



Date: 3/26/18

SOLE SOURCE PROCUREMENT REQUEST FORM

Reference: Code of Virginia, Section 2.2-4303E

Vendor: WISE

NNPS Department: CTE

Purchase Amount: 10450.75

Requisition Number: 11801685

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.
This is the only vendor that provides the WISE financial literacy industry certification that goes with our Economics + Personal Finance class
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
only vendor that offers financial literacy exam
3. Explain why the price is considered reasonable.
Industry certification exams range from \$7-\$250 per voucher. Vendor offers reasonable price w/ retake package
4. Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayer.

See above, sole source and reasonable

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

Submitted by: [Signature] CTE Instructional Supr. Date: 3/26/18
Signature Title/Dept. Name

Purchasing Officer Review: [Signature] Date: 3/26/18
Name

Purchasing Director Approval: [Signature]

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