

Sole Source Procurement Instructions

Dept: Emergency Communications Center

Date: 5-23-12

Vendor: Geo-Comm, Inc

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.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase. ***Renewal of existing mapping system support.***
2. Explain why this vendor is the only practicably available source from which to obtain this product or service. ***Sole source for service with previously purchased equipment.***
3. Explain why the price is considered reasonable. ***Same as previous years pricing.***
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers. ***Prior negotiated contract with manufacturer..***

Please attach this form to your Requisition Request