



Cache County School District
Purchasing Department
84 E 2400 N, North Logan, UT 84341
Phone: 435-752-3925 www.ccsdut.org

AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS

SOFTWARE FOR TESTING STUDENTS AND MONITORING PROGRESS ON SKILLS CCSD-SS051326

1. The Cache County School District (CCSD) is publishing this notice pursuant to the Utah Procurement Code. Cache County School District intends to award a contract without competition if it is determined, in writing, that:
2. Award of a contract/purchase without engaging in a standard procurement process (bids/quotes) is appropriate if it can be determined in writing that:
 - There is only one source for the procurement item
 - Transitional costs are a significant consideration in selecting a procurement item;
 - or the award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.
3. An urgent or unexpected circumstance, need, or requirement for a procurement item does not justify the award of a contract/purchase without engaging in a standard procurement process.

*"Transitional costs"- means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

The attached document outlines the CCSD department's justification for awarding a contract without engaging in the standard procurement process.

Determination of Other Interested Vendors

The intent of this notice is to determine if there are any other interested and qualified vendors that meet the specifications of this notice. Any such vendors must submit the following information:

- The name of the contesting person
- A detailed explanation of the challenge, including documentation showing that there are other competing sources for the procurement item.
- Documentation that your firm can provide a comparable or better procurement item that meets or exceeds the specifications; and

- Documentation that your firm can also provide the same proprietary procurement item or an equivalent procurement item;
- If transitional costs are identified as the justification for this notice, submit a cost comparison of the identified transitional costs with your firm's anticipated transitional costs.

Regardless of any prior communications with the CCSD or the Purchasing Department, all vendors interested in responding to this notice must submit a response to this posting containing complete responses to all of the information requested above. Any questions regarding this notice, including obtaining additional information, can be directed to the Purchasing Department at karma.leatham@ccsdut.org during the publication period. No action is required if you agree with this notice.

If, after the public notice period has passed, the Purchasing Department determines that there are other interested and qualified vendors that meet the specifications of this notice, the Purchasing Department will not award a contract pursuant to this notice.

If, after the public notice period has passed, no valid challenges are received, the Purchasing Department may award a contract to the identified vendor without competition.

Please read the entire form very carefully before responding to this notice

Department/School Contact Information

Department/Division Name:	Cache County School District, Elementary Teaching and Learning Team		
Contact Person and Title:	Brittany Foster, Executive Director of Teaching and Learning Melinda LaMont, Literacy Specialist		
E-mail Address:	brittany.foster@ccsdut.org melinda.lamont@ccsdut.org	Telephone Number:	(435)752-3925
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor?			

Item or Service

Description of procurement item to be purchased:		Software Licenses
Estimated value of the contract/purchase order:		\$16,981.00
Freight Cost (F.O.B. Destination, Freight Prepaid):		N/A
<input checked="" type="checkbox"/>	Contract	<ol style="list-style-type: none"> Insert requested term of contract: <u>5</u> and renewal options: <u>0</u> (The standard contract term is five (5) years. If the requested term will be longer than five years, written justification is required.) The Department/School may not make the procurement until the solicitation process is completed and a contract is written and signed by the Department/School, the vendor, and the Purchasing Department.
<input type="checkbox"/>	Purchase Order	<ol style="list-style-type: none"> If the total purchase will be greater than \$5,000.00 the Department/School may not make the procurement until after the solicitation process is completed, the PO is signed by the Purchasing Department, and the PO is delivered to both the Department/School and the vendor.

Vendor Information

Vendor Name:	ESGI
Vendor Contact Person:	Jamie Peterson
Vendor Email Address:	jamie.peterson@esgisoftware.com
Vendor Telephone Number:	(443) 345-2097
Vendor Ordering Address:	PO Box 7410689 Chicago, IL 60674-0689
<i>All items in the above section are required.</i>	

Complete the following if no vendor number exists in BusinessPLUS (IFAS):

Vendor Federal Tax ID# (TIN): (9 Digits):	
Type of Vendor:	Click to use the drop-down menu to select the type of vendor.

CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:		
<input checked="" type="checkbox"/>	There is only one source for the procurement item.	Complete section A
<input type="checkbox"/>	Transitional costs are a significant consideration in selecting a procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the procurement unit	Complete section B
<input type="checkbox"/>	The award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.	Complete section C

SECTION A: ONLY ONE SOURCE

1.	What is unique about this procurement item to justify an award of contract without engaging in a standard procurement process? (Explain in detail why the service or product is only available from a single supplier.)
	ESGI provides a software option for testing students and monitoring progress on skills throughout the year. The district can create assessments aligned to district goals and curriculum and teachers can also create and use assessments to monitor skills throughout the year. Although there are software assessment platforms that offer progress monitoring on foundational skills (iReady, AimWeb, SeeSaw, IXL), none of them have the flexibility of creating and managing assessments specifically aligned to our district goals and that include multiple subject areas. ESGI uniquely allows our district to create online assessments for our adopted phonics program, the CCSD Kindergarten Entry and Exit assessments, diagnostic skills like Core Phonics and math skills.
2.	Could the procurement item be reasonably modified to allow for competition?
	The features ESGI provides are essential. Modification in order to allow competition would eliminate the desired features they offer.
3.	Explain the market research performed.
	In order to find a product that provides progress monitoring on foundational skills, an internet search was conducted. Additionally, research was done on each software vendor’s website outlining their product features. We were unable to locate another company offering a customizable assessment tool similar to ESGI.
4.	What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract?
	ESGI is not under any state contracts at this time. A search was conducted on the Utah Division of purchasing and general services on 5/05/2026.

