

NOTICE OF SOLE SOURCE PROCUREMENT

Date: January 23, 2018

Vendor/Contractor: CTECS

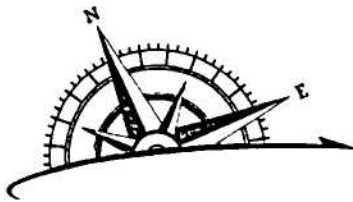
Contract Amount: \$40,000

Description of Services: Workplace Readiness Skills Assessment

Sole Source Determination: Only product approved by the Virginia Board of Education to meet new requirements for a standard diploma.

Date of Award: TBD

JAN 23 2018 AM10:31



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
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 CAREER AND TECHNICAL EDUCATION CONSORTIUM OF STATES (CTECS) - WORKPLACE READINESS SKILLS (WRS) FOR THE COMMONWEALTH ASSESSMENT

DATE: Jan. 2, 2018

REQUISITION #: TCED-18-0303995

TOTAL DOLLAR AMOUNT: \$40,000

JUSTIFICATION FOR SOLE SOURCE:

In 2011, the Board of Education approved the CTECS: Workplace Readiness Skills for the Commonwealth Assessment (CTECS: WRS), as a component of all Technical and Career Education courses for the City of Virginia Beach. This stand-alone assessment, which counts towards a student-selected verified credit is required to be taken by all TCE students and is provided only by the Career and Technical Education Consortium of States (CTECS).

For students undertaking the standard diploma, the CTECS: WRS also meets the graduation requirements as stated in HB 1062 and SB 489. The 2012 Virginia General Assembly passed, and the Governor signed into law, HB 1061 and SB 489, to strengthen postsecondary education and workplace readiness opportunities for all students. This legislation says, in part:


"Beginning with first-time ninth grade students in the 2013-2014 school year, requirements for the standard diploma shall include a requirement to earn a career and technical education credential that has been approved by the Board, that could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment."

/kb

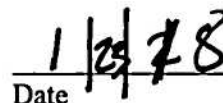
Attachments

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

Approved:


J. Kevin Beardsley, Director of Purchasing Services

Date



T&L/TCE-0140



November 15, 2017

To Whom It May Concern:

This letter is to advise you that CTECS located at 1866 Southern Lane, Decatur, Georgia 30033 is the sole authorized educational provider for CTECS Workplace Readiness Assessment.

Purchase Orders should be sent directly to Dana Wilson at CTECS and may be faxed to (404) 492-5396 or emailed to dwilson@ctecs.org.

If you have any questions or require more information, please contact our office.

Thank you for your interest in this assessment.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Withee", is written over a horizontal line.

Tim Withee
Executive Director, CTECS

Career and Technical Education
 Consortium of States
 1866 Southern Lane
 Decatur, GA 30033

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 6/30/2017 | 570 |

| |
|---|
| Bill To |
| Virginia Beach City Public Schools Advanced Technology Center Attn: Anjanette Hendricks 1800 College Crescent Avenue Virginia Beach, VA 23453 |

| |
|---|
| Ship To |
| Virginia Beach City Public Schools Advanced Technology Center Attn: Anjanette Hendricks 1800 College Crescent Avenue Virginia Beach, VA 23453 |

| | |
|-------------|-----------|
| P.O. Number | Due Date |
| | 7/30/2017 |

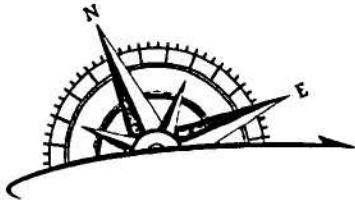
| Description | Price Each | Quantity | Amount |
|--|------------|----------|--------|
| VA Workplace Readiness Assessment Contract No. 1081 (TESTING JUNE 1-28, 2017) WRS | 10.00 | 3 | 30.00 |
| VA Workplace Readiness Assessment Contract No. 1081 (TESTING JUNE 1-28, 2017) RETAKE | 10.00 | 9 | 90.00 |
| VA Workplace Readiness Assessment Contract No. 1081 (TESTING JUNE 1-28, 2017) SECOND RETAKE | 10.00 | 6 | 60.00 |

| | |
|--------------|-----------------|
| Total | \$180.00 |
|--------------|-----------------|

PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT. Any questions, contact Dana Wilson via email: dwilson@ctecs.org or call 404-994-6536

| | |
|------------------|--------|
| Payments/Credits | \$0.00 |
|------------------|--------|

| | | | | | |
|--------------|--------------|--|--|--------------------|-----------------|
| Phone # | Fax # | E-mail | Web Site | Balance Due | \$180.00 |
| 404-994-6536 | 404-492-5396 | dwilson@ctecs.org | www.ctecs.org | | |



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
CAREER AND TECHNICAL EDUCATION CONSORTIUM OF STATES (CTECS)
1866 Southern Lane
Decatur, GA 30033-4097

Approved as to Content:



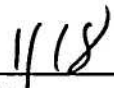
Sara L. Lockett, Ed.D., Director of
Technical and Career Education




Date



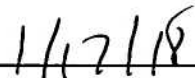
James M. Pohl, Ph.D., Executive Director of
Secondary Teaching and Learning



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

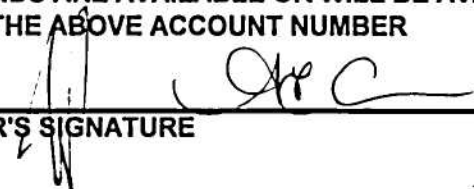
116.50300.603407.0111100-16,850.35
115.50300.603407-23,149.65
ACCOUNT NUMBER

SOLE SOURCE: CTECS Workplace Readiness Assessment (WRS) for the Commonwealth
CONTRACT INFORMATION

| YEAR | FISCAL YEAR | (a) ESTIMATED COSTS | (b) ESTIMATED REVENUES | NET DIFFERENCE (a) - (b) |
|--------------|-------------|------------------------|---------------------------|-----------------------------|
| 1 | 2017-2018 | \$ 40,000.00 | | \$ 40,000.00 |
| 2 | | | | \$ - |
| 3 | | | | \$ - |
| 4 | | | | \$ - |
| 5 | | | | \$ - |
| TOTAL | | <u>\$ 40,000.00</u> | <u>\$ -</u> | <u>\$ 40,000.00</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 1/17/18

CAPITAL PROJECTS ONLY

RECEIVED
 TOTAL COST TO COMPLETE THE PROJECT Virginia Beach City \$ _____
 PROJECT BUDGET: JAN 19 2018 \$ _____
 School Board
 CONTRACT BASE COST Business Services \$ _____


 SCHOOL/DEPT. AUTHORIZED SIGNATURE _____ DATE 1.3.18

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: CTECS WORKPLACE READINESS TESTING

Originator: Anjanette Hendricks Typist: Karen Boone Date: 1/2/18

Proofed by:

Funded by: Local Grant

1) Director's Office Associate

K. Boone Date: 1/2/18

2) TCE Director

Sara Smith Date: 1/2/18

3) Executive Director's Office Associate

[Signature] Date: _____

4) Executive Director

[Signature] Date: _____

5) Chief Academic Officer's Office Associate

[Signature] Date: _____

6) Administrative Coordinator (if applicable)

[Signature] Date: _____

7) Chief Academic Officer

[Signature] Date: _____

REPRODUCE ON YELLOW PAPER