

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: *Highland, Rio Grande and West Mesa High Schools*

Contact Person: *Rachel Vigil or Laurie Johnson*

Telephone No.: *880-3714 X 63716 or 505-362-9290*

Fax No.: _____

E-Mail Address: *vigil_rl@aps.edu or johnson_la@aps.edu*

II. Name of prospective contractor: *Southwest Regional Education Board (High Schools that Work)*

Address: *592 Tenth Street N.W.*

City, State, ZIP Code *Atlanta, Georgia 30318-5776*

Telephone No.: *404-875-9211*

Fax No: *404-872-1477*

Email Address: *Ivy Alford alford@sreb.org*

Descriptive Title and use of proposed Sole Source:

Professional Development and Coaching for school administrative teams and teachers in building school culture, math and literacy.

APS employees involved in determination:

Todd Resch, Associate Superintendent for High Schools

Amanda DeBell, Principal- Rio Grande High School

Marco Harris, Principal- Highland High School

Mark Garcia, Principal- West Mesa High School

Rachel Vigil, Support Principal for High Schools

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.)

Highland, Rio Grande and West Mesa High Schools were awarded a School Improvement Grant (SIG) in 2011. As part of

the work under this grant, an RFP (#2012-023LJ-MC, December 2011) was written and awarded to Southwest Region Education Board and its subdivision, High Schools That Work. The scope of work included administrative and teacher training/coaching in facilitation skills for Professional Learning Communities and implementation of Common Core State Standards. This work has been part of the SIG work through school year 2014-2015. The schools would like to continue this work through school year 2015-2016. Also included in the scope of work was teacher training in the Literacy Design Collaborative and Math Design Collaborative. This is work that the high schools would like to continue through school year 2015-2016. These initiatives support the training and implementation of teachers who have been trained and need follow up coaching as well as initial training for teachers new to these schools and the current expectations of the school to implement PLCs, LDC and MDC.

- 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.”)

Administrators and teachers who have received training from High Schools That Work have created processes and procedures at each site that require teachers new to the site to participate in for all three components; facilitation and coaching, MDC,LDC. Using the same training techniques assures consistent implementation of those processes and procedures. Using the same materials assures that all staff at a site is consistent in their expectations for students and implementation of the techniques and strategies learned through HSTW. We need one vendor that can provide service for all three components.

- 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 used the internet, phone books and advertisements to determine similar service providers. The team reviewed similar service providers and found that they provide service for only their area of expertise and not all three components as needed. There were no additional vendors on the Procurement Executive Director's 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.

Math Design Collaborative

*BCIU Berks county Intermediate Unit Reading PA,
email. Work in Pennsylvania*

*North Carolina New Schools, Training and Coaching Unit Raleigh
North Carolina, internet, Work with schools and districts over a
longer period of time to create systems of schools.*

*Adams State University- Alamosa Colorado Teacher Education
Dept. Internet Uses their staff for students enrolled at ASU.*

*Math Design Collaborative- New York City Internet Trainers for
MDC only*

Literacy Design Collaborative

*American Reading and Writing Company King of Prussia PA,
internet, only does literacy*

*Colorado Department of Education- Denver Colorado internet
online modules*

eNotes- teacher blog in support of LDC

Facilitation Skills

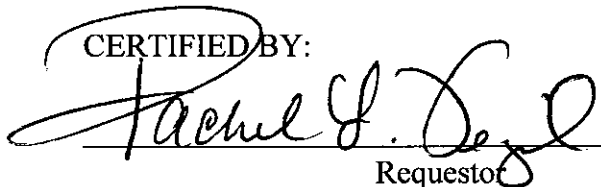
University of North Dakota does online courses

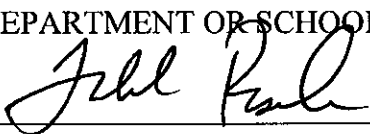
Iconic Learning Systems- Teams that Work internet Must use all their services for contract.

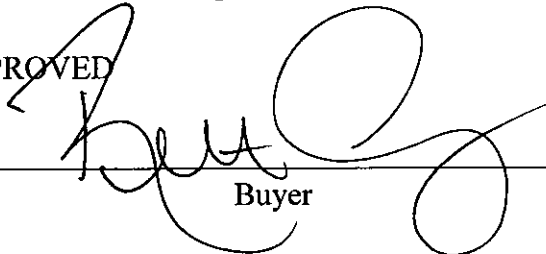
Facilitation Skills-Sample Courses- internet online courses.

University of Kansas- Community Toolbox- internet online materials, no face to face 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:

Requestor 10/23/15
Date

DEPARTMENT OR SCHOOL APPROVAL

Associate Superintendent for High Schools 10/23/15
Date

APPROVED

Buyer 10/29/15
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:

Executive Director of Procurement or Designee

Date

Revised 8/23/13