City of Norfolk
Office of the City Manager

C: Dir., Finance and Business Services

September 19, 2006

To the Honorable Council
City of Norfolk, Virginia

Re: Sole Source Procurement Signature and Associate Program Manuals For the "7 Habits of Highly Effective People"

Ladies and Gentlemen:

I. **Recommended Action:** Receive and file.

II. **Overview**

In accordance with City Code Section 33.1-40, the attached item is a report of a sole source procurement.

III. **Analysis**

A. General
A report to City Council of sole source procurements in accordance with City Code Chapter 33.1-40 is attached. A sole source procurement is one whereby there is only one source practicably available to provide the goods or services and normal procurement processes are suspended.

B. Fiscal
The total cost of this sole source procurement is $34,500.00.

C. Environmental
Not applicable.

D. Community Outreach/Notification
Public notification for this agenda item has been conducted through the City of Norfolk's agenda notification process.

1101 City Hall Building, 810 Union Street • Norfolk, Virginia 23510
(757) 664-4242 • Fax: (757) 664-4239

IV. Conclusion

This report is submitted for the information of City Council.

Respectfully submitted,

Regina V.K. Williams
City Manager

Coordination/Outreach
This letter has been coordinated with the Departments of Finance and Human Resources.

RL 05010-70008

City of Norfolk

Inter Department Correspondence Sheet

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TO: John Facenda, Buyer II

FROM: Nancy N. Olivo, Director of Human Resources

COPIES TO:

SUBJECT: Requisition Number of Training Materials

July 24, 2006

The purpose of this memorandum is to request a purchase order number for training materials for the 7 Habits of Highly Effective People training program. In order to continue implementing this approved training program, training materials must be purchased from Franklin Covey. We would like to purchase training manuals for the remainder of the fiscal year. If there is any additional information you need, please contact Bill Goodbar at 664-4490.

In order to adapt to the unique work schedules of some of our employees we are going to offer a shorter one day version of the program. This is the same program content as the existing three day program. The material must be purchased from Franklin Covey.

We would like to purchase a total of 350 participant manuals for the 7 Habits of Highly Effective People Training program. The vendor for this product is FranklinCovey. This will supply our training class for a period of 12 months at 25 participants per class. Here are the detailed costs for this order:

Description	Cost
250 "***7 Habits of Highly Effective People***" (3 Day) Signature Program participant manuals	$27,500 (@ $110.00 per manual)
100 ***Habits of Highly Effective People***" (1 Day) Associate Program participant manuals	$6,500 (@ $65.00 per manual)
Shipping & Handling	$500.00
Total Cost	**$34,500**

Our contact at FranklinCovey for ordering supplies is:

FranklinCovey
Attn: Colleen Mons
2150 Parkway Blvd
MS0215
Salt Lake City, UT 84119
Phone: 800-459-1492 or 801-817-4039
Fax: 888-554-1776
Email: Colleen.mons@franklincovey.com

Since the majority of training classes are now held at the Navy Human Resources Training Center, the items should be shipped to this location. The address is:

Human Resources Training Center East
Attention: Ray Zmuda
5301 Robin Hood Road
Suite 130
Norfolk, VA 23513
Phone: 396-7867

Thank you,

Nancy N. Olivo