

Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requestor is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department. 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-Roswell 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: 8/26/14

Name of Requester: Steve Markl Title: Director

Department: GEAR UP

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

Proposed Vendor: Smarthinking dba: NCS Pearson

Estimated Dollar Amount: \$62,000.00

(Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:

Online student tutoring services, assessments, and reporting to include tutoring hours and other detail related student data. GEAR UP expects to continue with Smarthinking dba: NCS Pearson at approximately the same annual cost rate until the grant ends on 8/31/2018, pending availability of federal funding.

Reason for Purchase: Required tutoring activity for federal grant program.

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).

B. Compatibility requirement with existing item, technology, service (describe proprietary component).

The existing tutoring system meets all grant requirements and awarding to any other vendor would require duplication of time, effort and cost to ensure each of the grant requirements were met; additionally, GEAR UP staff, cohort teachers and students would require extensive training on any other system to ensure tutoring needs were being met, thereby further increasing time and cost.

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

Smarthinking online tutoring has been deployed in all ENMU-Roswell GEAR UP schools since January, 2012. Extensive training for this online tutoring software has been provided to GEAR UP cohort students, teachers, and GEAR UP staff. They are familiar with login procedures and services available to them. To implement a different online tutoring service would require many

hours of training for 1,700 cohort students, approximately 800 cohort teachers, and GEAR UP staff. Using another vendor would not be cost effective in terms of training and implementing a new tutoring program.

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

As ENMU-Roswell GEAR UP Federal Grant program is a "Partnership" grant, we are required to match 100.22% of federal funding expended with non-federal funds. Smarthinking.com has provided and continues to provide generous in-kind matching for their services each year.

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.
Smarthinking.com is unique to ENMU-Roswell GEAR UP because they not only provide necessary match funding, they also provide excellent service and resolve any technical issues promptly. In addition, Smarthinking.com provides detail reports related to student usage, subjects being tutored, and other pertinent data necessary for our grant Annual Performance Reports (APR). Smarthinking employs and trains certified tutors with educational backgrounds at Master's degree or higher levels of education to ensure students are receiving quality tutoring services. Smarthinking tutors are available in real-time for student access 24 hours per day and seven days per week to accommodate students.

Smarthinking provides tutoring services for all grade levels of students in writing, reading, mathematics, science, business, English for Speakers of Other Languages, Spanish, Nursing and Allied Health, and Computers and Technology.

Smarthinking provides live online tutoring, writing center, writing practice, and administrative services, which are not available with any other online vendor. In addition, they provide detailed student data usage assessments that are not available with eTutoring.

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.

C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.
In the past, eTutoring.org provided a quote under \$10,000. However, they do not provide match funding or APR reporting assessments. Also, they do not provide access to tutors 24/7. Students must wait a day before a response to questions. In addition, no customization options are available for annual reporting.


Requester Signature

8-27-14
Date