

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: July 2, 2024
PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:
Norma Martinez, Director of Library Services (915) 212-3200
K. Nicole Cote, Managing Director (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 4 – Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

SUBGOAL: 4.2 Create innovative recreational, educational and cultural programs

SUBJECT:

Discussion and action on the Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2024-0533 Career Online High School to Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education the sole source provider for Smart Horizon Career Online Education for a term of three (3) years for an estimated amount of \$264,825.00. Supplier will be required to provide an updated sole source letter and affidavit each year.

BACKGROUND / DISCUSSION:

The El Paso Public Library has offered the Career Online High School program since 2016. Currently, 91 students are actively enrolled in the program at different stages since the program is open enrollment. A COHS student has up to 18 months to complete the program. We have graduated 154 students from our Career Online High School Program to date. Students who complete the program receive an accredited high school diploma from Smart Horizons Career Online High School.

Smart Horizons Online High School is the only Online High School (100% online) that offers 10 Career certificates along with the high school diploma plus a career portfolio. Smart Horizons Online High School offers 10 career paths (child care, commercial driving, food and hospitality, general career preparation, home care professional, hospitality and leisure, manufacturing, office management, retail customer service and security professional) and offers a career portfolio which is preparation students in resume building, cover letter and job search help.

In addition, Smart Horizons Career Online High School is a division of Smart Horizons Career Online Education, a private school district that has been granted District Accreditation from Cognia (formerly AdvancED). Cognia is the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Northwest Accreditation Commission (NWAC) accreditation seals.

This means that the Smart Horizons Career Online Education district and all of its schools are Cognia/SACS/NCA/NWAC accredited, and that Smart Horizons Career Online Education is recognized across the nation as a quality school system.

SELECTION SUMMARY:

General Exemption under Texas Local Government Code Section 252.022 Part 7 (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies. Smart Horizons Career Online High School, LLC is the sole and authorized provider of Smart Horizons Career Online Education.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$92,700 for the full term, which represents a 53.86% increase due to additional quantities of scholarships.

PROTEST

N/A

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$264,825.00

Funding Source: General Fund

Account: 453-1000-53010-531030

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ☒ YES ___ NO

PRIMARY DEPARTMENT: Library Services

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Norma P. Martinez

Norma Martinez, Director of Library Services

Project Form
Non-Competitive

*****Posting Language Below*****

Please place the following item on the Regular Agenda for the City Council Meeting of July 2, 2024.

Strategic Goal 4 – Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

The linkage to the Strategic Plan is subsection: 4.2 Create innovative recreational, educational and cultural programs

Award Summary:

Discussion and action on the Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2024-0533 Career Online High School to Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education the sole source provider for Smart Horizon Career Online Education for a term of three (3) years for an estimated amount of \$264,825.00. Supplier will be required to provide an updated sole source letter and affidavit each year. This contract will allow the Library to purchase proprietary educational material necessary for the continuation of the administration of the career online high school education.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$92,700 for the full term, which represents a 53.86% increase due additional quantities of scholarships to be purchased under this contract.

Department:	Library
Vendor:	Smart Horizons Career Online High School, LLC. dba Smart Horizons Career Online Education
City & State:	Pace, FL
Item(s):	All
Initial Term:	3 years
Option Term:	NA
Total Contract Time:	3 years
Annual Estimated Award:	\$88,275.00
Initial Term Estimated Award:	\$264,825.00
Option Term Estimated Award:	NA
Total Estimated Award:	\$264,825.00
Funding Source:	General Fund
Account:	453-1000-53010-531030

Non-Competitive procurement is under Local Government General Exemption: Section 252.022, (a), (7), (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.

The Purchasing & Strategic Sourcing Department and Library Department recommend award as indicated to Smart Horizons Career Online High School LLC., dba Smart Horizons Career Online Education (SHCOE), under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

SOLE SOURCE LETTER

February 01, 2024

To Whom It May Concern,

Thank you for your interest in Career Online High School.

This letter is to confirm that Cognia/SACS/NCA/NWAC accredited Smart Horizons Career Online Education (SHCOE), as owner, creator, and deliverer, is the sole-source provider of Career Online High School (COHS). COHS must be purchased directly from SHCOE at the address listed above. There are no other agents or dealers authorized to sell COHS.

Smart Horizons Career Online Education is the first Cognia/SACS/NCA/NWAC accredited private, national online school district in the United States. Our COHS program is unique for the following reasons:

- COHS was developed specifically for public library patrons who are non-compulsory age and dropped out of high school.
- COHS's proprietary Student Information System/Learning Management Delivery System (i.e., Nexport) is specifically designed for the delivery of the COHS program.
- COHS courses utilize a competency-based, computer-assisted instructional approach (i.e., teacher-directed, student-supported)
- COHS was designed within an educational trauma framework. COHS' curricula and Student Engagement Model helps students move beyond past educational traumas (i.e., fear of failure, lack of support) that often create barriers to engagement and academic success.
- COHS is a career-based program designed to prepare students to enter postsecondary education and training or advance in the workplace. Graduates receive a Cognia/SACS/NCA/NWAC accredited entry-level workforce certificate and a Cognia/SACS/NCA/NWAC accredited high school diploma.

There is no known adult career online high school that includes all the above components in one program. The comprehensive career-based curriculum created by SHCOE is completely unique. Our program meets a specific set of needs for adult learners and older youth who have dropped out of high school and/or have experienced educational trauma.

If you have any questions, please do not hesitate to contact me via email at hliebman@shcoe.org or phone (305) 962-6489.

Sincerely,



Andra Spurlock
VP, Finance & Contracts



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Andra Spurlock. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Smart Horizons Career Online Education
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Career Online High School (COHS)
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Andra Spurlock
Signature

SUBSCRIBED AND SWORN to before me on this 2nd day of February, 2024



Brenda G. Sides

NOTARY PUBLIC

Brenda G. Sides

PRINTED NAME

10-9-2027

MY COMMISSION EXPIRES

COMPANY NAME: Smart Horizons Career Online Education

ADDRESS, CITY, STATE & ZIP CODE: 25 E Nine One Half Mile Road, Pensacola FL 32534

PHONE: 580-583-7193

FAX NUMBER: _____

CONTACT NAME AND TITLE: Andra Spurlock, VP Finance & Contracts

WEB ADDRESS: www.shcoe.org

EMAIL: aspurlock@shcoe.org

FEDERAL TAX ID NUMBER: 80-0503940

TEXAS SALES TAX NUMBER: _____