Print Form

Sole Source Procurement Instructions

Department: Police **Date:** 7/14/2016

Vendor: Leads Online

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.

   This is a renewal of existing software

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

   Existing software vendor. Used by pawn shops to submit information to police. Would not be practical to change vendors.

3. Explain why the price is considered reasonable.

   Agreed upon pricing from initial purchase

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: 7/14/14