

NOTICE OF SOLE SOURCE PROCUREMENT

Date: January 25, 2018

Vendor/Contractor: National Retail Federation

Contract Amount: \$70,000.00

Description of Services:

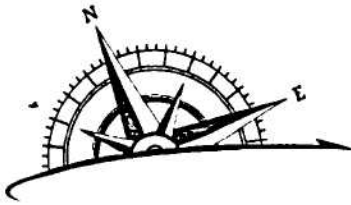
Credential exam for students to meet VDOE requirements for standard diploma graduation requirements.

Sole Source Determination:

This industry standard test is only available from the National Retail Federation.

Date of Award: TBD

JAN 25 2018 AM09:20



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of Teaching and Learning

MEMORANDUM

TO: J. Kevin Beardsley, Director, Purchasing Services

FROM: Amy E. Cashwell, Ed.D., Chief Academic Officer *AC*
James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning
Sara L. Lockett, Ed.D., Director of Technical and Career Education

**SUBJECT: SOLE SOURCE JUSTIFICATION FOR NATIONAL RETAIL
FEDERATION RISE UP CREDENTIALS**

DATE: Jan. 10, 2018

REQUISITION #: TCED-18-0307705

TOTAL DOLLAR AMOUNT: \$70,000.00

JUSTIFICATION FOR SOLE SOURCE:

In continued support of career and technical programs throughout Virginia Beach City Public Schools, the Office of Technical and Career Education historically purchases approximately \$70,000 of National Retail Federation credential exam vouchers administered to students in Marketing and Entrepreneurship classes. These exam vouchers are purchased throughout the school year on an as-needed basis. Exam vouchers also expire after one year. VDOE ties these exams to state course codes for verified credit and for meeting the industry credential requirement for standard diploma graduation. Industry certification requirements can be found at http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml
The National Retail Federation is the only supplier of the VDOE identified exam.

/kb

Attachments

cc: Aaron C. Spence, Ed.D., Superintendent

Approved:

J. Kevin Beardsley

J. Kevin Beardsley, Director
Office of Purchasing Services

1/25/18

Date

T&L/TCE-0145



To Whom It May Concern:

The NRF Foundation's RISE Up credentials in Retail Industry Fundamentals, Customer Service and Sales and Advanced Customer Service and Sales, as well as the Retail Management Certification, and related training programs, were developed on behalf of the retail industry. The opportunity to offer assessments for these credentials is available exclusively through the NRF Foundation in conjunction with established credential guidelines and requirements. In addition, NRF Foundation has developed several exclusive curriculum resources to help candidates prepare for the professional credentials, such as *Retail Industry Fundamentals*, *Customer Service and Sales Fundamentals* and *Retail Management and Operations*.

The NRF Foundation is a 501(c)(3) nonprofit foundation created in 1981 and affiliated with the National Retail Federation, the world's largest retail trade association, with membership that comprises all retail formats and channels of distribution including department, specialty, discount, catalog, online and independent stores. The NRF Foundation shapes retail's future by building awareness of the industry through statistics and stories; developing talent through education, experiences and scholarships; and fostering career growth among people who work in retail.

The NRF Foundation is committed to upgrading the image and opportunity associated with the retail industry and related careers. A significant segment of the NRF Foundation's education and training work since 1993 has been the research and development of National Industry Skill Standards, involving hundreds of employers and thousands of associates in retail and related industries. With federal support from the U.S. Department of Labor, NRF Foundation was one of the initial trade associations affiliated with the Skill Standards initiative to develop industry standards and national certification. Ongoing research and development of industry standards, standards-based curricula, credentials in Retail Industry Fundamentals, Customer Service and Sales, Advanced Customer Service and Sales, and a certification in Retail Management, are the basis for workforce development strategies and programs, and the core of NRF Foundation's sole source contract justification. **The following elements illustrate NRF Foundation credentials as a sole source contractor:**

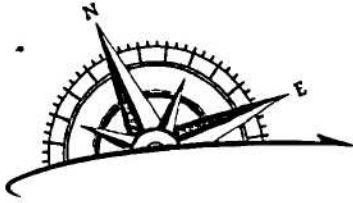
- NRF Foundation is the only retail trade organization to develop and monitor retail and related industry standards in Retail Industry Fundamentals, Customer Service, Sales and Retail Management in accordance with technical requirements that ensure alignment and currency with high-performing worker skillsets, job performance, and employer expectations in the retail industry.

