

# Sole Source Procurement Instructions

**Department:** Harrisonburg-Rockingham ECC

**Date:** June 1, 2022

**Vendor:** Central Shenandoah Criminal Justice Training Academy

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.

All communicators are required to attend Basic Communication training and being certified by VA Department of Criminal Justices Service. An academy is the only means of obtaining this and other advanced training.

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

There are several academies in the Commonwealth, however this academy is only 15 miles away, preventing travel, meals, and/or hotel reimbursements.

3. Explain why the price is considered reasonable.

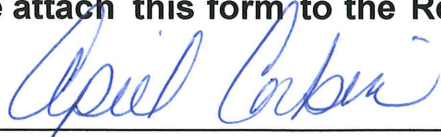
Compared to travel expenses that would concur. This price would be less than all the other expenses that would occur if traveling outside this jurisdiction.

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

This is the only academy in this service area and the price is non-negotiable

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

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



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

6/1/2022