

## Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition. Additionally, pursuant to New Mexico Procurement law, the ENMU-R Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid limit on the ENMU-R Sunshine portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

### 1. GENERAL INFORMATION.

Date of Request: 10/1/15  
Name of Requester: Liz Novak Title: GEAR UP Budget Specialist  
Department: GEAR UP Contact Information (Phone/email): Ext. 043 liz.novak@roswell.enmu.edu  
Proposed Vendor: Cobro Consulting, LLC  
Estimated Dollar Amount: \$ 26,800.00 (Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:

Provide ongoing student academic data , assist with biennial and annual evaluation reports, maintain Compass® system, statistical data analysis, survey compilation, data hosting and support, develop, distribute, and compilation of surveys for parent and students.

Reason for Purchase:

Online student data tracking and student /parent survey design and analysis as required by U.S. Dept. of Education. GEAR UP expects to continue with CoBro Consulting at approximately the same annual cost rate until the grant ends on 8/31/2018, pending availability of federal funding.

### 2. Basis for Sole Source Purchase. Choose applicable box(es) and provide additional information.

A. Proprietary item, technology, service, only available from the proposed vendor (describe proprietary component).

B. Compatibility requirement with existing item, technology, service (describe proprietary component).

C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description).

ENMU Roswell GEAR UP Program began using CoBro for student data in Jan. 2012 as an "ongoing" provider of our grant student data needs.

D. Other basis for Sole Source (provide description).

The CoBro-developed online Compass data system has been customized for ENMU-Roswell GEAR UP use specifically, and is currently implemented for use across all of our program data entry sites. Additionally, our staff has had extensive training by CoBro technicians and has used the Compass system since January 2012.

In addition to data reporting requirements, the U.S. DOE mandates that all GEAR UP programs submit biennial student evaluation reports documenting progress toward grant objectives. CoBro Consulting also specializes in comprehensive GEAR UP student evaluation and outcomes reporting. To ensure a seamless and efficient evaluation approach, ENMU-Roswell GEAR UP currently contracts with CoBro Consulting for both program data system and student evaluation services. This has ensured clarity of vendor roles and responsibilities, system compatibility, and streamlining of the interdependent evaluation tasks. Further, costs and labor are reduced by bundling such services.

This has optimized resources with respect to familiarization with program characteristics and the tasks involved with obtaining and processing data, conducting analyses, and formatting and reporting results.

3. Supplemental details; provide additional information as requested below:

- A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the **only** source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

The CoBro Consulting Compass system is the only online student tracking and reporting system that contains an inferential statistics component that permits our staff to conduct formative and summative program evaluation for our grant, thus allowing us to fully determine effective program elements and overall program impact, as required by the U.S. Department of Education.

- B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

If we were to contract this work to any other service provider, duplicating this system would be cost prohibitive and require many months. Such delays would be above and beyond those incurred through conducting a competitive solicitation process. In contrast, Compass is already customized to our specific needs. The system is implemented and in use at all current ENMU-Roswell GEAR UP program sites and staff are well-trained and accustomed to using the system.

CoBro Consulting is the creator and sole manufacturer of the Compass system and there are no third-party vendors or resellers of the system.

- C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

The only other potential vendor is the Youth Services CitySpan system. However, based on feedback from system users, they fall short of our needs, due to the following:

1. System screens are not customized to user needs.
2. Manual data entry screens for transcript data are unavailable.
3. Limited types of reports available.
4. No data export feature. Each time client wants their own raw data, they must file a formal request and fees will be incurred. These requests are often delayed.
5. Parent participation data are not recorded separately – they appear as if their students participated.
6. Instructor participation data are not recorded at all.
7. Technicians do not format/validate data for integrity and system compatibility.
8. Transcript data must be provided by client directly and must be formatted exactly for upload.
9. Technicians do not work with GEAR UP program school/district personnel.

  
Requester Signature

  
Date