

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.

Sec. 11-32 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 Economic Development
Contact Name: Casey Verburg
Contact Phone: 804-556-5847
Date of Request: 4-22-22

1. Service Description or Product and Manufacturer Name/Model

Costar monthly subscription

2) Estimated cost \$6,000/year - \$500 month

3) Required delivery or performance date immediate

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

Costar
1331 L St. NW
Washington DC 20005

5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:

Costar tracks available buildings and sites
across the U.S. Allows us to look up current
tenant data and be notified of any changes
daily.

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