

Sole Source Procurement Instructions

Department: Police

Date: 6/12/2015

Vendor: UVA20010 University of Virginia

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 tried registering for another similar course through Northwestern University but it was cancelled for lack of attendance. This is the only comparable course in our area.

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

See #1

3. Explain why the price is considered reasonable.

Similar to other leadership academies

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

Only other vendor option cancelled training

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

Signature: _____



Date: _____

6/12/15