

Sole Source Procurement Instructions

Department: Harrisonburg Police Department

Date: October 1, 2025

Vendor: Police Executive Research Forum

Product/Service: Senior Management Institute for Police

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. 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.

PERF's Senior Management Institute for Police (SMIP) provides an intensive and immersive leadership and educational experience to participants by providing a clear understanding of management theories and practices, policy development, planning processes, organizational behavior and innovative solutions to organizational problems. Additional topics include diversity, political management, organizational strategy, performance management, organizational change, leadership, managerial problem-solving, strategy implementation, leadership communications, career planning, negotiation, the budgeting

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

PERF is a global industry leader for providing training, research and best practices in the law enforcement field. This training program brings together top law enforcement executives from around the country, and even internationally, to train, network and forge the future of policing.

3. Explain why the price is considered reasonable.

The tuition costs for this program includes instruction, materials, meals and lodging. If each was purchased separately, the total cost would be higher.

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

Price is set outside of our control. However, steps have been taken to reduce additional expenses such as not taking a City vehicle to avoid toll fees and extremely high parking charges.

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

Signature: _____

Christopher Monahan

Date: 10-1/2025