

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: 08/20/2014

Prepared By: Ann Yalman **Title:** Judge

Vendor Name: Millennium Treatment Services Inc.

Address: 1911 St. Michael's Drive Ste. G-1

City: Santa Fe **State:** NM **Zip Code:** 87505

Description of Good/Service to be Procured:

1. Complete screening and assessment, including the SASSI on incoming participants.
2. Provide individual and group counseling, MRT, Breathalyzer testing and UAs for Municipal Drug Court and DUI court.
3. Attend and participate in DUI court and Drug Court Case Staffing.
4. Confirmation of UAs through Redwood Toxicology Labs and submission of results to the Court.

Estimated Cost: \$70,000.00

Term of Contract: 07/1/14 – 6/30/15

1. **Explain why this is the only available source that can be meet the needs of your department.**

Municipal court's criteria for the Drug Court and DUI Court provider is a provider experienced with substance abuse, evidence based treatment and Drug Court and DUI Court.

2. **Explain why this vendor is the only available source from which to obtain this product of service.**

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

Other reason, please explain in full. Attach additional sheets, if necessary.

Millennium Treatment Services and its director Brian Parkhill is the sole provider of DUI/Drug Court treatment services at both the District Court and Magistrate Court programs and has been for many years. Mr. Parkhill is an experienced licensed substance abuse counselor and is current in the evidence-based treatment of people with serious addiction and alcohol abuse problems. Mr. Parkhill has attended numerous NADCP conferences and holds both LPCC & LADC credentials.

The court needs a provider located in Santa Fe who can easily be accessed on foot or by public transportation. This agency provides comparable services for Santa Fe Magistrate Drug Court and the First Judicial District Drug Court. Due to location and knowledge and experience requirements, the Court has determined that no business other than Millennium Treatment Services can perform the contract.

3. Explain why the price is considered fair and reasonable.

The price was originally based on number of participants but we found that many participants did not have sufficient funds to pay \$22.00 per week and we negotiated a monthly price so that we could keep non-paying participants in the program.

4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

We were concerned that Millennium would go out of business because they were carrying non-payment participants. Under this contract they must provide service to all appropriately referred participants even if those participants are not paying for any of the services.

Approvals:

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

Robert Rodarte for *08/22/14*
 Robert Rodarte Date
 Purchasing Officer

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.

Robert Rodarte **Date**
Purchasing Director
City of Santa Fe

Required Attachments:

- *Letter from Contractor, if applicable**
- *Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**