



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**CHARTING THE COURSE**

**MEMORANDUM**

**TO:** Carla A.B. Smith, CPPO, CPPB  
Director, Office of Procurement Services

**FROM:** Kipp D. Rogers, Ph.D., Chief Academic Officer   
Roni S. Myers-Daub, Ed.D., Executive Director Programs for Exceptional Children 

**VENDOR:** 95 Percent Group

**DOLLAR AMOUNT:** \$44,000.00

**DATE:** May 4, 2023

This memo is to request permission to purchase Phonics Chips Kits from 95 Percent Group which is the sole source for all complete program materials. These materials are currently used by Virginia Beach City Public Schools. These additional materials will expand the use of this program and help students to recover academic progress lost due to the impact of COVID-19. The materials are being requested by the Office of Programs for Exceptional Children to expand to all elementary schools.

This purchase will be funded by federal dollars. The \$44,000.00 will be funded by the Title VI-B IDEA Section 611 ARP Grant which has an FY23 budget of \$3,470,796.00

Carla A.B. Smith

Carla A.B. Smith (May 5, 2023 15:54 EDT)

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**Carla A.B. Smith, CPPO, CPPB**  
**Director of Procurement**

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Kipp Rogers (May 5, 2023 14:15 EDT)