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: 8/11/14

Prepared By: Alexandra Ladd **Title:** Housing Special Projects Manager

Vendor Name: Huddleston Law, LLC

Address: 316 East Marcy Street

City: Santa Fe **State:** NM **Zip Code:** 87501

Description of Good/Service to be Procured: Provide ongoing foreclosure prevention and assistance services for low- and moderate-income homeowners.

Estimated Cost: $20,000 - $40,000 **Term of Contract:** FY14-15

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

Ms. Huddleston has been providing these services for the past three years, first funded through a CDBG grant (serving homeowners earning less than 80% area median income) and then in conjunction with a general fund grant (BU 12106), serving homeowners earning up to 120% of the area median income. Because many of these cases take several months, even years, to reach a settlement, approximately 18 cases initiated with City support are still in progress. Without ongoing funding, these homeowners are not likely to be able to pay for legal services, thus jeopardizing their housing stability. Transferring these cases to another attorney is also potentially problematic, inefficient and would not necessarily result in the homeowner accomplishing the best outcome for their situation.

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.**

See attached report documenting the high level of service provided by Ms. Huddleston to her clients. While the economic climate is recovering, many low- and moderate-income homeowners are still struggling to make ends meet and foreclosure continues to be a problem in SF County. As a direct result of City funding, many of these homeowners are able to remain in their homes.

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

Initially, City staff reached out to four foreclosure attorneys in Santa Fe via email to assess their interest in providing services and asking for a proposed fee. Only one other attorney responded to the request and her rate was 50% more than Ms. Huddleston.

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.)**

Ms. Huddleston's rate is $145/hour; the other attorney who responded to staff's enquiry charges $250/hour. See attached documentation.

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.

9/8/14

Robert Rodarte **Date**
Purchasing Officer