



Gallup-McKinley County Schools  
Procurement Office  
P.O. Box 1318  
Gallup, New Mexico 87305-1318

## SOLE SOURCE FORM

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 in writing by the Gallup McKinley County Schools Procurement and Business Services Office. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the District and/or the Contractor.

I. Name of GMCS Department/Requestor: Gerald Horacek

Department Director or Program Manager: Gerald Horacek

Telephone Number: 505-721-1016

II. Name of prospective Contractor: Empower Educational Consulting

Address of prospective Contractor: 805 S. Bogle Avenue #3 Chandler, AZ 85225

Amount of prospective contract: \$750,000

Term of prospective contract: 12 months

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

**Direct Coaching in the classroom**

**Direct Modeling with students in real time**

**Whisper Coaching in real time**

**Writing Kits for small group activities**

**ELA Kits for small group activities**

**Math Kits for small group activities**

**Science Kits for small group activities**

**Aligned to GMCS curriculum**

- IV. Provide an explanation of the criteria developed and specified by the Requestor as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The criteria developed is following the mandates of using research based strategies as best practices in teaching. In reviewing our student achievement data, it is clear that Tier I instruction is a big issue for our district. Our district average for reading proficiency is about 18% proficient and for math is about 12.5% proficient. Clearly, Tier I instruction is broken.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

#### EMPOWER KITS

Literacy Work Stations (K-12th) Math Power Kits (K-12th) Kindergarten Readiness Kit (Pre K) Scientific Practices Foundational Skills Work Station System (6th-12th) Illuminated Writing Kit (K-12th)

#### EMPOWER HANDBOOKS, CLASSROOM MATERIALS & TRAINING MATERIALS

Math Strategy Quick Guides (Pre K-12th) Anchor Charts Text Structure Posters Thinking Organizer Posters Checking for Understanding Fan & Pick Exit Tickets White Board Usage Jigsaw Strategy Think-Pair-Share Sorting Activities Math Lesson Structure ELA Think-A-Long Planner Close Reading Student Routine Small Group Lesson Structures for ELA Math Computational Fluency Math Problem Solving Rubric Math KFA Routine Big Ideas in Early Numeracy Math Formative Assessments Math Interview Assessments Math Strategy Talks Math Best Instruction Effective Station Strategies Elements of Effective Math Lessons

#### EMPOWER COACHING TEAMS & MODELS

AMPLIFY Administrative Coaching (on-site, job-embedded coaching/PD/Training) MIND & BODY Coaching (Sports and Growth Mindset Coaching/PD/Training) EMPOWERMENT Instructional Coaching Model (on-site, job-embedded coaching/PD/Training) Summer School Instructional Coaching Model

#### EMPOWER INSTITUTE

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are *unique and how this uniqueness is substantially related to the intended purpose of the contract.*

Empower is unique in that the training and resources are available for Kinder through 12<sup>th</sup> grade. They also provide direct coaching in a way that does not require the teacher to be absent from the classroom, nor do we need to spend additional dollars to hire substitute teachers to cover classrooms while teachers are receiving training.

- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Other similar professional services do not offer the variety or training nor the resources that Empower offers.

VIII. Provide a narrative description of the Requestor's due diligence in determining the basis for the procurement, including procedures used by the Requestor to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the District's vendor list. Include a list of 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 an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Reviewed multiple resources for small group instruction and centers. No publisher had materials designed for Pre- K through 12<sup>th</sup> grade small group and center implementation for Math, Reading, Science and Writing.

Requested that GMCS administration investigate materials and professional development for meeting individual needs of students, differentiation, and to initiate our district initiative of implementing small groups. \*\*\*our administrator from Stagecoach Elementary contacted Empower Educational Consulting in the Summer of 2013. She asked her staff to review the materials Empower had. Upon review they were impressed with the ease of use and how it would help them implement small groups and centers; they had not seen any product like it to date.

Empower's Professional development workshop was attended by Ryan Dashner, principal of Indian Hills Elementary, and several members of his staff and site administrative team. They determined that this Professional Development and products were unique and requested a pilot program of Empower's Coaching model along with their products, would allow for due diligence and investigation into the uniqueness and effectiveness of Empower's product and coachin. Other models of coaching and materials from other vendors were being used at other sites for comparison.

Empower had been highly recommended by multiple sources and after investigation into, and a pilot program of their products and coaching model, it was determined that no one was coaching and giving professional development with the methods and delivery and no one had products such as theirs.

Empower has a proprietary listing of training materials that no other consulting firm has and that set of materials, along with their Math, Literacy, Science and Writing kits (for use by students) fit the exact need of implementing small groups and centers for differentiation in GMCS.

## IX. Sole Source Considerations (Check applicable considerations)

- XX Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- XX Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use. (Attach patent/copyright info.)
- XX 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. (Explain below.)
- 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.)
- Renewal of support/maintenance/subscription of software, technology, or other intellectual property. (Explain below.)
- Other (Explain below.)

**Explanation:**

In an effort to commence our district initiative of implementing small groups and centers for differentiation in GMCS, we reviewed the content offered by multiple resources. None of the publishers we assessed were able to provide materials designed for Pre-K through 12<sup>th</sup> grade small group implementation for Math, Reading, Science, and Writing.

Empower had been highly recommended by multiple sources and, after investigation into what they offer and firsthand experience with a pilot program of their products and coaching model, it was determined that they use more effective methods and delivery as they coach and provide professional development than any other resource, and no one has products such as theirs.

Empower offers a proprietary listing of training materials that no other consulting firm holds, and that set of materials, along with their Math, Literacy, Science, and Writing Kits (for use by students) are exactly what we need in order to implement small groups and centers for differentiation in GMCS.

Certified by:

Date: 6-21-17



GMCS Department Director/Program Manager/Requestor

District Approval by:

Date: \_\_\_\_\_

\_\_\_\_\_  
GMCS Procurement and Business Services Director

***As this sole source relates to a procurement of general or professional services:***

- 1) the signature of the Procurement and Business Services Director 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 Procurement and Business Services Director; and
- 3) the signature of the Procurement and Business Services Director on this form is the final signature required for this sole source procurement.