SECTION B: TRANSITIONAL COSTS – If you have selected Section B you must also complete Attachment A – Cost Benefit Analysis

1.	Describe the existing equipment, technology, software, accessories, replacement parts, or service, hereafter referred to as equipment; include the original purchase price and date of purchase for the existing equipment.
2.	Please supply the following:
	a. Procurement method that was used to purchase the existing equipment/service? (IFB, RFP, Sole Source):
	b. Bid number, P.O. number, Requisition number, or sole source number for the existing equipment/service:
	c. Contract number for the existing equipment/service:
3.	Complete “Attachment A - Cost-Benefit Analysis”, as required by Utah Procurement Code §63G-6a-802 that demonstrates transitional costs are unreasonable or cost-prohibitive.

SECTION C: STANDARD PROCUREMENT PROCESS IMPRACTICABLE

1.	Cite the applicable rule from Utah Administrative Code R33-8 that provides awarding the contract through a standard procurement process as impractical and not in the best interest of the procurement unit under the circumstances; including any supporting documentation.
2.	Please supply the following, if applicable:
	a. Procurement method that was used to purchase the existing equipment? (IFB, RFP, Sole Source):
	b. Bid number, P.O. #, Requisition #, or sole source number for the existing equipment/services:
	c. Contract number for the existing equipment/services

Administration Approval:	
CCSD Business Administrator	Date

Recommend Award:		Final Approval by Purchasing Director:	
CCSD Purchasing Agent	Date	Karma Leatham, Purchasing Manager	Date



ATTACHMENT A – COST BENEFIT ANALYSIS

Utah Code Annotated §63G-6a-802 (Utah Procurement Code) anticipates instances where the cost to transition from a product or services is unreasonable or cost-prohibitive. These costs are referred to as transitional costs by definition. Transitional costs means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

Because there are vendors who “could” compete for the product or service (this request is not a sole source) if not for the transitional costs, the law requires additional details to support the determination in the form of a cost benefit analysis. The purpose is to flush out the figures to support the determination. This form is to be completed for all proposed contracts/purchases where transitional costs (Section B) are cited for not competing the opportunity. **The form must be completed in its entirety and be submitted with the main form above.**

	Original Purchase of Current Product/Service	Continuation with Current Provider (no transition costs)	Costs to Transition to New Product/Service
Acquisition Price			
Training Costs			
Implementation Costs			
Conversion Costs			
Compatibility Costs			
System Downtime Costs			
Staff Time			
Other Cost			
Total			

Comments to support the figures provided.

THIS SECTION TO BE FILLED OUT BY CCSD PURCHASING DEPARTMENT

The public notice period shall be (Check the box that applies):

a.	If the cost of the procurement exceeds \$50,000 then the publication of the notice must be made in accordance with Section 63G-6a-112. <input type="checkbox"/>
b.	Procurements under \$50,000.00 are not required to be published, but may be published at the discretion of the CCSD Director of Purchasing Published: <input type="checkbox"/> Not Published: <input type="checkbox"/>
c.	Publication is not required for a procurement pursuant to a trial use contract. <input type="checkbox"/>
d.	Publication is waived for an award of contract without engaging in a standard procurement process procurement: <input type="checkbox"/> For any procurement item identified in Utah Administrative Code R33-8-101(7)(b)(i-viii); <input type="checkbox"/> For award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item; <input type="checkbox"/> For other circumstances as determined in writing by the chief procurement officer or head of a procurement unity with independent procurement authority.

The Terms and Conditions that will be attached to the awarded agency contract/purchase order:

District Contract:	<input type="checkbox"/> Goods <input type="checkbox"/> Services <input type="checkbox"/> IT for DTS only <input type="checkbox"/> Att. B IT Non-DTS (include DTS Exception Form, if applicable)
Purchase Order:	<input type="checkbox"/> Goods <input type="checkbox"/> Services <input type="checkbox"/> IT for DTS only <input type="checkbox"/> Att. B IT Non-DTS (include DTS Exception Form, if applicable)

For Purchasing Department Use After the Public Posting Period: Agent:

Notice#:	
Commodity Code(s):	
# of Vendors Sent To:	
Additional Research & Comments:	
Summary of Contest(s) Received & Determination:	