



Outlook

Re: BBBSMA - Level UP (Single Source Information)

From Weyman Christopher (Finance) <Weyman_F_Christopher@dekalbschoolsga.org>**Date** Tue 6/16/2026 3:14 PM**To** Latashia Searcy (Student Mentorship&Partnership) <Latashia_Searcy@dekalbschoolsga.org>**Cc** Triscilla Weaver (Access & Opportunity) <triscilla_r_weaver@dekalbschoolsga.org>; Myra Stewart (Access & Opportunity) <myra_s_stewart@dekalbschoolsga.org>

1 attachment (936 KB)

BBBS Approved Request-Sole or Single Source Purchase Rev 10-2020.pdf;

Good afternoon Dr. Searcy,

Please see the approved single source request attached.

If you need anything else, please do not hesitate to reach out.

Thank you,

Fred Christopher, NIGP-CPP, CPPB, CPPO

Director of Procurement

Vendor Services

DeKalb County School District

1701 Mountain Industrial Blvd.

Stone Mountain, GA 30083

(o) 678.676.0217

(C) 404.990.7112

Weyman_F_Christopher@dekalbschoolsga.org

From: Latashia Searcy (Student Mentorship&Partnership) <Latashia_Searcy@dekalbschoolsga.org>**Sent:** Tuesday, June 16, 2026 1:59 PM**To:** Weyman Christopher (Finance) <Weyman_F_Christopher@dekalbschoolsga.org>**Cc:** Triscilla Weaver (Access & Opportunity) <triscilla_r_weaver@dekalbschoolsga.org>**Subject:** BBBSMA - Level UP (Single Source Information)

Good afternoon, Mr. Christopher,

Attached, you will find the requested information. I welcome your feedback.

Thank you

Latashia W. Searcy, EdD

Executive Director, Student Mentorship and Partnerships

Access & Opportunity Division

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.
If not approved, 400 students will lose access to mentoring services, disrupting established mentor-student relationships and negatively impacting student support, leadership development, and college & career readiness
3. Detailed Description of Single Source Good or Service to be purchased
Level Up mentoring services for 400 students, including mentor recruitment, training, matching case management, leadership development, social-emotional support, and college and career readiness programming design
4. Name of Single Source Supplier: Big Brothers Big Sisters of Metro Atlanta - Level Up Program
5. Conditions and special circumstances for Single Source must be specifically stated. Complete the following:

A. Standardization	Yes <u>x</u>	No <u> </u>
B. Warranty	Yes <u> </u>	No <u>x</u>
C. Function, compatibility	Yes <u>x</u>	No <u> </u>
D. Chemical make-up	Yes <u> </u>	No <u>x</u>
E. Exclusivity	Yes <u>x</u>	No <u> </u>
L. Other	Yes <u>x</u>	No <u> </u>

Explain: Continuity of existing mentor-student relationships established over the past 3 years
- 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 x No

Comments: