

Procurement Services  
EXEMPT PURCHASE REQUEST (Over \$10K)

This form is to be completed when you are requesting to use an NIGP Exempt code in lieu of obtaining quotes or utilizing a formal solicitation. Once you have entered your requisition, complete this form and send it via email to: [quotes@atlanta.k12.ga.us](mailto:quotes@atlanta.k12.ga.us). Please include the requisition number and the Vendor name in the Subject Line. This form can be used for all requisitions (to the same vendor) in a full fiscal year (July 1 – June 30).

1. Date: **6-23-2022**
2. Requesting department: **Office of Student Services**
3. Requesting department contact: **Katika Lovett/Malcolm Davie (as of 7/1/22)**
4. Vendor Name: **Hazel Health**
5. Brief description of goods or services: **Tele-Health (virtual) services for students in the areas of Behavioral Health and Physical/Wellness HealthCare**
6. Date the good or services are required: **September 1, 2022**
7. NIGP Exempt Code (number and description): **94874 (Professional Medical Services), 94876 (Psychologists, Psychiatric and Behavioral Management), 943886 (Therapy and Rehabilitation Services), 95221 (Counseling)**
8. Explanation of why this code is applicable: **Hazel Health will provide telehealth urgent care visits and mental health therapy/screenings and supports for students**
9. For services, attach the vendor proposal or agreed upon Scope of work, for goods, attached price quote. **\* as of 6-23-22, the district is in currently collaborating with the proposed vendor for the development a scope of work and agreement.**
10. Does an Agreement need to be signed (if yes, please indicate if it requires an APS Agreement or if you are attaching the Vendor's Agreement for review and signature) :  
 Yes- APS Agreement  Yes- Vendor Agreement Attached  No
11. Is funding available for the goods or services? Yes  No
12. If yes, what is the amount of this purchase\*? **Estimated \$500K, final cost TBD**
13. Will grant funds or federal funds be used to pay for the goods or services? Grant  (CARES II)  Federal
14. Will this be a one-time purchase or a multi-year contract? One Time  Multi-Year
15. If multi-year, how many option years are required? **\*this information has not been determined as of date. However, it is anticipated that there will be a one-year with an option for one additional.**
16. Will the purchase have any IT components (hardware or software)? Yes  No
17. If yes has IT reviewed and approved this request? Yes  No   
**We are in the initial stages of exploration. IT is represented on the planning team and will be prepared for review and approval of the request.**

\*If the Annual amount is over \$50,000 for consulting services or over \$100,000 for other goods or services, Procurement will take the item to the Board for approval prior to approving the requisition.

Submitted by:

**Katika D. Lovett**

Name



Signature

**Assistant Superintendent, Student Services**

Position/Department/School

**6-23-2022**

Date

Procurement Review/Approval:

**Cheryl Bullock**

Signature

**6/24/2022**

Date