

Sole Source Procurement Instructions

Department: Harrisonburg Public Utilities

Date: 7/18/2022

Vendor: Interface, Inc.

Product/Service: SCADA Monthly Maintenance and Consulting Service

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. Per Virginia Code 2.2-4303 and 2.2-4360, the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

Harrisonburg HPU operates a SCADA system that was initiated in 1988 and has grown to \$0.5M in value. The system is a critical fail safe component consisting of a central hub and 32 remote sites with purpose to monitor and control the delivery of water and sewer services. The SCADA system is composed entirely of one hardware brand with associated software. An integrated diversity plan is most likely possible with adequate planning to achieve compatibility, but it is not currently available. Proprietary hardware parts, proprietary software programming and knowledge of the HPU system are absolute.

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

The division of HPU that uses the SCADA system is significantly dependent upon the vendor for off hours emergency services. Interface is the sole area representative for Emerson hardware/software supplier and has been the only vendor since inception of the SCADA system. There can be no gap in time without available assistance. The extension of this contract arrangement is necessary until either the staff can self sustain or it can adapt its organization to accommodate a beginner vendor.

3. Explain why the price is considered reasonable.

Lowest price is not applicable for these services; and RFP with emphasis on quality of service is a better fit. We are currently without contract as the vendor continues to supply critical needed services. We are knowledgeable of similar work and unit rates from engineers, programmers and field service technicians and we are knowledgeable of the labor quantity provided to the City under this contract with confidence to declare that the total payout to this vendor is reasonable.

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

We have moved to a Task Order Contract such that the various services are specifically controlled and cost evaluated. There are elements of preventive maintenance, computer programming, and field assistance with troubleshooting in which each area generates hours of specialized labor to this service. Itemization of quantities and unit price are in format to assure market value cost.

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

Signature: _____

Casey Contrell

Date: _____

7/18/22