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>05/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Number (If Applicable)</td>
<td>118802969</td>
</tr>
<tr>
<td>Request Submitted by:</td>
<td>Rhonda Bozman</td>
</tr>
<tr>
<td>Department</td>
<td>Pediatrics/Center for Development</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:RBofman@salud.unm.edu">RBofman@salud.unm.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>272-0543</td>
</tr>
<tr>
<td>Proposed Vendor</td>
<td>Cincinnati Children's Hospital Medical Center</td>
</tr>
<tr>
<td>Amount</td>
<td>$8,000.00 per yr.</td>
</tr>
</tbody>
</table>

Buyer Team - See Commodity list at [http://purchase.unm.edu/staff-commodities.html](http://purchase.unm.edu/staff-commodities.html)

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

Services purchased under this sole source vendor and related requisition will be for technical assistance training and National Project Search program updates to be provided by National Project Search expert speakers, such as Erin Riehle (may include others) at the NM State Project Search Convention (hosted by UNM CDD Partners for Employment) and other program workshops and events throughout the performance year targeting potential future stakeholders of official Project Search licensed sites in New Mexico. Sole source status for this vendor SOW is requested to be renewable through FY22.

**Why is this purchase needed?**

This purchase is mandated by the program scope of work as specified in the funded agreement Scope of Service #3. (See NM PED Division of Vocational Rehabilitation Intergovernmental Agreement No. 19-644-1000-0062. Referenced excerpt is uploaded to the pending PO requisition.)

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

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

Project SEARCH was developed at Cincinnati Children's Hospital Medical Center, a research environment that fosters visionary thinking and innovation. It all began in 1996, when Erin Riehle was Director of Cincinnati Children's Emergency Department, she felt that, because the hospital served individuals with developmental disabilities, it made sense to commit to hiring people in this group. She wondered if it would be possible to train people with developmental disabilities to fill some of the high-turnover, entry-level positions in her department, which involved complex and systematic tasks such as stocking supply cabinets. As a starting point, Erin presented her ideas to Susie Rutkowski, then the special education director at Great Oaks Career Campuses. Erin and Susie formed a partnership that was instantaneous, and together they launched Project SEARCH. Since its inception, Project SEARCH has grown from a single program site at Cincinnati Children's to a large and continuously expanding international network of sites, with the primary objective of securing competitive employment for people with disabilities.

- [X] Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)

Core Model Fidelity is essential to successful Project Search internship outcomes. Therefore licensing of all prospective sites is mandatory in order for them to identify as a Project Search internship provider. The licensing fee includes all initial training and technical assistance necessary for stakeholders to learn the requirements for maintaining the Core Model. (See attached for a comprehensive description of the Project Search Model.)
### Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

The Project Search headquarters at Cincinnati Children’s Hospital Medical Center provides all licensing, training and support for prospective sites, both initial and on-going. Initial licensing for New Mexico sites is provided by the UNM Center for Development and Disability’s Partners for Employment Program as part of their NM DVR mandated and funded program scope of work. License renewal and any on-going training or T/A needed by individual sites beyond their first year in the program is available, although on-going costs for maintenance of the program after the first year are assumed by the site. As the Project Search program management team for New Mexico, the Center for Development and Disability’s Partners for Employment team works in tandem with CCHMC’s Erin Riehle by providing up-front informational T/A and training for prospective business partners at identified sites statewide, who have expressed interest in participating in the Project Search internship program and willingness to adhere to the Project Search Core Model Fidelity.

### Other Basis for Sole Source: Please describe below:

N/A

### 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 expert named above, Erin Riehle, is both the founder of the national Project Search program and the provider of the training and technical assistance necessary for proper preparation by the licensed sites to provide Core Model Fidelity. (Browse the web to [https://www.projectsearch.us/who-we-are/](https://www.projectsearch.us/who-we-are/) for further information.)
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.

| N/A |

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

| N/A |
Project Search Core Model Fidelity

1. The sole definition of a successful outcome is competitive employment for each Project SEARCH intern:
   - Employment in an integrated setting (that is, working alongside coworkers with and without disabilities).
   - Year-round work (not seasonal employment)
   - 16 hours/week or more
   - Paid the prevailing wage

2. The program is based on true collaboration among partner agencies. True collaboration requires a willingness among partner organizations to share resources and adapt policies and procedures. The following are active partners:
   - Businesses
   - Education / Schools
   - Vocational Rehabilitation
   - Community Rehabilitation Providers
   - Intellectual and Developmental Disability Services
   - Workforce Investment Board (where available)
   - Family members

3. Project SEARCH is a business-led program. This means that students learn relevant, marketable skills while immersed in the host business, and that the host businesses are active partners, participating without subsidies.

4. The partners provide dedicated, consistent staffing on-site at the host business.

5. Program focus is on serving young adults with intellectual and developmental disabilities and autism.

6. Braided funding is in place between all partners, except the host business:
   - Funding is a reallocation of existing resources.
   - Funding is sustainable.
   - After start-up, the program operates without a need for grant funding.
   - Class size is sufficient to create cost-effective resource allocation for all partners.

7. There is total immersion of interns at the host business. That is, interns are on site at the business each program day for a minimum of six hours, for an entire academic year. For adult programs that are not tied to the academic calendar, the program operates for a minimum of eight months (academic year less school vacations).

8. A designated representative enters program data into Project SEARCH data base.

9. Project SEARCH graduates receive effective follow-along services to retain employment.

10. Each Project SEARCH program site has a licensing agreement signed with Project SEARCH Cincinnati through Cincinnati Children’s Hospital Medical Center.