



CITY OF HARRISONBURG
**FINANCE
& PURCHASING**

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HARRISONBURG, VA 22801
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Sole Source Procurement Award Notification

Department: _____ Date: _____

Vendor: _____

It is the policy of the City of Harrisonburg that contracts 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. Personal preference for certain brands or products does not adequately justify limiting competition. Per Virginia Code 2.2-4303 and 2.2-4360 the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
3. Explain why the price is considered reasonable. (*How does the pricing compare to similar products and if known, how does pricing compare to similar entities?*)
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers. (*What efforts have been made to obtain the best pricing? Sole Source purchases should still be negotiated to obtain the best fair and reasonable price.*)

Dept. Signature: _____ Date: _____