

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



FILE COPY

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

Purchasing Use Only:	
Approval#:	160904

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:			
State Agency:		<i>Nevada Department of Education, Office of Early Learning & Development</i>	
1a	<i>Contact Name and Title</i>	<i>Phone Number</i>	<i>Email Address</i>
	<i>Patti Oya, Education Programs Director</i>	<i>702-486-6492</i>	<i>poya@doe.nv.gov</i>

Vendor Information:		
1b	Identify Vendor:	<i>Curriculum Associates, LLC (T29037897)</i>
	Contact Name:	<i>Robin McMath</i>
	Address:	<i>PO Box 4119 Woburn, MA 01888-4119</i>
	Telephone Number:	<i>480-272-0491</i>
	Email Address:	<i>rmcmath@cainc.com</i>

Type of Waiver Requested – Check the appropriate type:		
1c	Sole or Single Source:	<input checked="" type="checkbox"/>
	Professional Service Exemption:	<input type="checkbox"/>

Contract Information:					
1d	Is this a new Contract?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Amendment:	#			
	CETS:	#			

Term:					
1e	One (1) Time Purchase:	<i>No</i>			
	Contract:	Start Date:	<i>Upon Approval- anticipated Dec 8, 2016</i>	End Date:	<i>June 30, 2019</i>

Funding:		
1f	State Appropriated:	<i>25%</i>
	Federal Funds:	<i>75%</i>
	Grant Funds:	
	Other (Explain):	

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	<i>\$300,000 (total over a 2 1/2 year contract)</i>

2	<p>Provide a description of work/services to be performed or commodity/good to be purchased:</p>											
	<p><i>Curriculum Associates will provide training on the Brigance Screen 3 for state, district, and community agency employees. Training to include:</i></p> <ol style="list-style-type: none"> 1. <i>In-person training on administering the screener for new users (2 x year, 3 locations statewide)</i> 2. <i>In-person training on the use of Curriculum Associates' online management system (2 x year, 3 locations statewide)</i> 3. <i>In-person train-the-trainer training for experienced users (1 x year, 3 locations statewide)</i> 4. <i>Follow-up training webinars (on-going as needed)</i> <p><i>NDE has established the following training protocol:</i></p> <table border="1" data-bbox="300 546 1307 808"> <thead> <tr> <th data-bbox="300 546 803 588">Audience</th> <th data-bbox="803 546 1307 588">Required Training</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 588 803 625">NEW teachers giving the screen</td> <td data-bbox="803 588 1307 625">3 hour face-to-face by district trainer</td> </tr> <tr> <td data-bbox="300 625 803 693">EXPERIENCED teachers giving the screen</td> <td data-bbox="803 625 1307 693">1-1.5 hour refresher by district trainer, training mode is district discretion</td> </tr> <tr> <td data-bbox="300 693 803 730">NEW district trainers</td> <td data-bbox="803 693 1307 730">6 hour face-to-face training of trainer</td> </tr> <tr> <td data-bbox="300 730 803 768">EXPERIENCED district trainers</td> <td data-bbox="803 730 1307 768">1-2 hour refresher webinars</td> </tr> <tr> <td data-bbox="300 768 803 808">Data entry staff, new or experienced</td> <td data-bbox="803 768 1307 808">Training videos on Brigance website</td> </tr> </tbody> </table> <p><i>As this is a new screening instrument being required by NDE, Curriculum Associates will provide the initial training for teachers. In order to build a cadre of valid and reliable district trainers, which we currently do not have, Curriculum Associates will also provide train-the-trainer training.</i></p>	Audience	Required Training	NEW teachers giving the screen	3 hour face-to-face by district trainer	EXPERIENCED teachers giving the screen	1-1.5 hour refresher by district trainer, training mode is district discretion	NEW district trainers	6 hour face-to-face training of trainer	EXPERIENCED district trainers	1-2 hour refresher webinars	Data entry staff, new or experienced
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EXPERIENCED district trainers	1-2 hour refresher webinars											
Data entry staff, new or experienced	Training videos on Brigance website											

3	<p>What are the unique features/qualifications required for this service or good that are not available from any other vendor:</p>
	<p><i>Curriculum Associates is the sole publisher and vendor of materials of the Brigance Screen 3. The criteria as identified in the RFI which the Brigance Screen 3 met included:</i></p> <ul style="list-style-type: none"> • <i>A universal screener appropriate for all public school districts and charter schools</i> • <i>Reflect developmentally, culturally, and linguistically appropriate practices</i> • <i>Not function as a tool too screen children in or out of kindergarten</i> • <i>Include complete training guidelines to effectively equip all assessors</i> • <i>Address multiple developmental domains</i> • <i>Identify children in need of additional instruction in order to provide them with early intervention services that best meet their needs</i> • <i>Align with embed learning opportunities and curriculum</i> • <i>Result in data that has been gathered in multiple methods</i>

