

# Sole Source Procurement Instructions

**Department:** Commissioner of the Revenue

**Date:** March 18, 2024

**Vendor:** Tyler Technologies

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.

Effective 1/1/24, J.D. Power retired their Service Bureau Batch Processing Service. Virginia municipalities have to use services from Preferred Value Append Vendors. The City of Harrisonburg currently uses Tyler assessment software and Tyler has developed a new Valuation Data Integration system within their software and has removed their old import of J.D. Powers valuation. To use another vendor would require additional programming to get vehicle values into Tyler.

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

Tyler Technologies developed the assessment software used by the Commissioner of the Revenue office and had a module to import values from J.D. Power so when J.D. Power announced they would no longer do batch processing, Tyler created a new module that can be used to value all cars. Other vendors would require special programming at additional cost over just valuation services we are paying Tyler for.

3. Explain why the price is considered reasonable.

Tyler Technologies has based their quote on the number of vehicles we priced through J.D. Power in 2023 and they are charging .40 cents a vehicle. Other Preferred Value Append Vendors were charging .50 cents per vehicle and they can't import directly into our software.

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

J.D. Powers had provided a list of Preferred Value Append Vendors and the Commissioner reached out to them for quotes. One was only servicing their software clients, and 2 others said they would have to have additional costly programming to be able to get values imported into our software.

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

Signature: \_\_\_\_\_

*Karen Updose*

Date: \_\_\_\_\_

*March 18, 2024*