

Sole Source Procurement Instructions

Department: ECC

Date: 6/8/2016

Vendor: Exacom

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.

Previously selected vendor for 9-1-1 and radio recording system.

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

Sole source for existing service.

3. Explain why the price is considered reasonable.

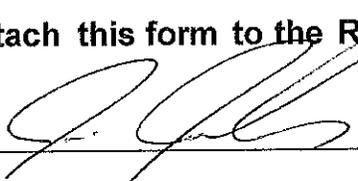
4.5% Price reduction.

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

Price negotiated with previous purchase.

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

Signature: _____



Date: _____

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