

FY17-010

New Mexico Highlands University
Purchasing Department

NMHU PURCHASING DEPARTMENT

SOLE SOURCE JUSTIFICATION FORM

SEP 21 2016

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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.

College entrance examination board testing materials needed as part of the required test/s for the College Entrance Exam that is administered throughout the state and taken by High school students..

Provide the following:

Vendor Name College Entrance Examination Board

Address
P.O. Box 27392
New York, NY 10087-7392

Name of Company Representative

Company Contact Information

Email collegeboard.org
Telephone (877)274-6474
Fax

Amount of Proposed Sole Source \$ 380,608.00

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.

The College Board is the only organization that provides the requested professional development and testing materials.

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.

None The College Board is the only organization that provides the requested professional development and testing materials needed by AP high school students.

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 College Board is the only organization that provides the requested professional development and testing materials. Since the materials are developed by the College Board, they are not available through any other distributors.

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.

NMHU has been providing this service for the State of New Mexico for several years.

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.

Marvin Perea-APNM

Requestor Name and Title


Signature

9/21/16

Date

APPROVALS:

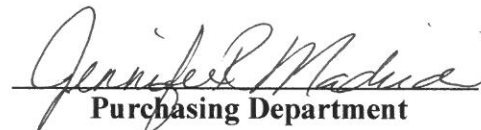
Evonne Roybal-Tafoya-EOS Dir

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


Signature

9/21/14

Date


Purchasing Department
Name and Title

Jennifer R. Medrick
Signature

09/21/14

Date

[END OF DOCUMENT]

Office of the State Auditor
Department of Administration

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