



PURCHASING DEPARTMENT

Newport News Public Schools

757-591-4525/ FAX 757-591-4593

12465 WARWICK BOULEVARD • NEWPORT NEWS, VIRGINIA 23606-3041

Date: 5/31/2022

SOLE SOURCE PROCUREMENT REQUEST FORM

Reference: Code of Virginia, Section 2.2-4303E

Vendor: GigaTrak

NNPS Department: Technology

Purchase Amount: \$9,280.00

Requisition Number: 12001790

Commodity Code: 92000

Newport News Public schools has determined that only one source is practicably available to perform the following good(s) or service(s):

The basis for the above determination is:

1. Explain why this is the only product or service that can meet the needs of NNPS.
These are Custom Asset Tags that are being purchased from our Asset Tracking Software Company. These labels are a Photo Anodized aluminum Foil tag that are more durable than standard Printed tags, and are alot harder to remove off the asset.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
These tags are provided by the vendor we use for our Asset Tracking Software. These tags are 100 percent compatible with the scanners we have and for the standard by which our Software operates. Since they are direct from the compnay, we do not have to worry about compatibility issues.
3. Explain why the price is considered reasonable.
This is reasonable price, considering the material it is made out of and that they are customized labels. These are also directly from our Asset Tracking Software Company.
4. Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayer.
We have purchased asset tags from this company previosuly and since they are our Asset Tracking Software company, we know the tags work and are compatible with the System.

Please sign below to certify that all information provided above is true and correct to the best of your knowledge.

Submitted by: GEORGE SPADY Technology Logistics Analyst Date: 5/31/2022
Signature Title/Dept. Name

Purchasing Officer Review: [Signature] Date: 5/31/22
Name

Purchasing Director Approval: [Signature]

NOTE: Please include letter from vendor which states they are a sole source for the goods/services being supplied, if available and validate information