

## 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: FARO Technologies 2.0 Metrology/NDT Equipment**

#### **1. Explain why this is the only product or service that can meet the needs of the requisitioner.**

The equipment directly aligns with the needs of industry which was concluded from the skills gap analysis survey of the shipbuilding OEM's and supply chain. The manufacturer also offers other pieces of equipment that were present on the survey which use the same software. In order to not fragment future software options which would make the student learning experience much more challenging, we must stay within the same product ecosystem when adding future hardware options.

#### **2. Explain why this vendor is the only practicably available source from which to obtain this product or service.**

FARO does not sell through distributors and must be ordered direct from them.

#### **3. Explain why the price is considered reasonable.**

The prices align to the going rate for these pieces of equipment. These are very specialized and sophisticated disciplines that require very specific equipment.

#### **4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.**

FARO has granted a ~20% education discount.

**Prepared by: James Hubbard**  
**Title: ATDM Assistant Director, Training & Technology**  
**Date: 8/26/22**

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



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Telly Tucker, President

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August 26, 2022

Date