

Sole Source Procurement Instructions

Department: Commissioner of the Revenue

Date: May 21, 2025

Vendor: Tyler Technologies

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.

Tyler Technologies provides the Tyler ERP assessment software used by the City of Harrisonburg and Tyler has a Valuation Data Integration system within their software for import of J.D. Powers valuation of vehicles. To use another vendor would require additional programming to get vehicle values into Tyler.

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

Tyler Technologies developed the assessment software used by the Commissioner of the Revenue office and has a module to import vehicle values from J.D. Power. Other vendors would require special programming at additional cost over just valuation services we are paying Tyler for.

3. Explain why the price is considered reasonable.

Tyler Technologies has charged the same rate per vehicle valuation as in FY24. The amount of the invoice is based on the total number of vehicles valued. Some of the other Preferred Value Append Vendors were charging .50 cents per vehicle and they can't import directly into our software.

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

J.D. Powers had provided a list of Preferred Value Append Vendors and the Commissioner reached out to them for quotes. One was only servicing their software clients, and 2 others said they would have to have additional costly programming to be able to get values imported into our software.

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

Signature: _____

Karen D. Rose

Date: _____

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