

Sole Source Procurement Instructions

Department: Police

Date: 03/12/2025

Vendor: Central Shenandoah Criminal Justice Training Academy CENTR045

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.

Regional Academy for our area. We are members of this Academy due to geographic proximity, as required by the Department of Criminal Justice Services

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

See above.

3. Explain why the price is considered reasonable.

Member pricing - a per-officer dues structure for all state required and extra training offered via the Academy.

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

None needed.

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

Signature:



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