

SOLE SOURCE PROCUREMENT INSTRUCTIONS

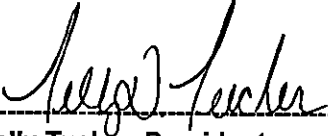
It is the policy of the Commonwealth of Virginia and the IALR that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

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: HAIMER

1. Explain why this is the only product or service that can meet the needs of the requisitioner.
 - a. Haimer is the only company that offers a total industry solution for heatshrink, balance, presetting, and tool holding
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
 - a. We are purchasing direct from Haimer with manufacturer discounts
3. Explain why the price is considered reasonable.
 - a. Machines and add-ons are discounted below market value
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
 - a. All equipment and tooling purchased by IALR will be discounted.

Prepared by: Jeremiah Williams
Title: CNC Technologist
Date: 2/20/2023



Telly Tucker, President

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