

NOTICE OF SOLE SOURCE PROCUREMENT

Date: Monday, October 16, 2006

Vendor/Contractor: Mini Tab Inc.

Contract Amount: \$58,090.00

Description of Services: Software Upgrade – Minitab

Sole Source Determination: Copyrighted materials purchased from publisher.

Date of Award: TBD

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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 Secondary Instructional Services*

MEMORANDUM

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

FROM: N. Kathleen Dempsey, Middle School Mathematics Coordinator *NKD/gk*
Office of Secondary Instructional Services

SUBJECT: SOLE SOURCE REQUEST

DATE: October 11, 2006

NAME OF COMPANY: Mini Tab Inc.

REQUISITION #: INST-7-0061953

TOTAL DOLLAR AMOUNT: \$58,090.00

JUSTIFICATION FOR SOLE SOURCE:

An older version of this software is currently being used for the Statistics course. This purchase will update the software. Teachers who have attended Advanced Placement training have requested this update.

Mini Tab Inc. is the sole source for this license upgrade.

APPROVED: _____

J. Kevin Beardsley

DATE: _____

10/16/06

REQUISITION



Justification: HS MATH/SOFTWARE UPGRADE

Required Date: 10/10/2006 Fiscal Yr: 07
 Requested Date: 10/10/2006
 Phone: (757) 263 - 1175
 Vendor: MINI TAB INC

Requisition No:
 INST 7-0001851

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 DR CHRISTINE W CASKEY
 DEPT OF CURR & INST
 2512 GEORGE MASON DRIVE
 VIRGINIA BEACH, VA 23456

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 OFFICE OF BUSINESS SERVICES
 P.O. BOX 6038
 VIRGINIA BEACH, VA 23456

Requesting Department		Requestor	Phone #				Requisition Type
INST - INSTRUCTION AND CURRICULUM		JANET KEHLENBECK	(757) 263 - 1070				ST - STANDARD
Item	Class-Item and Description	Quantity	Unit	Unit Price	Discount	Total	
1	UPGRADE FOR MINITAB PACK LICENSE FOR 11 HIGH SCHOOLS FOR STATISTICS CLASSES	11.00	EA	\$5,280.00	\$0.00	\$58,080.00	
2	SHIPPING AND HANDLING ATTENTION: MARY MCCARTY, ACADEMIC SALES REPRESENTATIVE	1.00	EA	\$10.00	\$0.00	\$10.00	
TOTAL:						\$58,090.00	

Request submitted by: <u>Kathleen Domasey/ix</u> <div style="text-align: center;">Name Title <u>Coordinator</u></div>	We the undersigned, by approving this requisition, hereby certifies that, to the best of his/her knowledge, the requisition fully complies with all provisions of the State and Local Government Conflict of Interest Act (Code of Virginia, 2.2-3106 et seq.)
Request approved by: _____ <div style="text-align: center;">Name Title</div>	
Purchase authorized by: _____ <div style="text-align: center;">(For School Board use Only)</div>	Purchase action taken by: _____ <div style="text-align: center;">OBS/Purchasing Division</div>