TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 5.b.

Agenda Item: **Resolution 25-G-66 requesting a sole source waiver to procure licenses and development services for the Town's Asset and Land Use Management Software, Cityworks**

Meeting Date: December 9, 2025

Category: General

Prepared by: Page Kalapasev, IT Director, Marjorie Sloan, Finance Director

Description:
Staff is requesting a sole source waiver to procure licenses and development services for the continued advancement of Cityworks, the town's enterprise asset and land use management software.

Background:
The town uses Cityworks, an enterprise system for asset and land use management, which includes tracking of service requests, work orders, building permits, inspections, site plans, zoning enforcement and more. Previously, the town was using a rideable Spotsylvania, Virginia contract to procure licensing and software development services. Azteca Systems, LLC, a Trimble Company, is the only authorized source for Cityworks licensing, software development and ongoing support. To continue the organizational wide use and advancement of Cityworks, the proposed resolution provides the designation of Azteca Systems, LLC, as the sole source provider for licensing and development needs.

Strategic Focus Area:
Good Governance

Fiscal Impact:
There is no additional fiscal impact for the sole source designation. Funding for Cityworks currently exists in FY 2026.

Legal Impact:
A sole source purchase is defined as having only one practical source for the purchase of the required good/service - e.g., proprietary technology, copyright or a supplier's unique capability. Designating Azteca Systems, LLC as the sole source allows the Town to move forward with its use of CityWorks.

Staff Recommendation/Next Steps:
Staff recommends approval of the proposed resolution.

Attachments:
1. Resolution (Proposed)
2. Sole Source Letter