

Sole Source Procurement Instructions

Department: Information Technology

Date: 08/14/2013

Vendor: i-Access

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.

EMC support is required for our equipment.

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

I-access is the original sales vendor. Purchasing this from the original vendor ensures all purchased equipment and features is covered.

3. Explain why the price is considered reasonable.

EMC support pricing is fixed and not discounted from any vendor.

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

Called other vendors and spoke with EMC representative.

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

Signature: Paul A. Malabad Date: 08/16/2013