

NOTICE OF SOLE SOURCE PROCUREMENT

Date: Tuesday, September 01, 2009

Vendor/Contractor: University Instructors

Contract Amount: \$103,950.00

Description of Services: Tutoring for afterschool programs for Title I schools.

Sole Source Determination: Only known source and limited timeframe until services are required.

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: J. Kevin Beardsley, Director
Office of Purchasing Service

FROM: Christine W. Caskey, Assistant Superintendent

Marie Balen, Director
Office of Elementary Instructional Services

**SUBJECT: SOLE SOURCE JUSTIFICATION – UNIVERSITY INSTRUCTORS-TITLE I
AFTER SCHOOL PROGRAMS, 2009-2010**

DATE: August 31, 2009

This sole source request has been prepared for contracted services between University Instructors and The School Board of the City of Virginia Beach.

Because of the time frame to prepare the contract with a beginning projected start date of September 23, 2009, it is not practicable at this time to secure these services from an organization other than University Contractors.

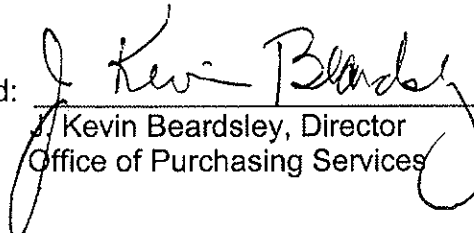
This memorandum is to certify that University Instructors is the sole provider of tutors for the Title I after school program at Williams Elementary School. This Reading and Math intervention model uses the READ 180 and Math Navigator program materials. Newtown Elementary School will also utilize an after school remediation program according to principal directives.

This program supports Strategic Objective #3 of the school division's strategic plan, Compass to 2015.

Requisition #: Contracted services for \$103,950.

/cg

Approved:


J. Kevin Beardsley, Director
Office of Purchasing Services

Date

9/1/09