

# Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

IL Dept. of Transportation

## Sole Source Justification Form - Part I

### Section I - General Information

Department/Bureau/Section: Bureau of Research

Need Identified Date: Feb 11, 2019

Supply/Service Need By Date: Feb 28, 2019

Project Title: AASHTO Memberships

Vendor: American Association of State Highway & Transportation Officials (AASHTO)

Provide a description of the supplies or services required:

AASHTO membership dues and Technical Service Programs (TSPs) for Bridge Design Rating, Rail Resource Center, Census Transportation Planning, AASHTO Material Standards, and etc.

Value: Estimated

Value of Initial Term, this Change Order or Amendment: 3,318,485

Will this Sole Source amend a Professional or Artistic Services contract? ☐ Yes ☒ No

\*Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Type: New Sole Source

### Section II - Proposed Term

☐ One-Time Purchase ☒ Term Contract

Estimated Contract Begin Date: Apr 1, 2019

Estimated Contract End Date: Dec 31, 2023

Number of Potential Renewals: 0

Length of Each Renewal in Months: 0

Total Value of All Renewals: 0

If a Term Contract, does the term, including renewals, exceed 12 months? ☐ Yes ☒ No

### Section III - Funding Source

Select the type of funding to be used (Check all that apply): ☒ State Appropriate Funds ☒ Federal Funds ☐ Other (Explain):

### Section IV - Sole Source Justification

This purchase is economically only available from a single source **primarily** because it is: (If "Other" explain in one sentence)

Items are Required for Research and No Other Source is Able to Meet the Researcher's Documented Need

Are there secondary justification(s) for this sole source? ☐ Yes ☒ No

### Section V - Purchase History

Has the Agency or University Purchased these supplies or services in the past? ☐ Yes ☒ No

### Section VI - Business Rationale

# Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

IL Dept. of Transportation

1. Provide a detailed explanation of the need for the supplies or services:

The AASHTO Technical Service Programs (TSPs) are an integral part of ensuring that IDOT's staff have access to the training, resources, and standards that they need to effectively carry out their jobs.

Participating in the TSPs also provides IDOT with the opportunity to learn about and implement state of practice procedures, and to help shape the future of transportation in Illinois and the nation.

2. Provide a list and describe in detail the specifications required to satisfy the need:

See attached summary of program details.

3. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements?

AASHTO is the only vendor supplying these items, and typically each state DOT participates in these programs to be consistent on a national level. AASHTO is a nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico. It represents all transportation modes including: air, highways, public transportation, active transportation, rail, and water. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system.

4. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific quantifiable factors/qualifications:

AASHTO is the only vendor supplying these items, and typically each state DOT participates in these programs.

5. Has the Agency or University considered alternative supplies or services to satisfy their need? ☐ Yes ☒ No

5a. If no, why weren't alternatives evaluated?

There are no alternative services available.

6. Are there resellers or distributors?

☐ Yes ☒ No ☐ N/A

7. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

The prices are set by AASHTO, which is governed by a Board of Directors comprised of the CEOs of the state DOTs. There is no additional negotiation process.

8. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?

☒ Yes ☐ No

8a. If yes, please provide details regarding future obligations and/or needs:

There will be an ongoing need for these items, as access is renewed on an annual basis.

9. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?

There are no other bidders that can provide these products. AASHTO would be the only submitter, and IDOT would select them.

10. Is there any additional information you would like to add to justify this sole source?

AASHTO is a unique organization that works to educate the public and key decision makers about the critical role that transportation plays in securing a good quality of life and sound economy for our nation. AASHTO serves as a liaison between state departments of transportation and the Federal government. AASHTO is an international leader in setting technical standards for all phases of highway system development. Standards are issued for design, construction of highways and bridges, materials, and many other technical areas.

# Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

IL Dept. of Transportation

## Section VII

### Requesting Department Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative

Megan Seitzinger

Digitally signed by Megan Seitzinger  
Date: 2019.02.25 11:15:43 -06'00'

Phone Number

217-524-3938

Date

Feb 25, 2019

Printed Name

Megan Seitzinger

E-mail Address

megan.e.seitzinger@illinois.gov

### State Agency Bureau/Division Head or University Purchasing Director Approval and Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed. (All prior form fields will lock once this e-signature is completed)

Agency Bureau/Division Head or University  
Purchasing Director and Not a Designee

*A. Williams*

Phone Number

(217) 782-5340

Date

2/26/19

Printed Name

Aunda Williams

E-mail Address

aunda.williams@illinois.gov

### SPO Approval and Signature Required

☒ I have reviewed and understand the contents of this Sole Source Justification and agree with the State Agency or University determination.

☐ I have reviewed and understand the contents of this Sole Source Justification and do not agree with the State Agency or University determination. As a result, the State Agency or University must explore other sourcing methods to satisfy their need.

State Purchasing Officer Signature

*Colleen Caton*

Phone Number

217/558-5432

Date

2/28/19

Printed Name

Colleen Caton

E-mail Address

colleen.caton@illinois.gov

## **American Association of State Highway and Transportation Officials (AASHTO) Membership Dues and Technical Service Programs (TSPs) Descriptions**

### **AASHTO Membership Dues (State Funding)**

By participating as a member in AASHTO, state DOTs benefit from access to AASHTO committees to have direct input into materials and testing standards, receive one free copy of publications and discounted rates on additional copies, reduced registration fees to meetings, and access to training and technical support.

---

### ***State Planning and Research Part 2 Eligible Technical Service Programs***

#### **AASHTO TC3**

TC3 is proud to announce the launch of its new learning management system (LMS) and website. TC3 is migrating courses, previously housed on the National Highway Institute (NHI) website, to a new LMS platform that leverages AASHTO resources. TC3 has a library of more than 100 web-based training modules covering a variety of topics for construction, maintenance, and materials.

#### **AASHTO Rail Resource Center**

ARRC supports states in their efforts to establish and maintain passenger and freight rail programs that are expanding significantly in terms of both funding and responsibility by partnering with the Federal Rail Administration and others. ARRC provides assistance through webinars, peer-to-peer exchanges, meetings, internet exchanges, and publications.

#### **All (AASHTO Innovation Initiative)**

The purpose of the All is to identify and champion the implementation or deployment of a select few proven technologies, products or processes that are likely to yield significant economic or qualitative benefits to the users. The All works with the Special Committee on Research and Innovation (SCRI) and the Research Advisory Committee (RAC) as well as others to identify new technologies.

#### **AASHTO re:source**

AASHTO re:source promotes the quality of testing in construction material laboratories of the AASHTO member departments and others through four activities: the routine assessment of laboratories; the distribution of proficiency test materials; technical support to the AASHTO Committee on Materials and Pavements in the operation of the AASHTO Accreditation Program (AAP); and the development of precision estimates for the AASHTO Committee on Materials and Pavements test methods.

#### **APEL (AASHTO Product Evaluation List)**

APEL provides a web-based clearinghouse for state-level evaluation and testing of new and/or proprietary engineered transportation products. The program allows manufacturers to submit products on-line for evaluation to multiple agencies, and the program allows member agencies to customize and automate the work flow process for new product evaluations.

#### **AASHTOWare Bridge Design Rating Modernization (SPR2 eligible)**

The AASHTOWare® program allows member agencies to employ a cooperative approach to software development that incorporates best practices and enables state DOTs to pool resources to address the common problems and challenges. Software under the

AASHTOWare® program is designed by state DOT experts for the state DOTs and is delivered by private-sector contractors.

**CTPP (Census Transportation Planning Products)**

AASHTO partners with the member departments to support the development of special census products and data tabulations for transportation, which are key inputs to a variety of state, regional, and local transportation policy and planning efforts. These census transportation data packages have proved invaluable in understanding characteristics about where people live and work, their journey-to-work commuting patterns, and the modes they use for getting to work.

