

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$5,000**

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

2.2-4303 -E

**Sec. 2-248. Sole source procurement.**

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file.

Department                Circuit Court Clerk      
Contact Name:            Dale Agnew      
Contact Phone:           804.556.5353      
Date of Request:         12/12/16    

1. **Service Description or Product and Manufacturer Name/Model:** Restoration of deed books and imaging services

2) **Estimated cost** \$15,525.50

3) **Required delivery or performance date** : already completed

4) **Vendor name and address (name of "sole" product supplier or service provider):**  
Kofile Technologies

5) **Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:**  
This is the only company in the state of Virginia that has the experience in working with, handling and imaging old deed books.

6) **How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.**

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7) How did you determine that the quoted cost of the goods or services is reasonable?

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8) What product, system, or service provider has your Department used until now to satisfy this requirement?

We have always used this company.

9) Is this request a one time request or is this a part of an on-going project that will require future expenditures? If yes, explain:

Yes, as grants are awarded and until books are completed.

10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation or will this supply or service become a sole source request?

No

11) What will be the consequences if this request is denied?

Loss of grant money

DEPARTMENT HEAD Dale W. Agnew DATE 12/16/16

APPROVED/DENIED BY: Stanton DATE 12-20-16  
(Purchasing Director)