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.

Provide the following:

Vendor Name  NA Publishing, Inc
Address  P.O. Box 998
          Ann Arbor, MI 48106-0998

Name of Company Representative  Dana Ouellette
Company Contact Information  
  Email  dana.ouellette@napubco.com
  Telephone  800-420-6272/734-821-3923
  Fax  734-401-6090

Amount of Proposed Sole Source  $ 23,932.56
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.

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.

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.

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

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

No

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.
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.

Josephine Sena, Librarian  
Requestor Name and Title  
Signature  
May 26, 2016  
Date

APPROVALS:

Department Head or Dean  
(if different from above)  
Name and Title  
Signature  
5/31/16  
Date

Purchasing Department  
Name and Title  
Signature  
06/09/16  
Date

[END OF DOCUMENT]
Renewal Invoice / Order Request Form
First Notice

Renewal #: QT-SB3135

Ship To: 110069
New Mexico Highlands University
Donnelly Library - Periodical
1005 Diamond Street
Las Vegas, NM 87701

Renewal Month: September

Bill To: 110069
New Mexico Highlands University
Donnelly Library - Periodical
Las Vegas, NM 87701

Enclosed is the complete list of the titles in your traditional Renewal Notice. Additionally, the Serials Program Order Request provides the complete list of your renewal titles, along with each title's additional format availability and purchase/access options from the NA Publishing's Serials Program.

If you would like to continue your subscription using the traditional renewal process, please verify the information on the following Renewal Invoice, sign, and return with payment. You will be invoiced for any adjustment. The renewal must be accompanied by an official purchase order or your signature below.

Should you wish to take advantage of the additional format and access options in our Serials Program, please make your selections on the Serials Program Order Request form and submit it to info@napubco.com. A customer service representative will follow up with you to verify your selections, add any applicable tax and shipping costs, and send you a completed order form with summarized pricing for approval.

If you have any questions regarding your renewal, please contact your NA Publishing, Inc. customer service representative at (800) 420-6272, via fax (734) 401-6090, or email at info@napubco.com.

Total Price: $22,684.89
Discount: 0.00%
Total Tax: $0.00
Total Shipping & Handling: $1,247.67
Total Renewal Amount: $23,932.56

Please check appropriate choice and sign below:

☐ Check Enclosed ☐ Bill Me ☐ New Purchase Order #

☐ Bill my credit card #: ___________________________ Exp. Date: __________________

Renewal Authorization Signature: ___________________________ Security Code: ____________

E-Mail Address: ___________________________ Telephone #: __________________

E-Mail addresses help us improve Communication, Customer Support, and the eAccess Set-Up Process

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NA Publishing, Inc. - 6564 South State Rd. - Saline, MI 48176