

# Sole Source Procurement Instructions

**Department:** Harrisonburg-Rockingham Emergency    **Date:** 04/22/2025

**Vendor:** Central Shenandoah Criminal Justice Training Academy

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.

HRECC is legally required by the Virginia Department of Criminal Justice Services (DCJS) to ensure its 911 call operators receive certified training. CSCJTA is the only accessible provider offering DCJS-approved courses for public safety communicators. Their proximity minimizes staffing disruptions and ensures operators maintain compliance with state mandates, while addressing local protocols and operational needs.

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

CSCJTA is the only DCJS-certified training provider within reasonable travel distance for HRECC staff. Other certified academies are too far, requiring extended travel, increased lodging costs, and longer employee absences, which would disrupt critical 911 operations. CSCJTA ensures compliance with legal training mandates while reducing operational strain and associated expenses for the agency.

3. Explain why the price is considered reasonable.

The pricing for CSCJTA's training programs is consistent with state-regulated rates and comparable to other Virginia academies. Their location avoids the need for costly travel, lodging, and overtime expenses, offering significant cost savings. This ensures HRECC meets legal certification requirements without burdening public funds.

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

HRECC maintains a long-standing partnership with CSCJTA and has confirmed that their pricing aligns with state guidelines and historical rates. Regular discussions with CSCJTA ensure fair pricing and scheduling flexibility. This collaboration allows HRECC to meet required certifications while ensuring operational efficiency and fiscal responsibility.

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

Signature: \_\_\_\_\_

MARTIN - 1103

Date: \_\_\_\_\_

23-APR-25