

JUSTIFICATION FOR SOLE SOURCE PROCUREMENT

A purchase of goods or services which are clearly and legitimately limited to a single source of supply may be ordered without competitive bidding if one of these three criteria is met:

Special Features are required
Special Market Conditions exist
Special Services or Facilities are required

These criteria are established by statute and must be documented by a signed memo from end user of the requested equipment. Statute references: WAC 236-48-003(27) and WAC 236-48-005(3). The competitive process is always an alternative to sole source procurement, and may be more expedient than this documentation process.

Memo Guidelines:

In a signed and dated memo, address these five points below to justify acquisition of services without competitive bids. This memo becomes part of official District records and is subject to review by auditor and public requests for information.

1. Scope of work: Describe the services/products and include a brief but specific description of the importance of these services/products for your department.
The Vancouver School District is required to create a system of support for responses to student behavior. The system must be proactive in nature and offer students the opportunity to be informed and taught expectations as well as an opportunity to correct those behaviors before disciplinary action can be taken. To bring coherence to the system, all schools K-8 will participate in Safe and Civil Schools CHAMPS program by Dr. Randy Sprick.
2. Minimum requirements: Describe the unique experience or capabilities of the service provider or product.
For this program, Safe & Civil Schools is the only source for training with authorized trainers and consultants. No other company or individual is authorized to train the copyrighted material.
3. Compatibility Issues: If original equipment manufacturer (OEM) services are required for warranty or preferred for expertise with their own equipment – document this here.
N/A
4. Market Analysis: List other potential sources for this type of service or product and note why each is unsatisfactory. If you believe there are no other sources, describe how you have come to this conclusion (e.g. list buyers guides consulted, refer to published research, name vendors contacted, list internet searches).

The CHAMPS/STOIC protocols are proprietary to Safe & Civil Schools. No other company or individual is authorized to train the copyrighted Safe & Civil Schools approach (see attached letter). As copyright holder of these titles, Ancora Publishing is the sole-source publisher for CHAMPS/STOIC protocols and resource materials, including training.

For additional research about the effectiveness of this protocol, see below.

CHAMPS (Classroom Management) is a widely recognized and respected program offered by Safe and Civil Schools, which focuses on promoting positive behavior and effective classroom management strategies. As a sole source provider, CHAMPS enjoys certain advantages in the market. Here's a market analysis of CHAMPS as a sole source provider:

Unique Offering: CHAMPS is a comprehensive program that provides educators with a clear and consistent framework for managing classroom behavior. It offers a systematic approach to creating a positive and structured learning environment. As a sole source provider, CHAMPS has a distinct advantage by offering a specialized and unique solution that may not be easily available from other providers.

Established Reputation: Safe and Civil Schools, the organization behind CHAMPS, has a solid reputation in the field of education. The program has been implemented in numerous schools and classrooms, receiving positive feedback from educators and administrators. This established reputation enhances CHAMPS' credibility as a sole source provider, making it a trusted choice for schools seeking effective classroom management solutions.

Extensive Research and Development: CHAMPS is based on research-backed strategies and best practices in classroom management. The program has been developed and refined over time through continuous research and feedback from educators. As a sole source provider, CHAMPS can invest heavily in research and development, ensuring that the program remains up-to-date and effective in addressing the evolving needs of teachers and students.

Training and Support: Safe and Civil Schools offers comprehensive training and ongoing support to educators implementing CHAMPS. This includes workshops, coaching, resources, and materials that enable teachers to successfully implement the program. The availability of training and support services further strengthens CHAMPS' position as a sole source provider, as it offers a complete package that includes not just the program itself but also the necessary guidance for its successful implementation.

Market Demand: Classroom management is a critical aspect of education, and schools are constantly seeking effective strategies to create a positive and productive learning environment. As a sole source provider, CHAMPS caters to this demand by offering a specialized solution that is tailored to address the specific challenges faced by

educators. This targeted approach can be attractive to schools looking for a comprehensive and proven classroom management program.

