

**Metropolitan Transportation Commission**  
**Regional Network Management Committee**

**March 14, 2025**

**Agenda Item 2b**

**Clipper® Purchase Order with a Sole Source Single Provider Justification - Purchase of  
Clipper Cards for the Clipper Program: Paragon ID High Point US (\$1,000,000)**

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**Subject:**

Request for approval of a Purchase Order with a Sole Source Single Provider Justification with Paragon ID High Point US (Paragon) for procurement of Clipper cards in the amount of \$1,000,000.

**Background:**

Since its inception, the Clipper program has issued nearly ten million cards. Demand has remained steady, with the program issuing approximately 150,000 new adult cards each month. This Purchase Order is intended to make funds available should an additional order need to be placed to have sufficient inventory to last until the start of C2 fare media usage. This Purchase Order allows for a purchase of C1 fare media directly from Paragon, using funds originally allocated in the 24-25 budget for C2 fare media. Ordering directly from Paragon enables more timely ordering and delivery of the cards as opposed to ordering through a Cubic Change Order. If additional C1 cards are ordered, but not used before the end of C1, they can be used in the C2 system.

Funds from the \$3 card fee will be used to partially fund this Purchase Order. The funds in this Purchase Order were fully contemplated in the Two-Year Budget and Work Plan approved by the Board in May 2024. The funds for this proposed change order amendment are currently available in the Clipper card fee account.

The Clipper Executive Board approved this proposed Purchase Order at its February 24, 2025 meeting. The funds for this Purchase Order were fully contemplated in the Two-Year Budget and Work Plan approved by the Clipper Executive Board in May 2024. Paragon is neither a small business nor a disadvantaged business enterprise and has no subcontractors for this work.

**Issues:**

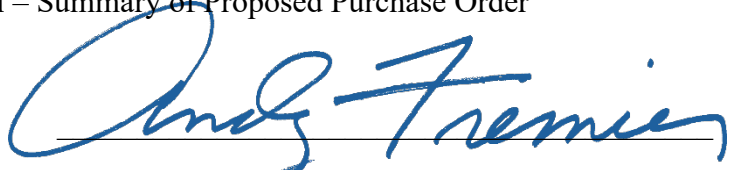
None identified.

**Recommendations:**

Staff recommends the Regional Network Management Committee authorize the Executive Director or designee to issue a Purchase Order to Paragon in an amount not to exceed \$1,000,000 to produce Clipper cards for distribution to customers.

**Attachments:**

- Request for Committee Approval – Summary of Proposed Purchase Order



Andrew B. Fremier

## Request for Committee Approval

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### Summary of Proposed Purchase Order

Work Item No.: 1311

Consultant: Paragon ID High Point US  
High Point, NC

Work Project Title: Clipper Card Procurement (Purchase Order with Sole Source)

Purpose of Project: To procure Clipper cards

Brief Scope of Work: Under this Purchase Order, Paragon will produce Clipper cards as directed by MTC.

Project Cost Not to Exceed: \$1,000,000

Funding Source: Clipper cardholder administrative fees, STP, CMAQ, STA, STP Exchange, Regional Measure 2 Capital and Regional Measure 2 Operating, Regional Measure 3, SB1 State of Good Repair

Fiscal Impact: Funds available in the Clipper card fee account and in the 2024-25 MTC agency budget

Motion by Committee: That the Executive Director or designee is authorized to issue a Purchase Order for the purpose described above and in the Regional Network Management Committee Summary Sheet dated March 14, 2025 and that the Chief Financial Officer is authorized to set aside \$1,000,000 for such Purchase Order.

Regional Network  
Management Committee:

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Sue Noack, Vice Chair

Approved: March 14, 2025