4	<p>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:</p>
	<p><i>Curriculum Associates is the sole publisher and vendor of materials of the Brigance Screen 3. Materials are not sold to resellers and are available for purchase only through Curriculum Associates. Please note Curriculum Associates has approved distributors in other countries, but not for US sales. As the sole publisher and vendor, they are the only authorized trainer on the Brigance. All districts have or will be purchasing the Brigance directly from Curriculum Associates.</i></p>

5	<p>Were alternative services or commodities evaluated? Check One.</p>	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	<p>a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i></p>				

<p>The two additional vendors that submitted information for the Read by Grade Three RFI were deemed not appropriate screening tools based on the details of their proposals and did not meet all criteria as listed in #3.</p>	
<p>b. <u>If not</u>, why were alternatives not evaluated?</p>	
<p> </p>	

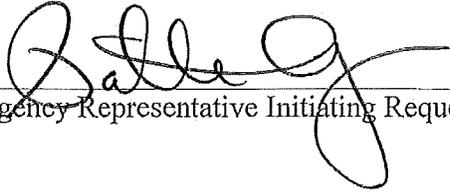
6	<p>Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of <u>ALL</u> previous waivers <u>MUST</u> accompany this request.</p>			Yes:	No:	X	
	<p>a. If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</p>						
	Term Start and End Dates		Value	Short Description	Type of Procurement (RFP#, RFQ#, Waiver #)		
			\$				
			\$				

7	<p>What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?</p>	
	<p>As part of the Federal Pre-k Development Grant (PDG) awarded to the Nevada Department of Education, the department must begin screening children at kindergarten entry by the 2017/18 school year. If the waiver is denied, Nevada will be out of compliance to use funds that are specifically targeted for this activity. The purpose of screening children at kindergarten is to help close the school readiness gap, inform instruction in the early elementary grades, and to notify parents about their children's status. If training is not provided on the Brigance Screen 3, teachers will not have the knowledge and skills to complete the screener; therefore, the results may not be considered reliable and valid.</p>	

8	<p>What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?</p>	
	<p>In December 2015, the Nevada Department of Education issued a request for information (RFI) to identify an assessment to meet the requirements of SB391 Read by Grade Three Act. SB 391 requires an initial kindergarten screener as part an ongoing suite of assessments that will identify struggling readers. There were three vendors who responded to the RFI specific to the kindergarten screener. The panel of experts selected Curriculum Associates Brigance Screen 3. Subsequently the State Board of Education approved the Brigance Screen 3 in June 2016 as part of an aligned system of reading assessments. Based on this approval by the State Board of Education and the required use of the Brigance Screen 3, training is needed to support kindergarten teachers statewide.</p>	

9	<p>Will this purchase obligate the State to this vendor for future purchases? <u>Before selecting your answer, please review information included on Page 2, Section 9 of the instructions.</u></p>			Yes:	X	No:	X
	<p>a. If yes, please provide details regarding future obligations or needs.</p>						
	<p>This will depend on available funding. Current funding for this training ends June 30, 2018. As long as the Brigance is required as the Kindergarten Entry Assessment, districts will need to purchase the screening tool from Curriculum Associates. It is our intent to provide training on the Brigance to ensure there are enough valid and reliable district trainers to safeguard that the screening is given in accurate manner.</p>						

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.



Agency Representative Initiating Request

Patti Oya
Print Name of Agency Representative Initiating Request

9/6/2016
Date



Signature of Agency Head Authorizing Request

Steve Canavero, Ph.D.
Print Name of Agency Head Authorizing Request

9.7.16
Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. **This signature does not exempt your agency from any other processes that may be required.**

Name of agency or entity who provided information or review:

Representative Providing Review

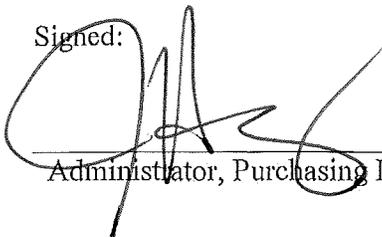
Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:



Administrator, Purchasing Division or Designee

9-30-2014
Date