

NMHU PURCHASING DEPARTMENT

SOLE SOURCE JUSTIFICATION FORM

A sole source procurement is one for which only one vendor is capable of or allowed to perform a particular service and/or construction or for a tangible item that can be offered by only one vendor. A sole source procurement must comply with §13-1-126 and §13-1-128 N.M.S.A. 1978 and all other state statutes and federals pertaining to sole source procurements.

Submittal of this form is one of the steps required prior to approval of the procurement (approved via issuance of a purchase order). If this procurement is approved by the NMHU Purchasing Department it will then be posted onto the University's website and the State of New Mexico's Sunshine Portal. The posting will be for no less than thirty (30) calendar days. If a potential vendor submits a protest against a sole source procurement within that timeframe, the sole source will not be awarded until, and if the protest is resolved.

This form must be completed in its entirety. If it is not completed in its entirety it will not be accepted and will be returned to the requestor.

Describe the tangible item(s), construction and/or service(s) you would like to procure.

Cisco Systems, Inc. Services agreement.

Can this procurement be made by the regular bidding process? If not, explain why.

No. The University uses Cisco Systems for its networking hardware and software for networking computers, phones, video and other network devices. In order to keep the network systems up to date and running, the all of the network equipment must be maintained. This is a renewal of the services agreement and only Cisco Systems offers services agreement for their hardware that covers multi years.

What other tangible items, services or construction methods did you consider? Specify the specifications, sources, technical data and any other non-tangible factors that you considered.

As stated, Cisco Systems is the University's network equipment. To not keep it maintained would mean the University would lose connectivity of the internet as well as all computers and other network devices. Since it would be a loss of over a hundreds of thousand plus dollars, it is recommended that we continue the agreement.

Did you rely on information from other individuals to make your determination, if so by who and what information did they provide?

Please contact Alex Goyins with Cisco Systems, Inc. at (610) 386-2848 for further information. Attach to this department quotes, technical specifications or other data that describes the tangible item(s), service(s) and/or construction. It must also include, at a minimum, the vendor's name, address and telephone number and the amount of the procurement.

Amount of \$ 95,888.25

Cisco System Corp
1111 Old Eagle School Road
Wayne, PA
19087


Provide any additional information that may be useful in making a determination.

I certify that all the information provided in this document and all attachments (if applicable) are to the best of my knowledge and I understand that there are penalties for willful violations of the State of New Mexico Procurement Code.

Phillip Escue, Interim Director of ITS  12/15/13
Requestor Name and Title Signature Date

APPROVALS:

Department Head or Dean
Name and Title Signature Date

Michael Saavedra, Director  12/19/13
Purchasing Department
Name and Title Signature Date

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