

# Sole Source Procurement Instructions

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

Vendor: \_\_\_\_\_

Product/Service: \_\_\_\_\_

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. Per Virginia Code 2.2-4303 and 2.2-4360, the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

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

3. Explain why the price is considered reasonable.

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

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

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