

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186
Susan.monaco@fauquiercounty.gov

July 7, 2021

Margaret Roth
459 Albemarle Avenue
Staunton, VA 24401

E-mail: mroth.viservice@gmail.com

RE: Contract SS-12-20smc, Vision Services

Dear Ms. Roth:

Fauquier County Government and Public Schools wishes to extend the above referenced contract for the second and final one-year period; the period of the extension will be from **August 20, 2021 through August 19, 2022.**

All terms, conditions, and prices from the original contract, remain the same during this renewal period, with the exception of an update to the mileage rate, now at \$.56/mile (effective 1/1/2021).

If this is agreeable with your firm, please sign this letter in the space provided below and return it to this office within ten (10) days. A fully executed copy will be returned to you. Thank you for your continuing service to Fauquier County Public Schools.

Sincerely,

Susan R. Monaco

Susan R. Monaco, CPPO, CPPB
Procurement Special Projects Assistant, Part-Time

Margaret Roth

Fauquier County Government & Public Schools

By: Margaret Roth

By: Kathy H. Stanley
Kathy H. Stanley, CPP, CPPB

Title: Owner

Title: Interim Procurement Manager

Date: 7/13/2021

Date: 7-13-21

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

August 19, 2020

Margaret Roth
459 Albemarle Avenue
Staunton, VA 24401

RE: Contract SS-12-20smc, Vision Services

Dear Ms. Roth:

Fauquier County Government and Public Schools wishes to extend the above referenced contract for the first one-year period; the period of the extension will be from **August 20, 2020 through August 19, 2021**.

All terms, conditions, and prices from the original contract, remain the same during this renewal period, with the exception of an update to the mileage rate, now at \$.575/mile.

If this is agreeable with your firm, please sign this letter in the space provided below and return it to this office within ten (10) days. A fully executed copy will be returned to you. Thank you for your continuing service to Fauquier County Public Schools.

Sincerely,

Susan R. Monaco
Susan R. Monaco, CPPO, CPPB
Procurement Manager

Margaret Roth

Fauquier County Government & Public Schools

By: Margaret Roth

By: Susan R. Monaco
Susan R. Monaco, CPPO, CPPB

Title: TVE/OM

Title: Procurement Manager

Date: 8/19/20

Date: 8/20/2020

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
CONTRACT #SS-12-20 SMC
Vision Services

This *Vision Services* contract is made and entered into this 19th day of August, 2019, by and between the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (referred to hereinafter as "Owner") on behalf of the Fauquier County Public Schools Special Education Department, and **Margaret Roth**, having her principal place of business at 459 Albemarle Ave, Staunton, VA 24401 (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, Contractor is engaged in the business of providing *Vision Services* and represents that she has the background and expertise necessary to provide the services outlined herein; and

WHEREAS, the Owner and Contractor wish to document their agreement concerning the respective obligations of the parties,

NOW THEREFORE, in consideration of the promises and mutual covenants contained herein, the Contractor and the Owner agree as follows:

SECTION 1: SCOPE OF SERVICES

The Contractor shall furnish all necessary labor and personnel to accomplish the required services specified herein. Services are to include, but not be limited to those listed and outlined herein. The requirements outlined herein represent the general scope of services, but may not represent the full range of services that could be utilized; Contractors are encouraged to suggest additional services they can provide. Owner reserves the right to request the Contractor provide additional services; the cost for additional services will be negotiated, based on a mutually agreed upon scope of work, at the time they are requested, and will be added to the contract through written modification. To briefly outline the specific requirements below:

- 1.1 **Specific Requirements:** *The Contractor shall provide Vision Services to students in the Fauquier County Public School District who have this service required in the individual education plan (IEP), and shall attend associated meetings for that student relative to this service as required. The Owner school calendar will be given to the Contractor, who shall coordinate all services through the Owner, Special Education Department and Special Education Case Manager within each school building.*

Specific Services Provided:

