

## Sole Source Procurement Instructions

Department: Transportation

Date: 6/3/2015

Vendor: NextBus Inc.

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.

HDPT has had an ongoing service contract with NextBus. This product is merely two route configurations that are to be added to our existing <sup>37</sup> route configurations.

34  
am

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

NextBus infrastructure, hardware, and software is completely proprietary. Any other vendor that could supply a similar product simply would not work with the existing system.

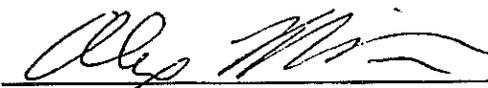
3. Explain why the price is considered reasonable.

The price for this service reflects similar cost that was previously purchased under contract.

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

HDPT underwent a thorough procurement process when deciding to sign a contract with NextBus years ago, and price was a major consideration in the evaluation of vendors.

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

Signature:  Date: 6/3/2015