

## **NOTICE OF SOLE SOURCE OR EMERGENCY PROCUREMENT**

Date: April 11, 2005

Vendor/Contractor: Kagan Professional Development

Contract Amount: \$105,000.00

Description of Services: Teacher Training in using the Kagan Method.

Sole Source Determination: Method developed by and distributed exclusively through Kagan Professional Development.

Date of Award: April 12, 2005



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

*Department of Curriculum and Instruction  
Office of Elementary Instructional Services*

## MEMORANDUM

TO: Kevin J. Beardsley, Director  
Office of Purchasing Services

FROM: Judith N. Fisher, Elementary Mathematics Coordinator  
Office of Elementary Instructional Services

SUBJECT: **SOLE SOURCE – KAGAN PROFESSIONAL DEVELOPMENT**

DATE: April 12, 2005

Kagan is the world's largest publisher and distributor of cooperative learning books and learning resources.

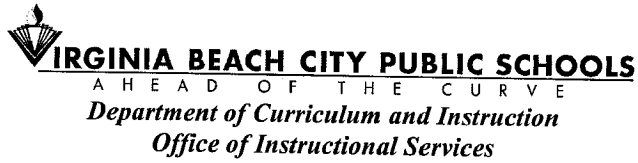
Kagan's approach and structure is based on proven, simple cooperative structures which become part of every lesson. The structures are easy for teachers to learn and implement.

With Kagan structures, teachers no longer plan cooperative learning lessons; they adopt proven structures which make cooperative learning part of every lesson. Kagan is an integrated approach that works in any content area.

What makes the Kagan method unique is the fact that it was developed by Dr. Spencer Kagan and is solely disseminated through Kagan Professional Development.

/ve

approved: 4/12/05



**NON-EMPLOYEE CONTRACT FOR SERVICES  
 BETWEEN THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH  
 KAGAN PROFESSIONAL DEVELOPMENT**

**SCHOOL/DEPARTMENT:** Department of Curriculum and Instruction

**PURPOSE/SERVICES:** Eight 6 hour- days to provide 300 teachers of grades K-12 with strategies for effective cooperative learning procedures This would also address questioning techniques and developing higher order thinking. Kagan Professional Development is a nationally known company that is the sole provider of this staff development. 150 teachers would attend on April 25, 26, and May 2, and 3. 150 teachers would attend on May 4, 5, 10, and 11.

**CONTRACT DATES:** April 25, 26, May 2, 3, 4, 5, 10, 11, 2005

**COST OF SERVICES:** Registration Fee: 300 teachers @ \$350 ea = \$105,000; One administrator from each school would be included at no additional cost. Kagan Professional Development would be responsible for procuring a site, paying any site fees, and providing refreshments at no additional expense to the division.

**ALLOWABLE EXPENSES:** All expenses to be included in the fee

**PAYMENT SCHEDULE** Payment of the registration fee is due prior to the beginning of the first session and no later than May 1, 2005

**CONFIRMATION:** Receipt of the signed contract constitutes confirmation. Any changes in this agreement must be prearranged and agreed to by both parties in writing.

**ACCEPTANCE OF CONTRACT:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. Kagan Professional Development is authorized to complete the services as specified and payment will be made as outlined.

**GOVERNING LAW/VENUE:** This Contract shall be governed by the laws of the Commonwealth of Virginia regardless of where accepted or delivered. Venue for all litigation shall be in the Circuit Court of the City of Virginia Beach, Virginia or the United States District Court for the Eastern District of Virginia, Norfolk Division.

*Kagan Professional Development will indemnify and hold harmless the School Board and its officials, agents, employees, and volunteers from any and all claims, losses or expenses arising out of the performance of this contract including all litigation expenses and reasonable attorney's fees.*

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 Nancy Murray  
 Social Security/Federal ID Number:(W-9 form required)  
 Address:  
 P.O. Box 73460  
 San Clemente, CA 92673

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 Date

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 Judith N. Fisher Coordinator, Office of Instructional Services

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 Date

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 Loneta B. Clement, Director, Office of Instructional Services

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 Date

Contract: Kagan Professional Development  
Date: April 25, 26, May 2, 3, 4, 5, 10, 11, 2005  
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Christine Caskey, Assistant Superintendent, Department of Curriculum and Instruction

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Date

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Sheila S. Magula, Deputy Superintendent

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Date

Approved as to Availability of Funds and Business Content:

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Sammy Cohen, Director, Office of Business Services

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Date

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