



**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: FAREPAY Cards Service Contract.**

**Contract Duration: 3/2025 – 2/2028 (Approximately)**

**Proposed Sole Source Supplier: InComm**

**Estimated Total: \$412,747.00**

**Sole Source Justification:** InComm sourced all the existing FAREPAY cards that are in circulation (211,000 active cards). Replacing these cards would be very inconvenient for our riders. These cards are/were purchased through the InComm-hosted website and at multiple merchants within InComm's retail merchant network (nearly 400 merchant locations). These merchants have exclusive contract agreements with InComm to sell/activate/reload our FAREPAY cards and are equipped with POS terminals for this purpose. Attempting to switch to a new retail merchant network would be very disruptive and confusing for our riders. Further, InComm is partnering with S&B to integrate the prepaid card balances associated with all FAREPAY cards to provide a custom, real-time data integration with the new S&B hosted back-office system, so that we are immediately notified of card reload events. Finally, UTA has integrated with, and S&B will continue to integrate with, InComm's payment gateway so that we can perform near-real-time payment processing transactions as patrons use their FAREPAY cards to pay their fares. Integrating with a new provider (assuming one exists) for payment processing and multi-threshold events would require significant application development & testing activities.

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**Notice Start Date:** Feb. 5, 2025 2:00 PM MDT

**Notice End Date:** Feb. 12, 2025 2:00 PM MDT

**Due Date for Comments:** Feb. 10, 2025 2:00 PM MDT

**Earliest Date for Purchase: Mar. 2025**

**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 Troy Hamilton, UTA Manager of Procurement, at [thamilton@rideuta.com](mailto:thamilton@rideuta.com) prior to the "Due Date for Comments" indicated above. Please do not submit questions, bids, no-bids, or proposals in response this notice. This is a request for information only.

**Bid Contact:** Troy Hamilton  
[thamilton@rideuta.com](mailto:thamilton@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.

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