



### Sole Source Justification Request Form

Please Print

**Determination:** A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved and signed by the Executive Director of Purchasing. *Posting period may not apply to requests using Federal Funds.*

**Term:** Award of Sole Source Procurement Contract will stay on file for the term of the contract. Renewal of Sole Source Procurement must be re-submitted for new term.

**SECTION 1: Requestor Information**

Requisition number (if applicable) N/A School/Department District Wide

Requested By: Name \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 2: Request for Details – Please provide Buyer the vendor quote and/or proposal.**

Proposed Vendor Name Dual Language Education of New Mexico Estimated Cost TBD

Estimated Quantity TBD Term 4 years

**SECTION 3: Description of Goods/Service to be procured** (For descriptions and explanation fields, please use and attach additional pages as needed)

Professional Development - see attached

**SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service.** Focus on what is unique about the goods/services and why no other vendor could meet your needs.

Copyright , trademark, license owener

**SECTION 5: Sole Source Considerations (Check applicable considerations)**

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources. (Attach explanation)
- Replacement or Compatibility of Existing Equipment: The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. (Provide manufacture and model number of existing equipment)
- Federal or state appropriation names vendor as condition of funding. (Attach copy of Grant that names vendor.)
- Renewal of support/maintenance/subscription of software licenses, technology, or other intellectual property. (Attach explanation)
- Other (Attach explanation)

**\*\*\*Additional considerations for federal funds use only\*\*\***

- Purchase of books, periodicals, and teacher/staff training materials in printed or electronic format from the publishers or copyright holders thereof.
- Teacher/Staff Professional Development/Training/Workshops/Registration/etc.
- Conference Registration & Memberships
- Travel, meals & lodging
- Other (Attach explanation)

Signature Krista Nicole Marquez

Date 3-19-18



# Dual Language Education of New Mexico

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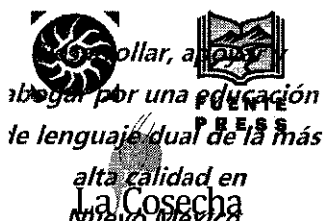
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### Director of Finance and Development

Leslie Sánchez

## Mission

To develop, support, and advocate for high-quality dual language enriched education in New Mexico and beyond.



February 6, 2018

Albuquerque Public Schools:

This letter serves to inform you that Dual Language Education of New Mexico is the sole source provider for:

- Achievement Inspired Mathematics for Scaffolding Student Success (AIM4S™) framework,
- Contextualized Learning for Access, Validation, Equity and Success (CLAVES™),
- FUENTE365 Professional Subscription,
- Program Readiness/Effectiveness Site Evaluation,
- Student Leadership Institute,
- Sustainability Follow-Up Session,
- Viewing Interactive Sheltered Instruction, Teachers, and Students (VISITAS™), and
- "Academic Conversations: Fostering Students' Academic Language and Literacy Across Disciplines- A Training Certified by Jeff Zwiers", is a sole-source stand-alone training in agreement with Jeff Zwiers.

Each of these has been developed at Dual Language Education of New Mexico. Any copyrights or trademarks are owned or licensed by DLeNM. All materials, including publications, digital videos of instruction, training binder, etc. are only available through Dual Language Education of New Mexico.

In addition, DLeNM is the sole provider located in New Mexico for the OCDE Project Guided Language Acquisition Design (GLAD®) training. DLeNM has a Memorandum of Understanding with the National Trainer Center that gives DLeNM permission to provide this training and professional development support to Albuquerque Public Schools and others in New Mexico. As a local provider of Project GLAD®, there would be no additional travel expenses incurred by APS.

If you need additional information, don't hesitate to contact us at (505) 243-0648 or visit our website at [www.dlenm.org](http://www.dlenm.org).

Sincerely,

Lisa Meyer  
Director of Programming

Victoria Tafoya  
Director of Operations