

Sole Source Procurement Instructions

Department: Information Technology

Date: 3/21/2024

Vendor: Avineon

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

This is for professional services to install and configure a product that the City already owns, but has not utilized.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

Avineon has been utilized by the City for the past 10 years (the first 8 were as Highland Mapping). The team is thoroughly knowledgeable about not only the design and operations of our GIS software, but has also been involved in the integrations with other enterprise applications. This removes that discovery phase from the process, since they already are aware of it.

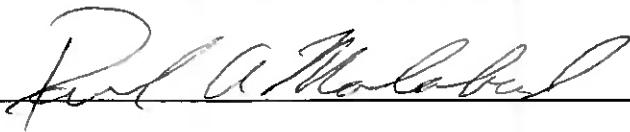
3. Explain why the price is considered reasonable.

Price is within expected cost for the amount of time involved in the installation and configuration of the software (6 weeks) plus administrative training (16 hours over two weeks).

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Pricing was compared to similar projects and therefore not negotiated beyond scope.

Please attach this form to the Requisition and forward to Purchasing.

Signature:  Date: 3/21/24