

Sole Source Procurement Instructions

Department: HRECC

Date: 05/02/2024

Vendor: Trancite

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.

ScenePD is the service that we already use and is the only viable option for this service.

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

This vendor is the provider of ScenePD and because of that they are the only logical option. To go with any other product that might serve a similar purpose would be expensive and time consuming because we would have to teach a new system to all the departments.

3. Explain why the price is considered reasonable.

This price is similar to what we paid for this same product last year.

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

This is the only product that could serve the purpose we need and the price we are paying for this product is reasonable considering the impact that it has.

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

Signature: Peter Fulton

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