

Sole Source Procurement Instructions

Department: Information Technology

Date: 8/25/2025

Vendor: The Davenport Group USA, Ltd

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 continuing software support for a product purchased by RFP in 2017.

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

The Davenport Group is the only provider of support for the LAMA program

3. Explain why the price is considered reasonable.

Support is in line with the conditions in the 2017 RFP response.

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

No negotiations were done. The pricing is in line with the 2017 RFP response.

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

Signature: Paul A. Melchior Date: 8/25/25