- *Assist the team in making appropriate referrals for vision services.*
- *Review ophthalmologic reports; assess student's functional vision, and media.*
- *Submit appropriate information and reports to determine educational impact.*
- *Participate as a team member for all children whose visual impairment may impact their educational performance.*
- *Assess student's functional vision and prepare written reports with information for use.*
- *Assist personnel to develop individual student goals and objectives for an Individualized Family Service Plan (IFSP) or an Individual Education Program (IEP).*
- *Locate and provide the district with information to locate adaptive materials.*
- *Teach district personnel skills needed to instruct or assist visually impaired students.*
- *Provide direct services to students with visual impairments for pre-Braille readiness, Braille Reading and writing and adaptive equipment instruction, if needed.*
- *Provide other vision services as deemed appropriate by the student's IFSP or IEP.*
- *Maintain written records, secure updated ophthalmologist's evaluations and provide reports for each student assessed and/or served.*
- *Orientation and Mobility Services as needed*

Equipment and Supplies:

- Contractor will provide all minor equipment, tools, and supplies necessary to perform the above instructional services.

- 1.2 Fee(s): The Owner shall pay, and the Contractor accept, the rate of \$90 per hour for services and for any required associated meetings. Travel to and from the school location shall be paid at the rate of \$45 per hour.
- 1.3 Method of Ordering/Payment: The Owner shall utilize Purchase Orders as the method of ordering services to insure that funds are obligated to this contract; each Purchase Order shall indicate the billing address (and shipping address if applicable), time period the PO is valid for, and persons authorized to order goods/services. The Contractor shall submit invoices monthly unless otherwise agreed upon, clearly listing good and/or services provided within that time period and using the contract fees as the method of pricing. Invoice must show the Purchase Order number, contract number, date and location of services, name of person providing services, and hours spent at each location providing services. Invoices shall be submitted to the address and contact noted on the Purchase Order. The Owner pays correct, accurate invoices within 45 days as permitted by the Code of Virginia. The Owner's fiscal year is July 1 - June 30. Contractors are advised to submit invoices, especially for goods and/or services provided in the month of JUNE, for the entire month i.e. June 1 - June 30, so that expenses are recognized in the appropriate fiscal year.

SECTION 2: CONTRACT PERIOD

The contract period shall commence *August 20, 2019* and expire *August 19, 2020*. This contract may be renewed for two (2) additional one-year periods, based on the mutual agreement of both parties. Adjustments to the Fee section of this contract may only be negotiated at the time of renewal, which should take place within sixty (60) days of the expiration of that current contract period. The FCPS Procurement Division will document any changes to the contract through a written modification which both parties shall sign.

SECTION 3: ADDITIONAL PROVISIONS

- 3.1 No Subcontractors: Contractors shall be advised that they are solely responsible for the services outlined herein; no subcontractors may be utilized unless expressly approved in writing by the Owner or Contract Administrator.
- 3.2 Contract Administration: The successful completion of the contract will require close coordination with the Contract Administrator. The Contract Administrator, in addition to the duties identified below, shall be responsible for coordinating access to the work-site and scheduling work performed in accordance with the contract documents. The Procurement Division has designated the (*insert title of person, no names*), as the Contract Administrator. This individual is the interpreter of the conditions of the contract and the judge of its performance. He/she will use all powers under the contract to enforce its faithful performance. The Contract Administrator will determine the amount, quality, acceptability, and fitness in all aspects of the work and shall decide all other questions in connection with the work. Any modifications made must be authorized by the Procurement Manager and issued as a written amendment to the Contract.
- 3.3 Applicable Law and Courts: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the Circuit Court of Fauquier County, Virginia. The Contractor shall comply with applicable federal, state and local laws, rules and regulations.

Anti-Trust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States and Fauquier County, relating to the particular goods or services purchased or acquired by the Owner under said contract. Consistent and

continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for antitrust violations.

- 3.4 Immigration Reform and Control Act of 1986: The Contractor certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- 3.5 Anti-Discrimination: The Contractor certifies to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis or race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, §2.2-4343.1(E)).

In every contract over \$10,000 the provisions in A and B below apply:

A. During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.

- 3.6 Assignment of Contract: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Procurement Manager.

- 3.7 Changes to the Contract: Changes can be made to the contract in any of the following ways:

A. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. All modifications to this contract shall be made in writing.

