

Sole Source Procurement Instructions

Department: Transportation

Date: 08/14/2013

Vendor: EnGraph

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.

HDPT has used Engraph as its paratransit scheduling provider for nearly ten years. Engraph knows how we operate and has continually improved their system to suit our needs as we as a department have evolved.

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

Last year we reviewed several vendors by way of RFP, evaluated all of their solutions, and determined that Engraph was the best solution for our existing services

3. Explain why the price is considered reasonable.

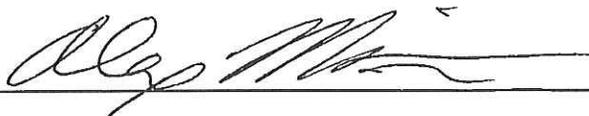
The price was negotiated and settled upon, based on what other vendors quoted in their responses for the RFP.

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

As stated before we procured Engraph through a Request for Proposals. Awarding Engraph the contract came with the stipulation that we get the best price possible.

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

Signature: _____



Date: _____

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