

**December 4, 2020**

**SOLE SOURCE PROCUREMENT  
NOTICE OF INTENT TO AWARD**

Notice is hereby given that Richmond Public Schools has determined that there  
is only one source practically available to provide

**International Baccalaureate Diplomas & Exams.**

Therefore, pursuant to Section 2.2-4303(E) of the Virginia Public Procurement  
Act, it is the intent of Richmond Public Schools to award sole source Purchase  
Order # 196738 in the amount of \$39,214.00 to **International Baccalaureate.**

The amount varies each year as necessary depending upon student enrollment in  
the program.

DocuSigned by:

*Sarah Shertenlieb*

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Purchasing Officer  
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