

## 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: 08/21/14

Prepared By: Andres Mercado

Title: Paramedic/Firefighter

Vendor Name: Jarratt Applewhite

Address: P.O.Box 5673

City: Santa Fe

State: NM

Zip Code: 87502

Description of Good/Service to be Procured: Business Plan for SFFD CPI

Estimated Cost: \$20,000

Term of Contract: Until Nov 4, 2014

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

The Community Protection Initiative is in need of an interim project manager with a very specific skill set. The interim project manager must have an understanding of fire department emergency medical operations, the local, and national healthcare landscape, the work of coordinated care projects in other parts of the United States, and an ability to prepare a comprehensive and detailed proposal for City Council to understand the suite of services being proposed. Also, the interim project manager must be able to engage immediately in order to address critical deficiencies in our system which are presently causing pain, suffering, and poor outcomes.

Mr. Jarratt Applewhite has the above-mentioned skill set. He understands the current emergency medical system, is intimately familiar with other coordinated care projects, has extensive experience with start-up phases of initiatives, and is able to engage immediately.

**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.**

Mr. Applewhite is the only available source who is familiar enough with two things which are key to making an informed presentation to City Council: a)the current emergency medical system and, b)the emerging field of community paramedicine/mobile integrated healthcare. Knowledge of these two fields coupled with the necessary skill set to develop a comprehensive business plan for City Council to consider cannot be found anywhere else in Santa Fe. Engaging other qualified individuals (such as Matt Zavadsky) would involve bringing people from other states which would be cost prohibitive.

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

The level of professional services which this project entails customarily costs \$100 per hour. Mr. Applewhite has discounted his rate significantly. Also, because Mr. Applewhite is so familiar with the scope of the project, we will not pay the countless hours which another interim project manager would have to spend learning all the intricacies of the project. This is a significant cost saving for the City.

**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 have negotiated a discounted rate from \$100+/hour to \$75/hour with Mr. Applewhite based on his altruistic personal interest in seeing this indispensable community program become a success.

**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.