B. The Owner may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Owner a credit for any savings. Said compensation shall be determined by one of the following methods:

1. By mutual agreement between the parties in writing; or
2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or
3. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Owner with all vouchers and records of expenses incurred and savings realized. The Owner shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Owner within thirty (30) days from the date of receipt of the written order from the Owner. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Owner or with the performance of the contract generally.

3.8 Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Owner may have.

3.9 Disputes: Contractual claims, whether for money or other relief, shall be submitted in writing to the Superintendent of Schools no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the Work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment. A written decision upon any such claims will be made by the School Board within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of the School Board decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the School Board shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in Section 2.2-4364 of the Code of Virginia. Failure of the School Board to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the School Board fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to Section 2.2-4365 of the Code of Virginia has been established for contractual claims under this contract.

3.10 Protection of Persons and Property:

3.10.1 Contractor shall take every precaution at all times for the protection of persons and property, including Owner employees and property and its own. The Contractor shall take all necessary precautions for the safety of employees and shall comply with all applicable provisions of local safety laws, ordinances, and building codes to prevent accidents or injury to persons on, about or adjacent to the premises. Contractor shall maintain at all times, safeguards for the protection of employees and the public.

3.10.2 Precaution shall be exercised at all times for the protection of person, including both employees of the Contractor and Owner's representatives, and property, belonging to both Contractor and Owner. The Contractor shall be responsible for any and all damage to Owner's property or equipment caused by Contractor performance; conversely, to

extent permitted by law, the Owner shall be responsible for any and all damage to Contractor's property resulting from inappropriate usage of Contractor's facilities.

- 3.11 **Audit:** The Contractor agrees to retain all books, records and other documents relative to this contract for five (5) years after final payment, or until audited. The Owner, its authorized agents and/or auditors shall have full access to and the right to examine any of said materials during said period.
- 3.12 **Insurance Requirements:** By signing this contract, Contractor certifies that it will have the insurance coverage required in the attached Insurance Checklist during the term of the contract. The Owner requires the Contractor to furnish a compliant Certificate of Insurance within five business days of request. The Contractor further certifies that they will maintain the specified coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, the Owner reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
- 3.13 **Termination:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance written notice to the other party; but if services hereunder are in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the Owner and until said services are completed and accepted.
- 3.13.1 **Termination for Convenience:** In the event that the contract is terminated or canceled upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.
- 3.13.2 **Termination for Cause:** Termination by the Owner for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
- 3.13.3 **Termination Due to Unavailability of Funds in Succeeding Fiscal Years:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and, to the extent funds have been budgeted and appropriated, the Contractor may be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the services delivered under the contract.
- 3.14 **Indemnification:** Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.
- 3.15 **Drug-Free Workplace:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that

will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 3.16 **Sex Offender Registry Notification:** The Contractor shall not employ on school property any employee who is a registered sex offender and shall enforce the same restriction upon all sub-contractors and agents of Contractor.

Prior to starting work and quarterly during performance of the work, the Contractor shall check the Virginia State Police Sex Offender Registry to verify sex offender status of all employees and agents of Contractor and Sub-Contractor's who are employed on school property by the Contractor or Sub-Contractor.

The Contractor shall furnish the Owner with evidence verifying compliance with the services.

Prior to starting work on-site, the Contractor shall submit a completed Fauquier County Public Schools "CERTIFICATION OF NO CRIMES AGAINST CHILDREN" form, a copy of which is included in this contract.

- 3.17 **Compliance With Federal, State, and Local Laws and Federal Immigration Law:** During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- 3.18 **Asbestos Notification:** As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act 40 CFR, subpart E, 763.93, information regarding asbestos inspections, response actions, and post response activities is on file in a full asbestos report located in the main office of each school. Contractors bear full responsibility to review this material prior to commencing any activity at a school site.

