

NOTICE OF SOLE SOURCE PROCUREMENT

Date: May 21, 2009

Vendor/Contractor: **Rigby**

Contract Amount: \$65,302.49

Description of Services: Guided reading instructional materials.

Sole Source Determination: Copyrighted materials purchased directly from the 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 Elementary Instructional Services*

MEMORANDUM

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

FROM: Christine W. Caskey, Assistant Superintendent
Department of Curriculum and Instruction

Marie Balen, Director
Susan V. Crosland, Coordinator *Sur*
Office of Elementary Instructional Services

SUBJECT: SOLE SOURCE REQUEST

DATE: May 18, 2009

NAME OF COMPANY: Rigby

REQUISITION #: INST-09-0101649

TOTAL DOLLAR AMOUNT: \$65,302.49

JUSTIFICATION FOR SOLE SOURCE:

This is to certify that Rigby is the sole distributor in the United States for the Rigby PM Collection Leveled Reading books.

These leveled books have been selected for use in Virginia Beach City Public Schools for guided reading in the Non-Title 1 Extended Day Kindergarten classes because of their superb quality, their alignment with the curriculum, and their support of the VBCPS objectives. Purchase of these books will enhance reading instruction in the EDK classrooms and will support Strategic Plan objective #1.

/cm

APPROVED: _____

J. Kevin Beardsley

DATE: _____

5/21/09