

Imagine what you can learn!

MEMORANDUM

DATE: August 30, 2022
TO: David Hurt, Purchasing
FROM: Matt Greco, Director of Instructional Technology
RE: **EdPuzzle JUSTIFICATION FOR SOLE SOURCE PROCUREMENT**

Scope of Work

To support the district's strategic priorities, EdPuzzle will provide a safe and secure option for VPS staff to follow district policy for videos watched by students in grades PreK-12. EdPuzzle curates videos from multiple platforms, including Youtube. EdPuzzle requires students to go through EdPuzzle, or the Canvas LMS, to access Youtube, in turn this allows VPS to prevent uncontrolled access to Youtube and other video platforms. EdPuzzle also provides guided video lessons created by teachers with data on the completion of lessons. EdPuzzle is the only company providing a product like this or with a similar function.

Minimum Requirements

Currently, EdPuzzle is accessed initially through Canvas. In order to follow district policy 2000, Code 2020P, Course design section IV, EdPuzzle allows each teacher to ensure a video shared with students meets grade level criteria. EdPuzzle provides a platform to use videos with teacher designed questions to target student goals and standards. EdPuzzle has a shared library of interactive video lessons to benefit classrooms in grades K-12. The ability to add dynamic lessons provides teachers the opportunity to design lessons to standards and UDL strategies.

Market Analysis

Vancouver Public Schools will continue to utilize EdPuzzle-Pro School, for staff and students PreK-12. EdPuzzle is the sole source product with no other company making a similar or competing product serving the same purpose. EdPuzzle helps support visual learners, and the teachers who differentiate for each student's needs.

Recommended Acquisition

It is recommended that Read&Write by EdPuzzle be purchased for a cost of \$45,542.25



REQUEST FOR SOLE SOURCE

Matt Greco

ITS

Name of Department Head

Dept./Division

Subject: Sole Source Request for the Purchase Of: EdPuzzle

REQUESTED SUPPLIER: EdPuzzle


REQUISITION NUMBER: _____ COST ESTIMATE: \$45,542.25

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the District. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justification as prepared by our department, to the attached review of available products/services and to my completed Purchase Requisition.

Requestor	Department Head
	Approved Rejected
<u>9/23/22</u>	<u>Dave Hunt</u> <u>9-21-22</u>
Signature of Requestor Date	Signature of Dept. Head Date

Attachments: Contract
Copy of Excluded Parties List System Result

PROFESSIONAL SERVICES PROCURMENT DOCUMENTATION

SOLE SOURCE or INFORMAL COMPETITIVE REVIEW

Requisition Item: EdPuzzle

Requisition Number: _____

Prior Purchase Order Number (if item had been approved previously): 7742122014

Federal Program name: _____

1. Please describe the item and its function and how it is aligned with the goals and objectives of this Federal program.

To support the district's strategic priorities, EdPuzzle will provide a safe and secure option for VPS staff to follow district policy for videos watched by students in grades PreK-12. EdPuzzle curates videos from multiple platforms, including Youtube. EdPuzzle requires students to go through EdPuzzle, or the Canvas LMS, to access Youtube, in turn this allows VPS to prevent uncontrolled access to Youtube and other video platforms. EdPuzzle also provides guided video lessons created by teachers with data on the completion of lessons. EdPuzzle is the only company providing a product like this or with a similar function.

2. This is a sole source* because:

☒ sole provider (must provide documentation)

| of a licensed or patented good or service

| of factory-authorized warranty service

| authorized by awarding agency such as OSPI or US Department of Education

| sole response to RFP

| emergency situation (fire, extreme weather, etc. Superintendent's determination required)

3. What necessary features does this vendor provide which are not available from other vendors?
Please be specific.

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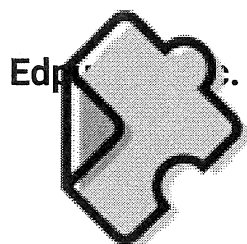
4. What steps were taken to verify that these features are not available elsewhere?

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| Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable)

*Sole source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

Procurements of items for which the District has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.



833 Market St, suite 427
San Francisco, CA 94103
www.edpuzzle.com

April 15, 2022

To whom it may concern:

This letter is to confirm that "Edpuzzle Pro School" is a **sole source product, sold and distributed exclusively by Edpuzzle, Inc.** No division of Edpuzzle Inc, nor any other company makes a similar or competing product that would serve the same purpose or function. This product must be purchased directly by institutions from Edpuzzle, Inc. There are no agents or dealers authorized to represent this product.

If you desire additional information, please visit www.edpuzzle.com, or contact our New Business/Revenue team by emailing sf@edpuzzle.com or calling 910-619-8923 with questions.

Sincerely,

Joaquim Sabria
CEO and Co-Founder, Edpuzzle, Inc.