



October 3, 2023

TO: Jeff Fish, Executive Director of Human Resources

FROM: Brett Blechschmidt, Chief Financial Officer

SUBJECT: *Justification for Sole Source Procurement of Teach Upbeat, LLC*

Dear Brett,

I am writing to request approval for the sole source procurement of services from Teach Upbeat, LLC (Upbeat) for Vancouver Public Schools. I have carefully reviewed the guidelines provided, and I am confident that this procurement decision aligns with the criteria outlined. Below, I have addressed each of the key points for your consideration.

Scope of Work:

Upbeat offers a unique school leadership platform that is crucial to our department's efforts in improving teacher and staff retention within Vancouver Public Schools. Their services provide school leaders with actionable insights into the strengths and weaknesses affecting K-12 staff engagement and retention. The platform enables us to develop tailored action plans that align with our human capital objectives, ultimately strengthening teacher and staff engagement and retention across the district.

Minimum Requirements

Upbeat's services are unparalleled in the market. They offer a comprehensive solution that includes proprietary survey instruments, predictive algorithms, and expert consultations tailored to the K-12 teaching profession. These unique capabilities are essential for us to make informed decisions and drive improvements in teacher retention.

Compatibility Issues

Upbeat's services are designed to work seamlessly with their proprietary technology and survey instruments. Utilizing Upbeat as the sole source ensures compatibility and maximizes the effectiveness of the platform. There are no compatibility concerns with any third-party providers.

Market Analysis

We have conducted a thorough market analysis to identify potential alternatives to Upbeat. However, we have determined that there are no other sources that offer a comparable solution.

Our research involved consulting various buyer's guides, reviewing published research, and contacting vendors. Upbeat's platform remains the only comprehensive option that meets our specific needs.

Recommended Acquisition

I recommend the acquisition of services from Teach Upbeat, LLC, at an estimated cost of [insert estimated cost]. While I have attached a preliminary quotation, please be aware that we may request a formal quote from the vendor to ensure the protection of the district's interests.

In conclusion, the sole source procurement of Teach Upbeat, LLC's services is justified based on the unique and essential features they offer, their compatibility with our needs, and our extensive market analysis confirming their exclusivity in the market. I kindly request your approval to proceed with this procurement to support our ongoing efforts to enhance teacher and staff retention within Vancouver Public Schools.

If you have any questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

Jeff Fish
Executive Director of Human Resources
Vancouver Public Schools