

Posted on EPS Website July 29, 2019



## STATE OF NEW MEXICO SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: Espanola Public Schools

Agency Chief Procurement Officer: Daniel Romero

Telephone Number: 505-367-3314

II. Name of prospective Contractor: Southern Regional Education Board

Address of prospective Contractor: 592 10<sup>th</sup> Street, NW, Atlanta, GA 30318

Amount of prospective contract: \$154,880

Term of prospective contract: August 30, 2019 – May 30, 2020

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

1. Provide 2 days of facilitated planning and sixteen days of job embedded professional development and coaching to teachers at Espanola Valley High School.
2. Provide 2 days of planning with administrators, 2 days of staff training focused on the Common Core State Standards, 8 half-day staff trainings focused on standards based lesson planning, and 8 days of job embedded professional development and coaching to teachers at Carlos F. Vigil Middle School.
3. Provide 8 days of training to Espanola Public Schools guidance counselors, focused American School Counselor Association's comprehensive school counseling model.

- IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Southern Regional Education Board (SREB) has developed a comprehensive technical assistance approach for working with schools that is unique to them (*High Schools that Work*). SREB has provided this technical assistance to many schools across the United States.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

SREB staff work nationally in schools that are similar in demographics and challenges to Espanola Valley High School and Carlos F. Vigil Middle School. Consultants are up to date on educational research and are highly knowledgeable and skilled. They utilize and provide very specific training tools and approaches for job embedded professional development and coaching. SREB was used last year as a sole source vendor and has already completed the first phases of training. They would be the only source to continue administering the specifically laid out and designed plans the district has developed (Espanola Valley High School’s plan was developed through their Johns Hopkins *High School Redesign* Grant and Carlos F. Vigil Middle School’s plan was developed through their *Comprehensive School Reform* Grant.)

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract.***

SREB provides multiple training techniques and strategies that address a wide range of learners...i.e., the novice teacher versus the highly experienced teacher. Other vendors may only utilize limited techniques and strategies. By incorporating more varied techniques and strategies into their pedagogy, more opportunities for learner growth are realized.

- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract.

The uniqueness of SREB makes it difficult, if not impossible, to find qualified vendors that provide this specific type of training. This type of training ensures highly effective pedagogy by staff to help students reach their full potential.

VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent's vendor list. Include a list of businesses contacted (*do not state that no other businesses were contacted*), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Through internet searches it has been determined that no other vendor can provide the services that SREB offers, due to them being the developer and sole vendor of training.

Certified by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Chief Procurement Officer

Agency Approval by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Cabinet Secretary/Agency or Entity Head or Designee

APPROVED:

Date: \_\_\_\_\_

\_\_\_\_\_  
State Purchasing Agent

***If this sole source relates to a procurement of general services:***

- 1) the signature of the State Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the State Purchasing Agent; and
- 3) the signature of the State Purchasing Agent on this form is the final signature required for this sole source procurement.

***If this sole source relates to a procurement of professional services:***

- 1) the email from State Purchasing or the printout from the SPD database certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Cabinet Secretary of the Department of Finance and Administration (below) is required; and
- 3) this sole source is granted as of the date of signature by the Cabinet Secretary of the Department of Finance and Administration.

APPROVED:

Date: \_\_\_\_\_

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Cabinet Secretary Department of Finance and Administration

***If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent or the Department of Finance and Administration, neither the State Purchasing Agent's nor the Department of Finance and Administration Secretary's signature are required. Those signature lines may be removed from this form or marked as N/A.***