

## NOTICE OF SOLE SOURCE PROCUREMENT

**Date:** September 2, 2008

**Vendor/Contractor:** Coastal Training Technologies

**Contract Amount:** \$255461.80 for Five (5) Years

**Description of Services:** On-line safety training for employees.

**Sole Source Determination:** Customized safety training for employees to support existing program.

**Date of Award:** TBD

SEP02'08 PM12:28 VBPS

approved: J. Kevin Blady 9/2/08

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# VIRGINIA BEACH CITY PUBLIC SCHOOLS

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

## MEMORANDUM

**TO:** Kevin Beardsley, Director of Purchasing Services

**FROM:** John S. Kalocay, Assistant Superintendent, Administrative Support Services *JK*  
Elizabeth E. Taylor, Assistant Superintendent, Elementary Education *Elizabeth E. Taylor*  
Richard Ponti, Director of Safe Schools and Risk Management *Rncp*  
Steve M. LePock, Occupational Safety / Loss Control Specialist *SML*

**DATE:** August 13, 2008

**SUBJECT:** Sole Source Letter Request

This memo serves as a request for a sole source purchase of an interactive multi-media training and administrative documentation from Coastal Training Technologies in the amount of \$51,092.36 per year for five years.

Annual orientation and safety training for employees of Virginia Beach City Public Schools (VBCPS) is extremely difficult to conduct and track. Interactive web-based training provides an effective solution. This training eliminates all travel and provides employee input and questions, and allows course content to be updated almost immediately. It enables VBCPS to facilitate collecting and tracking information on employee progress and allows us to receive instantaneous feedback on examinations. The courses can be customized to meet the needs of particular departments. The following is a list of orientation / safety training topics that is required by either the Occupational Safety and Health Administration or by School Board Policy:

1. Hazard Communication
2. Fire Safety
3. Sexual Harassment
4. Diversity
5. Americans with Disabilities Act
6. Workers' Compensation Procedures
7. Asbestos Hazardous Emergency Response Act (AHERA)
8. Gang Awareness
9. Safety in Science Classroom
10. Hazard Waste Awareness
11. Asbestos Awareness

To the best of our knowledge, no other vendor can provide these all inclusive training topics. Having Coastal Training Technologies corporate headquarters located here in Virginia Beach also provides great customer service and a convenient resource for VBCPS.

Please let me know should you need further details.

**Attachments**

cc: Sammy Cohen, Director of Business Services