

Memo

To: Contracts
From: Becca Benedict
cc: Jack Robertson
Date: 3/8/24
Re: Sole Source Justification Memo for ChildPlus Student Information Systems

Sole Source Justification Memo for ChildPlus Student Information System used by PSD's Early Childhood Education Program

I am writing to confirm that our use of this vendor is:

1. The only known item or service that will meet the specialized needs of this department or perform the intended function
2. The parts/equipment are required from this source to permit standardization
3. Is a follow-on for continued development of a major system as follows:

As a school district, the Office of Head Start (OHS) is an important partner which makes recommendations and requirements which we must follow as providers for early childhood programs in PSD classrooms funded by OHS. OHS requires that our funded programs monitor program effectiveness on child and family outcomes through the ChildPlus student information system. Since we began receiving funding from OHS 56 years ago, the annual Program Information Report (PIR) to the US Congress has been a requirement. Initially, information for the PIR was kept tallied by hand, then using an Excel spreadsheet. With the advent of information management software, PSD's ECE program selected ChildPlus in 2011 for its superior service and features to generate the annual PIR as well as to meet district accountability measures. Discounting use of this system at this time would cause us to be out of compliance with this important requirement. It would also cause data disruption that would make it difficult to monitor the ongoing effectiveness of the ECE program.

Sincerely,

Becca Benedict