

Sole Source Procurement Instructions

Department: Police

Date: 2/4/2014

Vendor: DaPro Systems DAPRO

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.

DaPro Systems is the current provider for our Law Enforcement Records Management, CAD, Report Writing and Mobile Data software.

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

While other vendors offer similar products, we have use DaPro since 1996 and renew our maintenance contract annually in order to obtain free upgrades and support on the existing systems

3. Explain why the price is considered reasonable.

Fair market price, free maintenance, support and upgrades

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

None

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

Signature: _____



Date: _____

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