

The Pensacola State College Purchasing Department intends to make a purchase which has been determined to qualify as a "Sole Source" purchase. The purpose of this "Notice of Intent to Award" is to publicly announce the College's intent to award a Sole Source Contract for a specific service, construction or item of tangible personal property.

Any vendor who does not agree that the service, construction or item of tangible personal property is available only from the contractor determined to be a sole source may protest the "Notice of Intent to Award" by contacting the Purchasing Department within fourteen (14) calendar days of the date this Notice is posted. Your protest must be in writing and describe the basis for the protest. Please submit your protest, to purchasing@pensacolastate.edu and include the words "PROTEST OF NOTICE OF INTENT TO AWARD SOLE SOURCE CONTRACT" (reference the contractor's name that is subject of your protest) and your company name on the subject line.



Sole Source Justification

Under the guidelines of Florida State Board of Education Administrative Rules, Chapter 6A-14.0734, the following information is submitted in support of a request to purchase goods and/or services without using competitive procedures. The sole source justification will become a public document, open to public inspection.

Requesting Department Adult Education	Cost Center 2-13201-02-1664
Suggested Vendor DRC/CTB	

Attach Quote

Item Description	Price
Full and sub-test TABE Test administrations	\$4,225.00

Please explain why this is considered a sole source item. Attach additional documentation as necessary.

The Adult Education Department is required by the state to purchase TABE Test administrations to fulfill the requirements of the Adult General Education grant. As far as we know, there is no other vendor other than DRC/CTB that sells these particular test administrations.

List Competitors and other resources contacted to find competition
1
2
3

Requestor Name Kathy Van Dyck	Requestor Title Director of Adult Education
Requestor Signature* <i>Kathy Van Dyck</i>	Date 4/24/2017

*I certify the above information is true and correct to the best of my knowledge and I have no financial interest in the suggested vendor.

Approvals

	<i>Sean Ann Ermond</i> 4/27/2017
Director of Purchasing and Auxiliary Services Date	Vice President of Business Affairs (If Applicable) Date