



## **PROPOSED FINDINGS OF FACT FOR AWARDING A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT**

The Oregon Revised Statutes require that all contracts for goods and/or services be based upon competitive bids or proposals. An exception to this requirement is permitted when the goods or services are only available from one source. Sole-source procurements must be justified by "Findings" pursuant to Oregon law. The following are those "findings."

### **The Services Required Are Available From Only One Source:**

1. **FINDING:** The efficient utilization of existing goods requires acquiring compatible goods or services;
2. **FINDING:** The goods or services required to exchange software or data with other public or private agencies are available from only one source. The software platform used by Site Crafting for the LTD website is proprietary and not available from another source.

### **CONCLUSIONS OF LAW**

The above "Findings" show that the sole-source procurement process to retain the services of SiteCrafting relating to website software maintenance, emergency fixes and support complies with the requirements of Oregon law for award of a contract for goods or services without competition.



**RESOLUTION NO. 2020-06-17-031**

**GRANTING AWARD OF A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION  
AND THROUGH A SOLE-SOURCE PROCUREMENT**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, the LTD Board of Directors, acting as the LTD Contract Review Board, has authority to award certain contracts without competition pursuant to ORS 279B;

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999;

**WHEREAS**, for those contracts authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments or change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract;

**WHEREAS**, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on contracts, contract amendments, and change orders prior to those contracts, contract amendments, or change orders being presented to the LTD Board for review and approval;

**WHEREAS**, the Contract Committee reviewed the proposed contract between LTD and Site Crafting on June 8, 2020, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

**WHEREAS**, the Board has determined that the retaining the services of Site Crafting relating to website software maintenance, emergency fixes and support should be procured through the sole-source procurement process.

THE BOARD finds as follows:

1. The Board adopts the specific "Findings of Fact" set forth above.
2. The "Findings" show that the award of the contract without competition and through a sole-source procurement complies with the requirements of Oregon law for sole-source procurements.

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

1. The contracts shall be in compliance with all applicable laws and regulations.
2. Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with Site Crafting for the provision of services related to website software maintenance support for an amount not to exceed \$40,000 over a two (2) year period; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17<sup>TH</sup> DAY OF JUNE, 2020.

  
Carl Yeh (Nov 25, 2020 15:21 PST)

Board President, Carl Yeh