

Sole Source Procurement Instructions

Department: COR/Real Estate

Date: 12/30/2014

Vendor: Manatron

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.

We own and operate a CAMA system that is a product of Manatron. The support service is an annual charge that can only be purchased from Manatron. There is no other company that would support a Manatron product.

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

Annual support service can be obtained by Manatron only for our CAMA system, a Manatron product.

3. Explain why the price is considered reasonable.

Manatron increases their annual charge periodically.

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

There is no other support service for our CAMA product.

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

Signature: _____

Karen J. Hoop

Date: _____

12-30-14