

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$1,000**

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.

**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**                      **Information Systems** \_\_\_\_\_  
**Contact Name:**                **Qiana C. Foote** \_\_\_\_\_  
**Contact Phone:**                **556-5834** \_\_\_\_\_  
**Date of Request:**                **12/28/2016** \_\_\_\_\_

1. Service Description or Product and Manufacturer Name/Model  
Movement and realignment of County Microwave equipment to new Towers located at Fire Company 4 and Fire Company 6.
- 2) Estimated cost \$27,300
- 3) Required delivery or performance date 2/15/2017
- 4) Vendor name and address (name of "sole" product supplier or service provider):  
Advanced Network Systems, Inc.  
355 West Rio Road, Suite 201  
Charlottesville, Virginia 22901
- 5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:  
Advanced Network Systems, Inc. was the original installation and configuration company for the County's 5.8Ghz microwave network. ANS has also provided maintenance 5.8Ghz microwave network for the past 8 years. In an effort to maintain reliability and avoid conflict with the maintenance contract, it is in the County's best interest to contract with ANS for movement of the County resources and to have them re-aligned for functioning. This system is critical to servicing both the Fire stations they are located at and Byrd Elementary school at this time.
- 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

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providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.

While there are vendors that can complete the Tower alignment of the microwave equipment, having another vendor configure the equipment to the new facilities and potentially cause a nullification of our maintenance and support agreement.

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

Cost is similar services we are seeing for migration of other equipment (Ham Radio equipment) to the new towers.

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

This is the County's existing system. This system has been in place since 2009.

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

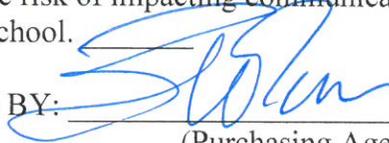
10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation or will this supply or service become a sole source request?

No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

The County runs the risk of impacting communications to the two fire Companies the Byrd Elementary School.

APPROVED/DENIED BY:



(Purchasing Agent)

DATE

12-30-16