



Sole Source Procurement Award Notification

Department: Information Technology

Date: 2/23/2026

Vendor: Granicus

It is the policy of the City of Harrisonburg that contracts 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. Personal preference for certain brands or products does not adequately justify limiting competition. 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.

Product is part of a SaaS procurement from 2011. It integrates with our Agenda and Minutes Management product (Legistar) with GovMeetings LiveCast through the Open Platform Suite streaming services and the Meeting Efficiency Suite (iLegislate mobile app). Support also covers the streaming devices and the Boards and Commissions web page.

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. (*How does the pricing compare to similar products and if known, how does pricing compare to similar entities?*)

Monthly costs breaks down to \$3,467

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers. (*What efforts have been made to obtain the best pricing? Sole Source purchases should still be negotiated to obtain the best fair and reasonable price.*)

Yearly subscription has increase by 7% which is within the industry standard norm of 5-7%

Dept. Signature: Paul A. Malabad Digitally signed by Paul A. Malabad
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