



Cache County School District
Purchasing Department
84 E 2400 N, North Logan, UT 84341
Phone: 435-752-3925 www.ccsdut.org

**NOTICE OF INTENT TO AWARD A CONTRACT WITHOUT ENGAGING IN A STANDARD
PROCUREMENT PROCESS**

GEO TAB
CCSD-SSGEO110226

The Cache County School District ("CCSD") Department of Purchasing is publishing this notice pursuant to the Utah Procurement Code. The Conducting Procurement Unit submitted this form claiming that it intends to award a contract without competition if it is determined by the Department of Purchasing, in writing, that:

- There is only one source for the procurement item
- Transitional costs are a significant consideration in selecting a procurement item;
 - or the award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.

An urgent or unexpected circumstance, need, or requirement for a procurement item does not justify the award of a contract/purchase without engaging in a standard procurement process.

*"Transitional costs"- means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

In the subsequent pages, the Conducting Procurement Unit has provided its justification for seeking to award a contract without following the standard procurement process.

Determination of Other Interested Vendors

The intent of this notice is to determine if there are any other interested and qualified vendors that meet the specifications of this notice. Any such vendors must submit the following information:

- The name of the contesting person; and
- A detailed explanation of the challenge, including documentation showing that there are other competing sources for the procurement item.

In addition, a vendor should include:

- Documentation that your firm can provide a comparable or better procurement item that meets or exceeds the specifications
- Documentation that your firm can also provide the same proprietary procurement item or an equivalent procurement item; and
- If transitional costs are identified as the justification for this notice, submit a cost comparison of the identified transitional costs with your firm's anticipated transitional costs

Regardless of any prior communications with CCSD or the Purchasing Department, all vendors interested in responding to this notice must submit a response to this posting containing complete responses to all of the information requested above.

DO NOT CONTACT THE CONDUCTING PROCUREMENT UNIT. Any questions regarding this notice, including requests for additional information, can be directed to the CCSD Purchasing Department during the publication period. No action is required if you agree with this notice.

If, after the public notice period has passed, the Purchasing Department determines that there are other interested and qualified vendors that meet the specifications of this notice, the Purchasing Department will not award a contract pursuant to this notice.

If, after the public notice period has passed, no valid challenges are received, the Purchasing Department may award a contract to the identified vendor without competition.

Please read the entire form very carefully before responding to this notice

REQUESTED INFORMATION

- *If submitting a contest, the vendor certifies that they have read all of the documents attached to this notice*
- *Contesting vendors must upload the required information per the Part 8 document in response to this question.*
- *Provide your firm's contact information, including the name, phone number, and email address of your firm's representative.*



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All information provided on this document may be used for public notice and comment when required. Therefore, please be complete in your answers. The Purchasing Department will not approve documents which are deemed to lack sufficient information/evidence to support the request.

AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM-CCSD-#SSMSSD102326

Department/Division Name:	Cache County School District		
Contact Person and Title:	Tim Smith		
E-mail Address:	tim.smith@ccsdut.org	Telephone Number:	435-792-7627
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor? No			

DEPARTMENT/SCHOOL CONTACT INFORMATION ITEM OR SERVICE

Description of procurement item to be purchased:	Vehicle Tracking Software		
Estimated value of the contract/purchase order:	\$132,300		
Freight Cost (F.O.B. Destination, Freight Prepaid):	NA		
☒	Agency Contract	1. Insert requested term of contract: <u>3</u> years and renewal options: <u>0</u> years. 2. The Department/School may not make the procurement until the solicitation process is completed and a contract is written and signed by the procurement unit, the vendor, and the Purchasing Department.	
☐	Purchase Order	1. If the total purchase will be greater than \$5,000.00, the Department/School may not make the procurement until after the solicitation process is completed, the PO is signed by the Purchasing Department, and the PO is delivered to both the Department/School and the vendor.	

VENDOR INFORMATION

Vendor Name:	GEO TAB
Vendor Contact Person:	Wally Ochaita
Vendor Email Address:	
Vendor Telephone Number:	725-210-3950
Vendor Ordering Address:	6543 S Las Vegas Blvd, Ste 200
Vendor Remittance Address:	Same as above
All items in the above section are required.	

