

Sole Source Procurement Instructions

Department: Fire Department

Date: 2/18/2016

Vendor: Grey Wall Software, LLC (VEOCI)

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.

Based on product evaluation last year, this was the most economical that also allowed the flexibility to meet the needs for the City. This is the license renewal only.

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

This is the only vendor for this product.

3. Explain why the price is considered reasonable.

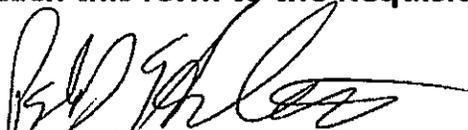
In evaluating other products, this was the only product that gave us 100% use of the product with the needed number of users. It allows all departments within the city, county, and JMU to communicate during a disaster and provides a documentation trail for reimbursement.

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

Prior to use, they had not priced a package with this few users, but based on our design, setup, and consultation felt that this was a good product to allow us to tailor.

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

Signature: _____


Paul Helmus

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