- NRF Foundation has direct access to employers, large and small, to encourage their participation with the Workforce Investment System and leverage their support to build self-sustaining partnerships and projects, as well as long-term career opportunities for retail workers.
- NRF Foundation assists local workforce systems, educational institutions, community organizations, and employers with integrating or adding standards-based training and credentials into existing and emerging programs.
- The *Retail Industry Fundamentals*, *Customer Service and Sales Fundamentals*, and *Retail Management* programs were developed and validated by subject matter experts from the retail industry to align with National Skills Standards. These resources are part of a continuum of training that address the emerging skills of workers from the entry-level to management, and help promote career advancement.

For more information, visit <https://nrf.com/career-center/riseup>, email RISE@nrf.com or call 844-NRF-Exam (844-673-3926).

Thank you,

Paige Roy
Manager
Learning and Workforce Development Programs
NRF Foundation




VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Department of Teaching and Learning

CONTRACT FOR SERVICES
BETWEEN THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH AND
NATIONAL RETAIL FEDERATION
1101 New York Avenue, NW
Suite 1200
Washington, DC 20005

Approved as to Content:




Sara L. Lockett, Ed.D., Director of
Technical and Career Education




Date



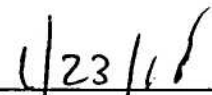
James M. Pohl, Ph.D., Executive Director of
Secondary Teaching and Learning



Date



Amy E. Cashwell, Ed.D., Chief Academic Officer
Department of Teaching and Learning



Date

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Approved as to Availability of Funds and Business Content:

Crystal M. Pate, Director
Business Services
Federal Tax ID Number: 54-0722075

Date

**GENERAL CONTRACT EXECUTION POLICY 3-89
FISCAL NOTE**

Technical & Career Education/Dept. of Teaching & Learning
SCHOOL/DEPARTMENT


116.50300.603407.0108300
ACCOUNT NUMBER


National Retail Federation (NRF) Testing Vouchers
CONTRACT INFORMATION

YEAR	FISCAL YEAR	(a) ESTIMATED COSTS	(b) ESTIMATED REVENUES	NET DIFFERENCE (a) - (b)
1	2017-2018	\$70,000.00	\$0.00	\$70,000.00
2				
3				
4				
5				
TOTAL		<u>\$70,000.00</u>	<u>0.00</u>	<u>\$70,000.00</u>

SCHOOL CONTRACTS ONLY

SCHOOL BOOKEEPER VERIFICATION THAT FUNDS ARE AVAILABLE OR WILL BE AVAILABLE IN THE ABOVE ACCOUNT NUMBER

 SCHOOL BOOKEEPER'S SIGNATURE


 DATE 1/23/18

CAPITAL PROJECTS ONLY

TOTAL COST TO COMPLETE THE PROJECT: \$ _____

PROJECT BUDGET: \$ _____

CONTRACT BASE COST \$ _____

 SCHOOL/DEPT. AUTHORIZED SIGNATURE

1/11/18 DATE

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

DEPARTMENT OF TEACHING AND LEARNING
DOCUMENT PROOFING SLIP
(Memos, Contracts, School Board Agenda Sheets, Reports, Etc.)

DOCUMENT: SOLE SOURCE MEMO: NATIONAL RETAIL FEDERATION (NRF) TESTING

Originator: Gina Mancuso-Sidhu Typist: Karen Boone Date: 1/2/18

Proofed by:

Funded by: Local Grant

1) Director's Office Associate

K. Boone

Date: _____

2) TCE Director

Sue Holst

Date: 1/1/18

3) Executive Director's Office Associate

Date: _____

4) Executive Director

[Signature]

Date: 1/1/18

5) Chief Academic Officer's Office Associate

Date: _____

6) Administrative Coordinator (if applicable)

Date: _____

7) Chief Academic Officer

[Signature]

Date: _____

REPRODUCE ON YELLOW PAPER