

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-Roswell Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid Limit on the ENMU-Roswell 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: 1/19/17

Name of Requester: Jacqueline Starr Title: Director Title V grants

Department: Grants

Contact Information (phone/email): (575) 624-7049/jacqueline.starr@roswell.enmu.edu

Proposed Vendor: ESCALA EDUCATIONAL SERVICES

Estimated Dollar Amount: \$13,399.88 (Vendor quote attached)

Description of goods/services to be acquired:

This is a Faculty Development project through ENMU-Roswell's Title V grant. This training is specifically tailored for faculty who teach in a Hispanic Serving Institution.

Reason for Purchase: To meet the goals and objectives as approved in the Federally Funded Title V grant.

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).

The curriculum was developed by and is presented by ESCALA.

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)

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

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.

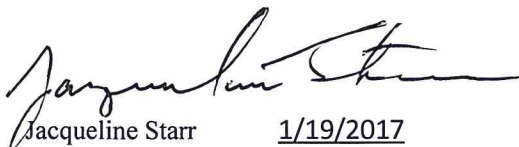
This training is specific for faculty professional development who teach in a Hispanic Serving Institution. The curriculum was designed by and is presented by ESCALA. I chose this training for three reasons: the first reason is the training directly addresses the needs of our faculty teaching our population of students. The second reason is that I had several excellent references from other colleges and universities on this specific training. Third reason, I attended a session that ESCALA presented and it was an excellent training on teaching techniques and student engagement. Dr. Salazar presented the training to a room of professionals (Presidents, Vice Presidents, Deans, Directors etc.)from colleges and universities across the country and every person that I spoke with had a consensus of the importance of this particular training.

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.

I have two letters of support from two different California universities that attest to the high quality training. I have been looking for two years for training that is specific to our grant, our faculty and our students and this is the only one I have found.

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

There is no other known vendor that has this specific curriculum that is presented in this specific manner as ESCALA.



Jacqueline Starr 1/19/2017
Requester Signature Date