



HIGH PLAINS REC #3 SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: High Plains Regional Education Cooperative #3

Agency Chief Procurement Officer: Gary E. Gabriele

Telephone Number: 575-445-7090

II. Name of prospective Contractor: Public Consulting Group (PCG)

Address of prospective Contractor: 148 State St., Boston, Massachusetts 02109

Amount of prospective contract: \$126,250

Term of prospective contract: October 1, 2018 – June 30, 2019

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

Unlimited Statewide Licensing for All NM Educators (e.g. Administrators, Teachers, Leaders & Coaches) statewide. Includes access to all custom content, courses, workshops and resources curated and purchased by the New Mexico PED. Access includes enrollment in communities and all standard reports including enrollment, course progress and completion, and time on task.

- 21 online courses created for NM, in conjunction with the PED
- 5 online courses for K-12 educators, focused on Universal Design for Learning (UDL) principles
- 3 online courses on the Early Childhood Observation Tool (ECOT), to replace the face-to-face training previously conducted across the state
- Additional content for K-12 based on topics requested by current Pepper users (Topics include ELA, Special Education, & Writing for K-12)

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to

perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Customized content for New Mexico

- Development of interactive online PD for School Leaders – identifying Rigor in Early Literacy classrooms
- Development of 10 additional online courses supporting Literacy
- Development of additional content to support the Building **Aa** Strong Foundation initiative, including ELL considerations in all online content

Project Management & Marketing Support deliverables:

- Dedicated support & continued management of the NM educator registration process
- Regular check-in calls/meetings with NMPED to address needs and evaluate outcomes
- Reporting on User registration & engagement
- Maintaining a robust, vibrant online community of learners who not only actively engage in the content, but also communicate & learn from each other
- Partnering with NMPED to promote the Pepper platform & available content to NM educators through various methods:
- Identifying & implementing strategies to enhance user adoption & engagement across the state through NM-focused marketing
- A more detailed Communication Plan to be mutually-defined & developed

- V. 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.”)

Pepper™ – Public Consulting Group's (PCG) interactive and collaborative professional learning system is built on the powerful edX platform, the Cambridge-based education partnership founded by Harvard University and M.I.T., to support two important missions: improving online education and advancing teaching and learning through research.

Pepper offers a variety of learning opportunities and activities through courses, instructional resources, classroom teaching videos, lessons, and other engaging resources that, when combined together in a playlist, can result in accumulation of certificates, badges and other rewards.

Support is available in several ways:

- 24/7 Web-Based Support via Pepper: All users will have unlimited access to specific help courses, user manuals, how-to guides, and instructional videos via Pepper.
- PCG Help Desk: Designated staff may submit a support request to via the Pepper Help Desk portal at PepperSupport@pcgus.com

- Local Support: Trained staff in NM can provide front-line support.
- Support through the Professional Learning Community, including Help documentation, workshops, announcements, and resources can be available to all users via the Community. Users can also obtain more direct assistance by posting discussion questions, contacting the community facilitator via "Ask the Expert" feature, and live support can also be provided via Skype, Google Hangouts or PeppTalk.

VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract.***

New Mexico educators have anytime, anywhere access to rigorous, high quality, New Mexico-specific content, designed by the PED in collaboration with PCG on a wide range of educational topics.

The Pepper platform for NM also offers:

- Dynamic online professional learning communities, customized for NM educators
- Embedded ELL content
- Mobile device accessibility
- Robust resource library

VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract.

The work contracted for with PCG is sole source and proprietorship. The licensing cannot be conducted through any other entity.

VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent's vendor list. Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

This sole source purchase represents a continuation of a procurement through a Request for Proposal processed and awarded by Region IX Education Cooperative issued 08/26/2015. The Pepper platform, an online teacher professional development network with custom developed online modules and instructional content, is owned and copyrighted by Public Consulting Group (PCG). Pepper is developed, supported and marketed solely by PCG and cannot be purchased from any other vendor.

Certified by:

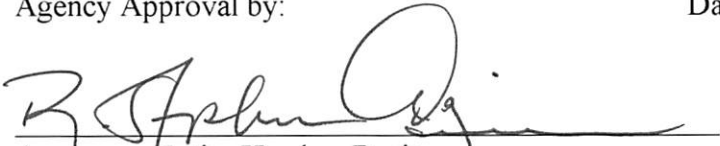
Date: 9-27-18



Agency Chief Procurement Officer

Agency Approval by:

Date: 09-27-2018



Agency or Entity Head or Designee