

## DOCUMENTATION FOR NONCOMPETITIVE PROCUREMENT

Contract #:           CY0701          

Service Description: Full Service School Health Services

Exemption used for Procurement: IGA

1. Explain why formal competitive purchasing practices (RFP/ITB/ITN) were not practical and/or in the best interest of the department. State the situation necessitating the use of noncompetitive procedures.

The services provided under this contract are approved under the Annual Clay County School Health Plan. The staff paid by this contract are employees of the School Board of Clay County and work very closely with Clay County Health Department School Health staff. Supervision of the staff is provided by the School Board of Clay County Student Services staff.

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2. Explain the reasons for selection and why this selection represents the most advantageous decision for the state in terms of service and price. If this is the only provider willing or able to provide these services, state how this was determined.

The provision of services for children that attend the school in Clay County (as listed in this contract) are an integral element of the approved Clay County Annual School Health Plan. Under this contract, the staff are employees of the School Board of Clay County and are supervised by the same. Therefore, there is no additional cost incurred by the Department. Other savings are realized by the Department by the use of school facilities and other resources made available by the School Board.

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3. Identify names of individuals taking part in the development or selection of criteria for evaluating persons or firms.

Nancy Mills, Clay County Health Department Administrator; Donna Valle, Clay County Health Department Administrative Services Director; Mary Jane McRae , Clay County Health Department Director of Community Health Nursing; Julie Lane, Clay County Health Department School Health Services.

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4. The decision to procure these services noncompetitively has been made by Julie Lane, RN, BSN (Contract Manager). A copy of the Conflict of Interest Questionnaires has been completed and attached.

5. If the procurement type is a single source or emergency procurement, include specific documentation for these types of procurement with form PUR7006.

Contract Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_