

SOLE SOURCE DETERMINATION FORM

11-24-14

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:* Chief Academic Officer
Contact Person: Shelly Green
Telephone No.: 880-3703
Fax No.: 872-8855
E-Mail Address: green_s@aps.edu

II. *Name of prospective contractor:* Janice Ellen Jackson
Address: 6477 Potrero Drive
City, State, ZIP Code Newark, CA 94560
Telephone No.: (510) 656-1933 *Fax No:*
Email Address: drjejackson@gmail.com

Descriptive Title and use of proposed Sole Source:

To develop a cultural plan for APS Instruction, including Board of Education consultations, Instructional Cabinet and Leadership Team learning day, to improve the academic achievement of students and increase the engagement of families and community, using an equity lens.

APS employees involved in determination:

<i>Name</i>	<i>Phone number</i>	<i>E-mail Address</i>
<i>Dr. Brad Winter</i>	<i>880-3713</i>	<i><u>winter@aps.edu</u></i>
<i>Shelly Green</i>	<i>880-3703</i>	<i><u>green_s@aps.edu</u></i>
<i>Joseph Escobedo</i>	<i>880-3790</i>	<i><u>escobedo_j@aps.edu</u></i>

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.)*

This endeavor began as a 2011 grant with Stanford written into the grant proposal as the author of the professional development for the cultural plan for student learning. APS Procurement Sole source the purchase due to the vendor being written into the grant proposal. The dollar amount of this purchase was \$97,000. Ms. Jackson was a principal Stanford employee and participant in the plan development. Ms. Jackson moved on as an employee of the vendor National Equity Project and participated in this cultural plan in 2014, and is continuing the plan with APS as an individual.

- 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.")*

As stated above, Ms. Jackson began the process as an employee of Stanford, continued with the project as an employee of the National Equity Project, and will be continuing work on the project as an individual. Because of the previous work, Ms. Jackson is a sole source to work towards completion of the project. To take the previously completed work and ask someone else to continue that would jeopardize the work already completed work (valued at \$147,000 at this point) in regards to the philosophical approach and the actual work plans developed.

- 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.*

The previous work done under a sole source designation requires the use of Ms. Jackson to work towards completing the project, as stated above in III and IV.

- 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. As stated above, the high dollar amount already expended on this project and the expertise of the contractor and her involvement in the previous work, sole sources this endeavor from step one.*
- 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.) This project is moving towards completion and the need of a four year plan does not exist unless something unexpected occurs.*

CERTIFIED BY:

Shelly Green
Requestor

11/24/14
Date

DEPARTMENT OR SCHOOL APPROVAL

Shelly Green
Principal or Site Administrator

11/24/14
Date

APPROVED

[Signature]
Buyer

11/24/14
Date

FINAL APPROVAL

[Signature]
Executive Director of Procurement or designee

11/24/14
Date

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

- 1) *the signature of the Executive Director of Procurement on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges; and*
- 2) *this sole source is granted as of the date of signature by the Executive Director of Procurement.*

APPROVED:

Executive Director of Procurement or Designee

Date