



# Central Consolidated School District # 22

## Administration Complex – Finance Department

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

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 Business Manager, Central Purchasing Office of CCSD. 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: Central Consolidated School District

Agency Chief Procurement Officer/Designee: Christi Walter

Telephone Number: 505-368-4984

II. Name of prospective Contractor: *Anthrobase (dba Art Rohr)*

Address of prospective Contractor: *16002 Road R.75  
Cortez Co 81321*

Amount of prospective contract: *\$125,000 depending on verifiable hours worked.*

Term of prospective contract: *December 12, 2016 to June 30, 2017*

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

The services include the following:

- *Aid the district in the successful submission NMPED STARS data as well as creating process and procedures to insure data quality, while reducing submission errors.*
- *Troubleshoot severe database errors as they arise as it pertains to the District SIS, and the NMPED STARS database.*
- *Develop digital programs and internal systems that will enable the staff information system "Visions" to correctly update staff information into the school districts information system PowerSchool. Clean up NMPED STARS Staff file as needed.*
- *Work directly with staff members in the Data Department to train, teach, and mentor process and techniques in the utilization of the District SIS PowerSchool and NMPED STARS Database.*
- *Help develop process and procedures for K3Plus program to ensure correct NMPED STARS*

*submission. This includes the creating custom templates for tracking student information, student attendance, student demographics, and staff information.*

- *Insure that PowerSchool is updated to the most recent version as well as complete the task of Migration of NM virtual tables in the school district SIS database.*
- *Substantial behind the scenes coding and programming to build custom PowerSchool Screens and reports to ensure the effective processes throughout district departments that rely on PowerSchool.*
- *Insure that the rollout of testing platforms, Parent Communication system (school messenger) and the online registration system (Infosnap) are correctly mapped into our SIS to insure that NMPED PowerSchool extracts are functional and external systems are working correctly.*
- *Aid in the rollover of PowerSchool to the next school year as well as help district school create and build master schedules that specifically follow NMPED Guidelines. Items may also include fixing years and terms, setting up new courses, and dealing with major database errors.*
- *Help develop custom extracts as needed to help with submission of student data into other technology systems. (Istation, Journeys, Collections, etc.)*
- *As technology problems occur, such as PowerSchool or F5 server crashing, bring the system back up to functionality and trouble shoot errors. Also help in the process of evaluating if SIS hosting should take place.*
- *Modify district school schedules, courses, and sections to insure that the district is compliant with new NMPED Bilingual and ELL requirements with the creation of 1062 and 1063 classes. This includes developing systems, reports and processes to insure that student are correctly paired with teachers that are endorsed in ELL and/or Bilingual.*
- *Help the Bilingual Department develop systems to insure that the Home Language Survey, WIDA, BEP Instructional Plan data is correctly entered and reported into the SIS. Through guidance, help the Bilingual Department in identifying troubleshooting data errors for both the BEP model and the Federal Impact Aid submissions. Develop custom reports using SQL developer and Microsoft Access to ensure that Bilingual department needs are met and that the District is in compliance.*
- *As problems occur at School sites with transcripts, attendance letters, report cards, No Grade Status, etc., correct these issues through programming in the SIS.*
- *Help clean up issues that have arisen as it pertains to Discipline entry into PowerSchool. Help ensure that Discipline data is correctly extracted and submitted to the NMPED.*
- *Provide both on site and distance on call assistance to work with district schools to troubleshoot problems related to PowerSchool and student data as needed.*

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.)

*Provides this district with maintenance, support, custom programming and software upgrades for the district’s student information system database. This provides data collection for all departments throughout the district as well as serves as a platform for submitting critical data through the NMPED STARS system. The Contractor will also provide assistance with the*

*submission of NMPED count day data as well as provide assistance with ensuring that the district is in compliance with data submissions.*

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.”)

*Anthrobase is led by a programmer that has extensive experience working with both districts student information system SIS PowerSchool and the NMPED STARS data program. The programmer has a Phd as well as substantial training in database management in both PowerSchool and NMPED STARS data submissions. Anthrobase has successfully maintained the PowerSchool system and STARS submissions for the district in the past and can execute methods to fix current problems as it pertains to data quality and the district’s Bilingual compliance issues.*

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.**

*The professional service is unique in nature in that national/state providers would be unable to provide the immediate assistance as it pertains to NMPED STARS submissions as well as issues as the pertain to district specific NM Bilingual and ELL requirements. The provider also has an extensive experience working with specific programs and issues that pertain to the unique makeup of the district. The provider lives nearby and is willing to work on site as needed when large issues arise or when NMPED submissions are due. His experience, knowledge, and willingness to help the district will undoubtedly help the district in cleaning up its data quality and insuring that we are compliant with both state and federal data submissions.*

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

*Because of the specific nature of the services requested including knowledge of NMPED requirements, Bilingual Requirements, NMPED STARS Submissions, Data base programming related to specific district platforms, similar service providers are not able to provide immediate assistance with current district data issues. The provider is also willing to work on an as needed basis and will undoubtedly be able to provide immediate needed assistance as issues arise. The provider lives nearby and has substantial experience working with departments in both the district and the state. Out of state contractors do not have specific knowledge of NMPED submission issues or NM bilingual regulations. PowerSchool remote assistance is \$132 an hour.*

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.

*We have contacted PowerSchool, Decker Media, and PS contractor Brad Bemas and verified that Anthrobase is the only contactor currently that can provide onsite immediate assistance to district data issues as it pertains to NMPED STARS Submissions and NM Bilingual compliance.*

Submitted By:

Date: 11/07/2016

Milo McMinn- Coordinator of Data Compliance

Name of Employee, Title / Department

***If this sole source relates to a procurement of general services:***

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the CCSD CPO; and
- 3) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

***If this sole source relates to a procurement of professional services:***

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

Certified by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Procurement Officer /or Designee  
CCSD Central Purchasing Office

APPROVED:

Date: \_\_\_\_\_

\_\_\_\_\_  
CCSD Superintendent of Schools