

## SOLE SOURCE PROCUREMENT INSTRUCTIONS

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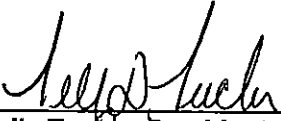
*It is the policy of the Commonwealth of Virginia and the IALR that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.*

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: DMG**

1. Explain why this is the only product or service that can meet the needs of the requisitioner.
  - a. This is the only machine that meets the horsepower/torque requirements needed for performing subtractive processes on additive components with in the budget requirements.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
  - a. DMG MORI is the only distributor of DMG equipment for this region.
3. Explain why the price is considered reasonable.
  - a. The final price is being heavily discounted with an extended warranty.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
  - a. DMG Mori is providing a machine with heavy discounts and given IALR preference at the factory to reduce lead times.

Prepared by: Jeremiah Williams  
Title: CNC Technologist  
Date: 3/7/2023

  
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Telly Tucker, President  
3/9/2023  
\_\_\_\_\_  
Date

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