



# City of Bristol, Virginia

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Website: [www.bristolva.gov](http://www.bristolva.gov)

Finance Department

## SOLE SOURCE PROCUREMENT APPROVAL REQUEST Information Technology Goods and Services For Purchases Under \$100,000

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Amount: \_\_\_\_\_

### Brief Procurement Description to be Completed by Requesting IT Department

1. Explain why this is the only product/service that can meet the City of Bristol's needs.

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2. Explain why this supplier (vendor) is the only practicably available source from which this product or service can be obtained, and verify that this product or service is not available on an existing statewide contract.

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3. Document research conducted to prove the price of the product or service is considered reasonable.

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4. Is this application cloud hosted? (Please select one)                      YES / NO  
See # 5 if the answer is yes.

**5. If yes, then approval of this sole source is contingent upon the following Cloud-based Sole Source Procurement Requirements being met prior to award.**

- a. Compliance with The Third Party Use policy located here: [Cloud Third Party Use Policy](#)
- b. In addition, Cloud applications are subject to VITA’s Enterprise Cloud Offering Service (ECOS):
  - i. Successful approval of the ECOS Security Assessment. Approved Applications can be found here: [COV Ramp | Virginia IT Agency](#)
  - ii. The supplier’s acceptance of the VITA required Exhibit of Additional Cloud Services Terms and Conditions or VITA’s approval of any negotiated changes to those terms and conditions. (Any supplier proposed negotiations of these terms must be provided to VITA in redline format for approval.) These terms and conditions are available by contacting [SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov).

**6. Is the procurement anticipated to result in a “high risk contract”?**

See [Code of Virginia § 2.2-4303.01](#).

(Please select one)                      YES / NO

**7. CERTIFICATION**

To the best of my knowledge, information and belief, the technology product or service sought by the agency meets all of the criteria for sole source procurements established in §2.2-4303 (E) of Title 2.2 of the *Code of Virginia*. Further, any required VITA third-party hosting prerequisites have been fulfilled and are attached hereto.

\_\_\_\_\_  
Department Head or Designee  
Information Technology

\_\_\_\_\_  
Date

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**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_  
Purchasing Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant City Manager/CFO

\_\_\_\_\_  
Date