

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.

Turnkey 1080p video conferencing solution for two rooms located in the Trolley Building in Las Vegas and the museum classroom in Albuquerque. Includes cameras, monitors, codecs, installation, service contract, and related equipment.

Provide the following:

Vendor Name Video Guidance.com Incorporated dba Pinnaca

Address
8000 Norman Center Dr.
Bloomington, MN 55437

Name of Company Representative

Company Contact Information

Email Roger Campbell rcampbell@pinnaca.com
Telephone 303-353-1794
Fax 952-831-7425



Amount of Proposed Sole Source \$ 125,551.80

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.

In order to meet the USDA approved price, the vendor worked with the manufacturer to get a bundled discount that goes beyond acceptable business practices. They have bundled discounts totalling more than \$20,000 to include 3 years of service, 1080p licenses, etc.

USDA requires a turnkey installation so other options are not available.

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.

This contract includes deliverables approved by USDA for this grant.

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.

BT Conferencing Video, Inc (Dave Condolora 480-286-1087), provided the original USDA proposal, but couldn't deliver a turnkey installation

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

Worked with Evonne Roybal-Tafoya, Eddie desChamps and Shay Bassett for technical assistance.

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.

Kerry Loewen, Chair
Dept. of Media Arts & Technology


Signature

September 28, 2016

Requestor Name and Title

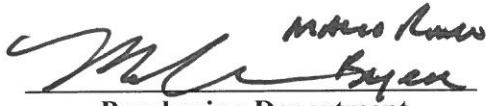
Date

APPROVALS:

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

Signature

Date


Purchasing Department

Name and Title


Signature

9/28/16
Date

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