

Sole Source Procurement Instructions

Department: **Date:**

Vendor:

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 an existing enterprise technology solution for building maintenance tracking.

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

Prior to initially selecting UpKeep, Public Works performed an evaluation of various other systems and found UpKeep to be the most suitable solution.

3. Explain why the price is considered reasonable.

The provided pricing is consistent with previous renewals.

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

A review of competing solutions was performed and UpKeep was determined to be the most suitable solution with best value.

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

Signature: _____ Date: _____