STATE OF NEW MEXICO
SOLE SOURCE REQUEST AND DETERMINATION 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 State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the sole source request for determination has been signed by the Agency and/or the Contractor.

I. Name of Agency: Susan Yturralde, Curriculum & Instruction Agency Chief Procurement Officer: Ludym Martinez/Georgina Galvan Telephone Number: (575) 882-6252

II. Name of prospective Contractor: Voyager/Sopris Address of prospective Contractor: Voyager Sopris Learning, Inc. 17855 N. Dallas Parkway, STE. 400 Dallas, TX 75287 Amount of prospective contract: $9,800.00 Term of prospective contract: 1 Year

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

Two customized Step Up to Writing Professional Development training sessions for middle school English Language Arts teachers, Social Studies teachers and Science teachers in 7th and 8th grade.

IV. Provide an explanation of the criteria developed and specified by the agency 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 district requires hands on, researched based, comprehensive writing and literacy programs that incorporates face to face instruction and self-paced computer based instruction for teachers, administrators, instructional coaches, and district specialist. Face to face customized Step Up to Writing Professional Development for English Language Arts teachers, Social Studies teachers and Science teachers will be provided.
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.”)

Voyager Sopris Learning, Inc. is the single provider and distributor in the United States of customized Step Up to Writing Professional Development training. Voyager Sopris Learning, Inc. owns or has an exclusive license to the copyrights to Step Up to Writing Professional Development.

Step Up to Writing provides the foundational skills to improve writing, reading comprehension, and vocabulary acquisition and usage. The three types of writing that Step Up to Writing provides are informative/explanatory, opinion/argument, and narrative. It also supports every learner such as general education, English Language Learner, at-risk, special education, and gifted and talented.

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.

Voyager Sopris Learning, Inc. and Step Up to Writing transfers professional development into classroom success with the only writing course of study backed by more than 30 years of evidence-based research and more than a decade of proven success. No other professional development is as comprehensive or successful in addressing writing.

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

Step Up to Writing Professional Development offers customize professional development to meet the needs of all students in all content areas.

VIII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency 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 State Purchasing Agent’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.

Step Up to Writing Professional Development is research-based and correlated to the Common Core Standards for English Language Arts, Social Studies and Science.
It focuses on the specific text types emphasized in states standard: Information/Explanatory, Opinion/Argument, and Narrative Writing.

Certified by: 

______________________________________________
Agency Chief Procurement Officer

Agency Approval by: 

______________________________________________
Cabinet Secretary/Agency or Entity Head or Designee

APPROVED:

______________________________________________
State Purchasing Agent

**If this sole source relates to a procurement of general services:**
1) the signature of the State Purchasing Agent 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 State Purchasing Agent on this form is the final signature required for this sole source procurement.

**If this sole source relates to a procurement of professional services:**
1) the email from State Purchasing or the printout from the SPD database certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
2) the signature of the Cabinet Secretary of the Department of Finance and Administration (below) is required; and
3) this sole source is granted as of the date of signature by the Cabinet Secretary of the Department of Finance and Administration.

APPROVED:

______________________________________________
Cabinet Secretary Department of Finance and Administration
If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent or the Department of Finance and Administration, neither the State Purchasing Agent’s nor the Department of Finance and Administration Secretary’s signature are required. Those signature lines may be removed from this form or marked as N/A.