

## 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: *Emerson Elementary School*  
Contact Person: *Laurie Johnson or Denise Brigman*  
Telephone No.: *505-362-9290 or 505-280-6286*  
Fax No.: *505- 260-2036*  
E-Mail Address: *Johnson\_la@aps.edu or Brigman@aps.edu*

- II. Name of prospective contractor: *Buck Institute for Education*  
Address: \_\_\_\_\_  
City, State, ZIP Code *Novato California*  
Telephone No.: *415-475-6735* Fax No *415-883-0260*  
Email Address: *Audrey Reimer Audrey@bie.org*

Descriptive Title and use of proposed Sole Source:

*Professional Development and Coaching for school administrative teams and teachers in designing project based learning units of study.*

APS employees involved in determination:

*Denise Brigman, Principal Emerson Elementary School*  
*Antonio Medina, Asst. Principal Emerson Elementary School*  
*Diane Kerschen, Associate Superintendent for Elementary Education*  
*Laurie Johnson, Support Principal*

- 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.)

*Emerson Elementary School was awarded a School Improvement Grant in 2014. The school began the process of training teachers in project based learning with the Buck*

*Institute in June of 2015 for the 14-15 school year. Staff new to the school and additional staff members were also trained by Buck Institute in August 2015 for the 15-16 school year. This created consistency in the current expectations and implementation of the programs for all teachers in the school through-out the 15-16 school year. The next step is to do sustained follow up coaching and support for teachers in planning and implementing PBL units of study during 15-16.*

- 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 initial trainings were conducted using the materials, manuals and theoretical constructs of the Buck Institute. Project based learning is a basic framework for all grade levels at Emerson and continuing to use BIE will provide consistency and increase the ability to build rigorous curricula for all classrooms in the school.*

- 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 team reviewed the other possible training units for project based learning using the internet, advertisements and by reviewing the Procurement Executive Director’s vendor list.*

- 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.

*Engage2Learn internet primarily for High School*

*Advanced reasoning in Education global PBL Academies  
internet Primarily HS*

*Educurious internet Primarily HS*

*Teach4Learning internet technology company for programs  
and products, not training*

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.)

CERTIFIED BY:

*Laurie Johnson*  
Requestor

10-23-15  
Date

DEPARTMENT OR SCHOOL APPROVAL

*Denise Brigman*  
Principal or Site Administrator

10/23/15  
Date

APPROVED

*[Signature]*  
Buyer

11/18/15  
Date

FINAL APPROVAL

\_\_\_\_\_  
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:

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Executive Director of Procurement or Designee

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Date

Revised 8/23/13