

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.

Mr. Salas will be providing recruiting services in the Coachella Valley to ten public high schools and two private schools. He will also recruit the College of the Desert for transfer students. He will also seek scholarship from local sponsors and solicit for a migrant summer program to be hosted by our science department.

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

No, there is no one in the valley that provides these types of services or has the knowledge of the Coachella Valley and understanding of what NMHU has to offer prospective students.

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.

We considered using a recruiter from main campus but transportation alone would not make it as cost effective.

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

NA

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.

NA

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

Mr. Salas has been a city councilman and mayor of Coachella. His in depth knowledge of people and resources, for example, Pathways to Success, who scholarship thousands of students seeking education from the Coachella Valley, is an invaluable resource to students he is recruiting to NMHU.

Vendor: Larry Salas
52-199 Van Buren
Coachella, CA 92236
Amount for
7/1/14 - 6/30/15
of \$35,000

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.

C. Gonzalez Director [Signature] 9/12/14
Requestor Name and Title Signature Date

APPROVALS:

[Signature] Fidel Trujillo 9/15/14
Department Head or Dean Signature Date
(if different from above)
Name and Title

Michael Snavedra Director [Signature] 9/18/14
Purchasing Department Signature Date
Name and Title

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