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 the American Chemical Society (ACS) electronic journal database.

Provide the following:

Vendor Name  American Chemical Society
Address
PO Box 3337
Columbus, OH 43210

Name of Company Representative

Company Contact Information

Email  bmerz@acs.org  (Brent Merz)
Telephone  614-447-3779
Fax  614-447-5475

Amount of Proposed Sole Source  $36,897.00
Can this procurement be made by the regular Invitations for Bids (lowest bid amount) or Request for Proposals (qualifications-based) process? If not, explain why.

No, because the American Chemical Society is the sole publisher of the ACS journals and the electronic database of their journals.

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 ACS journals are not available in print format, nor are they available in any other electronic database through another vendor.

Which other companies did you contact for the tangible item(s), construction and/or service(s)? Provide the name of the company, representatives you spoke to and contact information.

No other company was available to contact, because ACS is the sole publisher of ACS journals.

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

Yes, the database was requested by the Chemistry Department and is required for research and departmental accreditation.

Provide any additional information that may be useful in making a determination.
Attach to this department quotes, technical specifications or other data that describes the tangible item(s), service(s) and/or construction.

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.

Leslie Broughton, Head, Collection/Instruction  
Requestor Name and Title  
Signature  
Date  

APPROVALS:

Ruben Aragón, Library Director  
Department Head or Dean  
(if different from above)  
Name and Title  
Signature  
Date  

Michael Samavedra, Director  
Purchasing Department  
Name and Title  
Signature  
Date  

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