

Sole Source Procurement Instructions

Department: Information Technology

Date: March 5, 2025

Vendor: Central Square

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 support and minor upgrades on a program procured in 1993. Although there are other vendors that can provide the software, there is no one else that can provide support and upgrades for the product. Replacing the product would RFP procurement, take about a year to install, convert and implement. And cost well over the current costs for support and minor upgrades (~\$340,000).

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

Central Square is the software author and only channel for support.

3. Explain why the price is considered reasonable.

As stated earlier, replacing the financial package alone would cost over \$300,000. There are seven packages involved all rotating around the financial package. Support costs are one-tenth of this cost. Increase from last year is 4% which is normal for the industry (FourJs support was billed separately previous years)

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:



Date:

3/5/25