



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

OFFICE OF PURCHASING SERVICES  
2512 GEORGE MASON DRIVE  
VIRGINIA BEACH, VA 23456  
(757) 263-1175

### PUBLIC NOTICE SOLE SOURCE PROCUREMENT

Date:	9/19/2019
Vendor/Contractor:	Dr. Fran Prolman
Contract Amount:	\$60,000.00
Description of Services:	Working with T&L staff to develop "Teaching and Learning Framework".
Sole Source Determination:	Continuation of a process to develop and tailor a program specific to the VBCPS.
Date of Award:	TBD

**J. Kevin Beardsley**

Director of Purchasing  
9/19/2019 4:56 PM


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*Department of School Leadership*

**MEMORANDUM**

TO: J. Kevin Beardsley, Director  
Office of Purchasing Services

FROM: Donald E. Robertson, Jr., Ph.D., Chief Schools Officer  
Kipp D. Rogers, Ph.D., Chief Academic Officer  
Marc A. Bergin, Ed.D., Chief of Staff 

SUBJECT: Request for Sole Source Designation - Dr. Fran Prolman  
Contract Cost \$60,000

DATE: September 17, 2019

This memorandum is to request a sole source contract with Dr. Fran Prolman. Virginia Beach City Public Schools contracted with Dr. Prolman during the 2016-2017, 2017-2018, and 2018-19 school years. Dr. Fran Prolman has previously provided two courses, *Building Your Instructional Leadership: Intertwining Relationship Building, Instructional Expertise and Managing Situational Complexities* and *Scaling Excellence with Leadership* in collaboration and coordination with the Department of School Leadership in 2018-19 that we intend to repeat in 2019-20. In addition, she worked last year with the Department of Teaching and Learning on further developing the Teaching and Learning Framework to incorporate Social-Emotional Learning objectives.

The services this consultant has provided supports our efforts toward building exceptional leaders and developing a true leadership pipeline within Virginia Beach City Public Schools. Because the services provided by Dr. Prolman are not available from anyone else, as it has to be tailored specifically for Virginia Beach City Public Schools, we are requesting that Dr. Fran Prolman be designated a sole source provider for the progressive leadership program described above that leads to consistent success rates.

Thank you for your review and consideration of this request.

Approved

Not Approved

  
Signature

9/19/19  
Date