

**Fredericksburg City Public Schools
Sole Source Justification**

PURPOSE: State law and City regulations require that FCPS procure products and services via competitive processes. A sole source procurement represents a unique exception to the legal requirement for competition and is subject to audit and public review. Completion of this form by your department is intended to document that only this product/service will meet your department's essential requirements and that only one vendor can provide the product/service requested. Vendors are not permitted to complete this form for your department. Note: Price is not a factor in determining if a product/service is a sole source. All Sole Source requests must be reviewed by the Finance Department and approved by the Department head or designee. All approved Sole Source Justifications must be posted on the FCPS website.

Department: Dept of Finance

Proposed Vendor: Global Vending Group Price: \$14,120.00

Product/Service Description: 3 Bookworm vending machines

- 1. Explain why this is the only product or service that can meet the needs of FCPS. What are the unique features of the product or service that are not available in any other product/service and are essential to required minimum performance? Provide such specific, quantifiable factors/qualifications.** *(Provide specific details on the compelling functional and/or technical reasons why the requested product/service is the only one that can satisfy the requirement.)*

This is a unique product that provides positive behavioral intervention support and encourages reading at the same time.

- 2. Explain why this vendor is the only practicably available source from which to obtain this product/service.** *(Provide specific details on the compelling expertise, experience and/or qualifications that support why the requested vendor is the only one that can provide the required product/service(s). Note that if this product/service is available through multiple distributors, it is not justifiable as a sole source.)*

This is a unique product and is not available from any other vendor.

- 3. Explain why the price is considered reasonable and describe efforts that were made to negotiate the best possible price or terms.** *(Provide specific details on how the price and/or terms of the contract were negotiated. The best possible price and terms must still be negotiated.)*

The price and terms are not negotiable. FCPS still considers the price to be reasonable.

- 4. Will this purchase obligate FCPS to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details.** *(If yes, provide information regarding the duration of any potential commitments as well as the estimated costs for such commitment.)*

No, there is no support or service contract needed.

DEPARTMENT APPROVAL

The department certifies that the information submitted is accurate and complete. This document may be used for auditing purposes and to defend the purchase against any type of protest.

Name / Title: Jennifer R. Brody, Director of Finance

Date: 05/21/21 Phone #: (540)372-1130 Email: jbrody@cityschools.com

Note: The final determination of sole source validity will be made by the Finance Department.