

MOREHEAD STATE UNIVERSITY
Office of Procurement Services
JUSTIFICATION FOR SOLE SOURCE PURCHASE

Requisition Number: _____
Name and Title of Requester: Joanna Botts, Director
Department Name: OARE - Adult Education Academy
Amount of Requisition: \$ 34,500.00
Funding Source (Account number and name): 14-19155240

Describe item, briefly, what the item/service is and how it will be used. Please avoid technical terms when possible.

~~The instructional technology product, IXL is curriculum used by KYAE instructors. It is an on-line instructional drill program ("exemptions" #1 and #8) that our programs have been using as a statewide supported curriculum since 2021. It contains mathematics, language arts, social studies, and science content for K-12, so it is a very effective curricular resource for our Adult Basic and GED® Instructors. While it is not named specifically in our FY25 contract (attached) this year, it was explicitly named in last year's contract. This year's contract is an extension of last year's contract.~~

No substitution of the item/manufacturer is requested for the following reason (check all applicable):

- The requested supplier/manufacture is the only known source of the item(s) which has special or unique features.
 The items must match or be compatible with existing items. Attach specific details.
 Other, please specify on attached page(s).

Please answer the following, attaching additional pages as necessary:

1. If the purchase is being made through a sponsored project (grant or restricted account) has the granting agency approved this purchase as a single source?

Yes, they have approved the purchase as sole source and purchased the product from the state in the past. Prior to now, IXL was purchased by the state agency/grantor with the same sole source documentation. IXL was specifically named in the FY24 contract with the Academy, and the FY25-26 contract is an extension of last year's.

2. If the contract was awarded to another manufacturer or vendor, please list the consequences.

Adult Education instructors would not have a product that is nationally recognized and aligned to NRS-approved tests. The platform is also easily navigated by students, including English language learners, via a mobile platform. This is extremely important for learners who may not have access to devices other than their mobile phones.

3. Fully describe the evaluation process you took regarding this purchase and list any other brands that were evaluated and why they were deemed to be unacceptable.

The product is one that KYAE has used since around 2021. We used the IXL alignment to TABE and GED® High Impact Indicators to evaluate the product.

4. Furnish detailed and specific reasons for requesting this sole source purchase. Describe the features and explain why they are essential. Discuss the length of time spent on the evaluation process.

To our knowledge, there is no other product like this that provides the amount of practice questions in all content areas related to the GED® and Test of Adult Basic Education (TABE). The product was recommended by the adult education field as a product that proved effective with even adult learners because of the drill and explanations provided for incorrect answers.

Signature of Requester: Joanna Botts Digitally signed by Joanna Botts
Date: 2024.06.13 12:57:24 -0400 Date: 6/13/2024

Approval Signature: Matthew Hyden Date: 6/14/2024
Director, Dean or Vice President

TO BE COMPLETED BY THE OFFICE OF PROCUREMENT SERVICES:

Date posted to website: _____
Date removed from website (not less than 7 days): _____
Number of challenges received: _____

Check Appropriate:

- Recommend single source approval
 Recommend disapproval.

Comments: _____

Signature of Purchasing Agent: _____ Date: _____