

Sole Source Procurement Instructions

Department: Commissioner of the Revenue

Date: March 5, 2024

Vendor: Vision Government Solutions, 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.

Vision Government Solutions, Inc provided the Computer Assisted Mass Appraisal software (CAMA) used by the real estate office for the annual reassessments. Vision charges an annual maintenance fee for their software as well as a fee for hosting the information from the software on the website for the public to access assessments and property cards. The software also has an integration with Marshall and Swift real estate data for commercial assessments. Replacement would require a RFP and years to install, convert and implement new CAMA software.

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

Vision Government Solutions, Inc developed the software that the city purchased and is the only company that can maintain the software and provide support to city staff.

3. Explain why the price is considered reasonable.

Replacing Vision's CAMA software would cost over a half a million dollars, a RFP, data conversion, installation and implementation. New software would take well over a year investment of time and a much larger investment of money. Support costs are within normal range of industry support/maintenance cost.

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

Pricing follows the RFP response and agreement modifications over the years.

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

Signature: Karen J. Rose Date: 3-5-24