

## 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: Hand Tools for ATDM 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 curriculum of ATDM was built around the referenced equipment.

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

MG&T is a technology partner of the ATDM program and is the only vendor capable of providing the level of immediate service and support needed on the range of products.

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

The base pricing is aligned with industry standards. MG&T lowers this base pricing further for IALR.

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

MG&T provides IALR with special discount pricing on all capital equipment and measurement tools.

**Prepared by: James Hubbard**  
**Title: ATDM Technical Program Manager**  
**Date: 8/30/22**

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

9/12/2022  
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Date