

SOLE SOURCE PROCUREMENT INSTRUCTIONS

It is the policy of the Commonwealth of Virginia and the IALR that contracts 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.

Sole source requests must contain a memorandum from the requisitioning department head that addresses in a direct and concise manner the following four points (by number and in order):

RE:

1. Explain why this is the only product or service that can meet the needs of the requisitioner.
Danville Pittsylvania Community Services is the largest mental health resource provider in the Danville/Pittsylvania county area. They will be a mental health resources provider for the REACH Project, as mental health is one of the main chronic illnesses that the Community Health Workers and Community Paramedics are confronting when dealing with their clients.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
Danville Pittsylvania Community Services is the number one mental health resource provider in the Danville/Pittsylvania county area.
3. Explain why the price is considered reasonable.
DPCS is the large mental health provider in our area and can assist with getting the resources that we need in order to serve the client of the REACH Project.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
Partners throughout the Dan River region were brought to the table and through a planning process of figuring out priorities and outcomes, DPCS was the best partner to add value to the project as well as provide mental health resources.

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The memorandum must be attached to the requisition before the requisition is approved. The memorandum must stay with the procurement file.

