

NOTICE OF SOLE SOURCE PROCUREMENT

Date: November 17, 2017

Vendor/Contractor: Dr. Fran Prolman

Contract Amount: \$36,900.00

Description of Services: Develop instructional leadership training materials and provide training to select VBCPS personnel.

Sole Source Determination: Dr. Prolman provides leadership training based upon years of highly successful experience in the field of Instructional Leadership Training.


Date of Award: TBD

NOV 17 2017 PM03:22


Supporting Information for Sole Source Justification

To: The Record
From: J. Kevin Beardsley, Director of Purchasing
Date: November 17, 2017
Subject: Sole Source Request: Dr. Fran Prolman

This instructional leadership program will be developed specifically for the Virginia Beach City Public Schools by Dr. Fran Prolman who also will provide the instruction.



J. Kevin Beardsley, Director of Purchasing



Date




VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of School Leadership

MEMORANDUM

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

FROM: Rashard J. Wright, Chief Schools Officer 

SUBJECT: Request for Sole Source Designation
Vendor: Dr. Fran Prolman
Projected Maximum Contract Amount \$36,900 FY 2017
Budget Unit Codes: 53100
Line Item: 603407

DATE: Nov. 15, 2017

This memorandum is to request a sole source contract with Dr. Fran Prolman. Dr. Fran Prolman is teaching the course, "*Building Your Instructional Leadership: Intertwining Relationship Building, Instructional Expertise and Managing Situational Complexities*" in collaboration and coordination, with the Departments of School Leadership and Planning, Innovation, and Accountability. The services this contractor provides supports our efforts toward building exceptional leaders and developing a true leadership pipeline within Virginia Beach City Public Schools.

Virginia Beach City Public Schools contracted with Dr. Prolman during the 2016-2017 school year. Because this program is not available from anyone else, as it has been tailored specifically for Virginia Beach City Public Schools, I am requesting that Dr. Fran Prolman be designated a sole source provider for this progressive leadership program that leads to consistent success rates.

Thank you for your review of this request and consideration of this request.

Approved

Not Approved


Signature

11/17/17
Date



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of School Leadership

MEMORANDUM

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

FROM: Rashard J. Wright, Chief Schools Officer

SUBJECT: **SOLE SOURCE REQUEST**

DATE: Oct. 24, 2017

NAME OF COMPANY: Dr. Fran Prolman

TOTAL DOLLAR AMOUNT: \$36,900.00

JUSTIFICATION FOR SOLE SOURCE:

This memorandum is to request a sole source contract with Dr. Fran Prolman. Dr. Fran Prolman is teaching the course, *"Building Your Instructional Leadership: Intertwining Relationship Building, Instructional Expertise and Managing Situational Complexities* in collaboration and coordination, with the Departments of School Leadership and Planning, Innovation, and Accountability. The services this contractor provides supports our efforts toward building exceptional leadership within Virginia Beach City Public Schools.


As 2017-2018 will be Dr. Prolman's second year working with Virginia Beach City Public Schools, her program has been tailored to meet Virginia Beach City Public Schools' needs. The program has shown consistent success rates.

Thank you for your review of this request.

Approved

Not Approved

— does not explain why this
is a sole source.


Signature

10/20/17
Date



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

GENERAL CONTRACT EXECUTION POLICY 3-89

FISCAL NOTE

Department of School Leadership
SCHOOL/DEPARTMENT

115.53100.603407
ACCOUNT NUMBER

Leadership Development Training
CONTRACT INFORMATION

YEAR	FISCAL YEAR	(a) ESTIMATED COSTS	(b) ESTIMATED REVENUES	NET DIFFERENCE (a) - (b)
1	2017-2018	\$ 36,900.00		\$ (36,900.00)
2				\$ -
3				\$ -
4				\$ -
5				\$ -
TOTAL		<u>\$ 36,900.00</u>	<u>\$ -</u>	<u>\$ (36,900.00)</u>

Vendor
182029
10-25-17 *aw*

SCHOOL CONTRACTS ONLY

SCHOOL FUNDS A IN THE A

SCHOOL BOOKKEEPER'S SIGNATURE

Please have Kevin B. review. Sole source Not signed + Contract > \$36,000.

