



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

Name / Department of Submitter: Academies

Telephone Number: 5053684984

II. Name of prospective Contractor: Office Depot

Address of prospective Contractor: Po Box 660113 Dallas, TX 75266

Amount of prospective contract: 8794.81

Term of prospective contract: 1 Year Initial

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

Office Depot provides a full year FAA Unmanned Aerial Vehicle training and curriculum program for the Bond-Wilson Tech Center. Students will learn to fly Drones inside the Bond-Wilson Gym, Drones will not go outside without explicit board approval.

After the initial \$8,794.81 fee, which includes the curriculum, practice drones and a professional drone. There is a \$1,000/yearly maintenance fee to receive new curriculum, support and simulation services for students.

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.)

The FAA Unmanned Aerial Vehicle curriculum was designed by Office Depot to support secondary schools and innovative technologies. This curriculum was designed specifically to support the training and skills necessary to pass the FAA exam at the end of the term. Additionally, the program is comprehensive, in that it provides both the drones and the curriculum that align in terms of training and skills needed.

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.”)

The curriculum is the only one available that is designed specifically for incorporation into secondary schools. No other services designed for this purpose are available.

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 FAA Unmanned Aerial Vehicle program aligns to the Bond-Wilson Tech Center goals and outcomes. Additionally, it provides additional skills to those involved in Raytheon and Bisti Fuels programs.

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

We need a FAA drone curriculum tailored to secondary students and the high school semester schedule.

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.

Other entities contact were Leptron FAA and AOPA Unmanned Vehicle services. Neither company has wrap around curriculum and support designed for implementation into secondary schools.

Submitted By:

Date: 10-6-2017



Signature of Employee Submitting form

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:

Chief Procurement Officer /or Designee
CCSD Central Purchasing Office

Date: _____

APPROVED:

CCSD Superintendent of Schools

Date: _____

Office DEPOT

Sales Quote

Prepared By: Elaine DeJarnett Tracking #: _____ Acct #: _____
 Contact Name: Eric Cheever Phone #: _____ Fax #: _____

BILL TO: _____ **SHIP TO:** _____
 Customer Name: _____ Address ID: _____ Seq: _____
 Address: _____
 City, State, Zip _____

Model # / SKU	Description	Qty	List Price	Sell Price	Ext Sell
1 135240	Hubsan X4 H107 Micro-Quad	8		\$59.99	\$479.92
2	DJI Phantom 4 Pro+ (Includes 5.5" 1080P Display)	1		\$1,799.00	\$1,799.00
3 640322	Realflight drone simulator w/ interlink transmitter	8		\$149.00	\$1,192.00
4 640322	Realflight drone simulator w/ interlink transmitter (instructor)	1		\$149.00	\$149.00
5 502167	Spare props for hubsans (pack of 15)	5		\$4.99	\$24.95
6 463404	Spare motors for hubsans (pack of 4)	5		\$29.99	\$149.95
7 455354	Drones - Airborne Innovations Curriculum Grades 9-12	1		\$4,999.99	\$4,999.99
8	104 Lessons w/Teacher Materials for each lesson that include: Powerpoints, lesson plans, Instructional Guide, Student Materials				
9					

Product Total: \$8,794.81
Inbound Freight/Fuel Charge
OD Delivery Fee: \$0.00
Installation:
Quote Total: (Page 1 & 2) **\$8,794.81**
 (Does not include any applicable taxes)

Comments: _____

Customer Acceptance Signature: _____ **Date:** _____

License Agreement: (Full license agreement will be included with the curriculum delivery.) Licensor grants to the Licensee a non-exclusive, non-transferable license for the Term to use the Asset for the specific purpose of instructional use by only campus instructors within the specified campus. The campus will be billed a renewal fee of \$1,000 per year for each year they wish to receive the updates to the curriculum and additional materials beginning at the end of year one. The Licensee cannot use the Asset for purposes other than this Agreement and agrees to abide by all copyright laws. They will have permissions to distribute materials among the staff within their campus, but with no persons beyond their campus.