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.

Subscription and support for Backboard Collaborate.

Provide the following:

Vendor Name  Blackboard Collaborate Inc.
Address  10 East 40th St, 11th Floor  
New York, NY 10016

Name of Company Representative
Company Contact Information

   Email  Greg Goularte; greg.goularte@blackboard.com
   Telephone  503-864-3223
   Fax

Amount of Proposed Sole Source  $ 47,056
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.

Blackboard Collaborate subscription and support for 12 months, renewal.

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.

Blackboard Collaborate (formerly Elluminate) is a Web-conferencing software that allows instructors to conduct a live 'Web meeting' with students. This software incorporates video, audio, desktop and file sharing to create an online classroom for collaboration in real-time via the Internet. The software was selected by the University Faculty and ITS must maintain the product, until the faculty have selected another like product.

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.

None, the product is owned by Blackboard and they are the sole provider for Collaborate.

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

Please contact Greg Goularte at 503-864-3223 for further information.

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

Again, Blackboard Collaborate (formerly Elluminate) is a Web-conferencing software that allows instructors to conduct a live 'Web meeting' with students. This software incorporates video, audio, desktop and file sharing to create an online classroom for collaboration in real-time via the Internet. The product was selected by the University faculty. ITS must support the product until another product is selected.
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.

Phillip C. Escue  
Requestor Name and Title

Signature  
Date  6/2/16

APPROVALS:

Department Head or Dean  
(if different from above)
Name and Title

Signature  
Date

Michael Sauceda  
Director

Purchasing Department  
Name and Title

Signature  
Date  6/2/16

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