

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 Lindsley Silagi, Commodity Code: 95877

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 was the lead grant writer and the named grant coordinator. The contractor collaborates with the district to plan, schedule and organize services to meet the goals and objectives of the grant. The coordinator works directly with federal contacts who oversee the awarding and implementation of the grant.

The contractor has worked with the grant and district since inception. The contractor is a sole source as she has intricate knowledge for the expectations for coordination and implementation of both DODEA district grants. The contractor is providing on-going continuation of services unique to a sole source as she know the district's transforming needs and associated objectives.

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

Attachments:
Lindsley Silagi 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: Lindsley Silagi

- Prospective Contractor contact person name/ phone number:
Lindsley Silagi / 915-494-7266
- Email or address of prospective Contractor: lindsley.silagi@gmail.com
- Website for prospective Contractor: None
- Estimated amount of prospective purchase/ contract: \$ 24,000

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

YES X NO _____

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

The contractor was the lead grant writer and the named grant coordinator. The contractor collaborates with the district to plan, schedule and organize services to meet the goals and objectives of the grant. The coordinator works directly with federal contacts who oversee the awarding and implementation of the grant.

4. 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 worked with the grant and district since inception. The contractor is a sole source as she has intricate knowledge for the expectations for coordination and implementation of the DODEA Seeding Success district grant. The contractor is providing on-going continuation of services unique to a sole source as she knows the district's transforming needs and associated objectives.

Requested by:

Kristie Romallo
Department Coordinator

4-11-19
Date

Approved by:

Judith Campbell
Chief Procurement Coordinator

4-12-19
Date

Approved by:

J. H. [Signature]
Superintendent or Designee

4.12.19
Date

APS Website Posting Dates

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

Protest Received

Yes _____ No _____

April 11, 2019

To Whom It May Concern,

This is to verify that I am the Sole Source for overseeing the implementation of the DODEA grants awarded to Alamogordo Public Schools in 2010, 2011, 2014 and 2016. I crafted and designed the programs funded by DODEA on behalf of Alamogordo. I have overseen the implementation of these grants since the date of each award. In addition, I was approved by DODEA to carry out the implementation of the grants based upon my expertise and experience. I have participated in all of the DODEA trainings provided which have enabled me to continue to develop and oversee the grant projects ensuring they meet DODEA's rigorous standards and requirements. I have developed a collegial relationship with the program coordinators at the federal level who oversee the awarding and implementation of DODEA grants. This relationship has proven to be essential overtime in the navigation of the complex nature of these grants. Please call (915) 494-7266 or email lindsley.silagi@gmail.com if you have any questions.

Lindsley Silagi

PO Box 51
Santa Teresa, NM
88008

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PO Box 51
Santa Teresa, NM 88008
(915) 494-7266
lindsley.silagi@gmail.com

Proposal for Contracted Services
Alamogordo Public Schools
DODEA Grants- Quality Implementation Plan
Seeding Success
July 2019-June 2020

Outcomes

Oversee Implementation of Year 4 of Seeding Success
Provide oversight to Implementation and Evaluation
Provide Quality Assurance and Reporting of Quarterly and Annual Reports

Proposed Work

Monitor the progress of the goals of the grant
Guide and support the implementation of Year Four Professional Development w/Principals and Counselors
Coordinate plans with Professional Development consultants involved in the grant initiative
Monitor and adjust professional development plan as needed in conjunction with district staff and Professional Development consultants
Meet with Elementary and Middle School principal(s)/ Director of Schools/Director of Federal Programs/Counselor regularly
Oversee the work of the Military Specialist Counselor
Maintain dialogue with DODEA officials in Washington
Meet with external evaluators monthly on project plan/ reporting/ project activities
Prepare quarterly reports for DoDEA
Prepare annual budget/monitor budget
Provide technical assistance as needed

	Proposed Dates	Activity	Cost
2 days	July 22nd, 24th	Teacher/Principal/Coach Training	\$2,000
2 days	August 1st, 8th	New Teacher Training/ Meetings with Counselor/Parent Liaisons	\$2,000
2 days	September 10th,12th	Site Visits- Meet with Coaches	\$2,000
2 days	October 1st, 3rd	Admin of SDQ	\$2,000
2 days	November 12th,14th	Site Visits-Meet with Parent Liaisons	\$2,000
2 days	December 3rd, 5th	Administration of TFI with Director of Schools	\$2,000
2 days	January 14th, 16th	Site Visits with Parent Liaisons	\$2,000
2 days	February 11th, 13th	Site Visits- Meet with Coaches	\$2,000
2 days	March 10th, 12th	TFI Administration with Director of Schools	\$2,000
2 days	April 7th, 9th	Site Visits with Parent Liaisons Admin of SDQ	\$2,000
2 days	May 5th, 7th	Administration of TFI with Director of Schools	\$2,000
2 days	June 8th,10th	Professional Development for Teachers/ Principals	\$2,000
24 days	Cost per day \$1,000	TOTAL	\$24,000