

Sole Source Procurement Instructions

Department: Information Technology

Date: 9/9/2022

Vendor: The Davenport Group USA, Ltd

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.

This is for software support for the LAMA software. It is written by Davenport Group and supported solely by Davenport group.

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

They are the authors and only support mechanism for the software.

3. Explain why the price is considered reasonable.

Pricing did not increase for the current products, but licensing module was added this year, and that makes up the increase from last year.

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

No negotiations were done. The pricing is in line with the 2017 RFP response.

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

Signature: Paula Molobad Date: 9/9/22