

# Sole Source Procurement Instructions

Department: Transportation

Date: 6/3/2013

Vendor: Flagship Fleet

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.

Flagship has been the software provider to manage the City's fleet for years, and has continually been able to meet the needs of the department even as the City fleet has increased by many times over the life of the software.

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

As stated before Flagship has been an integral part of our fleet management for years. It should be noted that this is not a new system, but a significant upgrade to the system that we have already been using. Pursuing another vendor for this service would mean that department staff would have to learn a completely new software system that operates in a different way, but for the same result.

3. Explain why the price is considered reasonable.

Flagship has continuously worked with the department to meet the needs of the City as the fleet changes and adds new features, all while Flagship does not charge additional cost. The cost of this upgrade is relatively small compared to the cost of another completely new system. Another new system would cost not only more money, but numerous hours of labor to learn.

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

Flagship has always been competitively priced with other vendors. Adding to that by staying with the same system, we save even more in labor cost which equates to tax dollars.

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

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

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

6/3/2013