



## Request for Sole Source or Single Source Purchase

### Purchasing Department Non-Competitive Request Form

- ▶ **Date :** 1/19/23
  - ▶ **Requesting Department:** Wrap Around Support and Intervention - Counseling & Mentoring (737)
  - ▶ **Department Head:** Dr. Kishia Towns, Chief of Wrap Around Services
  - ▶ **Budget Unit Manager:** Dr. Shannon Crosslin
  - ▶ **Approved TouchPoint Requisition/Blanket Number:** Pending Board Approval
  - ▶ **Amount \$529,594.29**
- Instructions:**
- Request for a sole source or a single source purchase must be in compliance with BOE Policy DJE, Exceptions to Competitive Selection.
  - The purpose of this form is to certify conditions and circumstances for the purchase of goods and services under the sole source or single source exception to the competitive process.
  - Use this form for a Non-Competitive Sole Source or a Non-Competitive Single Source Request for Capital and Non-Capital Projects.
  - Complete the Section for a SOLE SOURCE or SINGLE SOURCE Request
  - This completed request must be signed by the Requesting Department Head and the Budget Unit Manager
  - Completed request form and all requested documentation must be attached to the approved TouchPoint requisition. Note: Items with a total cost of \$100,000.00 or more require prior Board approval. The Purchasing Manager must also pre-approve the sole or single source purchase request.
  - **Note:** A Sole Source or Single Source designation is valid for requisition/purchase order associated with the request.

# COMPLETE THIS SECTION FOR A SINGLE SOURCE REQUEST

## Request for Single Source Purchase

Single Source- The required goods or services can only be obtained from one source among others in a competitive marketplace for a substantial reason such as compatibility or standardization provided a reasonably diligent search has been made for other vendors or other appropriate information has been obtained to determine a vendor's single source status. Written documentation of such determination, in a manner prescribed by the Superintendent or the Superintendent's authorized designee, shall be maintained in the project and/or contract files. For capital improvement projects, specified equipment and materials of a proprietary nature will be identified and submitted to the State DOE Receiving State Capital Outlay Funds 160-5-4-.16(a)(8). (*Board Policy Purchasing DJE - III. Competitive Selection; D. Exception to Competitive Selection, 3. c.*)

The following written documentation is required and must be attached to Approved TouchPoint Requisition.

1. Statement from DCSD requisition initiator and budget unit manager describing in detail the reason(s) why the supplier is a single source and the necessity to make the purchase. Please explain why the single source good or service is recommended to satisfy the requirements, and include specifics regarding specifications, features, characteristics, requirements, capability and compatibility. Additionally, explain why other suppliers or alternatives are not acceptable.  
**See response below**
2. Explain the impact to the District or public if this request is not approved.  
**See response below**
3. Detailed Description of Single Source Good or Service to be purchased  
**See response below**
4. Name of Single Source Supplier: Power School Naviance
5. Conditions and special circumstances for Single Source must be specifically stated. Complete the following:

- |                            |     |                                     |    |                                     |
|----------------------------|-----|-------------------------------------|----|-------------------------------------|
| A. Standardization         | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| B. Warranty                | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| C. Function, compatibility | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| D. Chemical make-up        | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| E. Exclusivity             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| L. Other                   | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            |

Explain:

M. Additional Comments: \_\_\_\_\_

N. Will this purchase obligate DCSD to a particular vendor for future purchases, either in terms of maintenance or a need to purchase more like items in the future to match this one?

