



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD
NORTH PORT, FLORIDA 34286
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@northportfl.gov



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: SS NO. 26-37

Date Posted: November 6, 2025

Written Response Due Date: November 13, 2025

This is not a formal solicitation and there are no submissions required. The proposed contract action is for product or services for which the City intends to negotiate and award with only one contractor/vendor under the authority of and in accordance with Florida State Statute 287.057(5)(c). Any responses received as a result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will not be considered as proposals, bids, or quotes.

- **DESCRIPTION OF SERVICE/PRODUCT: SKILLGRADER APPLICATION SUBSCRIPTION**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$8100**
- **VENDOR: HERON SKILLS SYSTEMS INC**

Interested firms or individuals may identify their interest and capability to respond to the requirement by submitting in writing their name, address, point of contact, telephone number, e-mail, and a statement regarding capability to provide the specified procurement per the attached specifications. Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within seven (7) calendar days after the date of publication of this synopsis will be reviewed by the City. A determination by the Procurement Manager not to compete this proposed action based on the responses to this notice is solely within the discretion and approval of the Procurement Manager and City Manager.

All sole/single source purchases exceeding the formal threshold indicated in the policies and procedures manual will require Commission Approval.

All responses must be in writing and returned to **ATTENTION: PURCHASING**, City of North Port, 4970 City Hall Boulevard, Suite 337, North Port, Florida, 34286 or by: Fax 941-429-7173, or by e-mail purchasing@northportfl.gov. Note the number of the Sole Source Information inquiry on documentation.

Information regarding this Intent may be viewed and downloaded from DemandStar's website at www.demandstar.com. Links to DemandStar are also available from the City website at www.northportfl.gov. This Notice of Intent is posted on the City FTP site at <https://northportfl.gov/files>. If you have any questions, concerns, or problems accessing this request using the link, please contact Michael White, Contract Administrator I, at 941.429.7174. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to purchasing@northportfl.gov. No verbal requests will be honored.



Procurement Request

City of North Port

Request

Request Type *

Sole/Single Source/Standardization

Capital? (?) No Yes**PRR-EX (?)** Yes**FY ***

2026

Type code ***Preparer**

Kristina Smith

Pre-Director Approver(s) (?)

	Name
1	Deanna Marshall

Department *

FIRE

Division(s)**Commission Meeting? *** Yes No**Commission Override (?)** Yes No**Purchase****Payment Method *** Visa Purchase Purchase Order**Purchase Type *** Single Purchase (current FY)
 Blanket Purchase (current FY)**Purchase SubType *** None Change Order
 Amendment**Description ***

Skill Grader software for Fire and Rescue employees. This software is used for tracking Fire Department skills/assessments. This software is

*Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. **All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) business days.***

Exemption Explanation (?) *

SkillGrader is the sole provider of the SkillGrader Performance Assessment and Skill Validation Platform — a proprietary, cloud-based software system designed for objective, data-driven evaluation of critical task performance in high-risk and safety-sensitive industries, including fire and emergency services

Steps taken to verify these goods and/or services are not available elsewhere (?) *

The EMS division conducted a search for Fire Department skill/assessment software. SkillGrader's system and methods are exclusive to our organization and not replicated by any other software provider in the industry.

Other vendors that were contacted (?) *

N/A

Grant? * Yes No**Technology Related? (?) *** Yes Renewal No**Technology type ***

Software

Exemption**Reason ***

Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statement(s):

 Patent, copyright or unique design restrictions. (Sole Source)

 Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination. (Sole Source)

- Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function. (Sole Source)

- Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction. (Single Source)

- When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is available from only one source. Testing must be performed as often as practical. (Single Source)

- Purchases for a brand product are to be made from one selected supplier, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City's needs. (Single Source)

- Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative. (Single Source)

- The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. For brand-specific items, quotes should still be obtained. (Standardization)

- Other: None or some of the above apply. Provide detailed justification below.

Explanation *

SkillGrader is the sole provider of the SkillGrader Performance Assessment and Skill Validation Platform — a proprietary, cloud-based software system designed for objective, data-driven evaluation of critical task performance in high-risk and safety-sensitive industries, including fire and emergency services.