- 3.19 **Severability:** In the event any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

CONTRACTOR
Margaret Roth, M.S., M.Ed., TVI, COMS

OWNER
Fauquier County School Board

By: Margaret Roth

By: Susan R. Monaco
Susan R. Monaco, CCPO, CPPB

Title: Owner

Title: Procurement Manager

Date: 8/22/19

Date: 8/26/2019



Fauquier County Public Schools

320 Hospital Drive, Suite 40
Warrenton, VA 20186-3037
(540) 351-1000

www.fcps1.org

One Voice, One Vision: Dream High

CERTIFICATION OF NO CRIMES AGAINST CHILDREN

Contractor acknowledges that the implementation of this Contract requires Contractor, Contractor's employees, or other persons that will provide services under this Contract to have direct contact with Fauquier County Public Schools' students. Therefore, Contractor hereby certifies that neither Contractor, Contractor's employees, nor any person that will provide services under this Contract who will have direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor understands that, pursuant to Code of Virginia §22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Fauquier County Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

Contractor certifies that employees, or any person who will have direct contact with students under this contract have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Margaret Roth, Owner
Type or Print Name and Title of Person
Authorized to Sign by Contractor

8/22/19
Date

Margaret Roth
Signature of Person Authorized by Contractor

8/22/19
Date

SOLE SOURCE JUSTIFICATION FORM

One-time sole source:

Extended sole source (ESS) for time period: 8/20/19 - 8/19/20 w/ 2, 1-year renewal terms

VENDOR: Margaret Roth, Inc

ADDRESS, PHONE & FAX: 459 Albermarle Ave. Staunton, VA 24401

BRIEF DESCRIPTION OF GOODS/SERVICES: This service is required per a student's IEP for vision/Braille services. This IEP states this service is for 6 hours per week. If the other orientation and mobility provider can not cover all services, this source may cover these minutes per the IEP as well.

BUDGET CODE:

10 months, \$ 21,600/

ESTIMATED ANNUAL EXPENDITURE FOR THE ABOVE COMMODITY OR SERVICE: \$ 21,600⁰⁰ month

CHECK THE APPLICABLE JUSTIFICATION AS NOTED BELOW, COMPLETING THE REQUIRED JUSTIFICATION IN THE TEXT BOX IF REQUIRED. FAILURE TO PROVIDE REQUIRED JUSTIFICATION WILL RESULT IN REJECTION OF THE SOLE SOURCE REQUEST.

1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER/PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS AND THIS IS THE ONLY KNOWN ITEM OR SOURCE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT, OR PERFORM THE INTENDED FUNCTION. (Attach the manufacturer's written certification that no regional distributors exist AND complete justification in text box below indicating how this good/service was chosen and why.)
Click here to enter text.

2. SOLE SOURCE REQUEST IS FOR THE ONLY AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER/PROVIDER AND THIS IS THE ONLY KNOWN ITEM OR SOURCE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT, OR PERFORM THE INTENDED FUNCTION. (Attach the manufacturers -- not the distributor's -- written certification that identifies all regional distributors AND complete justification in text box below indicating how this good/service was chosen and why.)
Click here to enter text.

3. THE ITEM IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER OR THE PARTS/ EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Use text box below to explain justification.)
Click here to enter text.

4. NONE OF THE ABOVE APPLIES. (A detailed justification/explanation must be made in the text box below.)
Margaret Roth, Inc is the only contractor in the area that has the resources available at this time to provide special education vision services for this student. Various other resrouces have been contacted and currently can not provide this services. If the other orientation and mobility provider can not cover all services, this source may cover these minutes per the IEP as well.

THE UNDERSIGNED REQUESTS THAT COMPETITIVE PROCUREMENT BE WAIVED AND THAT CONTRACT BE AWARDED TO THE VENDOR IDENTIFIED AS THE SUPPLIER OF THE SERVICE OR MATERIAL DESCRIBED IN THIS SOLE SOURCE.

NAME OF DEPARTMENT/DIVISION/SCHOOL:

DEPARTMENT/DIVISION HEAD/PRINCIPAL SIGNATURE: Randy Lutz

Note: ACTUAL signature required for Sole Source requests of \$50,000 or more; typed signature accepted for under \$50,000.

SOLE SOURCE AUTHORIZATION BY PROCUREMENT DIVISION, ONLY

APPROVED BY PURCHASING: Susan Monaco

DATE: 8/26/2019

IF DISAPPROVED, THIS FORM WILL BE RETURNED TO THE ORIGINATOR UNSIGNED WITH AN EXPLANATION.