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: August 8, 2014

Prepared By: Kate Noble **Title:** Acting Director, Housing and Community Development Department

Vendor Name: Siete Del Norte

Address: PO Box 400

City: Embudo **State:** NM **Zip Code:** 87531

Description of Good/Service to be Procured: Administration of a citywide mentorship program.

Estimated Cost: $35,000 **Term of Contract:** Through June 30, 2015

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

The City of Santa Fe's Economic Development Division (EDD) invests in workforce development and included a mentorship program as part of its portfolio for three years from 2008/09 until 2010/11. Since that time, the workforce development component of the portfolio has shrunk and the EDD has considered how to increase that including an RFP in 2012. Recent requests have increased for a mentorship program and coincided with the principles of this group working to establish a citywide program.

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**

[X] **Other reason, please explain in full. Attach additional sheets, if necessary.**

The mentorship program will use a successful model piloted in Santa Fe through the successful Monte Del Sol Charter School mentorship program. Only five people in the area have been trained in the model. This contract and program has been developed by and includes four of the five people in the area trained in the model. The partnerships with schools upon which the program is designed and depends, were actively developed through work done by the principles of this program in the Summer of 2014.

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.)**

An original budget looked to the city for a greater cash contribution, around $45,000. At the request and urging of city staff this program has raised $22,000 in cash contributions and will depend heavily on inkind support (budgeted at $44,000) including donated office space for operations in order to execute .

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.

8/16/14

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.

8/16/14

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**