

# Sole Source Procurement Instructions

**Department:** Information Technology

**Date:** 5/14/2024

**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.

This is a support contract for software procured by the City in 2013. The software can only be supported by the developers.

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

Technical Systems Management provides hardware and database support that is not covered by software. With the amount of support and the number of upgrades that are planned and required moving forward, this would be a lower cost alternative to support on demand which is currently not offered without going through contract negotiations. This could potentially cause a large amount of down time.

3. Explain why the price is considered reasonable.

The cost of TSM support is 25% of the software support costs. The increase annually is in line with the 7% negotiated at contract time.

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

No negotiation was done since we are still utilizing the support services on a weekly basis which means the support is still relevant and necessary.

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

Signature: Paul A. Mankel Date: 5/14/24