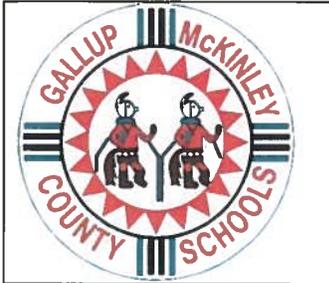


District: #5519-03

State Purchasing Division: _____



**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: **Curriculum and Instruction**

Department Director or Program Manager: **Gerald Horacek, Assistant Superintendent of Curriculum and Instruction**

Telephone Number: **505-721-1016**

II. Name of prospective Contractor: **Imagination Station, Inc. dba Istation**

Address of prospective Contractor: **8150 North Central Expressway, Suite 2000, Dallas, TX 75206**

Amount of prospective contract: **\$160,000 per year**

Term of prospective contract: **4 years**

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

Istation Reading

Supplemental, online, adaptive reading curriculum for students in grades PreK-5 that is in direct alignment with the state mandated reading assessment. Istation Reading lessons are correlated to the New Mexico state standards, are scaffolded, and are given in a proven research-based format. Students learn with friendly, animated creatures. Istation Reading is provided to customers with four components: the ISIP (the assessment), the online, supplemental curriculum, a full suite of online reporting features, and teacher

resources. The supplemental curriculum is an essential feature of the program that assists teachers in providing instructional strategies based upon student assessment performance.

Istation Services

- Implementation—Istation’s Implementation Team helps districts and schools implement Istation with fidelity. From ensuring that IT resources are set up properly to providing periodical webinars on Istation topics, the Implementation Team’s services are free of charge for licensed customers.
- Technical Support—Istation offers continuing, unlimited technical support to all customers throughout the license period. Contact technical support via telephone or email.
- Account Management—Istation account executives work personally with their clients to ensure they are using Istation with fidelity and obtaining maximum results. Help from account executives is provided free of charge.
- Professional Development—Istation has a professional development team of highly skilled reading and mathematics specialists who provide professional development to districts and schools onsite or online. The professional development team develops customized development based on your needs—RTI, balanced literacy, flipped classroom methods, and more.

- 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 district requires an online, supplemental reading program for grades preK-5 that is research-based and has direct, seamless alignment to the PED mandated reading assessment in the areas of phonemic awareness, phonics, comprehension, fluency and vocabulary. There must also be teacher resources designed for specific areas of need as determined by the assessment.

In person professional development, webinars, and technical support are also a requirement.

- 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.”)

Istation Reading Assessment (ISIP) is a required assessment per NM PED.

Istation Reading is a comprehensive intervention remediation tools that allowing teachers to spend more time teaching and less time on administrative duties. Istation Reading can be used to:

- Monitor student progress
- Provide online instruction for students to recover skill and ability deficits

- Assist teachers and staff with immediate feedback and analysis
- Provide teacher-directed reinforcing and remedial lessons for students who need them

Computer Adaptive Testing (CAT)

Test questions range from easy to hard for each covered strand. To identify the student's overall ability and individual skill ability, the difficulty of the test questions presented changes with every response. If a student answers questions correctly, ISIP presents questions that are more challenging until the student shows mastery or responds with an incorrect answer. When a student answers a question incorrectly, ISIP will present less difficult questions until the student begins answering correctly again. The ability score shows how a student is performing compared to their previous performance and to other students at the same grade level. When administered regularly, it is possible to observe whether a student, or an entire classroom, school, or district is making adequate progress.

Adaptive Content Allows Students to Learn at Own Level

Following the ISIP assessment, students are placed into curriculum based on their demonstrated ability level. Further, once placed into that curriculum, each student follows an individualized path through the content based on embedded assessments. Some students might do well enough that they receive an accelerated path, while others might need additional intensive reteaches. The program attempts to keep the student in the Zone of Proximal Development (developed by Dr. Lev Vygotsky) at all times.

Interactive, Game-Like Format

Istation Reading teaches students the critical skills they need to read and achieve using interactive characters going on adventures, singing songs, and reading themselves. Students become immersed in cleverly disguised lessons. Our digital content includes rich, lively animations and characters that draw students in, engage their interest, and motivate them to participate. Istation characters serve as welcoming friends and admirable role models that demonstrate how fun- and empowering- learning can be.

