



## Department of Purchasing

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

# NOTICE

## Sole Source Purchase

**Date:** July 31, 2023

**For:** IB Diploma Annual Fee

**Vendor Name:** International Baccalaureate Organization

**Requested by:** IB Program

**Description:** Diplomas for completion of the International Baccalaureate Program.

**Cost:** Not to exceed \$12,300.00 per year

**Justification:** The International Baccalaureate Organization is the sole provider of the IB Program. No other vendor is involved in this program and the material can only be purchased through this vendor.

**Approved By:**

  
\_\_\_\_\_  
Linda Bates, NIGP-CPP, VCO  
Buyer

7/31/23  
\_\_\_\_\_  
Date