Print Form

Sole Source Procurement Instructions

Department: Police **Date:** 7/14/16

Vendor: Harris Interact

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.

   Annual Software License Renewals

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

   Software already in use for mobile computer system

3. Explain why the price is considered reasonable.

   contract price

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

   none

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

Signature: Date: 7/14/16