



**REQUEST FOR NON-COMPETITIVE CONTRACT - FOR BOCS APPROVAL ON: January 15, 2025**

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers. Completed form must be attached to all resolutions and requisitions. Check off each box that applies and provide the **required** detailed reasons in the JUSTIFICATION section.

**VENDOR INFORMATION**

Vendor Legal Business Name: Follett Content  
Vendor Address: 1340 Ridgeview Drive  
Vendor Main Point of Contact: Julie Kieffer  
Title: Sales Consultant Phone: 708.884.6358 Email: jkieffer@follettcontent.com  
Detailed Description of Service and Contract Term: On going service/Follett Content provides books for public and nonpublic YPS libraries  
Total Cost and Method of Compensation: \$ 62,629.16

**EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY**

- Contracts with medical or health-related entities.
- Contracts with lecturers, other educational professionals or experts, and institutions.
- Procurements which involve the expenditure of federal or state assistance where and to the extent that federal or state law, rules, or regulations conflict with the provisions of the procurement policy.
- Contracts with not for profit organizations for the support, enhancement, or preservation of cultural resources and the arts.
- Other contracts deemed to be in the best interests of the District; however, any such request for this exemption shall be made by submission of a written recommendation, including sufficient justification by the department head certifying that such exemption is necessary and appropriate in order to further the best interests of the District.

**SOLE SOURCE:** Only one vendor is capable of providing the service.  
**SINGLE SOURCE:** The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

- Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.
- Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.
- Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.
- Single / Sole Source: Sole provider of a patented or licensed service.
- Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

**REQUIRED JUSTIFICATION:** Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition. List other vendors and quotes that were obtained during the process. This on-going service provides delivery of library book selections for collection growth within public and nonpublic school campuses.

**APPROVAL:** I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Library Services / Dr. Cynthia Y. Palmer  
Signature: [Signature] Date: 12/20/24



# YPS Vendor/Partner Evaluation Form

An evaluation of partnerships throughout the District

Evaluator Name: Dr. Cynthia Y. Palmer

Role: Director, Library Services

General Information			
Grant Name		Contract Amount	
Partner/Partner	Follett Content	Date of Service(s)	January 2025-June 2025
School Site(s)	Public and Nonpublic school libraries		

1. Were there three quotes for vendor services?

- YES (if yes, please list vendors below)  
 NO (if no, please explain)  
 N/A

Explain:

On-going service providing fiction/nonfiction titles to campus libraries

2. In what ways does this vendor/partnership align to our Districts mission/vision/strategic plan?

Follett Content provides titles for libraries mirroring our student populations and increasing understanding of the world and issues around them.

3. What was the primary goal of the partnership? (Fill the option(s) that most closely relates to the main objective of the partnership.)

- To provide PD to a certain population of the schools.  
 To provide programmatic support to the schools.  
 To provide tutoring or instructional support.  
 To help to assess current practices.  
 To connect the schools with other resources.  
 To help to develop curriculum and activities for the district, school or classroom.  
 To support mental and emotional health  
 Other: \_\_\_\_\_

4. Were the specified goal(s) and objectives reached?

- YES  
 NO (if no, please explain)  
 N/A

Explain: Yes, specified goals and objective to provide resources to students are reached.

5. Did this partner deliver on the expected agreement and outcomes?

- YES  
 NO (if no, please explain)

Explain: Yes, this partner delivers on expected agreements and outcomes.

6. Did this partner supply appropriate materials and supplies necessary to accomplish goals and outcomes?

- YES
- NO (if no, please explain)
- N/A

Explain: Yes, appropriate materials are delivered to accomplish goals and outcomes.

7. Did this partner provide adequate feedback and support?

- YES
- NO (if no, please explain)
- N/A

Explain: Yes, adequate feedback and support is provided.

8. Please complete the Vendor/Partner Assessment Criteria scale below and rank this partner on the following areas:

Vendor/Partner Assessment Criteria					
Criterion	(1) Ineffective	(2) Somewhat Ineffective	(3) Somewhat Effective	(4) Effective	(5) Highly Effective
<b>Preparation:</b> <i>Provides high-quality services to meet goals</i>					X
<b>Competency:</b> <i>Knowledge of craft</i>					X
<b>Flexibility:</b> <i>Willingness to change or compromise</i>				X	
<b>Consistency:</b> <i>Schedule &amp; routine</i>					X
<b>Organization:</b> <i>Structured, orderly, &amp; efficient use of time management</i>					X
<b>Professionalism:</b> <i>Interactions are cordial &amp; respectful</i>					X
<b>Overall Experience with partner</b>					X

9. Please indicate specifically how the vendor/partner impacted student achievement, leadership development or district operations. **Note: Please provide documentation and evidence of impact of vendor/partner services.**

Follett Content provides selections of fiction and nonfiction titles, including Spanish language titles, meeting the needs of our diverse student population.

10. Use the space below to provide any additional feedback you think would be helpful:

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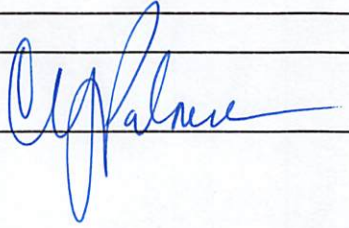
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Signature of Evaluator 


Date: 12/20/24

\*\*\*\*\* FOR PEER REVIEW ONLY \*\*\*\*\*

Vendor/Partner Peer Review Criteria					
Criterion	(1) Ineffective	(2) Somewhat Ineffective	(3) Somewhat Effective	(4) Effective	(5) Highly Effective
Impact: Based on artifacts/evidence/ evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall Experience with partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Peer Reviewer A Colon Garcia

Date: 12/20/24

Signature of Peer Reviewer 

Date: 12/20/24