Sole Source Procurement Instructions

Department: Transportation **Date:** 5/17/2016

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 ofthe department making the purchase.

   HDPT has had Tyler Routing and Planning serve the School Bus department for 27 years. This service is to upgrade our existing routing and planning application to a hosted solution.

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

   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 an upgrade to an existing system that will be more efficient and better serve the needs of the department and the City as a whole.

3. Explain why the price is considered reasonable.

   Tyler Technologies has always been reasonable in their prices and has maintained competitiveness in the market.

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: 5/17/16