



**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$10,000)**

feature that would allow for a more streamlined process and reduce the amount of hard copy paper forms that can be lost in transition for person to person.

**6) How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.**

The PowerReady software is unique to PowerDMS/NEOGOV and would work in conjunction with the products we currently use from the company.

**7) How did you determine that the quoted cost of the goods or services is reasonable?**

Annual renewal quote in line with historic renewal prices.

**8) What product, system, or service provider has your Department used until now to satisfy this requirement?**

Manual Process, Paper files and Excel Spreadsheets

**9) Is this request a one-time request or is this a part of an on-going project that will require future expenditures? If yes, explain:**

There is a one-time implementation fee, however, there would be a recurring cost associated with the contract for the annual subscription based on the number of active employees.

**10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation, or will this supply or service become a sole source request?**

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**11) What will be the consequences if this request is denied?**

Goochland County Sheriff's Office would have to revert back to the use of spreadsheets and paper check sheets which increases the risk of losing information as well as the risk of delaying a new deputy's certification through DCJS to become a sworn law enforcement officer in the Commonwealth.

APPROVED/DENIED BY: Mary L. Zapata DATE 07/19/2025  
(Purchasing Director)  
SS 2026-04  
PO 12600029