10/24/2017

DATE

CAPITAL PROJECTS ONLY

TOTAL COST TO CO

Thanks
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\$ _____

PROJECT BUDGET:

Business Services

\$ _____

CONTRACT BASE COST

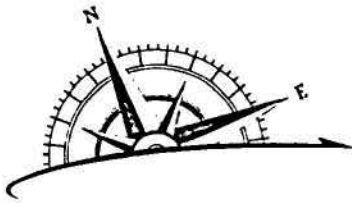
\$ _____

10/24/2017

SCHOOL/DEPT. AUTHORIZED SIGNATURE

DATE

Note: See Section 19 (Contracts) in the Business Manual for Schools and Central Offices for further information on contract processing.



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of School Leadership

TO: Aaron C. Spence, Ed.D., Superintendent
FROM: Rashard J. Wright, Chief Schools Officer
MEMO: CONSULTING CONTRACT EXPLANATION: DR. FRAN PROLMAN
DATE: October 24, 2017

Scope of Work:

Dr. Fran Prolman will spend eight days of teaching the course, *“Building Your Instructional Leadership: Intertwining Relationship Building, Instructional Expertise and Managing Situational Complexities.”* Dr. Prolman, in collaboration and coordination, with the Departments of School Leadership and Planning, Innovation, and Accountability will begin her work in October 2017 and complete her training in May 2018. The total contract will not exceed \$36,900.00.

Consultant Justification:

Dr. Fran Prolman is an internationally renowned consultant, author, program developer and trainer in the field of Instructional Leadership training. The programs she designs and implements are world renown with consistent success rates.

Connection to Division Goals:

Goal 4 – Culture of Growth & Excellence:

VBCPS will be defined by a culture of growth and excellence for students, staff, parents and the community.

5. Provide a variety of professional learning opportunities and resources to all staff- provide a variety of professional learning opportunities and resources to all staff to support continuous improvement and the successful implementation of the strategic framework.

The design and roll out of this program will provide support for school level leadership.

Return on Investment or Scalability of Program:

The return on investment will affect every aspiring administrator and teacher leader in the school division, who will in turn reach every student.

Approved: _____
Aaron C. Spence, Ed.D., Superintendent

**DR. FRAN PROLMAN
9807 THUNDERHILL COURT
GREAT FALLS, VIRGINIA 22066
703-759-1059
FAX 703-759-1060
DrFranny@aol.com**

October 23, 2017

CONTRACT

Fran Prolman agrees to provide training through the course "Building Your Instructional Leadership" to the aspiring principals of Virginia Beach Public Schools, and level two support to brand new principals on the following dates:

October 25 and 26, 2017

December 1 and 8, 2017

January 10 and 11, 2018

February 12 and 13, 2018

March 21 and 22, 2018

April 25 and 26, 2018

In addition, Virginia Beach City Public Schools agrees to purchase 25 copies of *Building Your Instructional Leadership* to use during the training dates.


TOTAL: \$36,900.00 includes:

Twelve days of training at the daily training fee, travel, lodging, meals and 25 copies of the textbook *Building Your Instructional Leadership*.

Virginia Beach Public Schools agrees to provide a training site, easel with chart paper, LCD projector, tables with chairs (ideally four to six people per table) and secretarial assistance if necessary.

Virginia Beach Public Schools will also provide a check within fifteen business days of receipt of each invoice.

Dr. Fran Prolman
Educational Consultant



Mr. Rashard Wright
Chief of Schools
Virginia Beach Public Schools

APPROVED FOR
PROCUREMENT

NOV 17 2017

