

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.
Compassion Health is the only federally qualified located in the Caswell county, NC. They were partners under the first phase of the project (The CHW Project 2016-2021) and employees 2 of the Community Health Workers that are planned in the REACH Project.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
Compassion is the only federally qualified health center in Caswell county.
3. Explain why the price is considered reasonable.
Compassion has been a partner in the past and will continue to add value to the next phase of the project.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.
Again, Compassion is the only FQHC was a partner is the first phase of the project and will need to continue.

Prepared by: Amanda Young
Title: CHW Project Manager
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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.