Competitive Advantage: Being a sole source provider, CHAMPS faces limited direct competition in terms of offering an all-in-one classroom management solution. This advantage allows CHAMPS to position itself as the go-to provider for schools seeking a comprehensive program, minimizing the need for schools to compare and evaluate multiple alternatives.

Despite the advantages, it's essential for CHAMPS to continuously adapt to market dynamics and evolving educational needs. Regularly assessing customer feedback, staying updated on emerging trends in education, and maintaining a competitive pricing strategy will be crucial for CHAMPS to retain its position as a leading sole source provider in the classroom management market.

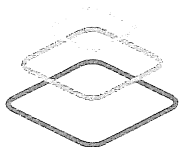
Through research, Professional Development has determined that this is the only vendor that scales up multi-tiered systems of support work. This is essential for compliance with OSPI.

Research

5. Recommended Acquisition: Name the recommended service provider or required product and estimated cost of the proposed service/product. You may attach a preliminary quotation, however, please be aware that for the protection of the District the vendor may be asked to submit a formal quote.

Safe & Civil Schools will provide the services and resource materials. (Proposal attached)

Submit the memo attached to a requisition for the services.



R A N D Y S P R I C K ' S
safe&civil
S C H O O L S

March 7, 2022

To whom it may concern:

This letter confirms that Pacific Northwest Publishing, doing business as Ancora Publishing and Safe & Civil Schools, is the sole source of training and materials for Dr. Randy Sprick's programs, including but not limited to CHAMPS, Foundations, and Addressing Absenteeism.

For these programs, Safe & Civil Schools is the only source for training with authorized trainers and consultants. No other company or individual is authorized to train the copyrighted Safe & Civil Schools approach.

Ancora Publishing is the publisher of the books that accompany Safe & Civil Schools training. Please see the next page for Ancora Publishing titles that are used in various Safe & Civil Schools professional development sessions.

As copyright holder of these titles, Ancora Publishing is the sole-source publisher.

If you have any questions or concerns about consulting services with Safe & Civil Schools, please contact us for additional information. We appreciate your interest in our services.

Best regards,

Elizabeth Winford
Director of Professional Development
Safe & Civil Schools



April 28, 2023

SAFE AND CIVIL SCHOOLS TRAINING PROPOSAL OF SERVICES

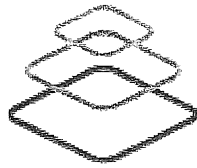
For: Kirsten Copeland, Assistant Director of Professional Development
Vancouver Public Schools, henceforth known as "District/Entity"
Vancouver, Washington

Proposal Expiration Date: May 12, 2023

Pacific Northwest Publishing, Inc.
dba: Safe & Civil Schools
21 W. 6th Avenue
Eugene OR 97401
(541) 345-1442 (541) 345-6431 fax

Prepared by:

Elizabeth Winford
Director of Professional Development
Safe & Civil Schools
800.323.8819
Elizabeth@safeandcivilschools.com



RANDY SPRICK'S
safe&civil
S C H O O L S

| Services | Dates | Fee |
|---|---|---|
| CHAMPS: A Proactive and Positive Approach to Classroom Management Required Book: CHAMPS (All attendees) – See more details on Page 4 Requested Trainer: Kim Earthman | Anticipated Format: In Person June 21-22, 2023 | \$6,000.00 per day plus travel expenses |
| Coaching CHAMPS Required Book: CHAMPS and Coaching CHAMPS (All attendees) – See more details on Page 4 Requested Trainer: Jeremy Resnick | Anticipated Format: In Person August 28-29, 2023 | \$6,000.00 per day plus travel expenses |
| TOTAL | | \$24,000.00 plus travel expenses |



FEES

On-site services: \$6,000 per day plus travel expenses

Virtual services: \$6,000 per day (no travel expenses)

*Exception to fees: When any of the following trainers are used, the fee will be \$8,000 per day plus travel expenses. These trainers are Jacob Edwards, Susan Isaacs, Tricia Skyles and Jessica Sprick.

