

NOTICE OF SOLE SOURCE PROCUREMENT

Date: Thursday, July 10, 2008

Vendor/Contractor: **Braille Works**

Contract Amount: Not to Exceed \$50,000 per year

Description of Services: Braille transcription

Sole Source Determination: Highly specialized services.

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 Programs for Exceptional Children*

MEMORANDUM

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

FROM: Robert L. Mitchell, Director
Office of Programs for Exceptional Children

SUBJECT: **SOLE SOURCE JUSTIFICATION FOR CONTRACT WITH TINA HABLE
OF BRAILLE WORDS, INC. FOR SCHOOL YEAR 2008-2009**

DATE: July 10, 2008

We would like to contract with Tina Hable of Braille Words, Inc for the 2008-2009 school year. Tina was the only applicant who could meet the requirements, which includes music training and transcription ability. It is very rare and unusual to find a Braille transcriber that has the ability to teach music and transcribe music.

Tina Hable is the sole source provider of instruction and Braille music training necessary to fill the requirements of the job.

Payment will be made by requisition upon receipt of original invoices. Contract not to exceed \$50,000.00.

RLM/cg

approved for sole source.
J. Kevin Beardsley
7/10/08