

# SOLE SOURCE JUSTIFICATION

## INSTRUCTIONS

The expenditure of PUBLIC FUNDS includes the responsibility (as stipulated in Federal and State Laws) to ensure fair and open competition is evident among the vendor community. On occasion the service or tangible goods are available from only a single vendor. Law requires a written determination by the Procurement Officer to document the "Good Faith" efforts made to maximize competition. Completion of this form is necessary to assist the Procurement Office in providing the Determination.

This form with one or more categories completed must accompany a purchase requisition when sole source approval is requested for:

- A. Equipment and supplies exceeding \$4,999.00 or;
- B. Professional Services exceeding \$19,999.00

1. Please type or print legibly.
2. Complete all categories and sections that apply
3. Provide full explanation, complete description, and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
4. Sign and date the form at the end.
5. Improperly completed or unsigned forms may be returned.

To: **Procurement**

Date 6/16/14

From Sammy Orr  
Name of Requestor

Subject: **Sole Source Justification**

Proposed Vendor The Learning Institute

Product/Service Description Customized Interim Assessment, reporting and data  
desegregation tool, data warehouse and test bank

Estimated Price 218650

## STATEMENT

I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

### **Professional Services**

- I. The requested Professional Service(s) is/are an integral portion of the program/project described as follows (Attach or cite legal reference if applicable):  
The Learning institute offers the most customizable and user friendly Interim Assessment tool that we have found that is able to meet the states requirement of Predictive assessments and UVA's requirement of regular Interim assessments with the reporting tools that are essential in order to review and interpret data from multiple sources in order to determine action plans that are designed to best meet the needs of each student.
- II. The requested Professional Service renders unique characteristics which are essential to the program/project, and are not available from other comparable sources: The Learning institute is approved by the NMPED with their partnership with Riverside in order to meet the requirements

in regards to predictive assessments. They are also are able to provide to most customizable interim assessment resource that we have located with the most user friendly report builder that we have found.

BOTH A & B PORTIONS OF THIS CATEGORY MUST BE COMPLETED.

A. These characteristics/capabilities are: Customizable Interim assessment builder, NMPED required predictive assessments, full customizable reporting tool and data warehouse.

B. In addition to the service provider requested, I have contacted other service providers below and considered their capabilities to provide similar service. Their services are not acceptable because they are lacking characteristics described in A above:

1. Vendor: Discovery Education  
Service description: Predictive assessment tool  
Vendor contact/Phone number: www.discoveryeducation.com

Technical Deficiency: Does not have the flexibility needed for reporting data from multiple sources and is not customizable in regards to interim assessments that are tied to the GMCS pacing guides in

2. Vendor: Cognos  
Product description: Data warehouse and reporting tool  
Vendor contact/Phone number: www.ibm.com/software/analytics/coqnos/

Technical Deficiency: Is not able to produce predictive and interim assessments, this tools primary focus is the storing of data from multiple sources and running reports.

C. The team which conducted the evaluation of the service providers and their capabilities includes: Sammy Orr, Frank Chiapetti, Jobe Thilgen, Rachael Rodriguez, Richy Ferguson

III. Other factors not addressed above which may assist in the sole source justification review process are: \_\_\_\_\_

**AUTHORIZATION:**

Jobe Thilgen (for Sammy Orr)  
Full name of requestor

Jobe Thilgen

6/17/2014