

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 for journals in microfiche and microfilm format.

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

To my knowledge there are no other companies who provide this service.

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.

NA Publishing makes the acquisition, maintenance, and renewal process as easy as possible. Our reasoning for this decision is based on the customer service needs.

Microform provides a stable, space-saving alternative for collection development. With titles ranging from esoteric to popular, we can work with you to develop a long-term strategy to retain needed titles in a long-lasting format.

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.

See Attached *NA Publishing, Inc.* *\$ 23,080.21*
6564 South State Rd. *1-800-420-6272*
Saline, MT 48176 *info@napubco.com*

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

The company specializes in preservation, custom publishing, and other services that enhance and ensure access to scholarly information. NA Publishing's UMI® Periodicals in Microform include more than 18,000 periodicals from esteemed publishers around the world.

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.

Josephine Sena-Gutiérrez *Josephine Sena-Gutiérrez* 5/29/15
Requestor Name and Title Signature Date

APPROVALS:

Ruben F. Aragon, Lib. Assoc. *R. Aragon* 6/1/15
Department Head or Dean Signature Date
Name and Title

Michael Savelle, Director *Michael Savelle* 06/09/15
Purchasing Department Signature Date
Name and Title

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