

Sole Source Procurement Instructions

Department: ECC

Date: 8/4/2016

Vendor: L3 Communications, 3Di Division

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.

Renewal for services on existing equipment.

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

Sole service provider for equipment.

3. Explain why the price is considered reasonable.

Slight decrease from previous year (\$6.00)

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

Negotiated 3x increase in satellite internet speed and with a slight cost reduction.

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

Signature: _____

Date: _____

[Handwritten Signature]
[Handwritten Date: 8/10/16]