

# Sole Source Procurement Instructions

**Department:** Harrisonburg-Rockingham Emergency    **Date:** 04/22/25

**Vendor:** SmartSafety Software 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.

ScenePD by SmartSafety Software Inc. is uniquely capable of fulfilling HRECC's operational, legal, and integration requirements. It's already widely used by local law enforcement agencies and ensures accurate, court-admissible crime scene documentation. Since it's integrated with the Tyler Public Safety platform—used throughout the region—switching to another system would disrupt workflows, require costly retraining, and delay implementation. No other product matches ScenePD's compliance, operational fit, or integration capabilities.

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

SmartSafety Software Inc. exclusively develops, licenses, and supports ScenePD. There are no authorized resellers or alternatives offering the same product. Its proprietary design ensures seamless integration with existing Tyler platforms, alongside unique features like a large library of law enforcement symbols and multimedia tools. This makes SmartSafety the only practical source, as no other vendor provides a comparable, solution without infrastructure changes.

3. Explain why the price is considered reasonable.

The price for ScenePD is considered reasonable due to its proprietary nature and the critical value it provides in maintaining operational continuity, legal compliance, and system integration. Using ScenePD avoids expensive data migrations, retraining, and integration costs with CAD/RMS systems. Sticking with this proven, agency-standard solution ensures consistent performance and mitigates risks like system failures or legal issues that could arise from unfamiliar or incompatible alternatives.

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

HRECC has engaged directly with SmartSafety Software Inc. to ensure that licensing fees remain consistent with prior renewals and industry benchmarks. The vendor has historically provided reliable and stable pricing structures for regional agencies. HRECC leveraged its ongoing relationship and cooperative purchasing history to reaffirm the pricing model, ensuring value for public funds while preserving service continuity. Additional cost savings are realized through the avoidance of transition expenses, retraining, and system downtime.

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

4/22/2025