

Sole Source Procurement Instructions

Department: Harrisonburg-Rockingham ECC

Date: 04/25/2025

Vendor: Exacom

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.

Exacom is the original provider of the department's phone and radio recording system, which is essential for capturing and storing emergency communications. This system uses proprietary software and hardware licensed exclusively by Exacom. No other vendor is authorized to license, maintain, or support this system. To ensure system functionality, compliance, and continuity, support must be obtained directly from Exacom

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

Due to the proprietary nature of Exacom's recording system, only Exacom can provide the necessary licensing, updates, and technical support. No third-party vendor is legally or technically capable of servicing this system. Replacing the system with another vendor's product would require a complete overhaul, including hardware replacement and retraining, which is not practical. Exacom remains the sole practicable source for this service.

3. Explain why the price is considered reasonable.

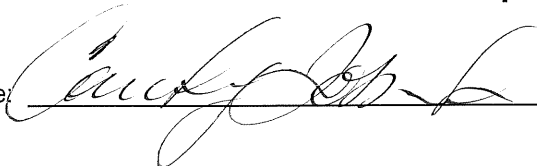
The annual service contract price with Exacom has not increased from the previous year, demonstrating cost consistency. Given the proprietary nature of the system and the specialized support required, the price reflects fair market value. The department has reviewed the contract terms and determined the price to be reasonable for the essential services provided.

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

While competitive negotiation was not applicable due to Exacom's sole source status, the department confirmed with Exacom that the pricing remains the same as last year. This ensures taxpayers are not subject to unnecessary price increases and that the department continues to receive essential support at a stable rate

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

Signature: _____



Date: _____

4/25/2025