

	<p style="text-align: center;">Gallup-McKinley County Schools Procurement Office P.O. Box 1318 Gallup, New Mexico 87305-1318</p> <p style="text-align: center;">SOLE SOURCE FORM</p>
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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: \$5,000,000

Term of prospective contract: 48 months *JULY 1, 2018 THRU JUNE 30, 2022 RAA*

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

1. 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)
2. 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 Teachers

Guide; 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; Curriculum Mapping (Year-at-a-Glance) for all content areas, all grades

3. EMPOWER COACHING TEAMS & COACHING 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
- 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.)

Research supports effective teachers in all classrooms for student achievement. Students that receive instruction from ineffective teachers for two years in a row almost never catch up. The goal is to decrease the number of ineffective teachers in our district, and to maintain and increase the number of effective teachers in GMCS district. To that end, the coaching model has been the most effective model to improve instruction and student achievement scores to date. Coaching teachers in real-time is the most effective way to improve instruction. Training teachers in best practices while giving them the resources needed to teach small group; one-to-one; is vital for the continued success of our students. We can no longer use the “drive-by” method of professional development to train teachers. We can no longer pull teachers from their classrooms to be taught by a substitute for the day while teachers attend professional development sessions. Teachers are now required to not only have a variety of instructional strategies in their toolbelts, they also need to know how to plan lessons, analyze data, and implement changes into their instructional practices; along with the resources to teach small group lessons successfully.

- 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 Educational Consulting is the exclusive provider of our Literacy Work Station Systems, Math Power Activity Systems, Kindergarten Readiness Math & Literacy Work Station Kit, Scientific Practices Foundational Skills Work Station System, Illuminated Writing Kit and AMPLIFY™ Administrative Handbook, and Curriculum Maps. These products have been published by Empower Educational Consulting and are not available through any other source. The kits, handbooks, and training materials are copyrighted solely for the use of Empower consultants in trainings and seminars. Any use of Empower's kits and materials by other independent and outside consultants without

express permission is prohibited. GMCS has purchased a kit for every teacher in the district to support classroom instruction.

- 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 Educational Consulting provides extensive support to the schools working on core standards for reading, writing and math. They also provide job-embedded, on-site coaching and training in science, social studies, PE & Athletic/Sports programs. EEC not only works with the certified staff, but with instructional assistants, administration and special education staff. They layer support of our coaching days to provide equitable Professional Development and coaching for all staff. Empower services for GMCS include: Professional Development Trainings; Job Embedded Coaching; Educational Institutes; Curriculum Planning & Mapping; Empower Mind & Body- Athletic Coach Training & Growth Mindset Implementation; and Administrative Coaching and Feedback. The focus for any GMCS site is varied and based upon the distinct needs of the site. This is where the 'growth-and-sustainability power' is found; in differentiating for the schools' individual needs as well as the grade level and individual teachers' needs as well. Empower also trains in Sheltered Instruction Observation Protocol (SIOP) strategies which are strategies specifically designed to reach our English Language (EL) learners. Consultants also train in the four areas of language (speaking, listening, reading, writing), to align language objectives as defined by the WIDA manual for EL learners. Each site is uniquely different and Empower is flexible in their approach so that they can allow each campus to grow from where they are. This is what makes the Empower coaching model so effective.

- 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. EEC is a comprehensive company that differentiates the professional development and training services provided by campus to both teachers and administrators. There is no need to hire substitute teachers for these coaching sessions, nor do teachers miss their classes for training.

- 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.

I have researched other similar services on the internet. ASCD provides a plethora of online courses for teachers starting at \$129 per course. However, their PD is solely online. No onsite PD for teachers. Marzano Research also offers online and virtual one on one coaching to improve teacher instruction. Again, live coaching and modeling onsite in real time with the teachers' actual students is not offered. Solution Tree offers onsite PD in the form of large group workshops. However, one-to-one training is also offered in a virtual experience. The professional development is not differentiated in a way that meets the exact needs of each teacher in real time. The trainings are already created, and the professional development is predefined.

Empower Educational Consulting fully addresses the needs of our district. Over the past 5 years, GMCS has invested money in purchasing kits for every teacher. The kits include ELA, Math, Science and Writing by grade level. These kits would go to waste as new teachers are hired with no training. And it would be an additional cost to purchase new materials if we went with another company.

Also, Empower consultants are familiar with the district created curriculum and assessments. They differentiate professional development on a school by school, and teacher by teacher basis. They have an understanding of our data analysis protocols and procedures and know how to help our teachers in every aspect of the NM PED evaluation system. They have an intimate knowledge of all 33 schools, and work with teachers at each school site.

GMCS District is spread over 5,200 square miles, and Empower has the capacity to send consultants to each one of our school sites to whisper coach and train on the job. This training model reduces the need to spend money on substitute teachers, and also keeps teachers in classrooms with their students. Training occurs monthly and is consistent. Empower consultants also work in tandem with principals, deans, instructional coaches, and other school administrators.

ASCD, Marzano, and Solution Tree offers different pieces of these services, but only Empower is comprehensive in meeting our differentiated needs.

Sole Source Considerations (Check applicable considerations)

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- 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.)
- 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 12th 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. All of these pieces are needed in order to improve Tier I instruction in our schools, thereby improving student achievement scores across the district. Improving Tier I instruction is the basis of providing equity for students across the entire district.

Six schools began using Empower trainers in 2015-2016 with increased student achievement scores across all six schools. Similar results yielded in 2016-2017. Schools that utilized Empower coaches most began seeing positive student achievement results.

Certified by:

Date: 4-18-18



GMCS Department Director/Program Manager/Requestor

District Approval by:

Date: 01 AUG 18



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.