Supporting backup *

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

Sole Provider Letter_SkillGrader (1).pdf

202.45KB

DemandStar
For Purchasing Division

Date Posted

Sole/Single Source Number Effective Date Expiration Date

Purchase Details

Line Items

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Annual Subscription - SkillGrader Application and Service (130 User Accounts)	\$\$	8,100.00	\$1.00	\$8,100.00

Shipping (?) * **Total Charges**
\$0.00 \$8,100.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		110-2222-522.55-00		\$8,100.00

Total Payments
\$8,100.00

Comments to Budget (?)

Backup Attachments

Click the Preview icon or right click link and select Open link in new tab or window to avoid downloading.



Additional Backup

Related NavLine Req, price sheet, quote, drawings, specifications, risk waiver, etc.

Skill Grader FY 26.pdf

92.81KB

Vendor Details

Vendor Information (?) ∨

Except for Emergency purchases, vendor **MUST** already be setup as a vendor in NavLine.

Vendor Name *

HERON SKILL SYSTEMS INC

Vendor Number *

8398

Vendor Name CST

Contact

Vendor Email

sales@skillgrader.com

Remittance Address

DBA SKILLGRADER, 1551 JOHSTON STREET, SUITE 206, VANCOUVER, CN

Phone

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$0.00

City Inclusive (?) *

Highest Approver (?) *

FD and CM will be skipped on the back end, as needed.



City of North Port, FL FD - Annual Extension

North Port Fire Department

Kristina Smith

kasmith@northportfl.gov

941-240-8158

Nick Herlihy

nherlihy@northportfl.gov

941-240-8160

Reference: 20250929-143009000

Quote created: September 29, 2025

Quote expires: October 31, 2025

Quote created by: Aileen Brown

CRO

aileen@skillgrader.com

+16049681189

Comments from Aileen Brown

Products & Services

Item & Description	Quantity	Unit Price	Total
Annual Subscription - SkillGrader Application and Service (130 User Accounts) - Up to 130 active user accounts (app evaluators or web portal admin users) - Export assessment reports - Unlimited - Completed assessment - Unlimited - Test or task form builds and management - Unlimited - Inclusive of: Summary Dashboard & Skill Set Analytics and Reporting - Access to a dedicated Customer Success Manager - Please contact support@skillgrader.com to cancel renewal within 30 days of the renewal date.	1	\$8,100.00 / year	\$8,100.00 / year

Annual Subscription start date: October 1, 2025

Annual subtotal

\$8,100.00

Total

\$8,100.00

Purchase terms

Terms of Service: <https://www.skillgrader.com/term-of-service#account>

Questions? Contact me



Aileen Brown

CRO

aileen@skillgrader.com

+16049681189

SkillGrader

1551 Johnston Street

Suite 301B

Vancouver, BC V6H 3R9

Canada

SkillGrader

301B – 1551 Johnston Street
Vancouver, BC V6H 3R9, Canada
www.skillgrader.com

Date: October 9th, 2025

To:

Chief Nicholas Herlihy
North Port Fire Resuce Department
4980 City Center Blvd.
North Port, Florida 34286

Subject: Sole Provider Letter – SkillGrader Performance Assessment Platform

Dear Chief [Name] and Members of the North Port Fire Department,

On behalf of **SkillGrader**, this letter serves to confirm that **SkillGrader is the sole provider** of the SkillGrader Performance Assessment and Skill Validation Platform — a proprietary, cloud-based software system designed for objective, data-driven evaluation of critical task performance in high-risk and safety-sensitive industries, including fire and emergency services.

About SkillGrader

SkillGrader transforms traditional, paper-based training assessments into **objective, digital performance evaluations**. Built to ensure accuracy, repeatability, and standardization, SkillGrader enables fire service organizations to measure practical skill performance consistently across personnel, shifts, and locations.

Our mission is to **elevate human performance through intelligent skill analysis**, providing leaders with the insight needed to improve readiness, safety, and operational excellence. Learn more at www.skillgrader.com.

