

Sole Source Procurement Instructions

Department: ECC

Date: 9/19/2016

Vendor: FileMaker, Inc.

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.

Renewal of existing database management server system.

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

Heavily leveraged into the product with our 100 database in use.

3. Explain why the price is considered reasonable.

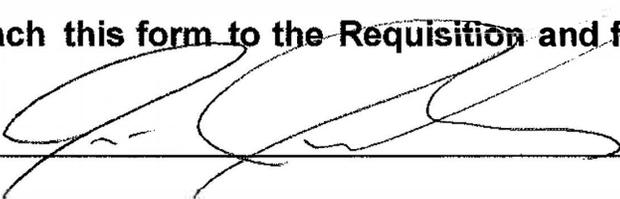
It's not, in my opinion. 19% increase from previous year. They only offer a multi-year discount which is not programmed into current budget.

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

Discussed with agent. No options except multiyear.

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

Signature: _____



Date: _____

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