

Sole Source Procurement Instructions

Department: Fire

Date: February 13, 2025

Vendor: Vector Solutions

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.

Vector Solutions is the designated scheduling and inventory tracking system for the fire department and has been in use for several years. This contract is for the renewal of this mission-critical software service for the next 12 months.

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

Software is not sold through distributors and must be purchased from Vector.

3. Explain why the price is considered reasonable.

Price is for a software license agreement that is necessary to ensure continuity of operations for the fire department.

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

This is a continuation of an existing annual service contract. Vendor provided the lowest possible price for this service.

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

Date 2/13/25

Signature

