Proposed Sole Source Purchase Form

Pursuant to New Mexico Procurement law, the UNM Purchasing Department will post your completed form on the UNM Sunshine Portal for 30 days prior to purchase of the goods/services.

I. GENERAL INFORMATION. PLEASE PROVIDE THE FOLLOWING:

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>1/10/2018</th>
<th>Requisition Number (If Applicable)</th>
<th>PO149775</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Submitted by</td>
<td>Amy Thompson</td>
<td>Title</td>
<td>Program Supervisor</td>
</tr>
<tr>
<td>Department</td>
<td>UNM Continuing Education</td>
<td>Email</td>
<td><a href="mailto:athompson8@unm.edu">athompson8@unm.edu</a></td>
</tr>
<tr>
<td>Buyer Team - See Commodity list at</td>
<td><a href="http://www.unm.edu/~purch/commcodes.pdf">http://www.unm.edu/~purch/commcodes.pdf</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Vendor</td>
<td>Educational Testing Consultants, Inc.</td>
<td>Amount</td>
<td>$20,000</td>
</tr>
<tr>
<td>Provide a basic description of goods/services to be provided:</td>
<td>Educational Testing Consultants, Inc. (ETC) provides variety of Test Prep courses, and it includes both in-class and live-online.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Why is this purchase needed?

ETC specializes in providing test preparation services to college and university outreach and continuing education programs, offering our partner institutions the opportunity to tailor test preparation classes to the specific needs of the communities they serve, at an affordable price, and with the assurance of quality. ETC’s select staff of dedicated professionals has unparalleled experience working with university clients to ensure that each student achieves his or her testing goals.

II. BASIS FOR SOLE SOURCE PROCUREMENT. CHOOSE APPLICABLE BOX(ES) AND PROVIDE ADDITIONAL INFORMATION, AS REQUESTED:

☐ Proprietary item, technology or service only available from the proposed vendor. (Check box and describe proprietary component)

☐ Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)
☐ Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

☒ Other Basis for Sole Source: Please describe below:
Educational Testing Consultants, Inc. (ETC) specializes in providing test preparation services to universities primarily through continuing education departments and divisions, offering our partner institutions the opportunity to tailor test preparation classes to the specific needs of the communities they serve, at an affordable price, and with the assurance of quality.

III. SUPPLEMENTAL DETAILS. PLEASE PROVIDE ADDITIONAL INFORMATION AS REQUESTED BELOW:

Describe in detail the unique capabilities of the proposed vendor's goods/service and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/service and why no other vendor could meet your needs.

ETC Test Prep classes are designed by current and former test item writers with years of experience - including experience writing questions for these same tests. No classes provide more insight into both the science and the art of test taking than do test preparation classes available through ETC. ETC provides a wide range of services, from teacher training to turn-key test preparation programs. We offer contract classes for pre-selected groups as well as open enrollment classes for the community at large. UNMCE students has enjoyed class, and students' feedback were excellent. UNMCE will continue to partner with ETC to provide quality Test Prep courses to our community.
Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

UNMCE opens opportunities to other vendors at all time. We will evaluate the class quality, customer support services, curriculum settings, ease of site navigation, and tuition split. Many terms will be considered before we make final decision on purchasing. We maintain a "Teach A Class" link on our external website which could be used at any time for another entity to use to propose that they teach this topic with us. This is the standard practice for our non-credit, per diem, and vendor partner recruitment and selection.

List the other vendors who were contacted. Please describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

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ETC was officially formed in 1999, and it has been partnered with continuing education nationwide. The free GRE®, GMAT, and LSAT Strategy Workshops offered by ETC ensure that students from all academic and economic backgrounds have access to invaluable test preparation assistance. Additionally, the revenue generated by ETC test preparation classes helps to support important non-revenue-generating programs that serve the greater good of the university communities. ETC recognizes that a successful test preparation program is a key component of the broader continuing education project.