

Sole Source Procurement Instructions

Department: Fire

Date: 2/7/2014

Vendor: International Association of Fire Fighters

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.

The IAFF (in agreement with the IAFC) is the only organization that teaches the Firefighter Peer Fitness Trainer course.

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

They're the only provider to offer the course

3. Explain why the price is considered reasonable.

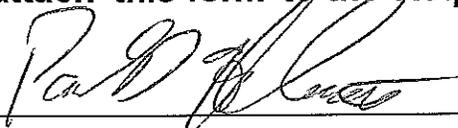
It matches what other "like" course would cost.

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

No effort was made because they're the only organization providing this course.

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

Signature: _____



Date: _____

2/7/14