

## NOTICE OF SOLE SOURCE PROCUREMENT

Date: August 11, 2009

Vendor/Contractor: University Instructors, Inc.

Contract Amount: \$548,625.00

Description of Services: Tutoring for Algebra for high schools students.

Sole Source Determination: Only company in the area with instructors that meet VOE requirements.

Date of Award: TBD

2009/08/11 11:24 AM



# 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 Secondary Instructional Services*

**MEMORANDUM**

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

FROM: Christine W. Caskey, Assistant Superintendent

Rodney J. Burnsworth, Director  
Emmanuel C. Cenizal, Mathematics Coordinator *EC*  
Office of Secondary Instructional Services

**SUBJECT: SOLE SOURCE JUSTIFICATION—UNIVERSITY INSTRUCTORS, INC.**

DATE: August 6, 2009

REQUISITION #: Contract

TOTAL DOLLAR AMOUNT: \$548,625.00

Each school year, the Virginia Department of Education (VDOE) grants funding to local education agencies for implementation of an Algebra Readiness Program so that academic support can be provided to students who are in danger of not meeting the graduation requirement calling for the completion of Algebra 1. Funds are then provided to each of our secondary schools so that tutoring can be provided at a time that best meets the needs of the students and the school. Since the inception of this program, it has been difficult for most schools to find qualified tutors to provide the services in the manner required by the VDOE. Last year, representatives from each of the high school math departments around the city requested that the office of secondary instructional services provide a standardized Algebra Readiness Program. As a result of that request and some information provided to the department by the superintendent, we began to research the possibility of providing that service to all secondary schools. We concluded that our best opportunity to meet the needs of our schools was to contract with University Instructors, Inc. Therefore, we are requesting that you grant approval for the office of secondary instructional services to offer University Instructors, Inc., a sole source contract. (University Instructors, Inc., provided the tutoring service during the 2008-2009 school year.)

Last year, research of the services provided by other companies was conducted by phone. The criteria for consideration would include the following items.

- The company must be on the VDOE list of approved vendors.
- The company must serve the local area with programming designed to assist students in grades 6-9.

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- The company must have implemented a full service, school-based Algebra Readiness Program so that start up could take place at the beginning of the school year.
- The company must hire tutors with a strong mathematics background using state-approved protocols and handle the payroll.
- The company must have a history of success with other school divisions.

Based on this review, we found no other company able to provide the required services. University Instructors, Inc., has the following qualifications.

- According to Lois Williams, VDOE Algebra Readiness Program Manager, University Instructors, Inc., is the only provider in Virginia that has implemented a full service, school-based Algebra Readiness Program, which includes the Algebra Readiness Diagnostic Test assessment and reporting, which takes place during the school day or after school. The company has worked with the program for at least five years.
- University Instructors, Inc., is a provider of Supplemental Education Services and is an approved provider under the No Child Left Behind Act by the VDOE.
- It has provided similar services since 1999 and has developed methods and materials to improve achievement based on the Virginia Standards of Learning.
- University Instructors, Inc., has a record of proven results with Hampton, Newport News, Portsmouth, and Richmond public schools.
- The company hires both certified and non-certified personnel with strong backgrounds in mathematics. Complete criminal history checks are conducted by the company. If the school-based program coordinator or the principal is dissatisfied with the work of the employee, they are replaced within 72 hours.
- The company supports the movement of tutors from school to school so that maximum flexibility is provided to the school division.

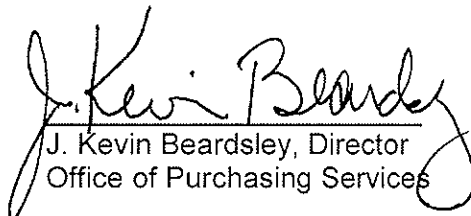
Since this request is time sensitive with the implementation date of the beginning of school, we request that you do not put this service out for bid and grant University Instructors, Inc., a sole source contract.

I will be happy to provide any additional information you may need regarding this request. If you have any questions, please contact Joe Burnsworth at 263-1429, or email [jburnsw@vbschools.com](mailto:jburnsw@vbschools.com).

Thank you.

/jk

Approved:

  
J. Kevin Beardsley, Director  
Office of Purchasing Services

8/11/09  
Date