Print Form

Sole Source Procurement Instructions

Department: Police **Date:** 6/15/2015

Vendor: Harris/Interact INT20110

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.

   Proprietary software - license renewals

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

   Software compatible with all other software used for police reporting

3. Explain why the price is considered reasonable.

   Contract agreement at initial purchase

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: 6/17/15