

## 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: April 14, 2016

Prepared By: Kate Noble

Title: Acting Director, Housing and  
Community Development  
Department

Vendor Name: Market Intelligence Solutions, LLC

Address: 984 Don Manuel Street

City: Santa Fe

State: NM

Zip Code: 87501

**Description of Good/Service to be Procured:** Administration of an economic development program data collection and measurement initiative.

Estimated Cost: \$30,000

Term of Contract: Through June 30, 2017

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) both invests in and partners to provide business support programs to local Santa Fe businesses. Market Intelligence Solutions, headed by Grace Brill has for 13 years directly collaborated with Santa Fe economic development support programs. The contractor has been the key leader in developing data metrics to track Santa Fe business support programming for the purpose of program improvement and expanding funding. Their longstanding knowledge of all the major program partners, such as the Venture Acceleration Fund, the Santa Fe Business Incubator, BizMix, SFid, SCORE and Startup Santa Fe, makes them unique. Grace Brill was responsible for overseeing and making process improvements to the Regional Development Corporation's (RDC) annual economic impact survey. This contractor also has core competencies in data management and was responsible for selecting and implementing a new customer relationship management system for the RDC.

Their expertise in the area of data collection and analysis for local economic development programming is one of a kind because their collection methodology and rigorous analysis of the date has improved local programs and resulted in raising more money for these programs.

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.

This contract is informed by the Kauffman Foundation, a national expert on entrepreneurial support programming. The Foundation recommendation was to contract with a local third party data expert to measure economic development programs. There is no other contractor that has 13 years of experience in local economic development program measurements or has established relationships with both the service providers and the companies being supported. Their depth of knowledge, experience and results cannot be duplicated by any other contractor.

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

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 current price for these consulting services is 40% less than the original quote.

**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  
Purchasing Officer

4/22/16  
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