



# Central Consolidated School District # 22

## Administration Complex – Finance Department

PO Box 1199, Shiprock, NM 87420

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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*

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: *July 1, 2017 to June 30, 2018*

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.*
- *Train staff across the district in processes and procedures as it pertains to local, State, and Federal Data Compliance.*
- *Troubleshoot severe database errors as they arise as it pertains to the District SIS, and the NMPED STARS database.*
- *Continue to develop digital programs and internal systems that will enable the staff information system "Visions" to update staff information into the school districts information system PowerSchool. Continue to 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. This includes one on one & group training in a live data submission environment.*
- *Insure that PowerSchool is updated to the most recent version as well as develop custom PowerSchool reports and programs to aid in data quality and data compliance.*
  - *Substantial behind the scenes coding and programming to build custom PowerSchool Screens and Programs 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. Additionally working to clean up the district course file to ensure that courses are properly identified based on state course coding, Dual Credit identification, and GPA weighting. Items may also include fixing years and terms, gradebook setup, setting up new courses, and dealing with major database errors.*
  - *Work closely with school counselors to guide and train on the use of Power Scheduler in developing Master Schedules. Ensure that schedules are set and students are correctly registered.*
  - *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 server crash, bring the system back up to functionality and trouble shoot errors. Develop and monitor the system back up for our SIS Database.*
  - *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 LUS Language Usage 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 the District, Schools, and Staff 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 "PowerSchool" on a at needed basis. This database 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 local, state, and federal 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 also includes an elite PhD PowerSchool programmer that has the ability to do substantial work behind the scenes in our SIS to correct programming issues. The Anthrobase team has created and developed custom district data programs that have increased productivity and data quality throughout the district. 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 they pertain 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/world providers would be unable to provide the immediate "On Site" assistance and training as it pertains to NMPED STARS submissions as well as 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 with extensive late hours, as needed when large issues arise or when NMPED submissions are due. Athrobase's experience, knowledge, and willingness has and will continue to help the district in cleaning up its data quality and insuring that we are compliant with both state and federal data submissions. Continuation of Athrobase's services are imperative to the continuation of programs, processes, and procedures that has corrected immediate and long-term errors that has troubled the district for the last few years. Clean data submissions are imperative as it affects district funding which intern impacts classroom instruction.*

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. Additionally, similar services in the past such as PowerSchool remote assistance and custom programming, has cost the district in the past on average \$210 per 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 the following companies: PowerSchool, Computer Logic Group, DERO Technical Services, EastConn, Learning Tech and Data Driven for Schools via phone and email on 5-18-2017. Through these conversations, we verified that Anthrobase is the only contractor currently that can provide immediate / long-term onsite assistance to district data issues as it pertains to New Mexico's NMPED STARS Submissions, NM specific custom programming, NM Bilingual compliance, and HR ODBC communications.*

Submitted By:

Date:05/18/2017

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 CCSO 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 CCSO 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 CCSO 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: \_\_\_\_\_

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Chief Procurement Officer /or Designee  
CCSD Central Purchasing Office

APPROVED:

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

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CCSD Superintendent of Schools