

**REQUEST FOR NON-COMPETITIVE CONTRACT (Rev.9.19.18) - FOR BOCS APPROVAL ON: \_\_\_\_\_**

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:

Check off each box that applies and provide the detailed reasons in the JUSTIFICATION section.

**VENDOR INFORMATION**

Vendor Legal Business Name: Questar Assessment, Inc.

Vendor Address: Apple Valley, MN

Vendor Main Point of Contact for Any Resultant Contract: Michael Woods

Title: **Senior VP Business Development & Sales Operations** Phone: (952) 997-0263 Email: mwoods@quesari.com

Detailed Description of Service and Contract Term: NY Assessments – Scoring grades 3 – 8 ELA and Math

Total Cost and Method of Compensation: **\$124,779.21**

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

- Lawyers
- Planners
- Recruitment agencies for professionals
- Accountants
- Landscape architects
- Information technology advisors
- Auditors
- Real estate brokers
- Financial advisors
- Contract deemed to be in the best interest of the City

**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.

**JUSTIFICATION:** Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition.

While there are multiple third-party contractors approved by NYSED to score student responses on behalf of the district, Questar is the only vendor that can allow the District to audit these services through the ScorePoint platform. The District believes a rigorous audit of this process is necessary to ensure the integrity of the scoring process for both internal and external accountability.

**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 of Research, Evaluation, and Reporting. Executive Director: Rachel Cole, PhD

Signature: Rachel Cole Date: 1/16/2021