Sole Source Procurement Instructions

Department: ECC **Date:** 7/9/2014

Vendor: CSCJTA
Central Shenandoah Ciminal Justice Training Academy

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.

   Required Training provider for law enforcement dispatch.

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

   Required regional training provider as determined by VA Department of Criminal Justice Services.

3. Explain why the price is considered reasonable.

   Same as last year.

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

   Prior agreement by City/County to participate in CSCJTA.

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

Signature: _____ Date: 7/9/2014