



**NOTICE OF PROPOSED SOLE SOURCE PROCUREMENT**  
**this is not a competitive bid/proposal**

The Utah Transit Authority (UTA) Procurement Policy provides that sole source procurements may be used only when the Award of a Contract is infeasible under other source selection methods, and at least one of the following circumstances applies: (a) The required goods or services are of a specialized nature requiring expertise that is only available from a single source; (b) The public exigency or emergency for the required goods or services will not permit a delay resulting from competitive solicitations; (c) After solicitations of a number of sources, competition is determined inadequate.

The UTA Purchasing Department has received a request to make the following sole source procurement:

**Product and/or Service to be purchased:** Laserfiche Enterprise System including maintenance and support

**Contract Duration:** One year with four one-year options

**Proposed Sole Source Supplier:** Cities Digital

**Estimated Total:** \$294,995.00

**Sole Source Justification:** Cities Digital has been identified as a "Sole Source vendor" for the following reasons:

The vendor is still providing implementation services from the original competitive RFP awarded in 2017, so while in the "closing" phase, the project is not fully completed in all areas. Changing vendors and software at this point would not only result in a substantial duplication of costs, but also create some significant challenges for records management practices. Cities Digital is the only company that can provide the annual system maintenance and support.

**Notice Start Date:** August 7, 2020 5:00 PM MST

**Notice End Date:** August 17, 2020 5:00 PM MST

**Due Date for Comments:** August 12, 2020 11:30 AM MST

**Earliest Date for Purchase:** August 18, 2020 9:00 AM MST

**Action to be Taken:** No action is required if you agree this proposed purchase is a valid sole source. If for any reason you do not agree with the proposed sole source procurement, you wish to comment, or object, please email your comments noting so to Pat Postell, UTA Contract and Grants Administrator, at [ppostell@rideuta.com](mailto:ppostell@rideuta.com) prior to the "Due Date for Comments" indicated above. Please do not submit questions, bids, no-bids, or proposals in response to this notice. This is a request for information only.

**Bid Contact:** Pat Postell  
[ppostell@rideuta.com](mailto:ppostell@rideuta.com)

**Bid Comments:** THIS IS NOT A REQUEST FOR BID OR PROPOSAL – THIS IS A PUBLIC POSTING FOR A SOLE SOURCE PURCHASE ONLY.

A copy of information related to this sole source procurement will be made available for public inspection, upon request, at the main office of UTA.