Sole Source Procurement Instructions

Department: Police **Date:** 06/28/2013

Vendor: Leads On-Line

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 ofthe department making the purchase.

   The department had requested with the new budget to purchase a software program to work in conjuntion with the local pawn shops to track pawned items inside the City of Harrisonburg. This is required by a City statue. This software will allow our local pawn dealers to report their pawns electronically, will work in conjunction with NCIC to cross check for stolen items and will provide our investigators a means to electronically search for stolen property and suspects of stolen property without having to hand research files. This program is used throughout the US

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

   This is the only vendor that offers this kind of software that is linked with NCIC/VCIN to cross check for stolen property and this vendor is used by hundreds of law enforcement agencies throughout the US and will allow our investigators to check pawn reports of each agency that is using this software.

3. Explain why the price is considered reasonable.

   This software will save our investigators countless hours by not having to hand research each pawn, which on average we receive between 20-30 a day. In addition, it will also save time for our records clerks, as they now have to manually verify each pawned item is not stolen through NCIC/VCIN

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

   This company sets a flat fee, but did provide onsite training for the police department and will continue to supply free support as a company. In addition, they all provided a full free access trial to this program to evaluate its ease of use.

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

Signature: Kristopher Date: 6/28/13