



REQUEST FOR NON-COMPETITIVE PROFESSIONAL SERVICES CONTRACT

This form should only be used for professional service contracts under \$100,000 and 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 detailed reasons in the JUSTIFICATION section.

VENDOR INFORMATION

Vendor Legal Business Name: Club Getaway

Vendor Address: 59 S. Kent Rd, Kent, CT 06757

Vendor Main Point of Contact for Any Resultant Contract: Pauline Jepson

Title: **Director** Phone: 860-927-3664 Email: **pauline@clubgetaway.com**

Detailed Description of Service and Contract Term (scope of work): Club Getaway will host MBK students and MBK Leaders on two different dates, one for elementary and one for high school. One these dates students will have an opportunity to enjoy camp activities and team building activities to build a stronger community

Total Cost and Type of Funding Used: \$26,250-Obama Foundation-490.5241.24H344.2110.B2300

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.

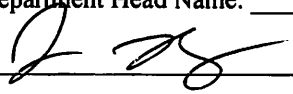
List other vendors and quotes that were obtained during the procurement process:

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

Club Getaway will host MBK students and MBK Leaders on two different dates, one for elementary and one for high school. One these dates students will have an opportunity to enjoy camp activities and team building activities to build a stronger community

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: Jason Burr

Signature:  Date: 1/25/25

PROPOSED BOARD RESOLUTION APPROVAL ON: _____ **PROPOSED BOCS APPROVAL ON:** _____