Sole Source Procurement Instructions

Department: Public Transportation **Date:** 6.7.12

Vendor: Flagship

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.

They own the software that maintains the City's fleet.

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

They developed, designed & own the software

3. Explain why the price is considered reasonable.

They are responsive & available

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

See bid for software

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

Signature: C. Vicki Freeman Date: 6.7.12