Exclusive Capabilities & Differentiators

SkillGrader's system and methods are **exclusive to our organization** and **not replicated by any other software provider** in the industry. The following features and capabilities uniquely distinguish SkillGrader as a **sole-source vendor**:

Unique Feature

Why It's Important for Fire Service

Automated assessment scoring for objective assessments and the provision of actionable insights

SkillGrader's primary value is its unique ability to automate assessment scoring for far more in-depth and objective outcomes. Our proprietary scoring algorithm automates the capture of sophisticated, multi-layered performance data, moving far beyond digital checklists. As an evaluator records observations on a mobile device, our system applies a predefined assessment logic in real-time, instantly calculating a nuanced score. This engine is sophisticated enough to weight individual steps by importance and competency, and flag any pre-determined "critical-fail" actions that result in automatic non-competency. The process eliminates manual score calculation and evaluator bias, ensuring that every assessment across an entire organization is graded with the exact same objective, data-rich criteria.

This wealth of objective data is then fed directly into our sophisticated performance dashboards, which provide actionable intelligence at both the individual and organizational levels. For individuals, instructors can track a trainee's progress over time, pinpoint specific recurring weaknesses across multiple attempts, and deliver targeted, data-driven remediation insights. At the organizational level, leaders can aggregate performance to identify systemic training gaps, compare skill proficiency across different teams or locations, and gain a real-time, quantitative view of institutional readiness and compliance. This transforms skill assessment from a simple record-keeping task into a strategic tool for continuous improvement.

Real-Time, Objective Assessment Engine

SkillGrader digitizes complex task checklists and sophisticated scoring criteria, enabling assessors to record observed performance on any device, in real time, without needing technical expertise. Results are scored instantly and stored securely.

Embedded Subject-Matter Expertise	Each assessment form embeds SME-defined task logic and assessment rubrics, ensuring uniform standards across all observers and preventing subjective scoring discrepancies.
Immediate Scoring and Debrief Tools	Instructors receive instant pass/fail and detailed performance results for post-assessment debriefs, enhancing retention and accountability.
Skill Fade & Trend Analytics	Dashboards track fine-grain performance trends, identify training decay, and quantify readiness over time—critical for compliance, risk management and performance improvement.
Competency Analytics	Skills and observations can be tagged with related competencies, domains, subjects, topics, and any other kind of category allowing performance analysis across many kinds of assessments.
Offline Capability	Field-friendly functionality allows assessments to continue in remote or emergency environments without network connectivity, syncing automatically once reconnected.
Audit-Ready Data & Traceability	Every observation is timestamped, plus eSignatures can be captured and stored securely for NFPA, ISO, or accreditation audits.

Scope of Services for North Port Fire Department

SkillGrader proposes to deliver a **comprehensive performance validation and analytics platform** tailored specifically for your department's training and operational needs:

1. **Digitization of NFPA and Department-Specific Assessments** – Conversion of existing skill sheets and SOPs into standardized digital forms.
2. **Custom Configurations for Local Training Protocols** – Alignment with your station procedures, apparatus drills, and emergency response evaluations.

3. **Administrative Dashboard & Reporting Suite** – Performance tracking across stations, shifts, and time periods for leadership analysis.
 4. **Training & Onboarding Support** – Guided rollout for trainers, observers, and administrative staff.
 5. **Ongoing System Maintenance & Enhancements** – Continuous improvement, software updates, and dedicated technical support.
-

Sole Provider Status Declaration

SkillGrader is the **only authorized developer, licensor, and provider** of the SkillGrader software platform and related services.

No other company, organization, or reseller is authorized to deliver, replicate, or distribute SkillGrader's proprietary system or methodology.


All technology, logic frameworks, and data architecture components are owned exclusively by SkillGrader and covered under our intellectual property rights.

Closing Statement

SkillGrader appreciates the opportunity to partner with the **North Port Fire Department** in advancing training, readiness, and operational excellence.

We are proud to serve as your exclusive provider of skill assessment technology and look forward to supporting your department's mission to protect life and property with the highest standards of performance and accountability.

Respectfully submitted,

Signed by:


11FD9AF94A5A402...

Murray Goldberg

CEO

SkillGrader

Email: murray@skillgrader.com

Website: www.skillgrader.com

