



**REQUEST FOR NON-COMPETITIVE CONTRACT - 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. 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: **DigiGeeks Collective**

Vendor Address: 8514 Washington Blvd, Arlington, VA 22205

Vendor Main Point of Contact: **Stefanie Cruz**

Title: Phone: 1-646-326-5654 Email: stefanie@digigeeks.com

Detailed Description of Service and Contract Term: DigiGeeks will collaborate with the MBK Yonkers team to support gathering baseline data to create a MBK Yonkers Alumni Network. DigiGeeks will advise on selecting a database that allows for robust tracking of engagement and outcomes. DigiGeeks will also advise on setting up a Content Management System (CMS) for regular email newsletter updates that will allow MBK Yonkers to engage with all alumni.

Pending approval, February 2025-June 2025

Total Cost and Method of Compensation: Not to exceed \$20,000

**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.

DigiGeeks will collaborate with the MBK Yonkers team to support gathering baseline data to create a MBK Yonkers Alumni Network. DigiGeeks will advise on selecting a database that allows for robust tracking of engagement and outcomes. DigiGeeks will also advise

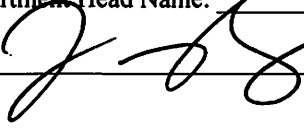
on setting up a Content Management System (CMS) for regular email newsletter updates that will allow MBK Yonkers to engage with all alumni.

**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:

Jana Barz

Signature:



Date:

2/5/25