

Imagine what you can learn!

MEMORANDUM

DATE: November 1, 2022
TO: David Hurt, Purchasing
FROM: Matt Greco, Director of Instructional Technology
RE: **Remind.com JUSTIFICATION FOR SOLE SOURCE PROCUREMENT**

Scope of Work

To support the district's strategic priorities, Remind will provide a communication platform between schools and families. Remind combines the simplicity of emails and adds the option of text messaging to families in their home language. Remind is also developed into the first option for sports and clubs in Vancouver Public Schools to communicate with students and families. Remind provides a one-way communication for users and protects student information.

Minimum Requirements

Currently Remind is accessed by staff by accessing their rostered accounts at Remind.com. Remind.com uses district-created courses to roster students allowing for a daily updated class roster. Remind provides a streamlined method for school staff to send updates to their families quickly. The ability for Remind to translate emails and text messages provides accessibility for the community. Remind is a supplementary resource to help keep communication open between school and home. In addition to text, a teacher can share pictures, videos, files, and links. Remind.com's tools empower teachers to communicate quickly while collecting meaningful data and providing specific family feedback and updates.

Market Analysis

Vancouver Public Schools will continue to utilize Remind.com for staff and students K-12. Remind.com helps support all learners, families, and teachers to communicate on platforms the community uses to access information. Remind.com is a sole source product where the software allows secure communication between a school and family. There are no other companies that make a similar product. Vancouver Public Schools can communicate with students/families through Skyward, Blackboard, Seesaw, and the learning management system Canvas. These products all have features of email but do not offer the ability to send text and translated text messages to our families. Seesaw is used in our elementary schools and has translation options available, but requires families to download the company's application. Remind.com syncs with the VPS Student Information System to automatically roster family contact information and home language. Remind.com is also the only product that supports extracurricular activities communication from coaches and advisors safely connecting to the VPS. There is not another product on the market that provides the same communication capabilities as Remind.com.

Recommended Acquisition

It is recommended that Remind.com be purchased for a cost of \$51,480.00



www.remind.com · P.O. Box 1077, San Ramon, CA 94583 · 415-887-1465

Date: June 1, 2022

From: Remind101, Inc. (DBA "Remind", formerly Remind101)

To Whom It May Concern:

This letter is to confirm that Remind is a sole source product, manufactured, sold and distributed exclusively by Remind. No division of Remind, nor any other company, makes a similar or competing product. This product must be purchased directly by institutions from Remind at the address listed above.

No agents, resellers or dealers are authorized to represent or sell this product. Additionally, competition is precluded by the existence of our proprietary technology, as well as by the existing user base of over twenty-five million teachers, parents and students already using Remind. Remind is unique; no other like item(s) or product(s) are available for purchase that would serve the same purpose or function and there is only one price — absent specific customer actions negotiated directly with Remind that lead to the customer obtaining discounts from the sole price -- for the above named item(s) or product(s).

If you desire additional information, don't hesitate to contact us at (415) 887-1465 at any time or visit our website at www.remind.com. Thank you for your interest in Remind and our product.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Ben McCarthy". The signature is written in a cursive, flowing style.

9715945363B34C4...

Ben McCarthy

Vice President, Accounting

PROFESSIONAL SERVICES PROCURMENT DOCUMENTATION

SOLE SOURCE or INFORMAL COMPETITIVE REVIEW

Requisition Item: Remind.com

Requisition Number: 0000083569

Prior Purchase Order Number (if item had been approved previously): 7742122027

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, Remind will provide a communication platform between schools and families. Remind combines the simplicity of emails and adds the option of text messaging to families in their home language. Remind is also developed into the first option for sports and clubs in Vancouver Public Schools to communicate with students and families. Remind provides a one-way communication for users and protects student information.

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.

Currently Remind is accessed by staff by accessing their rostered accounts at Remind.com. Remind.com uses district-created courses to roster students allowing for a daily updated class roster. Remind provides a streamlined method for school staff to send updates to their families quickly. The ability for Remind to translate emails and text messages provides accessibility for the community. Remind is a supplementary resource to help keep communication open between school and home. In addition to text, a teacher can share pictures, videos, files, and links. Remind.com's tools empower teachers to communicate quickly while collecting meaningful data and providing specific family feedback and updates.

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

Vancouver Public Schools will continue to utilize Remind.com for staff and students K-12. Remind.com helps support all learners, families, and teachers to communicate on platforms the community uses to access information. Remind.com is a sole source product where the software allows secure communication between a school and family. There are no other companies that make a similar product. Vancouver Public Schools can communicate with students/families through Skyward, Blackboard, Seesaw, and the learning management system Canvas. These products all have features of email but do not offer the ability to send text and translated text messages to our families. Seesaw is used in our elementary schools and has translation options available, but requires families to download the company's

application. Remind.com syncs with the VPS Student Information System to automatically roster family contact information and home language. Remind.com is also the only product that supports extracurricular activities communication from coaches and advisors safely connecting to the VPS. There is not another product on the market that provides the same communication capabilities as Remind.com.

| 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.



REQUEST FOR SOLE SOURCE

Matt Greco

/

ITS

Name of Department Head

Dept./Division

Subject: _____

Sole Source Request for the Purchase Of: _____

Remind.com

REQUESTED SUPPLIER: _____ Remind.com

REQUISITION NUMBER: _____ 0000083569


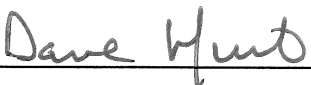
COST ESTIMATE: \$55,855.80

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
	11/4/22		10-1-2022
Signature of Requestor	Date	Signature of Dept. Head	Date

Attachments: Contract
Copy of Excluded Parties List System Result