



**Bristol Board of Education
Business Office**

129 Church Street
P.O. Box 450
Bristol, CT 06011-0450

Jill Browne,
Director of Finance
and Operations
(860) 584-7031

Jodi Bond,
Budget and
Accounting
Supervisor
(860) 584-7034

Kathy Albert,
Accounts Payable
(860) 584-7029

**Shirley
Baillargeon,**
Special Education
Accounting
Assistant
(860) 584-7095

**Laurie
Christopher,**
Payroll Officer
(860) 584-7027

**Ann Marie
Fippinger,**
Transportation
Director
(860) 584-7078

Lisa Pelletier,
Associate Accountant /
Payroll
(860) 584-7034

Alicia Ricciardi,
Grants Manager
(860) 584-7049

May 7, 2019

Diane Waldron, City Comptroller
City Hall
111 North Main Street
Bristol, CT 06010

Dear Ms. Waldron:

We are requesting a bid waiver for requisition # 19006495-00 in the amount of \$16,055. The reason for the request is that the vendor is the sole source provider of this product. The product in question is called Tools4Ever. This product will allow the Board of Education to automate the creation of various accounts for our staff and students throughout the district. Currently, many accounts require a manual entry with notification occurring manually as well. Tools4Ever will provide efficiency by eliminating the need for individual manual entries and notifications, and better the turn-around time for new users to a virtual immediate response.

We believe the cost of the product is justified given the amount of time and productivity it can deliver to our tech staff, and look forward to the implementation of this product. If you have any questions, concerns or require additional information, please let us know and we will happy to assist.

Thank you for your consideration.

Jill M. Browne

Cc: Robert Puzio, Technology Operations Manager
Roger Rousseau, City of Bristol Purchasing Agent