

Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition. Additionally, pursuant to New Mexico Procurement law, the ENMU-R Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid limit on the ENMU-R Sunshine portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

1. GENERAL INFORMATION.

Date of Request: 8/18/14

Name of Requester: Steve Markl Title: Project Director

Department: GEAR UP

Contact Information (Phone/email): 575-624-7067, steve.markl@roswell.enmu.edu

Proposed Vendor: CoBro Consulting, LLC

Estimated Dollar Amount: \$26,800.00 (per year) (Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:

Continued use and support of the comprehensive student data assessment system (Compass®). This system provides GEAR UP data services for student and teacher participant academic data, assistance with biennial and annual progress reports, statistical data analysis, survey compilation, data hosting and support, and development and compilation of surveys for parents and students. The system has been customized for the ENMU-Roswell GEAR UP Program and is the only system available in both online and stand-alone modes.

Reason for Purchase: The U.S. Dept. of Education (DOE) requires student data tracking and student /parent surveys. Additionally, the DOE mandates GEAR UP programs to submit progress reports documenting progress in achieving grant objectives. GEAR UP expects to continue with CoBro Consulting at approximately the same annual cost until the grant ends on 8/31/2018 (pending availability of federal funding).

2. Basis for Sole Source Purchase. Choose applicable box(es) and provide additional information.

A. Proprietary item, technology, service, only available from the proposed vendor (describe proprietary component).

CoBro is the creator and sole manufacturer of the Compass® system and there are no third-party vendors or resellers of the system. CoBro has customized the system for ENMU-Roswell specifically for the GEAR UP program for on-going student evaluation of program progress and reporting. Additionally, CoBro is the only vendor capable of providing Compass® training to the GEAR UP staff; the current staff have had extensive training and have used the Compass system since January 2012.

B. Compatibility requirement with existing item, technology, service (describe proprietary component).
Only the proposed vendor has the expertise and knowledge, which is required to maintain and further customize the system should DOE grant reports be modified or new data requirements be mandated.

C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description).

D. Other basis for Sole Source (provide description).

3. Supplemental details; provide additional information as requested below:

- A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

The CoBro Compass system is the only online student tracking and reporting system that contains an inferential statistics component that permits our staff to conduct formative and summative student tracking and evaluation for our grant, thus allowing us to fully determine effective student data elements and overall program impact, as required by the U.S. Department of Education.

- B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

If we were to contract this work to any other service provider, duplicating this system would be cost prohibitive and require an extensive amount of time, and require the GEAR UP staff to re-train on any other system. In contrast, Compass is already customized to our specific needs. The system is implemented and in use at all current ENMU-Roswell GEAR UP program sites and staff are well-trained and accustomed to using the system.

- C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

The only other potential vendor is the Youth Services CitySpan system. However, based on feedback from system users, they fall short of the ENMU-R GEAR UP requirements, due to the following:

1. System screens are not customized to user needs.
2. Manual data entry screens for transcript data are unavailable.
3. Limited types of reports available.
4. No data export feature. Each time client wants their own raw data, they must file a formal request and fees will be incurred. These requests are often delayed.
5. Parent participation data are not recorded separately – they appear as if their students participated.
6. Instructor participation data are not recorded at all.
7. Technicians do not format/validate data for integrity and system compatibility.
8. Transcript data must be provided by client directly and must be formatted exactly for upload.
9. Technicians do not work with GEAR UP program staff and school/district personnel.



Requester Signature

8-20-14
Date