4-05 (2)(j)]
  - Products or services exclusive to particular individuals or business entities are required, but competition for that proprietary product or service exists. [N.D.A.C. § 4-12-09-02 (1)(a)]
  - Circumstances require that commodities or services be provided by vendors within a specific geographic area, such as equipment requiring local service, on-site service within a specific time, or delivery of ready mix concrete. [N.D.A.C. § 4-12-09-02 (1)(b)]
  - It is determined that a competitive sealed bid or competitive sealed process is impracticable or not in the best interest of the state. [N.D.A.C. § 4-12-09-02 (1)(c)]
  - The commodity or service is available from another government entity's contract. [N.D.C.C. § 54-44.4-13]. NOTE: Attach a copy of the contract. OMB State Procurement Office approval is required regardless of the dollar amount.

**Justification and Supporting Documentation**

Explain why a fully competitive procurement process is impracticable or not in the best interest of the state. Factual evidence must be provided, sufficient for the approver to independently determine that the justification is true and accurate. Factual evidence must be included or attached, such as written documents, reports, supporting data, affidavits, patent or copyright information, research or other information.

Minot City Transit already has a RouteMatch Intelligent Transportation System installed in its transit fleet. This system provides live GPS bus data to our passengers as well as Automatic Passenger Counters, Automatic Voice Announcements (AVA), and route information to management personnel. Currently to update the AVA system announcement information must be sent to Routematch to be created and loaded into the system at a cost of \$60.00 per announcement. With this upgrade we will be able to upgrade those announcements in house and have them updated at no cost. With the addition of the text to speech option it will allow us to change announcements as needed to provide our passengers with the most up to date stop and route information in near real time.

We are unable to purchase this upgrade from any other vendor as it will not be compatible with our current ITS system. A 5339 grant has already been approved with matching funds available to make this upgrade.

**Disapproval Consequences**

What are the consequence(s), including a dollar estimate of the financial impact, if this request for limited competitive or non-competitive purchase is not approved?

If this request for non-competitive purchase is not approved we will not be able to provide these enhanced services to our passengers and continue to pay \$60.00 every time we need to edit or add a voice announcement to our current system.

**Instructions:** Requests over \$2,500 must be approved by the Office of Management and Budget, State Procurement Office. The Information Technology Department must approve all requests for information technology hardware, software, and services over \$25,000. If using federal funds or a grant, check whether the funding source has requirements for noncompetitive purchases.

**Step #1**  
**Office of Management and Budget - State Procurement Office Approval (Over \$2,500)**

Approving Official Name <i>Becky Hanson</i>	Telephone Number <i>328-2542</i>
--	-------------------------------------

Returned for Further Justification    
  Send Notice of Intent to Make a Limited/Non-competitive Purchase    
  Approved    
  Disapproved  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

*This purchase is fair & reasonable and will make the service more convenient for passengers.*

Signature 	Date <i>10/24/18</i>	If Recurring, Expiration Date
---------------	-------------------------	-------------------------------

**Step #2 (if required)**  
**Information Technology Purchases only**  
**Information Technology Department Approval (Over \$25,000)**  
 State Procurement will forward to: [ITDprocurement@nd.gov](mailto:ITDprocurement@nd.gov)

Approving Official Name	Telephone Number
-------------------------	------------------

Returned for Further Justification    
  Approved    
  Disapproved  
 Date: \_\_\_\_\_

ITD Review Considerations: Is the product or service consistent with the agency's strategic IT plan and compliant with North Dakota Enterprise Architecture Standard STD-ITD-001?    
 Yes    
 No

ITD Reviewer Comments

  
  
  
  
  
  
  
  
  
  

Signature	Date
-----------	------