



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: Title III

Department Director or Program Manager: Lisa Garcia/ Lynda Spencer

Telephone Number: 505-721-1039

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: \$300,000.00

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:**

Step up to Writing, LANGUAGE! Live, LETRS, Velocity programs and the materials related to these programs.

- 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 hands on, researched based, comprehensive writing and literacy programs that incorporate face to face instruction and self- paced computer based instruction for students in both Tier I and Tier 2 instruction. On site and computer based professional development will need to 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 all items and training associated with the product lines listed below; furthermore, Voyager Sopris Learning, Inc. owns or has an exclusive license to the copyright to each title/series. Voyager Sopris Learning provides a combination of face to face instruction for students as well as self-paced computer based instruction. Professional Development and training is provided on site as well as via webinars. There are also a variety of teacher resources provided each program that strengthen the delivery of 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.***

Product	Unique Differentiators and Contract Purpose
<i>Step Up to Writing</i>	<i>Step Up to Writing</i> helps establish writing as a process rather than as an end product and was developed to meet the rigor of the college and career readiness standards, while maintaining explicit instruction to improve writing skills of diverse learners. This program supports specific standards in the areas of writing, language, reading, and speaking and listening while supporting students in producing organized, clear, coherent writing. An emphasis on using technology for research and producing and publishing finished work is an important part of this program. Teacher resources include comprehensive strategies to support teachers with in-depth, step-by-step writing instruction for all three major text types that are emphasized in new standards.
<i>LANGUAGE!</i> <i>Live</i>	This program was designed to provide differentiated instruction to meet the high expectations of Common Core State Standards. Students use technology to assist in building foundational skills, while teacher-directed instruction provides more advanced literacy skills. <i>LANGUAGE! Live</i> is based on the effective research-driven instructional sequences and strategies placing emphasis on deep text

Product	Unique Differentiators and Contract Purpose
<i>LETRS</i>	analysis, vocabulary, and a thorough focus on higher-order thinking skills. The curriculum equips struggling students with the advanced reading and writing skills necessary to be college and career ready. <i>LETRS</i> provides professional development for teachers in grades K-3 addressing each component of reading instruction—phonemic awareness, phonics and word study, oral language, vocabulary, reading fluency and automaticity, comprehension, assessment, and writing. It provides teachers with a deep understanding of language structure and how to help struggling readers by applying best practices in teaching reading in the classroom every day. <i>LETRS</i> was designed to build the concepts, skills, and tools that teachers need to provide quality reading and literacy instruction to students.
<i>Velocity</i>	<i>Velocity</i> is a literacy program that is designed to assist students in grades K-5 to gain proficiency in English Language Arts skills. This program provides training for teachers to deliver face to face instruction as well individualized computer based instruction for ELL learners.

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

A review of several other early literacy programs, which include “Study Dog”, “MindPlay” and “Imagine Learning” has been conducted. These products were piloted and reviewed online within the past year.

None of these products have a writing component comparable to Step Up to Writing. Step up to Writing is a comprehensive program which guides students through the writing process using color coded visuals, which is very helpful to our English Learners. The program also focuses on the use of technology for research and citation purposes. Even though the aforementioned products incorporate a writing component into their programs, they are not nearly as comprehensive as Step up to Writing.

None of the products above have a blended learning program comparable to Velocity or Language Live. All of the programs researched are solely online programs with no face-to face interaction between students and teachers. The products from Voyager/Sopris include online instruction as well as face-to-face instruction, which is necessary for effective Tier 2 instruction of all students and for the English Language Acquisition of the English Language Learners in the District.

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.

Study Dog and MindPlay:

Contact has been made multiple times during the Fall 15-Spring 16 via email and with the consultant who sells Study Dog and MindPlay. Some district schools use Mindplay with their students. The consultant has confirmed Study Dog and MindPlay do not offer a direct instruction program. They are 100% online. Writing skills are embedded into these programs, but are not explicitly taught.

Imagine Learning:

Contact during Fall 15- Spring 16 has been made with Imagine Learning. Currently, some district schools are utilizing Imagine Learning with students providing an in-depth look at the program. This product does not offer a direct instruction program and is completely online. Imagine Learning does not provide writing instruction. Contact has been made via email as well as with direct contact with the representative for Imagine Learning.

Each of the programs mentioned above do not provide a direct instruction component which is necessary for English Language Learners.

IX. 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.)

Certified by:

Date: 8-15-16



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.