



# City of Bristol, Virginia

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Finance Department

## SOLE SOURCE PROCUREMENT APPROVAL REQUEST Non-Technology Goods and Services

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

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

### Brief Procurement Description to be Completed by Requesting 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 is the only practicably available source (vendor) from which to obtain this product or service:

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3. Explain why this price is considered reasonable:

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

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