

Alamogordo Public Schools
PO Box 650
Alamogordo, NM 88311-0650



Office of Business and Finance
Judy Campbell, Chief Procurement Officer
1211 Hawaii Avenue
Alamogordo, NM 88310

Office: (575) 812-6046
Fax: (575) 812-6049

Date: April 12, 2019
To: Procurement File
From: Judy Campbell, Chief Procurement Specialist
Re: Determination Regarding Sole Source for JS Research, Commodity Code: 91888
91888

DETERMINATION

Pursuant to New Mexico Procurement Statute 13-1-126 NMSA 1978 Sole Source Procurement

A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property.

The contractor provides external evaluation services for the DODEA Math grant and the DODEA Seeding Success grants. Contractor evaluates the implementation of the grants using customized evaluation tools developed to regularly monitor the specific goals identified in the grant.

The contractor has attended 3 separate DODEA trainings regarding requirements for evaluation designs of DODEA grants. The contractor has developed the evaluation tool specific to APS DODEA grant goals and must remain to be used for continuity of effectively analyzing growth and opportunities for improvement. The contractor and APS are familiar with the necessary collaborative data collection, data formats, and observation and interview protocols required for efficient and effective evaluation service of the APS DODEA grants.

For these reasons, A Determination is hereby made that JS Research qualifies as a Sole Source procurement for FY 2020.

Attachments:
JS Research Sole Source Letter
Quote



**Alamogordo Public Schools
Sole Source Justification Request and Determination Form**

13-1-126. Sole source procurement. (2013) Statute text

A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office determines, in writing, that:

- (1) there is only one source for the required service, construction or item of tangible personal property;**
- (2) the service, construction or item of tangible personal property is unique and this uniqueness is substantially related to the intended purpose of the contract; and**
- (3) other similar services, construction or items of tangible personal property cannot meet the intended purpose of the contract.**

A sole source *determination* is not effective until it has been posted on the APS website for thirty (30) calendar days without challenge. Please plan accordingly.

1. Name of APS requestor and department: Kristie Eamello – Federal Programs and Special Projects

Requestor email: kristie.eamello@aps4kids.org

2. Name of prospective business/ Contractor: J S Research and Evaluation Services

- Prospective Contractor contact person name/ phone number:
Jeanne Saunders, EdD / 915-373-3415
- Email or address of prospective Contractor: jdsaunders7@yahoo.com
- Website for prospective Contractor: None
- Estimated amount of prospective purchase/ contract: \$ 15,000

3. Letter or documentation from prospective Contractor claiming sole source status attached

YES X NO _____

4. Please describe the services (scope of work), construction or items of tangible personal property of the prospective purchase/ contract:

The contractor provides external evaluation services for the DODEA Seeding Success grant. Contractor evaluates the implementation of the grants using customized evaluation tools developed to regularly monitor the specific goals identified in the grant. Contractor provides longitudinal evaluation knowledge and data.

5. 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"). Attach pages as necessary but do not rely solely on third party attachments. Please describe the sole source rationale below.

The contractor has attended 3 separate required DODEA trainings regarding requirements for evaluation designs of DODEA grants. The contractor has developed the evaluation tool specific to APS DODEA grant goals and must remain to be used for continuity of effectively analyzing growth and opportunities for improvement. The contractor and APS are familiar with the necessary collaborative data collection, data formats, observation and interview protocols required for efficient and effective evaluation service of the APS DODEA Seeding Success grant. Contractor provides longitudinal evaluation knowledge and data necessary to continuity of services. For these reasons, JS Research is determined to be the Sole Source as the External Evaluator of this grant.

Requested by:

Kristie Ramallo
Department Coordinator

4-11-19
Date

Approved by:

Judith Sel
Chief Procurement Specialist

4-12-19
Date

Approved by:

J.A.P.
Superintendent or Designee

4.12.19
Date

APS Website Posting Dates

From: 4-12-19 To: 5-12-19

Protest Received

Yes _____ No _____

**Alamogordo Public Schools
Seeding Success Project**

**JS Research
6356 Calle Placido
El Paso, TX 79912**

**Evaluation Scope of Work
September 2019 through June 2020
JS Research and Evaluation Services**

The evaluation plan will collect and analyze data to answer the following questions:

- 1. *Fidelity of Implementation:* Were professional development activities implemented to coach school personnel in their implementation of PBIS?**
- 2. *Process Monitoring of Ongoing Implementation:* How well were district and school campus PBIS plans implemented based on PBIS checklists and action plans?**
- 3. *Annual Summative Measures:* Do SDQ survey results show a 5% increase in the percent of military students demonstrating resiliency from pretest to posttest?**

August 2019 through December 2019

- Meet with program planners to discuss project
- Meet with Military Specialist Counselor
- Document coaching/training of teachers and leadership
- Review campus Tiered Fidelity Inventories, December 2019
- Review and analyze student SDQ's and school climate surveys, September-October 2019 (scheduled for last week in October)
- Document continued employment of Military Specialist Counselor, August 2019
- Document number of counselor/student contacts, December 2019
- Document contracting of parent and teacher liaisons at each school, early October
- On-site observation of sample of parent centers
- Review and analyze campus Boys' Town Administrator Walkthroughs

January 2020 through June 2020

- Document coaching/training of teachers and leadership
- Develop protocol for principal interviews
- Conduct phone interviews with principals
- Summarize results of principal interviews
- Analyze results of Post TFI
- Analyze results of Post SDQ
- Analyze results of PBSQ-10, Item 18
- Document number of counselor/student contacts, April 2020

- Document continued contracting of parent, teacher liaisons at each school, April 2020
- On-site observation of sample of parent centers
- Review and analyze campus Boys' Town Administrator Walkthroughs

2019-20 Contract Amount--\$15,000

J S Research and Evaluation Services

April 11, 2019

To Whom It May Concern:

This is to verify that JS Research and Evaluation Services (JSR&E) is the Sole Source for providing external evaluation for APS DODEA grants:

- In the original grant application, the grant writer, Lindsley Silagi, identified JSR&E as the provider for external evaluation services. JSR&E was subsequently approved by DODEA.
- JSR&E has participated in three separate DODEA provided trainings, 2010, 2014 and 2016. This training has enabled JSR&E to develop evaluation designs and final reports which have met DODEA's rigorous standards and requirements.
- JSR&E is knowledgeable about APS goals for serving its community, both military and non-military, and is familiar with the schools involved with DODEA grants. APS personnel are familiar with JSR&E staff which makes data collection, observations, and interviews more efficient, effective and complete.
- JSR&E has developed a survey instrument which has been administered for the past four years and will continue to be administered each year of the Investigating and Illuminating grant to provide longitudinal data about participant attitudes and usage of the *Investigations and EngageNY* curriculum. JSR&E has the exclusive rights to this survey instrument.

Over the last 15 years, JSR&E has provided external evaluation services and completed more than 70 evaluations for non-profit institutions, school districts and universities in Texas and New Mexico.

Please call 915-373-3415 or email jdsanders7@yahoo.com if you have questions.

Jeanne Saunders, EdD

915-584-7650

6356 Calle Placido

El Paso, Texas 79912