

Sole Source Procurement Instructions

Department: 122011- Information Technology

Date: 08/01/2012

Vendor: GRA20110- Granicus

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.

Granicus support agreement provides support for the iLegislate application and council meeting videocasting.

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

At the time, only Granicus provided a product in the nature of iLegislate in conjunction with streaming services for public meetings. We have not researched whether other vendors currently provide the service.

3. Explain why the price is considered reasonable.

City management stated that the cost was reasonable since Granicus provided the iLegislate application at no cost in conjunction with the streaming of public meetings.

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

N/A

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

Signature: Paul A Malabed Date: 8/1/12