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**Da:** November 8, 2018

**To:** Procurement File

**Fr:** Jack Hobbs, County Administrator *JH*

**Re:** Sole Source Determination for IT Consulting Services

Madison County requires the services of an information technology consultant to sort out long-standing and ongoing problems with the County's "IT" function. These problems are not fully understood (which is why such experts are needed) but have personnel, process, hardware, software, bookkeeping, legal, risk management, financial impact and other aspects.

The characteristics of the needed consultant include:

- Knowledge and experience in the areas of accounting, preferably affiliation with a strong CPA firm
- Knowledge of issues peculiar to Virginia counties and local government bookkeeping and finance
- High IT (hardware/software) capabilities with a practice focused on IT
- No direct ties to any hardware or software system vendor
- Ability to be on the job and achieve completion at the soonest

After researching potential vendors, THInc.IT is the only provider that could be found that has the background required to support this County initiative. As such, it is the only source practicably available for the services to be procured.

I have reviewed the proposed November 7, 2018 contract that THInc.IT proposed and have found the cost and price structure to be in a range that is expected of highly qualified professional consultants.

This memo is to be posted on the Madison County web site as the notice required under §2.2-4303E of the Code of Virginia.