

## Sole Source Procurement Instructions

Department: HRECC

Date: 11/23/2012

Vendor: SyTech

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.

Sole source add-on to existing RIOS Infrastructure System previously purchased

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

Vendor previously selected. Add on product only one available to match with vendor system.

3. Explain why the price is considered reasonable.

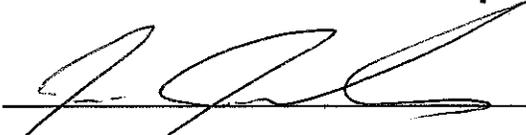
Price comparable to state contract.

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

Negotiated for BETA test site to reduce cost below any other procurement mechanism.

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

11/23/2012