

Sole Source Procurement Instructions

Department: **Date:**

Vendor:

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.

We are board members and a member agency for this Academy. Training required by Department of Crininal Justice Services.

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

Closest Regional and certified Law Enforcement Training Academy.

3. Explain why the price is considered reasonable.

Contract agreement as board members.

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

No other vendor contacts made for procurement

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

Signature:  Date: 7/10/14