Sole Source Procurement Instructions

Department: Police   **Date:** 12/18/2024

Vendor: VeriPic / Kwan Software Engineering, 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.

   Kwan / VeriPic uses a proprietary process to convert digital files (e.g. pictures, videos, etc.) into their own format for cataloging and storage on a server. This engagement would have them convert and export this data into common file formats (e.g. JPEG pictures, MP4 videos, etc.), and also store those in named directories that reflect the specific HPD case numbers involved.

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

   See #1: Because Kwan / VeriPic uses a proprietary process, no other vendor would have the knowledge and tools necessary to convert this data back to common file formats.

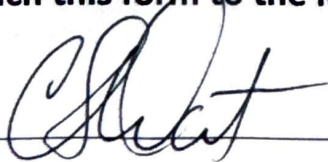3. Explain why the price is considered reasonable.

   The amount of time involved, and estimated expenses, comports with typical software engineering fees and services.

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

   Having any other software engineering firm attempt this project would require them to fully understand the proprietary process used by Kwan / VeriPic, and then develop software tools to perform the job. Such an effort would far exceed the reasonable fees being assessed by Kwan / VeriPic, and would only be attempted if the original vendor were unavailable.

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

Signature: _____   Date: 12/19/24