

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.

VeriPic is used to transmit electronic evidence (e.g. photos, videos, etc.) to a central repository. The stored files are secured and regularly backed-up for safekeeping, which also satisfies chain-of-evidence requirements.

A periodic comparison of competing products has not shown any that (1) perform better than the VeriPic solution, nor (2) are they more cost effective.

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

This vendor's solution has been used at HPD for several years. Replacement will be costly and time consuming for very little return on investment.

3. Explain why the price is considered reasonable.

The recent license increases are reasonable considering the cost of a replacement project as compared to any functional benefits or cost savings from competing products.

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

A periodic comparison of competing products has not shown any that (1) perform better than the VeriPic solution, nor (2) are they more cost effective.

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

Signature: _____



Date: _____

2-12-24