

## SOLE SOURCE PROCUREMENT INSTRUCTIONS

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*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.**  
Gateway Health is a subsidiary of SOVAH Health, the major hospital within the Dan River region. They were partners under the first phase of the project (The CHW Project 2016-2021) and employees 5 of the Community Health Workers and the Care Coordinator 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.**  
Gateway has been a partner in the first phase of the CHW project and now the REACH project. They also have relationship with SOVAH Health to assist with bridging the gap between the REACH project and access to hospital data.
3. **Explain why the price is considered reasonable.**  
Gateway Health 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, Gateway is able to bridge the gap between the project and accessing hospital data that is required as an outcome for the REACH Project.

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**Date: 7/20/2021**

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

