

## Sole Source Procurement Instructions

Department: Transportation

Date: 9/10/2014

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.

HDPT has had Tyler Routing and Planning serve the School Bus department for 26 years. This service is to upgrade from the hand-drawn maps that were created decades ago to a modern-day map.

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

Being that the School Bus department has utilized Versatrans since the department's infancy the sheer amount of data, training, and business practices that are associated with this software make looking at other sources not feasible. It should be noted that this is merely an upgrade to an existing system that will be more efficient and better serve the needs of the department.

3. Explain why the price is considered reasonable.

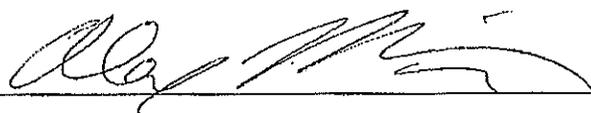
Tyler Technologies has always been reasonable in their prices and has maintained competitiveness in the market. The cost for the department staff to attempt to conduct this work in-house would be astronomical comparatively speaking.

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

HDPT underwent a thorough procurement process when deciding to sign a contract with Tyler Technologies years ago, and price was a major consideration in the evaluation of vendors.

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/10/14