

## NOTICE OF SOLE SOURCE PROCUREMENT

Date: April 28, 2005

Vendor/Contractor: Kagan Professional Development

Contract Amount: \$70,000.00

Description of Services: Workshop

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

Date of Award: April 28, 2005

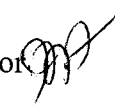


**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
A H E A D O F T H E C U R V E

*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 27, 2005

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

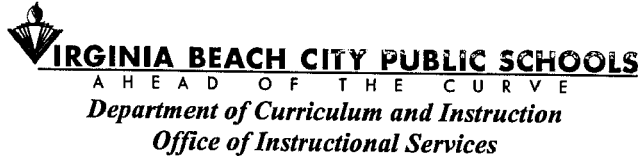
Kagan's approach and structure is based on proven, simple cooperative structures which become part of every lesson. The structures are easy for teachers to learn and implement.

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 for Sole Source:  
J. Ken Beardsley  
4/28/05.



**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:** Four 6 hour-days to provide teachers of grades K-12 with "Kagan Multiple Intelligences Structures for Success." The prerequisite for this workshop is "Kagan Cooperative Learning" workshop. Kagan Professional Development is a nationally known company that is the sole provider of this staff development.

**CONTRACT DATES:** June 20 – 23, 2005

**COST OF SERVICES:** Registration Fee: 200 teachers @ \$350 ea = \$70,000; 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.

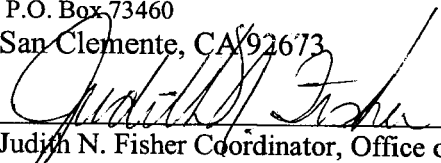
**ACCEPTANCE OF CONTRACT:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. Kagan Professional Development is authorized to complete the services as specified and payment will be made as outlined.

**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

  
 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