

# Sole Source Procurement Instructions

Department: Information Technology

Date: 2/19/2025

Vendor: Azteca/Trimble

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.

Product was purchased for development of a Computerized Asset Management System in 2014 for public works streets division. Since then, it has been expanded to several divisions in public works as well as public utilities. There are plans to expand the project to include Parks and Recreation and build a citizen inquiry program utilizing the workflows already developed.

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

Azteca is the sole seller of the software.

3. Explain why the price is considered reasonable.

Pricing reflect a 5% increase from last year. Software is heavily used by 2 departments.

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

There was no negotiation since the price increase was better than the 5-7% increase seen with other vendors.

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

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



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

