

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.

Annual subscription to 8 EBSCO e-journal databases and the EBSCOhost database package of 12 databases, including e-book collections.

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

No, because EBSCO Information Service is the sole publisher of the databases.

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.

The databases allow full-text access to hundreds of online journals that we would not be able to purchase any other way.

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

Some of the databases within the package were specifically requested by departments, and the majority are standard databases that we have subscribed to for many years. Their validity and use by students is confirmed by our annual usage statistics.

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.

Please see attached.

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.

<u>Leslie Broughton, Head Collection/Instruction</u>	<u><i>Leslie Broughton</i></u>	<u>05/19/15</u>
Requestor Name and Title	Signature	Date

APPROVALS:

<u><i>Ruben F. Aragon, Lib. Director</i></u>	<u><i>[Signature]</i></u>	<u>5/26/15</u>
Department Head or Dean Name and Title	Signature	Date

<u><i>Michael Saavedra, Director</i></u>	<u><i>[Signature]</i></u>	<u>06/02/15</u>
Purchasing Department Name and Title	Signature	Date

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