Purchasing Department
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(901) 222-2250
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Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memo

To: **Honorable Mark H. Luttrell, Jr.**
Shelby County Mayor

From: **Clifton Davis, Administrator**
Purchasing Department

Date:: **July 13, 2016**

Re: **Single/Sole Source- University of Memphis**

Shelby County Veterans Court has a desire to enter into an agreement with the University of Memphis on a single source basis to provide individual psychological evaluations and assessments and Post-Traumatic Disorder support services to veterans in an amount not to exceed $70,000.00.

The University of Memphis is identified in the JAG contract awarded to Shelby County Government as a vendor to provide the services identified above.

Based upon the above, your approval to utilize the University of Memphis on a single source basis is requested.

Please approve or disapprove this single source request by signing in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 7-15-16

Mark H. Luttrell, Jr., Mayor

Cc: Angela Parkerson