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>June 8, 2018</th>
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<tbody>
<tr>
<td>Request Submitted by:</td>
<td>Jennifer Gomez</td>
</tr>
<tr>
<td>Requisition Number (If Applicable)</td>
<td></td>
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<tr>
<td>Title</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Department</td>
<td>Early Childhood Learning Network</td>
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<tr>
<td>Email</td>
<td><a href="mailto:jgomez@salud.unm.edu">jgomez@salud.unm.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>505-925-4212</td>
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<tr>
<td>Proposed Vendor</td>
<td>Ellen Pope</td>
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<tr>
<td>Amount</td>
<td>$100,000 through FY 22</td>
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Buyer Team - See Commodity list at [http://www.unm.edu/~purch/commcodes.pdf](http://www.unm.edu/~purch/commcodes.pdf)

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

Support to FIT Program / ECN staff around Practice Based Coaching and EI Practices to revise Professional Development system using Implementation Science and guidance on implementation. To include possible on site trainings and/or web-based conferencing. Development of online and in-person training modules –through on site trainings, regional trainings, meetings, web-based conferencing.

Why is this purchase needed?

The Department of Health (DoH) Family Infant Toddler (FIT) Program requested UNM CDD Early Childhood Learning Network Division to contract with Ellen Pope, an expert in the area of practice based coaching and early intervention practices to support optimal child development and the family’s well-being. Having over three decades of experience in these areas, Ellen Pope will provide training to FIT and ECN staff to build capacity and support FIT and ECN staff in the delivery of regional practice based coaching training to FIT Provider leadership teams throughout New Mexico. Ellen Pope will also assist in the development of an online Practice Based Coaching module. These efforts will enhance support to Early Intervention providers, which will enable them to provide quality-learning experiences for children, ages zero to three, and their families based on developmentally appropriate practices.

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)

Ellen Pope has written, edited, and produced materials that are used in multiple states. Ms. Pope has many years of experience around practice based coaching and early intervention practices. Her work in the field, as well as her research has made her an expert. She is a certified professional coach, holds a Doctorate in OT, is a University professor for 27 years, and is an expert in Early Childhood Intervention Coaching practices.

☐ 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:

Qualifications:-

- Developed and Coordinated a Part C Early Intervention program in Kansas for 6 rural counties for 15 years including implementing a coach approach and a primary coach approach to teaming.
- Contracted occupational therapist to FOCUS Program at UNM and New Vistas Early Intervention Program in Santa Fe, which, included mentoring new staff, and contractors in implementing evidence based practices.
- Worked as Kansas Tiny-k Infant Toddler Technical Assistance Project Coordinator - Developed and conducted ongoing continuing education and technical assistance in evidence based practices including coaching and primary coach approach to teaming in all 37 tiny-k program across the state of Kansas.
- Worked as Special Quest Birth-Five Coach and Consultant - Provided state level coaching support to the New Mexico Special Quest State Leadership Team to promote inclusion of children birth to five with disabilities in childcare, preschools, and community settings in the state of New Mexico. Provided local coaching support to the Alamo Navajo Early Education Program to build their capacity to provide inclusive services.
- Easter Seals Hawaii Quality Assurance/Professional Development for Early Intervention Services - Provided quality assurance support to all EI programs including reviewing documentation, billing, meeting timelines, policies and procedures, etc. Provided education, mentoring and coaching to early intervention providers in using evidence based practices including coaching.
- Developed 5 e-learning Be Your Best modules on coaching, primary coach approach to teaming, home and community visits, using materials, routines and activities in the natural environment and strengths based approach to early intervention
- Presented Workshops on Strengths Based Coaching in Early Intervention at AOTA in 2013, 2015
- Presented half day Workshops on Building Family Capacity using a Coaching Relationship to FIT providers, home visitors and Early Head Start personnel at Santa Fe Community College 2016
- Conducted research with 17 families: Occupational Performance Coaching via Telehealth for Families of Young Children with Autism Spectrum Disorders
Publications from Research:

Presentations from Research:

### 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.

The New Mexico Department of Health Family Infant Toddler Program has requested to contract with Ellen Pope due to her extensive experience in the area of practice based coaching and early intervention practices to support optimal child development and the family’s well-being. Ms. Pope’s familiarity with the Practice Based Coaching will assist in creating an online module for agencies throughout the state. Ms. Pope has written articles about coaching and early intervention. She has worked with New Mexico state programs as a coach to promote the inclusion of children birth to five with disabilities in childcare, preschools, and community settings in the state of New Mexico.

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.
Web search did not result in comparably skilled contractors that provide training and expertise in the field of practice based coaching and early intervention practices to support optimal child development and the family’s well-being.

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

No other comparably skilled vendors were identified.