

**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:** June 16, 2015

**Prepared By:** Nancy L. Jimenez

**Title:** Fiscal Administrator

**Vendor Name:** Solace Crisis Treatment Center

**Address:** 6601 Valentine Way

**City:** Santa Fe

**State:** NM

**Zip Code:** 87507

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

**Estimated Cost:** \$71,280

**Term of Contract:** July 2015 – June 2016

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

Solace Crisis Center is the only advocacy location for services to individuals that have experienced domestic violence and/or sexual assault in the Santa Fe Area.

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 vendor possesses the experience, training, the ability to follow up, and the knowledge necessary to perform the needed services to victims of domestic violence and sexual assault that police departments cannot or should not provide.

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

A full-time employee with the City costs at least 30% to 50% more due to benefits provided by the City of Santa Fe to all full-time classified employees.

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 did have a full time employee earning with salary and benefits \$96,378.46 this position was eliminated as it was affiliated with the Police Department and it was found that an outside coordinator works better with individuals that are suffering with domestic violence and sexual assault.

**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.

  
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Robert Rodarte  
Purchasing Officer

Date