

Sole Source Procurement Instructions

Department: Fire

Date: 5/21/2025

Vendor: First Due Emergency Response

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.

A committee reviewed several vendors, similar in product and design who met the minimum qualifications. This vendor was chosen because of high quality service and product reliability, and surpassed the minimums requested.

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

Only source developed and distributes by one company that was unattainable with others.

3. Explain why the price is considered reasonable.

The committee articulated the speed at which responders receive information is superior to any other vendor. The ability to provide the information by quantity, quality, and speed could actually make a difference for responders.

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

A committee was formed and consisted of personnel from every rank of the department. A year long process was completed around 2020 after reviewing and vetting vendors, ultimately deciding on First Due. This was done by narrowing five companies down to 3, and scoring those to chose the best vendor for our department.

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

Signature:



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