



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

NOTICE

SOLE SOURCE PURCHASE

Date: November 20, 2023

For: Testing Services

Vendor Name: National Retail Federation

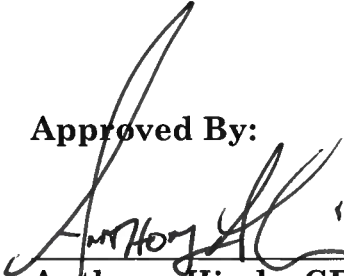
Requested by: Career and Technical Education

Description: Customer Service and Sales certifications tests and materials

Cost: Not to exceed \$30,000.

Justification: National Retail Federation is the testing for career and technical certifications as defined by the Virginia Department of Education. This is the only company that sells this certification test and materials.

Approved By:



Anthony Hinds, CPPB
Purchasing Manager

11/20/2023

Date