

Sole Source Procurement Instructions

Department: Information Technology

Date: 7/11/25

Vendor: Esri

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.

Support/licensing for Small Government Enterprise License Agreement(ELA) with ESRI. Multiple departments use the GIS software provided by ESRI. No other software provides the server and end-user software in a manner that allows the efficiencies that the ESRI product provides.

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

This Software ELA can only be purchased through the vendor offering the Agreement

3. Explain why the price is considered reasonable.

Cost to license each user individually would be greater than the ELA costs. We currently have over 310 Desktop clients, and 6 Servers running the software. That breaks down to under \$125/client/year with a cap of 3000 clients and 3000 servers available.

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

None. This is same as contract pricing through VITA.

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

Signature:

Paul A. Melanson

Date:

7/11/25