

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:** Title I- APS
Contact Person: Bettina Eklund
Telephone No.: 880-8249 x112_ **Fax No.:** 505-884-1420
E-Mail Address: eklund@aps.edu

- II. **Name of prospective contractor:** Explora
Address: 1701 Mountain Road NW
City, State, ZIP Code: Albuquerque, NM 87104
Telephone No.: 505-224-8300_ **Fax No:** 505-224-8325
Email Address: lsilva@explora.us

Descriptive Title and use of proposed Sole Source:

Explora proposes to work with the Albuquerque Public Schools Title I program to provide Family Science Nights at Explora for families attending Title I schools. These evenings will contribute to the Parent Involvement component of Title I programs.

APS employees involved in determination:

Name	Phone number	E-mail Address
Laurie Everhart	880-8249 x127	everhart@aps.edu
Bettina Eklund	880-8249 x112	eklund@aps.edu
Marc Wunder	880-8249 x205	marc.wunder@aps.edu
Stefanie McDermott	880-8249 x108	stefanie.mcdermott@aps.edu

- 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 state agency 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.)**

Title I, in our effort to strengthen the capacity of schools to build and implement innovative plans of action that draw upon educational and community resources which will increase family engagement, has built a collaborative endeavor with Explora. Through our joint efforts with Explora, Explora hosts 30 family science nights for sixty Title I schools. Explora extends their hours to 6:30pm to 8:30pm to accommodate these events.

Our focus continues to enrich our Title I families' experience while attending this event. With this goal in mind, Explora and APS are working together to accomplish the following:

- Increase family engagement with learning and science
- Improve attitudes toward learning and science
- Increase awareness of scientific phenomena and processes.

IV. A detailed, sufficient explanation of the reasons, qualifications, proprietary rights or 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 "sole source.")

The following are reasons Explora was picked to provide the required professional services:

- Only children's science learning museum in the APS area.
- Facility set up as a safe learning environment
- Trained bilingual staff encourages and engages families to participate in over 250 exhibit floor activities
- Building capacity holds 600 to 800 students and their families

Explora will provide families from these schools the opportunity to investigate over 250 exhibit activities in science, technology, and art in a safe, bilingual environment. Families will have the chance to spend time together doing rich experiential activities. People of all ages have the opportunity to experiment with materials and develop new ideas about ration and proportion.

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. This is a true sole source. Explora is the only children's museum in Albuquerque, NM.

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. This is a true sole source. Explora is the only children's museum in Albuquerque, NM

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. This is a true sole source with no capability of any other firm or business to be provided. No such plan exists.

CERTIFIED BY:

Bethia R. Cclund 10-10-14
Requestor Date

DEPARTMENT OR SCHOOL APPROVAL
Bethia R. Cclund 10/15/15 10-10-14
Principal or Site Administrator Date

APPROVED
[Signature] 10/16/14
Buyer Date

FINAL APPROVAL
[Signature] 10/16/14
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