

NOTICE OF SOLE SOURCE PROCUREMENT

Date: August 7, 2008

Vendor/Contractor: **National School Reform Faculty**

Contract Amount: \$128,370.00

Description of Services: Leadership Seminar

Sole Source Determination: Leadership training that is consistent with and builds upon past training and current programs.

Date of Award: TBD

AUG07'08 AM 8:13 VBPS



VIRGINIA BEACH CITY PUBLIC SCHOOLS

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

***Department of School Administration
Office of Organizational Development***

MEMORANDUM

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

FROM: Toni M. Patterson, Director *Toni M. Patterson*
Office of Organizational Development

SUBJECT: **Sole Source Request**

DATE: July 30, 2008

Attached is a copy of the proposed contract/agreement that Virginia Beach City Public Schools would like to enter into with the National School Reform Faculty® (NSRF®). The National School Reform Faculty® (NSRF®) began in 1995 as a unique set of strategies in professional development for educators by educators. Started within the Annenberg Institute for School Reform at Brown University, the protocols, texts, tools, research and other artifacts were relocated to the Harmony Education Center in 2000.

The National School Reform Faculty® (NSRF®) strategies are a unique form of professional learning community called Critical Friends Group®. Their work fosters reflection, critical friendship, and facilitative leadership gauged through the lens of equitable outcomes for all students.

Before the National School Reform Faculty® (NSRF®), the leadership programs and work of other professional organizations were examined, such as Phi Delta Kappa, The Change Leadership Group at Harvard and McREL. The National School Reform Faculty® (NSRF®) emerged as the leading program because in our professional judgment the leadership training related to building learning communities through the Critical Friends Group® concept is in strong alignment with the instructional work we've been doing with teachers and administrators since 2001, based on the work of Robert J. Marzano, Ph.D. Additionally, the training supports and extends the work of the Futures Academy which will enable VBCPS administrators to lead schools beyond their present level of performance by establishing effective collaborative cultures for improving teaching and learning.

Please review the proposed contract/agreement and advise whether we may proceed on a sole-source basis. Please let me know if you have questions or if additional information is needed. Thank you for your assistance.

APPROVED: *Elizabeth E. Taylor* DATE: 8-6-08
J. Kevin Beardsley 8-7-08


VIRGINIA BEACH CITY PUBLIC SCHOOLS

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

NON-EMPLOYEE CONTRACT FOR SERVICES

CONTRACTOR: National School Reform Faculty (NSRF)[®]

SCHOOL/DEPARTMENT: Office of Organizational Development

PURPOSE/SERVICES: National School Reform Faculty (NSRF)[®] will provide a nine-day on site Facilitative Leadership Seminar for assistant principals. Please see sole source letter attached.

The purpose of the Seminar align with the Board of Education's Program of Work for 2007 and are listed below:

- Provide a structure for educators to work together as "critical friends" within their role as facilitative leaders who look closely at one another's practice and help improve it.
- Understand the significance of professional learning communities in improving student learning.
- Learn and use Critical Friends Group[®] protocols and tools developed by the NSRF[®] to support purposeful learning communities as a strategy to improve student achievement.
- Understand the need to focus on issues of equity as we work to increase student achievement and improve school/district culture.
- Know about and practice several strategies for engaging in reflective discourse based on ideas contained in different kinds of "texts."
- Understand the practice how to give and receive productive feedback on professional practice within a critical stance toward improving practice and increasing student achievement.
- Have a clear sense of the role of a Facilitative Leader in creating and sustaining a professional culture already embedded – develop strategies for improving practice.
- Build on the professional culture already embedded within the Virginia Beach City Public Schools.

CONTRACT DATES: August 13, 2008 plus 8 on site days (remaining dates to be determined)

COST OF SERVICES: \$128,370.00 payable in five installments upon submission of proper invoices. This contract is inclusive of all vendor expenses.

PAYMENT SCHEDULE: \$128,370.00 will be payable in five installments of \$25,674.00 each upon submission of an original invoice after each session.

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. Contractor 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.

Contractor agrees that it does not currently, and shall not during the performance of this contract, knowingly employ an unauthorized alien, as defined in the federal Immigration Reform and Control Act of 1986.

The undersigned Contractor certifies that he or she, or any employee or subcontractor, or future employee or subcontractor, of the Contractor that will be in the presence of students during regular school hours or school-sponsored activities, has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child, or convicted of a crime of moral turpitude.

Contractor 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.

National School Reform Faculty®

PO Box 1787

Bloomington, IN 47402

Date

Elizabeth E. Taylor

Toni Patterson, Director, Office of Organizational Development

(Signed by Elizabeth E. Taylor, Assistant Superintendent, Department of School Administration in Ms. Patterson's absence)

8/5/08

Date

Sammy Cohen, Director, Business Services

Date



VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

GENERAL CONTRACT EXECUTION POLICY 3-89

FISCAL NOTE

Office of Organizational Development

115.51710.603407

SCHOOL/DEPARTMENT

ACCOUNT NUMBER

National School Reform Faculty NSRF® will provide a nine-day on site Facilitative Leadership Seminar for assistant principals - August 13, 2008 plus 8 on-site days (dates to be determined).

CONTRACT INFORMATION

YEAR	FISCAL YEAR	(a) ESTIMATED COSTS	(b) ESTIMATED REVENUES	NET DIFFERENCE (a) - (b)
1	2008-2009	\$ 128,370.00		\$ (128,370.00)
2				\$ -
3				\$ -
4				\$ -
5				\$ -
TOTAL		<u>\$ 128,370.00</u>	<u>\$ -</u>	<u>\$ (128,370.00)</u>

SCHOOL CONTRACTS ONLY

SCHOOL BOOKEEPER VERIFICATION THAT FUNDS ARE AVAILABLE OR WILL BE AVAILABLE IN THE ABOVE ACCOUNT NUMBER

Elizabeth E Taylor
SCHOOL BOOKEEPER'S SIGNATURE

8/5/08
DATE

CAPITAL PROJECTS ONLY

TOTAL COST TO COMPLETE THE PROJECT:

\$ _____

PROJECT BUDGET:

RECEIVED
AUG 06 2008

\$ _____

CONTRACT BASE COST

VIRGINIA BEACH CITY
SCHOOL BOARD
BUSINESS SERVICES

\$ _____

Elizabeth E Taylor
SCHOOL/DEPT. AUTHORIZED SIGNATURE

8/5/08
DATE

Note: See Section 19 (Contracts) in the Business Manual for Schools and Central Offices for further information on contract processing.