

Sole Source Procurement Instructions

Department: Economic Development

Date: 1-29-2014

Vendor: Smart PEG Solutions

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 initial contract with Smart PEG Solutions included customization of software for Harrisonburg Economic Development. We continue to benefit from this upfront work, making this subscription the best investment option for this service.

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

Harrisonburg Economic Development interviewed multiple potential vendors prior to selecting Smart PEG Solutions as the best choice for the City's needs. See description above for explanation of why it does not make economic sense to switch vendors at this time.

3. Explain why the price is considered reasonable.

The price would be significantly higher if the customized features had to be replicated.

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

See above explanations.

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

Signature: _____



Date: _____

1-29-14