

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.
Caswell Emergency Services is the only EMS provider in Caswell County.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
Caswell currently employs a Community Paramedic that has a solid relationship with the Community Health Worker at Compassion Health.
3. Explain why the price is considered reasonable.
Caswell EMS' Community Paramedics is already trained and has had on the job experience. Relationships have been built and made with this CP and it will be a continuation of the work that already been done.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
All EMS providers were discussed during our planning process and will be benefiting from the partnership with the REACH Project.

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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.

