

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 federal laws 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.

OCLC is a non-profit national library services organization which provides library services such as cataloging, interlibrary loan and database subscriptions.

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

Libraries have been contributing records to this international bibliographic database since 1974, creating a database with several million records. Since thousands of libraries share the workload of creating records, there is an efficiency of cataloging. Other systems do not have this capacity.

OCLC is the only provider of automated Interlibrary Loan services. The Library has been a member of the OCLC database since 1975.

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.

While there are other such services, none are available as a package, nor do their bibliographic databases contain as many records as OCLC. NMHU has been contributing records for many years. It is not cost effective or viable for a library to change from one system to another on a short term basis.

Cataloging and Interlibrary Loan processes could also be done manually, but that would require a substantial increase of library personnel.

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

No.

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.

OCIC Inc
PO Box 203254

Amount of \$31,938.51

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

Dallas, TX 85320-3254
800-848-5878 ext. 5343

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.

Cheryl Zebrowski

Head of External Programs/ICC
Requestor Name and Title

Cheryl Zebrowski
Signature

7-25-14
Date

APPROVALS:

[Signature]

Department Head or Dean
Name and Title

Ruben F. Aragon
Signature

7/30/14
Date

Michael Saavedra / Director

Purchasing Department
Name and Title

[Signature]
Signature

7/31/14
Date

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