

Sole Source Procurement Instructions

Department:

Fire

Date:

01/09/2025

Vendor:

ImageTrend

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 reporting platform has been used since 2014 in our department and has been integrated with HRECC to automatically transfer call information from beginning to end. This program is also being widely used in our region and throughout the Commonwealth.

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

Vendor was vetted by the Commonwealth and our department prior to use and was found to adequately replace a previous reporting program no longer able to support department. The department was also cited for not following minimum required reporting regulations, also leading us to purchase from this vendor.

3. Explain why the price is considered reasonable.

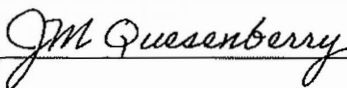
All vendors were similarly priced but would potentially cause significant delays if switch were to occur, as well as unnecessary spending. This is based on integration with HRECC and migration for years of reports.

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

Standard pricing and based on size of department.

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

Signature:



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