

# Sole Source Procurement Instructions

**Department:** Information Technology

**Date:** 12/30/2024

**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.

This is a support contract for software procured by the City in 2013. The software can only be supported by the developers.

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

The software was procured by the City in 2013. To change vendors for support would require procuring new software at a cost 5-10 times the amount of the support contract, and a year in implementation and conversion services.

3. Explain why the price is considered reasonable.

The increase is in line with other software vendor support cost increases. We still make several calls per week to Tyler Support, and as long as we are utilizing them, the cost increases are expected.

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

No negotiation was done since we are still utilizing the support services on a weekly basis which means the support is still relevant and necessary.

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

Signature: Paul A. Melabard Date: 12/30/24