

# Sole Source Procurement Instructions

**Department:** Information Technology

**Date:** 3/9/2016

**Vendor:** Sungard Pentamation

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 are not procuring the software so much as we are continuing licensing and support for the Informix backend to our software solution. Informix requires that the City purchase our support and licensing directly from Sungard.

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

The vendor requires that we purchase our support through Sungard.

3. Explain why the price is considered reasonable.

It is a support and licensing agreement. Changing the database backend would require upgrading or changing the Enterprise software on which this runs. Last check for an upgrade price of financials only was over \$25,000.

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

None. This is not a procurement, but simply a renewal of licensing and support.

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

Signature: Paul Malabad

Date: 3/9/2016