

Sole Source Procurement Instructions

Department: information Technology

Date: 10/6/2025

Vendor: Granicus

Product/Service: Streaming device for meetings

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.

This is a replacement for the two encoders that are going end of life this year. They work with the service that we procured in 2011 and have already renewed until July 2026.

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

These are the only products that work with the Granicus service. Any other products would require scrapping the entire system for meeting collaboration and agendas.

3. Explain why the price is considered reasonable.

This is \$4,081 per device. The previous purchase of a different streaming technology was \$2,950 in 2022.

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

No negotiations were performed other than feature requests.

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

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

Date: 2025.10.06 12:41:25 -04'00'

Date: _____