Sole Source Procurement Instructions

Department: ECC **Date:** 3/15/2016

Vendor: Harris PSPC

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 ofthe department making the purchase.

   Proprietary radios to work on our trunked radio system.

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

   Sole source for this model equipment.

3. Explain why the price is considered reasonable.

   26% of normal system discount.

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

   Previously negotiated radio system contract.

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

Signature: _____ Date: 3/15/16