



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

MEMORANDUM

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

FROM: Ann Shufflebarger, Coordinator
Office of Elementary Instructional Services

SUBJECT: SOLE SOURCE REQUEST

DATE: May 15, 2008

NAME OF COMPANY: GREAT SOURCE/HOUGHTON MIFFLIN COMPANY

REQUISITION #: INST-8-0082997

TOTAL DOLLAR AMOUNT: \$ 57,439.20

JUSTIFICATION FOR SOLE SOURCE:

This is to certify that Great Source/Houghton Mifflin Company is the copyright holder and sole source for the *Lesson in Literacy: Skills and Strategies Instructions* materials. Purchase of these materials will support the instructional program of the Virginia Beach City Public Schools and will advance our efforts to improve student achievement.

Please see the attached sole source verification from Great Source.

Approved for sole source May 15, 2008:

NOTICE OF SOLE SOURCE PROCUREMENT

Date: May 15, 2008

Vendor/Contractor: **GREAT SOURCE/HOUGHTON MIFFLIN COMPANY**

Contract Amount: **\$ 57,439.20**

Description of Services: *Lesson in Literacy*

Sole Source Determination: Copyrighted materials purchased directly from the publisher.

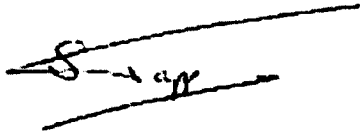
Date of Award: TBD



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To Whom It May Concern:

Great Source Education Group, a division of Houghton Mifflin Company, is the sole source of and holds all copyrights for *Lesson in Literacy: Skills and Strategies Instructions*.

A handwritten signature in black ink, appearing to read "Stephen Tapp", written over two horizontal lines.

Stephen Tapp
Corporate Vice President Of Finance and Operations
Great Source Education Group