

NOTICE OF SOLE SOURCE PROCUREMENT

Date: January 29, 2009

Vendor/Contractor: **Spectrum Education Group**

Contract Amount: Not to Exceed \$150,000.00

Description of Services: Grant writing for American history grant.

Sole Source Determination: Highly specialized services with a limited timeline to submit the grant. The vendor will only be paid if the school division is successful in obtaining a one million dollar grant entitled Teaching American History.

Date of Award: TBD




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: Kevin Beardsley, Director
Office of Purchasing Service

FROM: Marie Balen, Director 
Office of Elementary Instructional Services

**SUBJECT: SOLE SOURCE JUSTIFICATION - SPECTRUM EDUCATION
GROUP/SPECTRUM GRANT LAB**

DATE: January 28, 2009

Staff members from the Office of Elementary Services are interested in pursuing a grant opportunity from the U. S. Department of Education entitled the *Teaching American History Grant* (TAHG). For a school division with our enrollment, up to one million dollars may be awarded. The grant application is due March 9, 2009. Grant awards may be used to develop teacher expertise in the content area of social studies by offering extensive opportunities for professional development as well as much needed resources in this area. Although the overall goal is to increase student achievement in this discipline, the inclusion of literacy skills will be a critical element. In total, these efforts will serve to support the *Strategic Plan: Compass to 2015*.

The purpose for this sole source is to request that Spectrum Grant Lab (SGL), a division of Spectrum Education Group, LLC, be permitted to provide services through a contractual agreement to develop the grant proposal and prepare and conduct the grant evaluation. Spectrum's services are needed due to the limited time frame in which to prepare the grant application, the extensive information required for the grant proposal, and to remain competitive regarding the grant award. (Spectrum has been able to secure numerous TAHG for school divisions across the United States.)

Typically, a contract for services with Spectrum will amount to a total of 15% of the grant award and, in this case, would be up to a maximum of \$150,000.00 in the event that a one million dollar grant would be awarded. If Virginia Beach City Public Schools does not receive the grant award, Spectrum does not receive any monies.

The requisition number that the memorandum will be attached is INST-09-0094172.

/cg

Approved for sole source
J. Kevin Beardsley 1/29/09