

## 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:** 2/4/2016

**Prepared By:** Caryn Fiorina

**Title:** Systems & Programming  
Manager

**Vendor Name:** Denovo Ventures LLC

**Address:** 6328 Monarch Park Place

**City:** Niwot

**State:** CO

**Zip Code:** 80503

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

Creation of interface to bring in reads required for billing from the new BEACON Meter Reading System into UCIS utilizing a CSV file format.

Consulting Services to include assistance with the Interface and Import programs UCIS, and other assistance with UCIS software configuration and usage, as requested.

**Estimated Cost:** 24,940.00

**Term of Contract:** 12/31/2016

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

Denovo currently owns the rights to Utility Customer Information System.

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 rate is consistent with industry standards.

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.)

**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

2/11/16  
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 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  
Purchasing Director  
City of Santa Fe

2/11/16  
Date

**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



February 5, 2016

**Sole Source Justification Letter**

Robert Rodarte  
Procurement Director  
City of Santa Fe  
PO Box 909  
Santa Fe, NM 87504

Dear Mr. Rodarte,

Denovo Ventures, LLC. is the owner of the UCIS and Utiligy systems and the sole services provider for UCIS and Utiligy which are Denovo products. Denovo has no other implementation, integration, or services partners for these products. According to maintenance agreements between the City of Santa Fe and Denovo, any modification to the software by a party other than Denovo will limit the responsibility for maintenance by Denovo.

Regards,

A handwritten signature in black ink, appearing to read "Marty Snella", is located below the "Regards," text.

Marty Snella  
CEO  
Denovo Ventures LLC.