

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: **Ebony Office Products, INC**

Vendor Address:

**44-02 11TH STREET SUITE 503
LONG ISLAND CITY NY 11101**

Vendor Main Point of Contact for Any Resultant Contract:

Title: **VICE PRESIDENT**

Phone: **718-706-8200**

Email: **info@ebonyofficeusa.com**

Detailed Description of Service and Contract Term: **MBE VENDOR - THEY WILL PROVIDE EDUCATIONAL MATERIALS AND TECHNOLOGY SUPPLIES.**

Total Cost and Method of Compensation: **\$28,820.89 – Funded through the PTech grant at Saunders Trades and Technical High School**

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Lawyers | <input type="checkbox"/> Planners | <input type="checkbox"/> Recruitment agencies for professionals |
| <input type="checkbox"/> Accountants | <input type="checkbox"/> Landscape architects | <input type="checkbox"/> Information technology advisors |
| <input type="checkbox"/> Auditors | <input type="checkbox"/> Real estate brokers | |
| <input type="checkbox"/> Financial advisors | <input checked="" type="checkbox"/> 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.

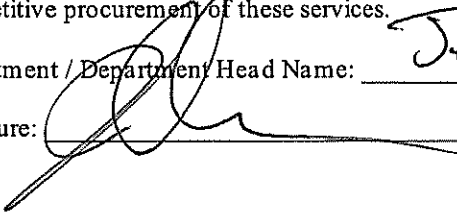
- Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.
- Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.
- Single Source: Continuation of an on-going 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.

NYS Grant requires an approved NYS certified MWBE vendor by the PTECH grant office. Per the district's P Tech grant, the awarded vendor must be a NYS Certified MWBE. The purpose of this service is to provide materials and supplies to both the Architecture and Electric Circuitry and Computers (ECC) programs at Saunders Trades and Technical High School, both of which are part of our PTECH program. The requested items will not only facilitate the current curriculum in both programs, but will allow for the incorporation of new concepts and skills within the ECC program. The devices to be purchased are required for the optimal use of the program. Under Article 15 -A of the NYS Executive Law, the State has discretionary authority to waive competitive procurement for MWBE vendors up to \$500k. In addition to documenting this fact, it is a contract deemed to be in the best interest of the District.

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: Jeremy Rynders

Signature:  _____ Date: 10/26/23