

Sole Source Procurement Instructions

Department: Harrisonburg Police Department

Date: 06/07/2016

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.

Similar courses fill up quickly and are held infrequently, including a course through Northwestern University in which we did send some personnel but attendance became maxed out.

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

This comparable training is local, is available and will help save on additional costs.

3. Explain why the price is considered reasonable.

The price is comparable to other similar respectable leadership academies.

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

Other similar courses at our local academy have been canceled due to attendance requirements.

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

Signature: _____



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