When travel requires more than 6 hours of flights: Should a full day be required for travel, an additional fee of \$4,500 will be required per travel day.

MATERIALS

Books listed on the proposal of services are required per participant unless otherwise listed. District agrees to adhere to the copyright and order one book per person that will be attending services. Verification of purchase will take place no less than six weeks prior to the date of service. If there is a failure to meet this requirement, Safe & Civil Schools reserves the right to cancel the service(s) and bill accordingly.

Books listed on the proposal of services are required per participant unless otherwise listed. District agrees to adhere to the copyright and order one book per person that will be attending services. Verification of purchase will take place no less than six weeks prior to the date of service. **Deadline: May 8, 2024.** If there is a failure to meet this requirement, Safe & Civil Schools reserves the right to cancel the service(s) and bill accordingly.

Additional Fees:

When three or more trainers are assigned in any single quarter, Safe & Civil Schools applies a Large Group Initiative (LGI) coordination service fee of \$6,000 per quarter (October-December, January-March, April-June, July-September) in which services occur. Once a contract is fully executed, a lead trainer will be assigned to coordinate logistics, content, etc between the Entity and SCS.

On-site Services Travel Policy:

If weekly COVID-19 case rates in your county are greater than 200/100,000 the training will be conducted virtually. There is no cancellation for elevated COVID-19 infection rates.

Should the District decide to book the day in anticipation of it being on-site and the number is and/or rises back up to the 200+ category, the fee remains at the quoted flat rate and the contracted services will immediately be shifted to a virtual delivery model. The event will be conducted on the scheduled date listed on the fully executed contract/RFP/PO. Safe & Civil Schools reserves the right to return to a more restricted limit for in-person training if a new, more dangerous variant emerges or other highly communicable virus.

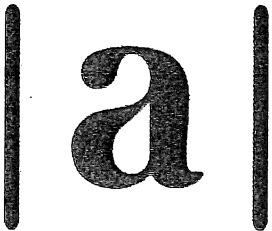


REQUIRED MATERIALS

ORDER BY NO LATER THAN: May 8, 2023

| | Retail | Discount |
|----------------------|--------------|--------------|
| CHAMPS (Grades K-12) | \$55.00 each | \$49.50 each |
| Coaching CHAMPS | \$75.00 each | \$67.50 each |

*Specified materials are offered at a one-time discount from **Ancora Publishing**, in conjunction with training when shipped to a single location. All shipments are subject to a 7% shipping and handling fee.*



CHAMPS: A Proactive & Positive Approach to Classroom Management (3rd ed.)

© 2021 Ancora Publishing

Reproduction of the downloadable materials is granted to a single teacher for use in their own classroom.

Except as expressly permitted above and under the United States Copyright Act of 1976, no materials in this work may be used, reproduced, or distributed in any form or by any means, electronic or mechanical, without the prior written permission of the publisher.

Coaching CHAMPS

© 2022 Ancora Publishing

The purchasing school administrator, coach, or educator is granted permission to use and reproduce the reproducible forms and files provided for download solely for the purpose of assisting school personnel with classroom management.

Except as expressly permitted above and under the United States Copyright Act of 1976, no materials in this work may be used, reproduced, or distributed in any form or by any means, electronic or mechanical, without the prior written permission of the publisher.

Ancora Publishing Titles Used in Safe & Civil Schools Professional Development

Absenteeism & Truancy: Interventions & Universal Procedures

Bullying Solutions: Universal and Individual Strategies

CHAMPS (3rd ed.)

Climate & Safety Surveys

Coaching Classroom Management (2nd ed.)

Early-Stage Interventions

Foundations (3rd ed.)

Functional Behavior Assessment of Absenteeism & Truancy

Functional Behavior Assessment of Bullying

Interventions (3rd ed.)

Leadership in Behavior Support (2nd ed.)

Meaningful Work

SMART Kids

START on Time! (2nd ed.)

Teacher's Encyclopedia of Behavior Management (2nd ed.)

