

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

**AGENDA DATE:** June 8, 2021  
**PUBLIC HEARING DATE:** Not applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Norma Martinez, Director of Library Services, (915) 212-3200  
Bruce D. Collins, Director of Purchasing & Strategic Sourcing, (915) 212-1181

**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:**

Request for the Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Orders over the next three (3) years totaling an estimated amount of \$172,125.00 to Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education the sole source provider for Career Online High School (COHS), with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

**BACKGROUND / DISCUSSION:**

Career Online High School was developed by and is distributed exclusively by Smart Horizons Career Online for the public library market. The program offers an 18- credit online high school diploma program designed to prepare students to enter the workforce. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind.

Smart Horizons Career Online will make available to the El Paso Public Library, "Career Online High School", and an online high school which provides both a set of qualifying courses and all of the course work necessary for authorized users to receive both a career-based online high school diploma and a general career preparation certificate. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruitment and marketing support, curriculum includes 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offerings eight career tracks. Career Online High School will provide graduation materials and librarian training. Smart Horizons Career Online will provide access to the Services through a portal which is linked to the El Paso Public Library's website.

Career Online High School was granted District Accreditation from 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.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

The difference in price, based on comparison to the previous contract is as follows: A decrease of \$272,750.00 for the initial term, which represents a 61.31% decrease due to the program distribution coming directly from Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education without a distributor.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$172,125.00

Funding Source: General Fund

Account: 453-1000-53010-531030

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  X  YES   NO

PRIMARY DEPARTMENT: Library Services

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

*Ellen Eyberg for Norma Martinez*

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Norma Martinez, Director of Library Services

**COUNCIL PROJECT FORM  
(Sole Source)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **REGULAR** agenda for the Council Meeting of **June 8, 2021**.

**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:**

Request for the Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Orders over the next three (3) years totaling an estimated amount of \$172,125.00 to Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education the sole source provider for Career Online High School (COHS), with the stipulation that the vendor provides an updated sole source letter and affidavit each year. The award of this contract will allow Library Department to continue with the career online high school.

**Contract Variance:**

The difference in price, based on comparison to the previous contract is as follows: A decrease of \$272,750.00 for the initial term, which represents a 61.31% decrease due to the program distribution coming directly from Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education without a distributor.

Department:	Library
Award to:	Smart Horizons Career Online High School, LLC dba Smart Horizons Career Online Education Pensacola, FL
Initial Term:	3 years
Total Estimated Award:	\$172,125.00 (3 years)
Account No.:	453-1000-53010-531030
Funding Source:	General Funds
Districts(s):	All
Sole Source No.:	2021-1197

This is a sole source, Service Contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



## PURCHASING & STRATEGIC SOURCING DEPARTMENT

### SOLE SOURCE AFFIDAVIT

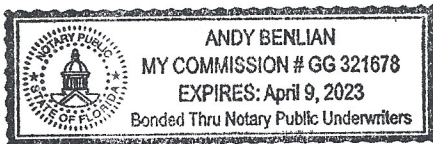
THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

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 Howard A. Liebman. 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.**

Signature

SUBSCRIBED AND SWORN to before me on this 26th day of March.



NOTARY PUBLIC

PRINTED NAME

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: 305-962-6489 FAX NUMBER: \_\_\_\_\_

CONTACT NAME AND TITLE: Howard A. Liebman, Superintendent of Schools

WEB ADDRESS: www.shcoe.org EMAIL: hliebman@shcoe.org

FEDERAL TAX ID NUMBER: 80-0503940 TEXAS SALES TAX NUMBER: \_\_\_\_\_

## SOLE SOURCE LETTER

March 26, 2021

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](mailto:hliebman@shcoe.org) or phone (305) 962-6489.

Sincerely,



Howard A. Liebman, Ph. D.  
Superintendent of Schools