

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: 4/23/18

Prepared by: Ann Lyn Hall

Vendor/Contractor Name: EduNav/ Jeff Relue

Address: 445 Cambridge Ave, Suite B

City:

State: Palo Alto, CA 94306

Zip:

Cost: \$663,710

Term of Contract: 3 years -- June 1, 2018 - May 31, 2021

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

EduNav is a software that builds on-demand academic plans for students based on data from our student data system and our degree audit system. The software takes the student's major, course placement, transfer courses, course history, course substitutions and waivers and the student's requirements about the number of credit hours and preferred schedule into account when building a proposed academic plan for the student. Additionally, the academic plan uses the current schedule of classes including seat availability. This product includes several modules: SmartPlan and Registration, Optimize and Completion Analysis. The SmartPlan module builds the academic plan for the student. The Registration module connects to the student data system to support the student registering for the classes in their academic plan. Optimize prepares a list of courses and student load for the courses to help build potential schedules for the college. Finally, the completion analysis module produces a list of students who are ready to graduate.

Below is the summary of information regarding the justification for your request for the Sole Source Procurement.

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

There are several academic planning tools on the market. However, none of the tools create on-demand academic plans for students based on data available in the student data system. The college has a strategic direction that all first time, full time students have an academic plan. This software will allow us to meet this goal.

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.

See sole source memo from the vendor that is attached.

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

The vendor is discounting the price of the product for all three years of this potential contract. Additionally, please see sole source letter by the vendor verifying that they have provided us the lowest, best obtainable price for CNM.

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).

The vendor is quoting 25% discount to CNM for the first year of service and a 10% discount for the second and third year of this potential contract. This discount totals \$131,240 over the period of the proposed contract.

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.

Ann Lyn Hall

Print Requester Name

Executive Director, 4/23/18

Title and date:

ahall@cnm.edu

Digitally signed by ahall@cnm.edu
DN: cn=ahall@cnm.edu
Date: 2018.04.23 16:18:13 -06'00'

Requester Signature

Print Dean/Chairman/Director Name

Title and date:

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.

4/23/18

Purchasing Buyer

Date

Purchasing Director

Date

Required Attachments:

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

April 9, 2018

CNM Purchasing Department,
525 Buena Vista SE,
Albuquerque, NM

To Whom It May Concern:

This letter is to confirm that EduNav Inc. is the sole provider of the products and services offered per EduNav quote number CNM0401.

Additionally, each of the following capabilities is unique to EduNav (and covered by its filed patents); competition is precluded by the invention and execution of an exclusive algorithm by EduNav,

1. Automatically creates personalized, optimal education plans all the way to graduation for each student based on real time connection with Central New Mexico (CNM) systems to integrate:
 - Actual degree requirements as stated in CNM's DegreeWorks system
 - Student's academic history, Class schedule and Capacity from CNM's Banner SIS
2. Automatically recalculates and revises the student's education plan based on changes in course offerings, class schedules and students status (schedule and target credit load)
3. Warns students of possible negative consequences (e.g. delaying graduation, additional tuition) of changes they make to the plan defined (for example: dropping a class, blocking a certain time on their calendar etc.)
4. Develops educational plans automatically, enabling the aggregation of underlying plan data to allow institutions to analyze data associated with future demand.
5. Proactively calculates the completion of degrees by students and shows the percentage completion against related majors.

Finally, the pricing quoted (as discounted from our commercial price list) is at the lowest, best obtainable price available to Central New Mexico Community College.

Please do not hesitate to contact me if you have any questions regarding EduNav or our technology.

Regards,



Isaac Segal
President & CEO, EduNav, Inc.
isaac@edunav.com



EduNav Quote #CNM0401
 Prepared by: Jeff Relue
 Valid through: 6/30/18

EduNav Campus Quote for Central New Mexico Community College (CNM)

EduNav is pleased to provide CNM with the following Quote for implementing the EduNav Campus service to serve the college’s students, advisors, faculty, and administrators.

The EduNav Campus suite (EduNav service) includes 4 functional cloud-based service modules:

1. **EduNav SmartPlan** automatically picks courses for each semester, building a personalized, optimal pathway to completion;
2. **EduNav Registration**, symbiotically connected to SmartPlan, automatically picks sections with available seats in courses each term that will minimize time to graduation while providing a convenient schedule for single click registration;
3. **EduNav Optimize** aggregates and analyzes all the student plans to optimize the institutional class schedule, assuring courses have enough capacity and eliminating excess where it is not needed;
4. **EduNav Completion Analysis** reports which students are already eligible for a degree at the institution. It also enables you to see which degrees each student is closest to completing.

Proposed EduNav Campus solution and pricing for CNM:

EduNav Campus Product or Service (up to 17,000 FTE Students)	Year 1 Fees 7/1/18 – 6/30/19	Year 2 Fees 7/1/19 – 6/30/20	Year 3 Fees 7/1/20 – 6/30/21
Smart Plan and Registration modules annual subscription	\$149,995	\$149,995	\$149,995
(Annual subscription discount)	(\$37,499)	(\$14,999)	(\$14,999)
Optimize module (optional) annual subscription	\$37,495	\$37,495	\$37,495
(Annual subscription discount)	(\$9,374)	(\$3,749)	(\$3,749)
Completion Analysis module (optional) annual subscription	\$37,495	\$37,495	\$37,495
(Annual subscription discount)	(\$9,374)	(\$3,749)	(\$3,749)
Initial Set up & implementation fees	\$119,995	--	--
(Implementation discount)	(\$29,999)	--	--
Total	\$258,734	\$202,488	\$202,488

Notes:

- Annual subscription fees for the EduNav Campus modules that an institution chooses to subscribe to are based on the Full Time Equivalent (FTE) student enrollment of the institution. Current quote is based on CNM’s FTE at 16,513 (per IPEDS for most recent FTE 2015-16).
- There is a one-time, fixed-fee professional services for the initial setup, training and implementation in Year 1 only.
- Pricing above reflects the following discounts - 25% subscription discount and a 25% implementation discount in Year One and a 10% subscription discount for Years Two and beyond. Discounts are available thru June 2018 are based on a minimum 3-year agreement.
- CNM can sign an agreement for more than 3 years and the annual fees will remain the same for years 2 and beyond (without any increase) for the duration of the agreement.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, hild, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s):

CNM's Governing Board including, District 1 Ms. Pauline J. Garcia, District 2 Mr. Michael Canfield, District 3 Mr. Tom Swisstack, District 4 Ms. Annette Chavez y De La Cruz, District 5 Ms. Nancy Baca, District 6 Ms. Virginia M. Trujillo, and District 7 Mr. Michael J. Glennon.

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR/OFFEROR TO THE APPLICABLE CNM PUBLIC OFFICIALS LISTED ABOVE:

If no contributions were made, enter N/A for not applicable in Item Numbers 1-6 below. Attach extra pages if necessary. **DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: _____ N/A _____
Relation to Prospective Contractor: _____ N/A _____
Date Contribution(s) Made: _____ N/A _____
Amount(s) of Contribution(s) _____ N/A _____
Nature of Contribution(s) _____ N/A _____
Purpose of Contribution(s) _____ N/A _____

Hong Thuy Nguyen
(Signature)
Hong Tho Nguyen Controller
(Printed name and title)
Date: 4/10/18

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

(Signature)

(Printed name and title)
Date: _____

(Attach extra pages if necessary)