

# Sole Source Procurement Instructions

Department: HRECC

Date: 05/02/2024

Vendor: CSCJTA

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 the academy where we do all of our training for our communicators for all PD related dispatch. To go with another company would mean increased travel expense for all people training on HPD dispatch because we would have to go out of county.

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

This is a local academy so the location is a big part of our choice in working with them to save on travel expense.

3. Explain why the price is considered reasonable.

The price is similar to what we paid for it every year and the training is necessary for all our new employees.

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

We are constantly looking for an alternative option where we could get similar services for a lower cost but have yet to find a viable option.

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

Signature: Peter Fulton

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