

REQUEST FOR NON-COMPETITIVE CONTRACT (Rev.9.19.18) - FOR BOCS APPROVAL ON: _____

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers:

Check off each box that applies and provide the detailed reasons in the JUSTIFICATION section.

VENDOR INFORMATION

Vendor Legal Business Name: **Transfinder Corporation**

Vendor Address: **440 State Street, Schenectady NY 12305**

Vendor Main Point of Contact for Any Resultant Contract: **Greg Zibro**

Title: **VP, Business Development**

Phone: **518-723-8111**

Email: **gzibro@transfinder.com**

Detailed Description of Service and Contract Term: **1 year, renewable annually by paying support fees**

Total Cost and Method of Compensation: **\$64,879 + travel expenses for onsite training (\$2000).**

EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY

- | | | |
|---|---|---|
| <input type="checkbox"/> Lawyers | <input type="checkbox"/> Planners | <input type="checkbox"/> Recruitment agencies for professionals |
| <input type="checkbox"/> Accountants | <input type="checkbox"/> Landscape architects | <input type="checkbox"/> Information technology advisors |
| <input type="checkbox"/> Auditors | <input type="checkbox"/> Real estate brokers | |
| <input type="checkbox"/> Financial advisors | <input type="checkbox"/> Contract deemed to be in the best interest of the City | |

SOLE SOURCE: Only one vendor is capable of providing the service.

SINGLE SOURCE: The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.

Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.

Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.

Single / Sole Source: Sole provider of a patented or licensed service.

Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

JUSTIFICATION: Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition.

Transfinder software is used in hundreds of school districts in NY and thousands nationally. Their software offers unique functionality that is not available from other software vendors. Transfinder is based in NY and has designed functionality and reporting based on the needs of NYS school districts. Transfinder is offering significant discounted pricing and the company has a strong reputation for being extremely competitive on pricing while delivering high quality products and services.

APPROVAL: I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Transportation / Enka Lassi

Signature:  _____ Date: 10.17.19