DeKalb County
School District

Request for Sole Source or Single Source Purchase

Purchasing Department Non-Competitive Request Form

▹ **Date** April 17, 2026

▹ **Requesting Department:** School Nutrition Services

▹ **Department Head:** Ms. Condus Shuman

▹ **Budget Unit Manager:** Ms. Earlvon Corbin

▹ Approved TouchPoint Requisition/Blanket Number N/A

▹ Amount $125,968.90

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 **(additional quote)** 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.
2. Explain the impact to the District or public if this request is not approved.
   School Nutrition will not have a SNS accountability system for SY26-27.
3. Detailed Description of Single Source Good or Service to be purchased
   See Attached proposal dated 3-25-2026 and 4-2-26 for details of software subscriptions for SY26-27
   On April 16, 2026, Vendor Services posted RFP 26-733 SNS Software for this product to be competively solicited for SY27-28
4. Name of Single Source Supplier: Cybersoft Technologies, Inc
5. Conditions and special circumstances for Single Source must be specifically stated. Complete the following:

   A. Standardization Yes X No____
   B. Warranty Yes X No____
   C. Function, compatibility Yes X No____
   D. Chemical make-up Yes____ No____
   E. Exclusivity Yes X No____
   L. Other Yes X No____
   Explain: See Attachment A
   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 X
   O. Is all requested documentation attached to the Approved Requisition?
   Yes X No____

Purchasing Department Use:
Approved: Yes ✓ No____

Comments: ________________

February 2020

Attachment A

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.

Cybersoft Technologies Inc. provides additional software components that other software vendors have not intergraded, such as Team Work and Inspections. Team Work is the Ga DOE approved module for tracking employee training hours. Inspections is a module that provides automated site reviews for Federal/State audits requirements. Additional inspections can be added to this module in the future. Other suppliers currently do not have all of the functionality of Cybersoft Technologies Inc. as one unit.

By choosing Cybersoft Technologies Inc., SNS maintains continuity in the following areas:

1. Training (School Level & Central Office Employees)
2. Program Data Storage (Prior Years Data)

Since implementing Cybersoft Technologies Inc., the vendor has been responsive to technical issues, training, and end-user support when needed. The software requires extensive training for Central Office and school level employees.

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

Cybersoft Technologies Inc. offers SNS a platform designed specifically for K-12 Districts. The software offers Nutrition programs key functionality, program data, point of sale, online payments, student eligibility data, menu planning and nutritional analysis, weekly ordering and warehousing. The platform offers integration with many general ledger and accounts payable systems for electronic reconciliation.

This software program allows SNS a secure, efficient way to manage the program, and should be reevaluated every 4-5 years. Currently, PrimeroEdge meets the needs of the District.

5 (L): Two-part

Part I

Mandatory upgrade

Back of House training, SNS purchased inspection.

Part II

Cost control – maintain annual federally required audits and inspections.

In addition to page one of this document, SNS will need to continue its use of PrimeroEdge software for SY26-27, to avoid relying on a manual paper process in the following areas:

- Food Ordering
- Point of Sale
- Student Eligibility (Free and Reduced)
- Inventory
- Menu Planning
- School Café
- Production
- Bidding
- Inspections
- Teamwork

Consequence for not using PrimeroEdge for SY26-27:
The decision to not use PrimeroEdge will completely shut down the school nutrition software system and program for SY26-27.

Note: Purchasing compliance for SY27-28 SNS Software contract

School Nutrition is currently advertising a new procurement solicitation, RFP 26-733, to comply with Board Policy **Purchasing DJE III (C)(3) Competitive Selection of Vendors for Non-Capital Projects - Purchases or contracts with a total estimated cost of $100,000.00 or more shall be awarded through a written competitive sealed bid process to the lowest responsible, responsive bidder, or through a competitive request for proposal process where the offer deemed to be the most advantageous to the District may be selected. The decision whether to use a competitive sealed bid or a competitive request for proposal shall be made by the Superintendent or the Superintendent's authorized designee, based on sound business judgment and the best interest of the District. Purchases shall not be divided in into smaller units or lesser amounts in order to circumvent the competitive selection requirements.**