

# Sole Source Procurement Instructions

Department: Fire

Date: 09/11/2025

Vendor: ImageTrend

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.

This reporting system has been in use since 2014 in our department, as well as allowing for incident detail integration with HRECC. Most recently, it was found to be the most affective reporting for our Community Paramedic program as well.

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

This vendor was vetted by the Commonwealth and our department, and was found to be the best choice to replace an outdated system and no longer available reporting system. The department had been cited for not following minimum required report regulations, which also led to the purchase of ImageTrend.

3. Explain why the price is considered reasonable.

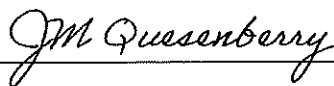
All platforms were similarly priced but would potentially cause significant delays if a switch were to occur. This would also be fiscally irresponsible because of the price incurred from migrating years of reports.

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

Standard pricing and based on size of the department.

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

Signature:



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