

## SOLE SOURCE JUSTIFICATION REQUEST FORM

**Instructions:** Briefly describe the items or service requested and list in detail the reason for requesting the Sole Source designation. Include substantiating data such as; companies contacted and the reason for elimination, technical data, etc. Since this is a request to depart from the mandated procedure for competition, request without support cannot be considered. The CNM Buyer may require additional information and remains the final authority in the determination of a Sole Source acquisition.

**Date:** May 17, 2016

**Prepared by:** Audrey Gramstad

**Vendor/Contractor Name:** Inkling Systems, Inc

**Address:** 153 Kearny Street, 4th Floor

**City:**

**State:** San Francisco, CA 94108

**Zip:**

**Cost:** \$83,685.60

**Term of Contract:** One Year

**Description of Item/Service to be procured:** (listing of the services, construction or items of tangible personal property procured under the contract)

Inkling Habitat is an end to end collaborative authoring and distribution platform for digital education and training content. Publishers, academia and corporate clients use Inkling to create interactive HTML5 content and distribute it to their learners. Content can include video, audio, assessment and other interactives.

After distribution, content can be updated as often as we'd like, read on both the web and mobile and measured to ensure effectiveness. CNM Distance Learning currently uses Inkling Habitat to publish multimedia interactive learning experience; (CNM MILE) for NM History: HR New Employee Orientation; Welding Technical Manual, and Criminal Justice: Report writing.

The contract and license provides Inkling Enterprise:

Access for three authors to create the interactive multimedia content.

Provisioning API through which users purchase the CNM MILE in a CNM Portal

Unlimited use for the creation of MILE's

Technical support and upgrades

Hosting of "user library" on Inkling store front.

Integration with CNM CAS authentication for single sign on via Inkling API and Touchnet

Axis Web Embed which allows viewing content without setting up individual accounts.

Collaboration access for real time Subject Matter Expert feedback with designers.

**1. Explain why this is the only available source that can meet the needs of your department.**

Inkling is a proprietary publishing platform that provides OS agnostic delivery of interactive digital content. CNM has invested hundreds of hours in DL staff time to learn the platform software and coding needs. Students are using the CNM MILE for all New Mexico History courses and are purchasing the access via an API and CNM portal designed by ITS and Inkling systems staff.

Having to relearn and retool all of the resources, DL, ITS, Faculty and HR, we have invested in to create and deliver the product would not be a prudent use of staff time and resources.

It is also the only OS agnostic platform available for interactive multimedia creation available to higher education at a very reasonable cost that is based in the U.S.

**2. Explain why this vendor is the only available source from which to obtain this product or service.**

**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved futile; OR**

**Other reason, please explain in full. Attach additional sheets if necessary.**

There are a few other "digital publishing" platforms available for K- 12 education and individual publishing needs; Kotobee, iBooks Author. However, iBooks author is only distributable on iOS devices and Apple takes a commission of 40% on each purchase of an iBook. Inkling charges no commission on purchases. Our current client base relies on the Inkling Reader to consume content digitally; CNM students, APS teachers and students, CNM employees via HR. Retooling and reconfiguring all access and portals would require resources CNM does not have.

Inkling Systems is the sole source provider of digital interactive software for major publishing houses such as McMillian, Pearson and others all of whom our faculty also use for "textbooks"

**3. Explain why the price is considered fair and reasonable.**

The Inkling Agreements contains no "hidden" or extra costs. We pay for creating as many CNM MILE as we wish for no additional fees. Many publishing platform vendors upcharge for Cloud hosting, store front usage, maintenance and system utilization fees, and calls to tech support. All of these services are included in the single annual license, again, with out a commission for each sold CNM MILE. To recoup the annual license for this product, the college need only sell 1, 277 CNM MILE New Mexico History each year, in addition, APS, and other statewide colleges are considering using the CNM MILE: NM History as the required "textbook" for their NM History courses. Other academic schools are have CNM MILE projects in the works for Fall 2016 delivery.

4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets if necessary).

Axis and web mobile services included in the costs. \$18k savings per year on the Inklings Enterprise Edition subscription and \$5400 per year savings on the collaboration licenses.

**APPROVALS:**

Based on the above stated facts, the Purchasing Department has made the determination the justification for the Sole Source procurement is in accordance with §13-1-126 and will be posted for a 30-day period prior to award.

**Audrey Gramstad**

Print Requester Name

Administrative Director, Distance Learning and Instructional Support

Title and date:

GRAMSTAD, AUDREY

Digitally signed by GRAMSTAD, AUDREY  
DN: cn=GRAMSTAD, AUDREY, o. ou,  
email=audrey.gramstad@gmail.com, c=US  
Date: 2016.05.18 11:48:32 -06'00'

**Requester Signature**

**Audrey Gramstad**

Print Dean/Chairman/Director Name

Administrative Director, Distance Learning and Instructional Support

Title and date:

GRAMSTAD, AUDREY

Digitally signed by GRAMSTAD, AUDREY  
DN: cn=GRAMSTAD, AUDREY, o. ou,  
email=audrey.gramstad@gmail.com, c=US  
Date: 2016.05.18 11:48:45 -06'00'

**Dean/Chairman/Director Signature**

Pursuant to §13-1-126, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no objections to award to the above referenced contractor were received. This Sole Source determination will be valid for the term indicated on page one (1) of this form.

May 17, 2016

**Purchasing Buyer**

**Date**

**Purchasing Director**

**Date**

Required Attachments:

- Letter from Contractor, if applicable.
- Campaign Contribution Form (Buyer)
- Other supporting documentation.