Yes  No

O. Is all requested documentation attached to the Approved Requisition?

Yes  No  (Pending Board Approval)

Purchasing Department Use: \_\_\_\_\_

Approved: Yes  No

Comments: \_\_\_\_\_

1. **Statement from DCSD requisition initiator and budget unit manager describing in detail the reason(s) why the supplier is a single source and the necessity to make the purchase. Please explain why the single source good or service is recommended to satisfy the requirements; and include specifics regarding specifications, features, characteristics, requirements, capability and compatibility. Additionally, explain why other suppliers or alternatives are not acceptable**

Naviance stands out as a comprehensive and highly effective single-source service for our school district, catering to students from K-12. Customized to align with the BRIDGE Law and Social Emotional Learning curriculum, Naviance goes beyond a traditional educational platform by offering tailored instructional tools. These tools are instrumental in ensuring that students not only meet but exceed state standards. One of Naviance's key strengths lies in its ability to address diverse student needs through custom surveys. Whether focusing on academic, career, college, or social emotional learning aspects, our platform's custom surveys are designed to provide valuable insights that guide individualized support strategies. Naviance seamlessly integrates with our existing infrastructure, ensuring a smooth user experience. The compatibility with CLEVER Single Sign-On (SSO) streamlines access, enhancing user convenience and security. Moreover, the platform seamlessly integrates with our Infinite Campus data rostering services, facilitating efficient data management, and eliminating redundancy in information entry. By combining the power of customized instructional tools, tailored surveys, and seamless integration with CLEVER SSO and Infinite Campus, Naviance emerges as the preferred single-source solution. This recommendation is based on its ability to meet our unique requirements, enhance educational outcomes, and simplify administrative processes, thereby fostering an environment conducive to student success.

2. **Explain the impact to the District or public if this request is not approved.**

Renewing our contract with Naviance is crucial for our school and students. Since acquiring their platform in 2018, Naviance has become an indispensable resource for our faculty, counselors, and students. Its services facilitate key college and career readiness processes - from digital transcript submissions to college applications, teacher recommendations, and tracking students' socio-emotional development. Without renewing, we lose access to the lessons and tools our counselors rely on to fulfill state mandates. By continuing our partnership with Naviance, we can ensure our students and staff have the support they need to navigate the college application process and build essential life skills. Their platform has become deeply integrated into our school community over the past four years. Renewal is imperative for maintaining the programming and progress our students and educators have come to depend on.

3. **Detailed Description of Single Source Good or Service to be Purchased**

Customized Instructional Tools: Naviance offers a range of instructional tools that can be customized to align with specific educational requirements. These tools are instrumental in ensuring that students meet and exceed state standards, particularly in compliance with the BRIDGE Law and Social Emotional Learning curriculum. The customization options allow educators to tailor the learning experience, addressing the unique needs of individual students or specific groups.

**Tailored Surveys:** Naviance provides a robust survey functionality that allows schools to create custom surveys addressing various aspects of student development. These surveys cover academic progress, career aspirations, college readiness, and social emotional learning. The ability to tailor surveys enables schools to gather precise and relevant data, which can inform personalized support strategies for students.

**Seamless integration with CLEVER SSO:** Naviance integrates seamlessly with the CLEVER Single Sign-On (SSO) system. This integration simplifies user access by allowing students, educators, and administrators to log in securely with a single set of credentials. The CLEVER SSO integration enhances the overall user experience, promoting ease of use and reducing the administrative burden of managing multiple login credentials.

**Integration with Infinite Campus Data Rostering:** Naviance is designed to work seamlessly with Infinite Campus data rostering services. This integration ensures efficient data management by eliminating the need for duplicate data entry, thereby further protecting student data. The integration with Infinite Campus streamlines administrative processes related to student information, grades, and other relevant data, contributing to a more cohesive and organized educational ecosystem.

**Comprehensive Student Support:** Naviance goes beyond traditional academic support by addressing the holistic development of students. It provides resources and tools for college and career planning, helping students make informed decisions about their future paths. The platform's seamless integration of social emotional learning within its College, Career, and Life Readiness curriculum reflects a commitment to nurturing students' emotional well-being, creating a more supportive and inclusive learning environment.

