



PURCHASING DEPARTMENT

Newport News Public Schools

757-591-4525/FAX 757-591-4593

12465 WARWICK BOULEVARD • NEWPORT NEWS, VIRGINIA 23606-3041

Date: 8-11-2022

SOLE SOURCE PROCUREMENT REQUEST FORM

Reference: Code of Virginia, Section 2.2-4303E

11588 Educational
Vendor: Hubbard Consultants

NNPS Department: Mary Pessier Middle School

Purchase Amount: \$8,025.00

Requisition Number: 12300368

Commodity Code: _____

Newport News Public schools has determined that only one source is practicably available to perform the following good(s) or service(s):

The basis for the above determination is:

1. Explain why this is the only product or service that can meet the needs of NNPS. *After researching other educational consultants, Hubbard Educational Consultants was chosen due to experience and availability.*
2. Explain why this vendor is the only practicably available source from which to obtain this product or service. *Time was of the essence (Mini Grant funds deadline is Sept. 1st).*
3. Explain why the price is considered reasonable. *We're receiving 14 ~~hours~~ hours of in-person PD sessions, learning materials, one on one virtual services (30 min.) observations and feedback time, and a couple of virtual conferences.*
4. Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayer. *Online research was done and due to the time frame, other consultants could not accommodate me.*

Please sign below to certify that all information provided above is true and correct to the best of your knowledge.

Submitted by: *Jametro Luffa* Principal Date: 8-11-2022
Signature Title/Dept. Name

Purchasing Officer Review: *Karlene* Date: 8/17/22
Name

Purchasing Director Approval: *Shannon Bailey* 8/18/22

NOTE: Please include letter from vendor which states they are a sole source for the goods/services being supplied, if available and validate information