

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: 11/12/15

Prepared By: Shirley Spencer

Title: Office Manager

Vendor Name: Integrated Hospitality Sales Solutions

Address: 220 Water Way

City: Miami

State: FL

Zip Code: 33141

Description of Good/Service to be Procured: Group lead campaigns that consist of outbound calls conducted by their call center.

Estimated Cost: 7,500.00

Term of Contract: 1 Year

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

Integrated hospitality offers a unique resource for providing pre-qualified sales leads for small to mid-sized meeting interested in coming to the city. Through a teleconferencing product, they use industry data to determine groups that meet in the southwest that fit into the spaces offered in Santa Fe and predetermine their interest in coming to the city. This will provide qualified sales leads to our sales personnel and allow them to increase their booking numbers and be more efficient with their time.

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.

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

The standard pricing for this service from Integrated Hospitality Sales Solutions is more than double the annual fee with a 10% commission from the hotels paid 50% at the time of booking and 50% on consumption – this deal is for a \$5,000 annual fee paid by Tourism SF and a 6% commission from the hotel partners receiving the business paid only upon consumption. The primary cost of this contract is paid by the hotels receiving definite room business.

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.)

\$5,000 annually (50%) and for our partners – 6% of the room rate vs. 10% of the room rate with all fees payed upon consumption of the business.

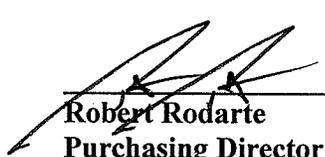
Approvals:

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 11/12/15
Purchasing Officer Date

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 11/12/15
Purchasing Director Date
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



IHSS
Integrated Hospitality Sales Solution

Dear Phyllis,

Within the CVB space we are the only company which offers an integrated approach and for group lead gen campaigns. This consists of outbound calls conducted by our call center, sourcing of data from our internal file and direct support from our sales specialists.

Best regards,

David Green
President,
IHSS, INC.
5600 Collins Avenue, Suite 7A
Miami Beach, FL 33140