

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.
Danville Life Saving Crew is the largest EMS provider in the City of Danville and expanding into Pittsylvania County and have been partners in the first phase of the CHW Project.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
DLSC currently employees two Community Paramedics that are now also certified Community Health Workers.
3. Explain why the price is considered reasonable.
DLSC will employee two more Community Paramedics that will service the City and Pittsylvania. They will match with the two Community Paramedics that they have on staff.
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 DLSC.

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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.

