

# Sole Source Procurement Instructions

**Department:** Harrisonburg-Rockingham ECC

**Date:** 07/13/25

**Vendor:** Tyler Technologies

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.

Tyler's Brazos solution is the only product that fully integrates with our existing Tyler ecosystem and supports mobile data collection for citations and other enforcement tasks. It is customizable, secure, and requires no changes to our IT infrastructure. The system allows our team to design and deploy mobile applications rapidly with minimal technical support, making it uniquely suited to meet our operational needs while improving officer safety, efficiency, and accuracy in the field.

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

Tyler Technologies is the exclusive owner and provider of Brazos software and its Mobile Application Tool Kit. It is a proprietary, end-to-end solution that only Tyler can host, support, and upgrade. The system cannot be hosted or maintained by third parties or in-house IT, and no alternative vendors are authorized to offer it. To use Brazos, hosting must be performed through Tyler, making them the only practicably available source.

3. Explain why the price is considered reasonable.

The cost includes not just hosting but also continuous software upgrades, 24/7 client support, and administrative controls. Tyler's Brazos system provides a proven return on investment, by improving data accuracy, reducing labor costs, minimizing paperwork, and enhancing officer safety. Compared to developing or integrating third-party solutions, Brazos offers greater value by leveraging existing Tyler infrastructure, requiring no additional IT resources, and delivering perpetual improvements at no additional cost.

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

Although Brazos is a sole-source solution, we worked directly with Tyler Technologies to review hosting and licensing costs to ensure value. We have leveraged our long-term relationship with Tyler to secure fair pricing, maintain favorable terms, and ensure alignment with similar government contracts. All service levels, upgrades, and support are bundled at a consistent rate, helping avoid unexpected future expenses and maintaining budget predictability for taxpayers.

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

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



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