

Sole Source Procurement Instructions

Department: ECC

Date: 3/11/2014

Vendor: Century Link

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.

Service renewal of 9-1-1 service contract with existing vendor.

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

Only manufacturer-authorized vendor who can provide mission-critical time support (24x7x2 hour response time) for the 9-1-1 system.

3. Explain why the price is considered reasonable.

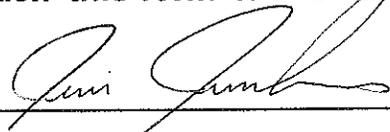
Same price as previous year.

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

Price negotiated during initial selection of vendor. 16% less expensive than past vendor (Verizon).

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

Signature: _____



Date: _____

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