

SOLE SOURCE JUSTIFICATION
Not Required for Single Purchases Under \$5,000

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

Sec. 11-32 Sole source procurement.

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file.

Department **Goochland County Sheriff's Office**
Contact Name: **Lt. Jason Baehr**
Contact Phone: **804-556-5349**
Date of Request: **November 4, 2020**

1. Service Description or Product and Manufacturer Name/Model _____

Project Lifesaver, the use of radio frequency technology to track individuals that are on the program who are missing

2) **Estimated cost**___\$6360.00 this is a one-time cost for the equipment (2 receivers and 2 transmitters) to get the program started. The recurring cost will be based on how many clients we have in the program.

3) **Required delivery or performance date** Nov. 30, 2020

4) **Vendor name and address (name of "sole" product supplier or service provider):**
Project Lifesaver

5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:

__This technology uses radio frequencies to track rather than GPS. The surrounding jurisdictions to Goochland County are on the Project Lifesaver program as well, this would allow for mutual aid in the event we needed help here or another jurisdiction needed assistance. The other jurisdictions include but are not limited to, Henrico, Hanover, Louisa, Fluvanna, Powhatan, Cumberland, Amelia, Gordonsville, Chesterfield, Albemarle, Richmond City, Buckingham, Orange, Farmville, and Spotsylvania.

6) **How did you determine that there was only one source for the product or service?**

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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.

There are other companies that offer the radio tracking technology, however, there is no jurisdiction around Goochland County that is using another program. In the event that we have a client that goes missing we would be able to reach out to other jurisdictions around us for mutual aid and assistance and their equipment would work in conjunction with ours in order to find the missing party and safely return them to their family

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

In line with surrounding jurisdictions costs

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

None

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 are recurring cost as it relates to batteries and wrist bands. That will all be dependent on how many citizens request that a loved one be added to the program.

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?

NO

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

Goochland County Sheriff's Office will not be able to provide the residents of the County this valuable program to help ensure the safe return of loved ones who have wandered off or gone missing, nor would we be able to assist any surrounding jurisdictions in events they may have.

APPROVED/DENIED BY:


(Purchasing Agent)

DATE

11-4-20