**Naviance collaborates with Parchment, Common App, and Scribbles to create a streamlined and enhanced college application process for students. Here's an overview of how Naviance integrates with each of these platforms:**

- a. **Parchment Integration:** Parchment is a platform that facilitates the secure exchange of academic credentials, including transcripts and letters of recommendation. Naviance integrates with Parchment to simplify the process of sending official transcripts to colleges and universities. Through this integration, students can request transcripts directly within the Naviance platform. The request is then seamlessly transmitted to Parchment, ensuring a secure and efficient delivery of academic records to the chosen institutions.
  - b. **Common App Integration:** Common App is a widely used application platform that allows students to apply to multiple colleges using a single application. Naviance integrates with Common App to provide a cohesive and centralized application experience for students. Naviance helps students organize their application materials, track deadlines, and request required documents directly through the Naviance interface.
  - c. **Scribbles Integration:** Scribbles is a tool that aids in the organization and management of the college application process. Naviance integrates with Scribbles to enhance collaboration and communication between students, parents, and counselors. Through this integration, Naviance helps students organize their application materials, track deadlines, and request required documents directly through the Naviance interface.
  - d. **Enhanced Student Guidance:** Naviance serves as a central hub where students can access information from Parchment, Common App, and Scribbles in a unified manner. This centralized approach simplifies the college application journey for students, providing a seamless and intuitive experience. The integration with these platforms enhances student guidance by consolidating relevant resources, deadlines, and application details within the Naviance dashboard. This, in turn, empowers students to make well-informed decisions and navigate the college application process more effectively.
  - e. **Efficient Data Exchange:** Integration with Parchment, Common App, and Scribbles ensures that data exchange between Naviance and these platforms is efficient and accurate. This reduces the likelihood of errors and enhances the overall reliability of the college application process. The seamless flow of information between Naviance and these platforms contributes to a more organized and transparent application process, benefiting both students and educational institutions.
- In summary, Naviance as a single-source service stands out for its versatility, customization capabilities, and seamless integration with other educational tools such as CLEVER SSO and Infinite Campus. It is designed to empower educators, support personalized student development, and streamline administrative processes for a more efficient and effective educational experience. Naviance's integration with Parchment, Common App, and Scribbles enhances the college application process by providing a centralized platform where students can access resources, submit documents securely, and receive comprehensive guidance. This integration streamlines workflows, reduces administrative burdens, and contributes to a more efficient and effective college application experience for all stakeholders involved.

4. **Name of Single Source Supplier: Power School Naviance**

## 5. Conditions and special circumstances for Single Source must be specifically stated.

### A. Standardization:

Naviance's integration with CLEVER Single Sign-On and Infinite Campus data rostering services exemplifies the importance of standardization. This interoperability streamlines access and data management, adhering to standardized practices in user authentication and information exchange. Naviance as a single-source service demonstrates a commitment to standardization in education, ensuring compliance with regulations, offering interoperability with other systems, and providing a CONSISTENT, high-quality experience for students and educators. The platform's ability to balance standardization with customization makes it a valuable tool in the dynamic landscape of K-12 education.

### C. Functionality, Compatibility:

#### Comprehensive Instructional Tools:

Naviance offers a range of instructional tools that are not only diverse but also customizable. These tools cover various aspects of education, including compliance with the BRIDGE Law and Social Emotional Learning curriculum. The comprehensive nature of these tools makes Naviance a one-stop solution for meeting educational standards and objectives.

#### Customization for School-Specific Needs:

The ability to customize instructional tools and surveys allows schools to tailor Naviance to address specific student needs. Whether it's academic, career, college, or social emotional learning requirements, Naviance's customization features make it adaptable to the unique needs of different student populations within a single platform.

#### College Application Process Integration:

Naviance integrates with platforms such as Parchment, Common App, and Scribbles, streamlining the college application process. This integration ensures that students can access resources, submit documents, and receive guidance related to college applications within the Naviance platform, creating a centralized and efficient application experience.

### E. Exclusivity:

Naviance serves as an all-in-one educational platform, providing a diverse set of tools and resources for students, educators, and administrators. From instructional tools to college application support and social emotional learning resources, Naviance consolidates various functionalities within a single platform, eliminating the need for schools to invest in multiple disparate solutions.