- 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.*

Ability Index

ISIP assessments use a measurement scale that aligns student performance levels with test question levels of difficulty on the same scale. The scale is divided into equal parts. These parts are called ability indices. All test questions are placed on the ability index scale according to their difficulty. Each increasing ability index is assigned a numeric value that indicates a higher level of difficulty. As a student takes an ISIP assessment, he or she is presented with test questions of varying ability indices or levels of difficulty. Once ISIP determines the difficulty level at which the student is able to perform, the test ends and the student is assigned an overall reading ability index.

This ability index can be used by teachers to inform instruction around their students' strengths and weaknesses. Targeted instruction leads to better performance and maximum growth.

Normative Data

National norms for Istation Reading are provided for students. These norms enable teachers and parents to know how their students' scores compare with a nationally representative sample of children in their particular grade, as well as how they compare to these peers in terms of grade level achievement. The norming samples were obtained as part of Istation's ongoing research in assessing reading ability. The samples were drawn from enrolled Istation Reading users during the 2014-2015 and 2015-2016 school years. Student percentile ranks were established using the monthly overall reading and math ability indices.

If a student scores at the 75th percentile; for example, it would mean that the student performed better than 75 percent of the students in the norm group. This allows for student performance to be compared to a reasonable control group, and provide a fair assessment of their reading abilities.

Proven Effectiveness

Since its inception, Istation Reading has been the subject of many validity and effectiveness studies, white papers, and technical reports demonstrating its effects on students in Grades PreK-8. Studies of particular interest to you may include the following:

- **Reading Skill Growth in Students (Grades 1-8) in Texas with Istation**
Conducted by SMU Reading Researchers and published in July 2014, this study focused on the growth in overall reading ability in 1st - 8th grade students from a large sample in Texas. The study sample was derived from schools that have made a good faith attempt in implementing Istation in Grades 1-8 from the 2013-2014 school year. Ultimately, usage was compared among three usage milestones: "Some Curriculum Use," "300 minutes or more," and "400 minutes or more." The objective of the study was to determine if students make gains in Overall Reading with the use of Istation with particular attention being paid to students at risk of reading failure (Tiers 3).
- **Istation Reading Leads to Growth for Florida Elementary Students**
Conducted by The Morgridge International Reading Center (MIRC) at the University of Central Florida (UCF), provides an analysis of students' usage of the Istation reading program by locale, Title I status, grade, and academic level during the 2014-2015 school year. Findings show students who used Istation Home exhibited greater growth than students who exclusively used Istation at school; students in 4th and 5th grade in academic level 3 who needed the most academic intervention and demonstrated the greatest need of intervention exhibited a greater amount of growth than those students in academic level 2; on average, pre-K through 3rd grade students experienced growth in reading; of the participating schools, 79 percent were classified as Title I schools, which traditionally serve underserved students.
- **Nationwide Growth for Pre-Kindergarten and Kindergarten Students in Early Literacy Skills**
This study provides a nationwide growth analysis of early literacy skills in Pre-Kindergarten and Kindergarten students from the 2013-2014 school year. Findings show that students using Istation

Reading make greater gains in early literacy skills as compared to those who do not use or used less Istation Reading curriculum. This study also found that students at risk of reading failure make greater gains with sufficient amount of Istation Reading curriculum usage.

- 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 products are not directly aligned with the NM PED mandated Reading assessment. The formatting of the NM PEDs iStation assessment is not comparable or aligned to any other offerings in which the district has researched and/or used to prepare students. Going with another program has hindered our students' ability to be successful on mandated Reading assessments which impacts school grades and teacher evaluations.

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.

A Request for Proposal for a supplemental, online reading intervention was advertised and awarded during the 18-19 School Year to another vendor. Lack of alignment to the NM PED mandated Reading assessment has caused inaccuracies in student instruction. It is necessary for student growth in Reading for the assessment and supplemental program to be aligned.

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.)

- 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:

Certified by:

Date: 5-14-19

Gerald Horner

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.