

Parkrose School District

School Board Meeting

11/14/2022

Approval of Sole Source and/or Contracts in Excess of \$150,000 for the 2022-23 School Year

Contact: Sharie Lewis, CPA, SFO & Tami Booth, SFO

Discussion:

Per District Policy DJ, the School Board is required to approve Sole Source and contracts in excess of \$150,000. These are new contracts or modifications since the Board approved contracts over \$150,000. They do not include contracts already approved by the Board in previous School Board Meetings.

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Area Responsible
Latino Network	07/01/2022-06/30/2023	Sole Source Award	Latino Network Bridge Coordinator	\$103,011	Teaching & Learning

Recommendation:

Approve.

APPROVE CONTRACTS OVER \$150,000

BE IT RESOLVED that the above contracts be approved for the 2022-23 school year.

PUBLIC NOTICE PARKROSE SCHOOL DISTRICT – SOLE SOURCE

First Date of Public Notice: October 26, 2022

Anticipated Award Date: November 14, 2022 during the board meeting at 6:30pm.

Description: This project will provide a pilot Bridge Coordinator for the high school, as well as ongoing support, coaching and technical assistance to our Escalera Youth Engagement Specialists and Family Engagement Specialists, participation in any district equity meetings, and advice to the Director of Educational Access Programs.

Prospective Contractor: Latino Network

Amount: \$103,011 over 1 years.

Parkrose School District intends to purchase the above referenced services on a Sole Source basis as allowed in the District's adopted Public Contracting Rules, DJCA-AR (III) (D) Personal Services Contracts – Procurement Requirements.

Protests Receipt Date & Time: November 3, 2022 at 5:00pm (local time)

Protests of Sole Source Procurement: An affected person may protest the determination that goods or services or a class of goods or services are available from only one source. An affected person must deliver a written protest to the District's Business Services Office (10636 NE Prescott St. Portland, OR 97220) within seven (7) days of the First Date of Public Notice as stated above.

A protest submitted after the timeline established is untimely, and shall not be considered.

The written protest must include: (1) A detailed statement of the legal and factual grounds for the protest; (2) Evidence or documentation supporting the grounds on which the protest is based; (3) A description of the resulting harm to the affected person; and (4) The relief requested.



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 and Learning

Prospective Contractor: Latino Network

Cost: \$103,011

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:

Latino Network for Bridge Coordinator (see attached).

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:

This project will provide a pilot Bridge Coordinator for the high school, as well as ongoing support, coaching and technical assistance to our Escalera Youth Engagement Specialists and Family Engagement Specialists, participation in any district equity meetings, and advice to the Director of Educational Access Programs.

☐

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 project is building upon a historical partnership in which both parties are previously trained and have established relationships. The relationships extend to the community within the district.


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

Due to the nature of the work, the partnership needs to be with a local company. Parkrose has participated in several partnerships that, while benefiting our population, do not offer a service unique to that of Latino Network. Latino Network has met niche goals and metrics that other partnerships simply have not.

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 
^Signature
Andre Goodlow
^Printed Name of Dept. Contract Manager
10.20.2022
^Date

X 
^Signature
Shaare Lewis CPA
^Printed Name (Director of Business Services & Operations)
10/24/22
^Date

Business Services Use Only

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

Method of Advertisement: Oregon Buys - S-P266o3-oooo48o1
Date of Advertisement: 11/4/2022