

Sole Source Procurement Instructions

Department: Information Technology

Date: 6/4/2024

Vendor: SANS INSTITUTE

It is the policy of the City of Harrisonburg that contracts/products 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.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

SANS training and GIAC certifications are sole-source products, manufactured, sold, and distributed exclusively by Escal Institute of Advanced Technologies, Inc. (dba SANS Institute, hereafter known as SANS). SANS products must be purchased directly from SANS (www.sans.org).

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

SANS products must be purchased directly from SANS (www.sans.org). There are no agents or dealers authorized to represent this product, other than select program-specific third-party agreements to meet a specific end-customer procurement requirement, such as CIS.

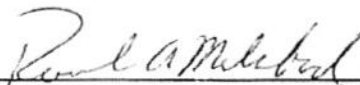
3. Explain why the price is considered reasonable.

Normal per class pricing is \$8,010. Special buy classes are \$4,100 per class.

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

No effort was made. The program requires a minimum three voucher purchase. We purchased for classes at almost a 50% discount.

Please attach this form to the Requisition and forward to Purchasing.

Signature:  Date: 6/4/24