



**REQUEST FOR NON-COMPETITIVE CONTRACT - FOR BOCS APPROVAL ON: May 21, 2025**

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers. Completed form must be attached to all resolutions and requisitions. Check off each box that applies and provide the **required** detailed reasons in the JUSTIFICATION section.

**VENDOR INFORMATION**

Vendor Legal Business Name: Wilson Language Training Corporation

Vendor Address: 47 Old Webster Road 01540 Oxford, MA

Vendor Main Point of Contact: Zoe Fishman

Title: Account Executive

Phone: 508-368-1479 Email: zfishman@wilsonlanguage.com

Detailed Description of Service and Contract Term: May 2025 – August 2025

**Wilson Language Training Corporation will provide Professional Development services to Julia Dyckman Andrus Memorial's The Orchard School, equipping the classroom with Wilson Materials to enhance student learning while delivering essential training for teachers.**

EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY

- ☐ Contracts with medical or health-related entities.
- ☒ Contracts with lecturers, other educational professionals or experts, and institutions.
- ☐ Procurements which involve the expenditure of federal or state assistance where and to the extent that federal or state law, rules, or regulations conflict with the provisions of the procurement policy.
- ☐ Contracts with not for profit organizations for the support, enhancement, or preservation of cultural resources and the arts.
- ☐ Other contracts deemed to be in the best interests of the District; however, any such request for this exemption shall be made by submission of a written recommendation, including sufficient justification by the department head certifying that such exemption is necessary and appropriate in order to further the best interests of the District.

SOLE SOURCE: Only one vendor is capable of providing the service.

SINGLE SOURCE: The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

- ☐ Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.
- ☐ Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.
- ☐ Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.
- ☐ Single / Sole Source: Sole provider of a patented or licensed service.
- ☒ Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.


**REQUIRED JUSTIFICATION:** Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition. List other vendors and quotes that were obtained during the process.

Professional training and coaching, preparation and materials development including sessions and deliverables below. Budget includes planning and packaging of training materials for PL, a planning call with the district, two (2) facilitators and delivery of training.

**The Title 1 Grant – N&D Reserves, Julia Dyckman Andrus Memorial’s The Orchard School received a specific allocation from this grant and determined that partnering with Wilson Language Training Corporation best aligns with their educational goals and needs, making it a tailored solution to address their students' unique challenges.**

**APPROVAL:** I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Dr. Stephanie McCaskill

Signature:  Date: 5/7/25