

SOLE SOURCE PROCUREMENT INSTRUCTIONS

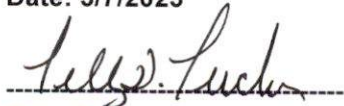
It is the policy of the Commonwealth of Virginia and the IALR that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

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: Haas VF-9/40

1. Explain why this is the only product or service that can meet the needs of the requisitioner.
 - a. VF style machines from Haas are the most common machine in industry and the goal of the CMA is to produce solutions for industry customers. This machine ensures that we will be using the most current relevant technology.
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

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