**DAMS (Development of AASHTO Materials Specifications)– PDF**

DAMS supports the development of new materials standards and test methods, as well as revisions and updates to current standards, through assistance from independent technical writers. Funding expedites the development of these important documents and allows the Committee on Materials and Pavements to make better use of its volunteer members.

**Design Publications Maintenance (DPM)**

This technical service program was established to provide support for the activities of the Committee on Design and its technical committees in the development and maintenance of the AASHTO publications under their purview. This new TSP addresses the concerns in the resolution passed by the Board of Directors regarding the need for more frequently updated design standards.

**EMTSP (Equipment Management Technical Service Program)**

EMTSP assists state DOTs in more efficiently managing their equipment fleets with the goal of yielding significant savings as well as improved performance and reliability.

**ETAP (Environmental Technical Assistance Program)**

ETAP provides cost-effective services and timely information to assist state DOTs in meeting the difficult challenge of delivering their transportation programs in a timely and environmentally responsible manner.

**Highway Safety Policy and Management Technical Service Program**

The Safety program supports member departments' highway safety efforts through coordination with other public safety agencies and highway safety partners to develop and implement programs for improving safety on all public roads. Activities include Highway Safety Manual development and implementation, update of the AASHTO Strategic Highway Safety Plan, and efforts to revise and implement other safety-related publications.

**LRFD Bridges and Structures Specifications Maintenance**

This program supports maintenance of the LRFD specifications, as well as other related bridge specifications. Funding is also used for special studies on bridge design issues, AASHTO staff support to the Committee on Bridges and Structures, and updates of LRFD design examples.

**MTAP (Multi-State Transit Technical Assistance Program)**

MTAP enables state transit agencies to network and efficiently solve technical problems through a variety of peer exchange opportunities. MTAP helps state DOTs implement Federal Transit Administration programs, provides feedback to FTA on implementation issues and best practices, and creates a professional network to share best practices, receive technical assistance, and obtain new ideas from other states.

**NOCoE (National Operations Center of Excellence)**

The NOCoE provides the state DOTs with a wide range of resources related to best practices, training and skills development, technical assistance, communities of practice, and other opportunities related to transportation systems management and operation. Information on high-priority technical areas and opportunities for capacity building is delivered through a series of webinars, peer exchanges, and technical support activities.

**NTPEP (National Transportation Product Evaluation Program)**

NTPEP cooperatively tests manufactured transportation products that are of common interest to all member departments and shares the results from these laboratory and field evaluations.

**SICOP (Snow and Ice Cooperative Program)**

SICOP identifies and funds high priority winter maintenance research and technology transfer projects. Membership includes the AASHTO member departments, American Public Works Association (APWA), and the National Association of County Engineers (NACE).

**TSP2 (Transportation System Preservation Technical Service Program)**

Participation in the TSP2 program helps the state DOTs preserve their pavements and bridges by helping them develop and implement their own preservation programs. Program staff field questions and provide technical guidance on preservation issues such as pavement and bridge treatments, materials, strategies, and best practices.

---

***State Planning and Research Part 1 Eligible Technical Service Programs*****AASHTOWare (Cooperative Computer Software Development Program)**

The AASHTOWare® program allows member agencies to employ a cooperative approach to software development that incorporates best practices and enables state DOTs to pool resources to address the common problems and challenges. Software under the AASHTOWare® program is designed by state DOT experts for the state DOTs and is delivered by private-sector contractors.

**TRAC/RIDES (Transportation and Civil Engineering/Roadways into Developing Elementary Students)**

TRAC encourages students in grades 5 through 12 to pursue higher education and, ultimately, careers in civil engineering and transportation by providing schools with curriculum enhancements that demonstrate engineering and transportation principles. RIDES introduces younger elementary students to engineering and transportation careers through activities that emphasize classification, sequencing, and graphing process skills.