

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: 12/16/2014

Prepared By: Fabian Trujillo

Title: ED Division Director

Vendor Name: SCORE

Address: 120 Federal Place, Suite 307

City: Santa Fe

State: NM

Zip Code: 87501

Description of Good/Service to be Procured:

Estimated Cost: \$9,000

Term of Contract: Dec 31, 2015

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

The contractor was selected as a sole source contractor for this contract because the contractor has provided these services for many years and also the value to the city receives is exceptional and the cost for the services is unmatched by other potential providers of these types of economic development services.

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.

The contractor was selected as a sole source contractor for this contract because the contractor has provided these services for many years and also the value to the city receives is exceptional and the cost for the services is unmatched by other potential providers of these types of economic development services.

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

The price is fair and reasonable because SCORE primarily uses volunteers for much of its services. The volunteers are retired entrepreneurs and business executive whose experience is unmatched in northern New Mexico.

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.)

These are custom program economic development services that have been developed with SCORE over the last six years and refined during the last three years. The cost from other vendors would have been more costly. During previous procurement cycles, SCORE was the sole applicant for these types of services.

Approvals:

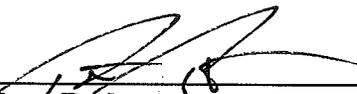
Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.



Robert Rodarte
Purchasing Officer

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 Date
Purchasing Director
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**