

# SOLE SOURCE REQUEST AND DETERMINATION FORM

**Date:** 05/07/14

**Prepared By:** Andrew Padilla **Title:** Lieutenant

**Vendor Name:** Government Training Institute (GTI)

**Address:** 25 E. Fairview Ave. Suite#215A

**City:** Meridian **State:** Idaho **Zip Code:** 83642

**Description of Good/Service to be Procured:**

**Estimated Cost:** \$56,400.00 **Term of Contract:** Course Dates: July 7-24, 2014

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

This Advanced Type II SWAT Course follows the Institute of Emergency Management and/or the national standard of the Incident Command System (ICS) for any and all critical incidents. ICS ranks all SWAT Teams by their capabilities and equipment, ranging for a Type I SWAT Team to a Type IV SWAT Team, the least equipped and or prepared. This course curriculum specifically covers the first responder's response to a Hazardous Material scene and or incident and thoroughly focusses on Personal Protective Equipment when dealing with Weapons of Mass Destruction and or chemical agents. The course also addresses current case law and the latest techniques and or technology available. Please see the attached 18 page course curriculum for further details.

The Government Training Institute or GTI is nationally known to be the only vendor to offer this type of training and is recognized by the Department of Homeland Security. The 18 day course is pre-approved by the DHS and the State Sponsored Course Catalog, Course ID-002-RESP.

This course would allow our SWAT Team to be classified as a Type II SWAT Team nationally. A Type II SWAT Team is the second most prepared and equipped SWAT Team. We do not qualify to be ranked a Type I SWAT Team as our department does not have the need to conduct airborne or waterborne operations.

The City of Santa Fe Emergency Manager, Andrew Phelps applied for a 2013 State Homeland Security Grant last year. Mr. Phelps specifically applied for this course under that grant. Mr. Phelps was awarded with the grant; 2013 Federal Grant Number: EMW-2013-SS00152-S01 and the New Mexico Department of Homeland Security and the Office of Emergency Management (NMDHSEM) has allowed these grant funds to be expended on this course. The funds can found in Business Unit and Line Item Number: 22832/560700.

The Sub-grant agreement has been attached to this request and was approved by Mayor David Coss and Finance Director Marcos Tapia in March of 2014.

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

X

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

X

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

Please see attached Sub-grant agreement.

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

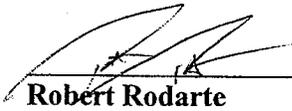
The price is considered fair and reasonable because GTI has the capability of coming to our location to conduct the training. By GTI coming to our location, our department/the City of Santa Fe does not have to pay for the per diem/travel costs that would be needed to send all twelve officers to this course which is normally held out of state. Another major plus of GTI conducting the training at our location the twelve officers have the ability to work together

GTI will also provide all student manuals, certificates and Simmunition conversion kits for all weapon(s) systems, Simmunition rounds for all practical exercises, shooting targets for the firing range and any and all other specialized equipment needed for the course.

**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.)**

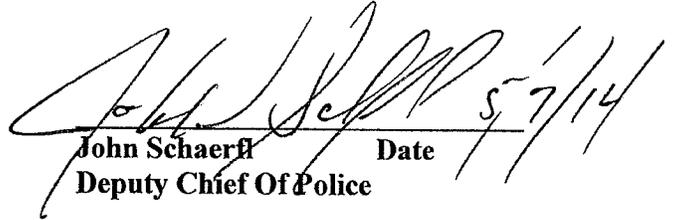
The City of Santa Fe does not have to pay for the out of state travel costs or the daily per diem rate of \$115 or \$215.

This 18 day course does not normally come to New Mexico and on the lower end of the per diem rate of \$115 per day that would equal \$2,070.00 per officer or \$24, 840.00 for all twelve officers. The above calculations are just for the actual 18 days of the course and do not include the one to three days of travel needed to get to and from the course. Therefore, the daily per diem rate and travel costs are the biggest cost savings for the City of Santa Fe if GTI comes to our location to conduct the training.



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

**Date**



**John Schaerff**  
**Deputy Chief Of Police**

**Date**

**Required Attachments:**

**\*Letter from Contractor, if applicable**



***Success is not by Chance***

25 E. Fairview Ave Suite #215A Meridian Idaho 83642  
1321 Technology Dr Suite #101 Barnwell SC 29812  
866.938.5510

[WWW.GTITRAINING.ORG](http://WWW.GTITRAINING.ORG)

In cooperation with the Institute of Emergency Management, an extension of Idaho State University, the Government Training Institute (GTI) developed six courses that were submitted to the US Department of Homeland Security, Center for Domestic Preparedness (CDP). The CDP conducted a desk audit of the course materials based on the completed templates, the completeness of the materials submitted, and the content to determine if the training materials were consistent with the Office of State and Local Government Coordination and Preparedness (SLGCP) standards. Analysis and evaluation of the submitted materials found that the training courses met the required standards.

GTI is the exclusive owner of the curriculum and is the sole source for delivery of the curriculum.

Each of the following courses are currently listed in the Department of Homeland Security Training and Exercise Integration (TEI) State Sponsored Course Catalog:

TYPE 3 SWAT	ID-001-RESP
TYPE 2 SWAT	ID-002-RESP
TYPE 1 SWAT	ID-003-RESP
IMMEDIATE ACTION TEAMS (IAT)	ID-004-RESP
BASIC SWAT	ID-006-RESP
IED AWARENESS	ID-008-RESP