

SOLE SOURCE PROCUREMENT INSTRUCTIONS

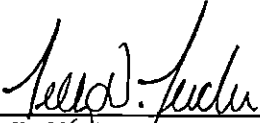
It is the policy of the Commonwealth of Virginia and the IALR that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

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: Phillips/ Haas

1. Explain why this is the only product or service that can meet the needs of the requisitioner.
 - a. The equipment is being heavily discounted well below competitor prices.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
 - a. Phillips is the only distributor of Haas machines for the southeast region.
3. Explain why the price is considered reasonable.
 - a. The final price is being heavily discounted.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
 - a. Phillips is providing an extra year of warranty at no cost and discounting the machine significantly.

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Date: 3/7/2023



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.