

# Sole Source Procurement Instructions

**Department:** Information Technology

**Date:** 1/30/2025

**Vendor:** Government Jobs

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.

Product is part of a SaaS procurement from 2008. Product was selected based on features and price.

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

This Software as a Service product can only be purchased through the vendor offering the service

3. Explain why the price is considered reasonable.

Monthly cost is \$1256/month for job posting and application processing.

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

2025 Pricing reflects an 8% increase from previous years. Two previous increases were 8.3% and 8.5% increase. This consistent with Market trends for SaaS software support.

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

Signature: Paul A. Mulvihill Date: 4/18/25