

Sole Source Procurement Instructions

Department: ECC

Date: 7/2/2014

Vendor: DaPro

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.

Service contract renewal for existing CAD system software.

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

Vendor is the creator and sole support for their software.

3. Explain why the price is considered reasonable.

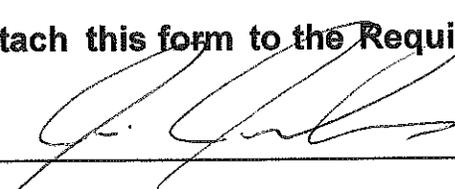
Same price as past two years.

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

Negotiated same price as past years; no increase.

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

Signature: _____



Date: _____

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