

SOLE SOURCE DETERMINATION FORM

A sole source determination is not effective until the sole source determination has been approved, in writing, by the Executive Director. This notice shall be posted publicly for 30 days, after which time, if no vendor files a protest of the sole source determination, a purchasing agreement may be issued to the prospective vendor named below.

Section 13-1-126 – Sole Source Procurement

A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost after a good faith review of available sources along with consultation from the end users is conducted prior to purchasing under a non-competitive, sole source condition. The determination is made that one, and only one, manufacturer or vendor, can meet the requirements or specifications. A written determination declaring a sole source by the central purchasing office must be filed within the procurement records for three years. Information that details the review process and selection criteria is recommended to be included within the determination document to minimize abuse of this type of procurement. Negotiations may be conducted with the sole provider to obtain pricing that is most advantageous to the agency. A contract for the purchases of research consultant services by institutions of higher learning constitutes sole source procurement.

I. Agency: Four Corners Regional Education Cooperative #1
 Contact Person: David Bowman, Executive Director
 Telephone Number: 505-634-3898

II. Name of prospective vendor/contractor: Project Echo
 Address of prospective vendor/contractor:
 1650 University Blvd, NE, Albuquerque, NM 87131

Descriptive Title: Support Services for Special Education Coordinators

III. An explanation of the criteria developed and specified by the agency as necessary to make this purchase or enter this contract and upon which the Agency reviewed available sources. (Please do not use "technical jargon;" use plain English. Also, please do not tailor the criteria simply to exclude other vendors/contractors if it is not rationally related to the purpose of the contract.) Include vendors contacted (name and address), quotation amounts, amount and term of the contract, a listing of the services, construction or tangible personal property procured under the contract, etc.

Four Corners Regional Education Cooperative #1 (REC-1) is contracted to project technical assistance and support for Special Education (SpEd) personnel throughout the REC-1 service area, particularly in terms of quality student services and compliance with IDEA and other regulatory requirements. The desired services include the following:

1. Facilitate weekly discussions among building-level SpEd coordinators with subject-matter experts in SpEd instructional delivery, IDEA and other regulatory requirements.
2. Provide participants with stipends, study materials, and other applicable resources.
3. Build and publish a library of materials, resources, and tools for project participants.

4. Conduct individualized and small group coaching and mentoring for participants.
5. Support district-level guidance and support for IDEA compliance and alignment with State Performance Plan.
6. Develop and provide a needs assessment report based on SpEd compliance and capacity.
7. Evaluate and monitor implementation of discussion groups, coaching, and related activities to identify challenges and assets for expanded and sustained implementation in subsequent years, and establish a year-long plan for ongoing services.

Services are to be the duration of the current fiscal year, from the point of contract, estimated at February 20, 2025–June 15, 2025.

To identify potential providers of the service, the REC-1 established the following selection criteria.

1. Research-based model: The provider must be able to deliver a research-based coaching and discussion format, as defined by the services, with evidence of effectiveness.
2. Applicable service history: The provider must have practice-based evidence of the ability to conduct the research-based model, as defined by the services.
3. Regulatory knowledge: The provider must have a strong understanding of NM state and IDEA requirements for delivery of SpEd services and compliance with regulations.
4. Evaluation: The provider must have the capacity to conduct the project evaluation, with evidence of published evaluation processes and reports.
5. Financial standing: The provider must have sufficient financing and fiscal processes to provide participant stipends prior to receiving payment for services.

REC-1 analyzed several possible providers relevant to one or more of the services to determine the degree to which they can meet the criteria.

1. Project Echo, University of New Mexico (contact details above)
2. SEL4NM: 50 Paw A Suki Rd., El Prado, NM 87529; 575-779-8124
3. Technical Assistance Program (TAP), Cooperative Education Services: 10601 Research Rd. SE, Albuquerque, NM 87123; 505-344-5470

*IV. A detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective vendor/contractor that makes the prospective vendor/contractor the **ONLY** source capable of providing the required professional service. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)*

Providers' capacity to perform the intended services are summarized as follows.

Service	Project ECHO	SEL4NM	TAP
1. Weekly Discussions	Y	Y	Y*
2. Stipends	Y	N	Y
3. Resource library	Y	Y	Y
4. Coaching & mentoring	Y	Y	Y*
5. District compliance support	Y	N	Y
6. Needs assessment	Y	N	N
7. Evaluation & planning	Y	N	N

* Through secondary, external providers and consultants in the CES provider network.

As shown above, Project ECHO is the only provider capable of providing the full range of services to be contracted. TAP (CES) is able to perform most services, but the core services of facilitated discussions and coaching would be provided not directly by TAP but through contractors within the CES consultant network.

The degree to which providers meet the selection criteria is as follows.

Criterion	Project ECHO	SEL4NM	TAP
1. Research-based model	Y	Y	Y
2. Service history	Y	N	N
3. Regulatory knowledge	Y	Y	Y
4. Evaluation & planning	Y	N	N
5. Financial capacity	Y	N	Y

Project ECHO meets all selection criteria. The second-ranking provider, TAP, fails on two bases. Although TAP, through external consultants, may be able to conduct the coaching and discussion model described by the services, such service would be a new activity for TAP as it does not

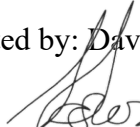
currently provide that service. (This is similar to SEL4NM, which may be able to provide the research-based model for coaching, mentoring, and facilitated discussions, but does not have a history of providing these services.) Furthermore, unlike Project Echo, TAP does not offer implementation evaluation services and planning for on-going, sustained service delivery, informed through evaluation results and the comprehensive needs assessment described in the services.

As an additional criterion, the provider must be approved by the NM Public Education Department Office of Special Education (OSE). OSE has approved Project ECHO to conduct these services.

Based on the assessment criteria, Project ECHO is the only provider that fully meets all service and evaluation requirements essential for this contract.

V. Statement of No Conflict of Interest:

No representative, staff member, or employee of Four Corners Regional Education Cooperative #1, and no close family member of the same, has any personal interest in, financial or otherwise, the identified vendor and receives no remuneration for or through the enactment of a contract for the services or products named.

Submitted by:  David Bowman, Executive Director

Signed:  Date: 1/13/2025

The authorized designee of the Four Corners Regional Education Cooperative #1 hereby has determined that the procurement described herein is a sole source procurement in keeping with the provisions of Section 13-1-126 NMSA 1978 (see below).

Approved: _____
Finance Director Date

This notice shall be posted publicly from 1/13/2025 through 2/12/2025.