Sole Source Procurement Instructions

Department: Information Technology **Date:** 07/26/2015

Vendor: Granicus

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 ofthe department making the purchase.

   Product is part of a SaaS procurement from 2011. It integrates with our Agenda and Minutes Management product (Legistar) as well as our citizen involvement product (Speak up Harrisonburg).

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

   This Software as a Service product can only be purchased through the vendor offering the service

3. Explain why the price is considered reasonable.

   Monthly cost breaks down to $840.

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

   Yearly subscription lowered the monthly price from $840 to $816.90/month

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

Signature: Paul A Mulabal Date: 7/27/15