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>Request Submitted by:</th>
<th>Requisition Number (If Applicable)</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/5/18</td>
<td>Pam Castaldi</td>
<td>98758472</td>
<td>Language Learning Center</td>
<td><a href="mailto:Castaldi@unm.edu">Castaldi@unm.edu</a></td>
<td>277-7368</td>
</tr>
</tbody>
</table>

**Proposed Vendor**: TalkAbroad

**Amount**: 45,000/year

**Buyer Team - See Commodity list at**: [http://www.unm.edu/~purch/commcodes.pdf](http://www.unm.edu/~purch/commcodes.pdf)

**Team 1**

**Provide a basic description of goods/services to be provided:**

TalkAbroad provides native target-language conversation partners for language students at UNM. These partners are vetted, trained and paid by TalkAbroad.

**Why is this purchase needed?**

This is now an essential part of the language learning curriculum for lower-level Arabic, Chinese, French, German, Japanese, Portuguese, and Spanish that provides an immersive language experience for students that they would otherwise not receive.

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)**

  The service offered by TalkAbroad is well designed and makes it easy for students to talk to partners who are all over the world. In addition, instructors can communicate with the partner to provide them specific instructions on parameters of the conversion. Instructors also have access to the recorded conversation. TalkAbroad provides extremely reliable tech help, and thus technical problems, if any occurs, are easily and quickly resolved.

  Also TalkAbroad has been able to add languages for the Language Learning Center that they, and other vendors, previously did not have, including Portuguese, Chinese, and Japanese. They are always available to train instructors on the use of TalkAbroad and answer questions.

- **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)

As this is now part of the curriculum for 28 classes, LLC needs to be able to purchase new conversations each semester.

<table>
<thead>
<tr>
<th>☒</th>
<th>Other Basis for Sole Source: Please describe below:</th>
</tr>
</thead>
</table>

### 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.

There are other similar services, but TalkAbroad is the only vendor who vet, pay or train their partners. Usually, for other service providers, partners are volunteers, and there is no guarantee that they are native speakers with a high degree of proficiency, nor that they are not participating for educational purposes. TalkAbroad is FERPA-compliant while the other vendors providing similar services are not.

Instructors can also communicate with the partner at TalkAbroad to provide them specific instructions on parameters of the conversion and have access to the recorded conversation.

Also, TalkAbroad has been able to add languages for LLC that other service providers did not have, including Portuguese, Chinese and Japanese. They are always available to train instructors on the use of TalkAbroad and answer questions. TalkAbroad provides extremely reliable tech help as well.

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.

The Language Learning Center looked for four years to find a conversation partner service that was safe, reliable, effective and easy to use for both students and instructors, and TalkAbroad is the only one that could fulfill all the requirements. The Director of LLC is a member of the International Association of Language Learning Technology (IALLT) and is on their editorial board as well, which forum she also used to locate a desired vendor. The recommendation of the said organization was TalkAbroad, not over other services, but as the only service that fulfills the needs of an academic, higher education learners, and instructors.
List the other vendors who were contacted. Please describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

There are no other vendors that offer what TalkAbroad offers.

However, the Language Learning Center did look into other service providers, like Live Mocha, but those were completely insufficient for LLC’s use. Live Mocha was not FERPA compliant. It cannot be built into the curriculum because there is no way for students to record conversations, thus no way for instructors to assess student work or even know if they actually had a conversation. Partners were volunteers who were not vetted and trained. The service was inconsistent with LLC’s technology requiring students to have admin access to computers.