



*Imagine what you can learn!*

## MEMORANDUM

DATE: August 23, 2022  
TO: David Hurt, Purchasing  
FROM: Lindsey Maehlum, Director of Performance Management  
RE: **SCHOOL DATA SOLUTIONS (SDS) JUSTIFICATION FOR PROCUREMENT**

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### **Scope of Work**

To support the district's strategic priorities, SDS will provide data warehouse services for the district. This warehouse stores district data in a way that allows for custom visualizations. These visualizations will be used to inform areas for opportunities and celebrations. Furthermore, the data team can configure these to data points to highlight underrepresented populations, which will support the equity efforts within the district.

### **Minimum Requirements**

Currently, SDS serves as a data warehouse. This includes pulling our data from Skyward and storing it within tables from which the data can be pulled for various visualizations.

### **Market Analysis**

Vancouver Public Schools will continue to utilize SDS as a data warehouse. When Vancouver originally contracted with SDS in 2015, they were a sole source vendor. Currently, migrating our data to a new warehouse mid-year would be a hardship on the district. Because of this, VSD will continue utilizing SDS for warehouse services. In addition, SDS has a unique collaboration with WSIPC. This allows for a greater degree of data validation between our Skyward and SDS platforms.

### **Recommended Acquisition**

It is recommended that SDS warehouse services be purchased for a cost of \$126,355.85 plus Washington State sales tax for the 2022-23 school year.

**PROFESSIONAL SERVICES PROCURMENT DOCUMENTATION**

**SOLE SOURCE or INFORMAL COMPETITIVE REVIEW**

Requisition Item: SDS

Requisition Number: \_\_\_\_\_

Prior Purchase Order Number (if item had been approved previously): 0991920004

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, SDS will provide data warehouse services for the district. This warehouse allows our data to be stored in a way that allows for custom visualizations. These visualizations will be used to inform areas for opportunities and celebrations. Furthermore, the data team can configure these to data points to highlight underrepresented subpopulations, which will support the equity efforts within the district.

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, SDS serves as a data warehouse. This includes pulling our data from Skyward and storing it within tables from which the data can be pulled for various visualizations.

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

Vancouver Public Schools will continue to utilize SDS as a data warehouse. SDS is a sole provider for this service. Other "like" services combine warehousing with other services that are not needed at this time.

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

Lindsey Maehlum

Name of Department Head

/ ITS

Dept./Division

Subject: Sole Source Request for the Purchase Of: School Data Solutions - Homeroom

REQUESTED SUPPLIER: School Data Solutions - Homeroom


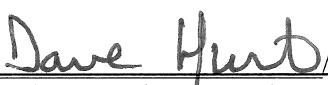
REQUISITION NUMBER: \_\_\_\_\_ COST ESTIMATE: \$126,355.85

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>11/29/22</u>	<u>11-30-2022</u>
Signature of Requestor	Signature of Dept. Head
Date	Date

Attachments: Contract  
Copy of Excluded Parties List System Result