Complete the following if no vendor number exists in ERP (Munis):

Vendor Federal Tax ID# (TIN): (9 Digits):	
Type of Vendor:	

CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:		
☒	There is only one source for the procurement item.	Complete section A
☐	Transitional costs are a significant consideration in selecting a procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the procurement unit	Complete section B
☐	The award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.	Complete section C

SECTION A: ONLY ONE SOURCE

1.	<p>What is unique about this procurement item to justify an award of contract without engaging in a standard procurement process? (Explain in detail why the service or product is only available from a single supplier.)</p> <p>The District is seeking a telematics solution that integrates with the Enterprise Fleet Management environment used to manage the District's fleet. The required solution must automatically transmit vehicle data, including mileage and other available operating data, into the Enterprise fleet-management workflow; maintain consistent vehicle records across the two systems; and allow CCSD and Enterprise personnel to manage the fleet without duplicate data entry or separate, disconnected tracking systems.</p> <p>GeoTab is Enterprise Fleet Management's established telematics partner for this integrated configuration. We are contracted with Enterprise until November 2029. The GeoTab platform supports the required integration between vehicle telematics and Enterprise's fleet-management services, including making vehicle mileage available within the Enterprise environment.</p>
2.	<p>Could the procurement item be reasonably modified to allow for competition?</p> <p>No, provided that native integration with CCSD's existing Enterprise Fleet Management environment is confirmed as a mandatory operational requirement. Removing that requirement would materially change the procurement item and would require CCSD to operate separate systems, manually reconcile vehicle and mileage information, or develop and maintain a custom interface. Those changes would reduce data consistency and interfere with the District's intended centralized fleet-management process.</p>
3.	<p>Explain the market research performed.</p> <p>CCSD reviewed the operational requirements of its Enterprise-managed fleet and publicly available information concerning GeoTab's integration with Enterprise Fleet Management. Enterprise's telematics materials identify the service as "Enterprise Telematics Powered by GeoTab," and GeoTab's materials describe the integration's ability to provide vehicle information, including mileage, within the Enterprise fleet-management environment.</p> <p>We have reviewed other companies such as Verizon Connect and RTA. However, CCSD has not identified another provider capable of furnishing the same Enterprise-supported GeoTab integration required for the District's existing fleet-management arrangement.</p>
4.	<p>What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract?</p> <p>No State Contract is available for this service</p>
5.	<p>If there is only one source for the procurement item, list the names of other similar vendors contacted, contact person, and a summary of their response,</p> <p>N/A</p>

Administration Approval:	
Authorized Department/School Administrator	Date

Recommend Award:		Final Approval by Purchasing Director:	
CCSD Purchasing Agent	Date	Karma Leatham, Purchasing Manager	Date

THIS SECTION TO BE FILLED OUT BY CCSD PURCHASING DEPARTMENT

The public notice period shall be (Check the box that applies):	
a.	If the cost of the procurement exceeds \$50,000 then the publication of the notice must be made in accordance with Section 63G-6a-112. ☐
b.	Procurements under \$50,000.00 are not required to be published, but may be published at the discretion of the CCSD Director of Purchasing Published: ☐ Not Published: ☐
c.	Publication is not required for a procurement pursuant to a trial use contract. ☐
d.	Publication is waived for an award of contract without engaging in a standard procurement process procurement: ☐ For any procurement item identified in Utah Administrative Code R33-8-101(7)(b)(i-viii); ☐ For award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item; ☐ For other circumstances as determined in writing by the chief procurement officer or head of a procurement unity with independent procurement authority.
The Terms and Conditions that will be attached to the awarded agency contract/purchase order:	
District Contract:	☐ Goods ☐ Services ☐ IT for DTS only ☐ Att. B IT Non-DTS (include DTS Exception Form, if applicable)
Purchase Order:	☐ Goods ☐ Services ☐ IT for DTS only ☐ Att. B IT Non-DTS (include DTS Exception Form, if applicable)
For Purchasing Department Use After the Public Posting Period:	
Agent:	
Notice#:	
Commodity Code(s):	
# of Vendors Sent To:	

Additional Research & Comments:	
Summary of Contest(s) Received & Determination:	