

Sole Source Procurement Instructions

It is the policy of the City of Harrisonburg that contracts 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.

Vendor: School Bus Safety Company, Inc. (DBA. Transit & Paratransit Company)
Date: 05/22/2014

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

We are looking for training material that is standardized that we can use as a tool in our training school bus, paratransit, and transit drivers. This training set allows us to not have to send trainers to become certified or send drivers to individual training courses. It brings the training to us in a set that can be used at our discretion when we provide training to new drivers as well as refresher training to current drivers.

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

To have standardized DVD training materials, this company is the only one that provides comprehensive training related to transit, paratransit, and school bus operators. Other companies sell a single DVD or specialize in one particular training topic.

3. Explain why the price is considered reasonable.

Some training systems, such as Smith System, are tens of thousands of dollars more expensive. In addition, other systems do not allow for control of when training is performed or who may conduct it.

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

Numerous other transit agencies were contacted throughout the Commonwealth as well as in other states. Several agencies use this system because there is nothing else comparable. Several training institutes were contacted in an effort to try and find training that is similar. Other training systems are based on a per course basis, or trainers must be sent to other states to gain certification prior to authorizing them to use materials. This training is a fraction of the cost of using other systems.

Please attach this form to your Requisition Request.


05/22/2014