Sole Source Procurement Instructions

Department: Harrisonburg Rockingham ECC

Date: 3/3/2025

Vendor: CTA Consultants, LLC

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.

CTA is an independent consulting firm that provides engineering and project management services to the public safety community. With over 30 years of experience, their team of dedicated professionals specializes in complex communications systems, backhaul networks, telecommunication facilities, and 9-1-1 dispatch center equipment.

As the original service consultant for the initial setup of the HRECC radio system in 1999, CTA possesses an in-depth understanding of the HRECC's specific and complex configurations, as

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

CTA has various types of consulting staff within their single agency, offering expertise across fields such as engineering, contract review, system integration, and signal coverage. CTA also has extensive experience working with the L3Harris vendor and various tower site engineering companies, ensuring efficient coordination and problem resolution related to the HRECC system and the upcoming needs of the microwave upgrade project. CTA has a strong reputation within the state and with other public safety jurisdictions, demonstrating their

3. Explain why the price is considered reasonable.

CTA warrants that the personnel billing rates granted under this contract are fair, reasonable, and commensurate with the personnel billing rates being offered to other government clients who purchase substantially similar services at similar volumes and under substantially similar terms and conditions. Utilizing CTA as a sole source can help avoid state contract upcharges. CTA also invests 100% of their net profits, over the life of the firm, into first responder essential training and STEM education initiatives that encourage future innovation. Given CTA' s unique

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

Discussions were held with CTA to review the scope of work, assess cost structures, and explore potential cost-saving measures without compromising service quality. The negotiations focused on securing favorable pricing, service agreements, and some additional services at no additional cost. CTA operates on a business model that does not focus on profit but rather on providing as much service as possible for a reasonable rate.

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

Signature: _ ambon Dur , RSA

Date:	3/3/2025	
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1) Explain why this is the only product or service that can meet the needs of the department making the purchase.

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As the original service consultant for the initial setup of the HRECC radio system in 1999, CTA possesses an in-depth understanding of the HRECC's specific and complex configurations, as well as the system's operational needs. CTA not only played a pivotal role as the critical communications system design and implementation consultant for the HRECC, but they also oversaw the initial P25 Phase 1 system implementation and the subsequent P25 Phase 2 upgrade, gaining essential technical knowledge to assist HRECC in all aspects of its critical communications system. This institutional knowledge of the systems positions them to provide valuable consulting for the tower modifications and continuation of the upgrade project, helping bridge any potential technical information gaps when working with vendors, with the best interests of the HRECC and the jurisdictions it serves in mind.

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

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

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