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>
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<tr>
<th>Date of Request</th>
<th>Requisition Number (If Applicable)</th>
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<tr>
<td>11/3/2017</td>
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<tr>
<th>Request Submitted by</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Angela Zamora</td>
<td>Sr. Fiscal Services Tech</td>
<td><a href="mailto:AZamora@salud.unm.edu">AZamora@salud.unm.edu</a></td>
<td>505-272-9893</td>
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<tr>
<th>Department</th>
<th>Proposed Vendor</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>ECHO Institute</td>
<td>Craig Kennedy – Assoc. of Clinicians for the Underserved</td>
<td><a href="mailto:AZamora@salud.unm.edu">AZamora@salud.unm.edu</a></td>
<td>505-272-9893</td>
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Provide a basic description of goods/services to be provided:

Craig Kennedy, Executive Director – Association of Clinicians for the Underserved (ASU). In his role as the Executive Director of the Association of Clinicians for the Underserved, Mr. Kennedy will provide assistance with the analysis of the UDS data related to colorectal, cervical and other cancer screenings and counseling for tobacco cessation. He will also work closely with Dr. Arora, Ms. Harding and the rest of the BMS ECHO team in the recruitment of FQHC spokes to participate in the ECHO Cancer clinics.

Why is this purchase needed?

To support UNM ECHO Institute’s fulfillment of the Bristol-Myers Squibb Foundation Contract entitled “Reducing Disparities in the Prevention and Care of Cancer through the ECHO Model”. This contract requires that we have expert guidance and services to assist us in the identification of additional spokes who may be interested in participating as ECHO hubs for the cancer grant.

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 Association of Clinicians for the Underserved has a relationship with the Federally Qualified Health Centers and other community clinics that allows them access to the UDS data for analysis and to improve programs that provided care to the poor and underserved. Additionally, the ACU Executive Director, Craig Kennedy used to work for HRSA’s Bureau of Primary Care, has worked with the National Association of Community Health Centers, and has unique relationships and insights that will permit him to complete this scope of work.

- Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)
The Bristol-Myers Squibb Foundation Grant states that as part of the evaluation of this project’s role in “improving access to quality medical and patient supportive care throughout the treatment continuum,” we will track UDS data for colorectal, cervical cancer screening, tobacco cessation counseling from the participating spoke sites over time to measure improvements. In order to access, understand and analyze this data we require the services of someone like Mr. Craig Kennedy who has many years working with UDS data and can easily bring the ECHO Institute team up to speed about best practices for analysis, etc.

☐ Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

☒ Other Basis for Sole Source: Please describe below:

Craig Kennedy, MPH, has been working with health centers, state and regional primary care associations and health center controlled networks for more than 20 years, in both programmatic and policy roles. Mr. Kennedy, will also lead ACU’s collaboration activities with health centers, PCAs and HCCNS (when applicable) Mr. Kennedy has extensive experience with budget development, tracking deliverables, annual reporting and staff management and recruitment activities.

Craig Kennedy has extensive knowledge of the Project ECHO model, and the goals of Project ECHO through previous collaboration – this will help the ECHO Institute meet the criteria of the HRSA funding announcement to provide ....“Project-ECHO like models for training and support targeting primary care professionals and care coordination teams”.

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.
- Previous knowledge of the ECHO model, and the goals of the ECHO Institute.
- Previous collaboration with the ECHO Institute
- Extensive experience in a variety of HRSA-funded programs and national leadership organizations.
- Extensive experience working with clinicians in underserved areas for over 10 years.
- Expertise in program/policy analysis for the outreach strategy and collaboration activities.
- Expertise in identifying, organizing, and analyzing national health center data sets.
- Expertise in working with health centers, state and regional primary care associations and health center controlled networks for more than 20 years, in both programmatic and policy roles.

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.

During the proposal stage of this contract, the ECHO Institute reviewed carefully the criteria of the sponsor’s funding announcement, and surveyed the level of expertise of regional consultants who were:
- Familiar with the ECHO model
- Could provide comprehensive expert advice in how to succeed in building the capacity of Federally Qualified Health Centers to provide cancer prevention, screening, treatment and survivorship services to their patients.
- Had previous experience in how to help engage state and regional primary care associations, collaborate in the development of Project ECHO hubs, and to enhance the recognition of the Project ECHO model within the FQHC environment.

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

In addition to the Association of Clinicians for the Underserved, we also reached out to the National Association of Community Health Clinics. However NACHC does not have the same level of access to the UDS data nor the relationships that ACU has that are required in order to recruit the spoke participants from the federally qualified health centers.