

## SOLE SOURCE DETERMINATION FORM

A sole source determination is not effective until the determination has been approved, in writing, by the Executive Director of Procurement or designee even if signed by the department and/or school, or prospective contractor.

I. Name of Department or School: Instructional Learning Technologies Department  
Contact Person: Brian Kennedy  
Telephone No.: 505.830.8056 Fax No.: 505-830-8081  
E-Mail Address: [brian.kennedy@aps.edu](mailto:brian.kennedy@aps.edu)

II. Name of prospective contractor: Blackboard, Inc.  
Address: 650 Massachusetts Ave NW, 6<sup>th</sup> floor  
City, State, ZIP Code Washington, DC 20001-3796  
Telephone No.: 303.382-5454 Fax No: 632-476-1410  
Email Address: [john.canuel@blackboard.com](mailto:john.canuel@blackboard.com)

### Descriptive Title and use of proposed Sole Source:

Blackboard Learn, is a learning management system to house digital on-line training resources for schools, teachers, students, district organizations and to provide online learning opportunities for students.

### APS employees involved in determination:

Name	Phone number	E-mail Address
Shelly Green	505-880-3703	<a href="mailto:green_s@aps.edu">green_s@aps.edu</a>
Jami Jacobson	505-872-6823	<a href="mailto:jacobson_J@aps.edu">jacobson_J@aps.edu</a>
Paul Romero	505-830-8089	<a href="mailto:p.romero@aps.edu">p.romero@aps.edu</a>
Sheila Hyde	505-855-9881	<a href="mailto:sheila.hyde@aps.edu">sheila.hyde@aps.edu</a>
Brian Kennedy	505-830-8056	<a href="mailto:brian.kennedy@aps.edu">brian.kennedy@aps.edu</a>

III. An explanation of the criteria developed and specified by the department and/or school as necessary to perform the contract and upon which the department reviewed available resources. (Please do not use "technical jargon")use plain English. Also, please do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Albuquerque Public Schools offers curriculum online and blended (with face-to-face) components. The purpose of the online program is to put Employees and Learners at the center of learning – surrounded by a wealth of instructional resources. As one of the largest school districts in the nation, APS provides educational services to approx. 90,000 students and approximately 12,000 employees across the city. A formal solicitation was issued per RFP# 2006-153-DJ-SL Learning Content Management and an award was issued to Blackboard Inc.

IV. A detailed sufficient explanation of the reasons qualifications, proprietary rights of unique capabilities of the prospective contractor that makes the prospective contractor the ONLY source capable of providing the required professional service. (Please do

not state the source is the "best" source or the "least costly" source. Those factors do not justify a s "sole source".

As Blackboard is the publisher, copyright owner and only supplier of their learning content system, (on-going maintenance and support) can only be purchased from Blackboard so they are the sole and only sources for these services.

- V. A narrative description of the procedures used the department and/or school to conduct a good faith review of available sources, including researching trade publications, industry newsletters and the internet; reviewing telephone books, and other advertisements; contacting similar service providers; and reviewing the Procurement Executive Director's vendor list.

None. The exclusivity of this purchase from Blackboard for their support, and on-going maintenance is absolute and no other source is available to review.

#### Sole Source Determination Form

- VI. A list of all 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 and explanation of why those businesses could not or would not, under any circumstances, perform the contract or provide goods; or an explanation of why the department and/or school has determined that no businesses other than the prospective contractor can perform the contract.

None. See VI above.

- VII. A four (4) year plan from the department and/or school stating the steps being taken to resolve the need for a Sole Source. (Not applicable for professional services Sole Source.)

None. As this is a true sole source with no capability of any other firm or business to be provided, no such plan exists if and until Blackboard is replaced as our learning content system.

CERTIFIED BY: Lead J. Outtery for Shula Hyde 10-8-13  
Requestor Date

DEPARTMENT/SCHOOL APPROVAL: Joe A. [Signature] 10-10-13  
Principal or Site Administrator Date

APPROVED: Sandra M. [Signature] 10/14/13  
Buyer Date

FINAL APPROVAL: Tracy S. Kennedy 10-14-13  
Executive Director or Designee Date

***If this sole source relates to a procurement of Albuquerque Public Schools:***

- 1) the signature of the Executive 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 Executive Director on this form is the final signature required for this sole source procurement.
- 4) this sole source is granted as of the date of signature by the Executive Director of Procurement or designee.

APPROVED: \_\_\_\_\_  
Executive Director of Procurement or Designee

\_\_\_\_\_  
Date

Revised 8/23/13