



## Sole Source Justification Form

### Overview

This form addresses the writing findings requirement of Parkrose School District contracting rules found in [Parkrose School District Board Policy DJC](#), [DJC-AR](#), DOJ Model Rule [137-047-0275](#) and Federal Procurement Guidelines.

Use this form for purchases or contracts that exceed \$10,000 and are available from only one source.

**Department:** Teaching & Learning

**Prospective Contractor:** Oregon Ballet Theatre

**Cost:** \$11,500

**Will Federal Funds be used for this purchase?** ☒ Yes ☐ No

### Submission Instructions

To satisfy the written findings requirements for justification of sole source procurements, please follow the instructions listed below:

1. Please fill in all applicable fields.
2. Ensure all appropriate department signatures are obtained.
3. Submit the completed "Sole Source Justification Submission Form" to Business Services at the District Office.

### Sole Source Justification Submission Form

Describe the goods or services to be purchased:

In partnership with Parkrose School District, the Oregon Ballet Theatre drafted a program to artistically enrich Parkrose Students grades 2nd - 6th. This instruction will be piloted during regularly scheduled physical education classes so that all students can have an introduction to the art of ballet movement and live music. Thus aligning with 21-22 community engagement feedback around well rounded educational opportunities as a priority.

For the reason(s) below, this purchase cannot reasonably be competitively solicited:

☐

The efficient use of existing goods or services requires our purchasing compatible goods or services, and there is a single provider for those goods and services. Describe:

☐

The goods or services required for the exchange of software or data with other public or private agencies are only available from only one source. Describe:

☒

The goods or services are for a pilot or experimental project. Describe:

- Residency for One Elementary Grade and One Middle School Grade (8 elementary classrooms, 6 middle school classrooms)
- 10 in-class dance residency sessions per classroom (6 in-class sessions with live music for every classroom)
- School site planning meeting (school admin, participating classroom teachers, and OBT teaching

artist)

- OBT teaching artist preparation for specific school and classroom curriculum
- Two student matinee performances at Keller or Newmark Theatre (transportation not included)(Main stage performance curated for students, 1 hour)
- Student field trip to OBT Studios (as allowed during dependent on pandemic conditions and restrictions)
- (meet company dancers, tour costume shop, dance in professional studio)
- Classroom teachers and school admin available for OBT Share the Wonder
- (limited complimentary tickets to public performances)
- OBT Education and Community Engagement Director
- Supplies for residency



Other findings. Describe other factors that support the conclusion that the goods or services are available from only one source:

What unique features/functionality is required that only this source can provide?

This is the only source that offers live music during ballet instruction, therefore introducing Parkrose students to more than one art form. This is also the only source that allows students to visit performances specifically curated for their attendance.


What steps were taken to verify that goods or services with similar features and functionality are not available from other sources?

In research, there is no other local dance academy that offers a service unique to that of OBT, enriching students in multiple modes.

My recommendation for this sole source procurement is based upon an objective review of the goods and services required and is in the best interest of the District.

I certify that I have no conflict of interest in making this recommendation.

|   |
|---|
| X B. Mattern                            |
| ^Signature                              |
| Brooke Mattern                          |
| ^Printed Name of Dept. Contract Manager |
| 11/29/2022                              |
| ^Date                                   |

|  |
|--|
| X  |
| ^Signature   |
| Shear Lewis CPA, CFO   |
| ^Printed Name (Director of Business Services & Operations)                             |
| 11/29/22   |
| ^Date  |

#### Business Services Use Only

X Public notice required >\$10,000 (Parkrose Policy DJC, DJC-AR, 279B.055(4)) at least 7 days before the date.  
close

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