

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.

Inception Technologies' InfiniTime Timeclock readers (Scout HP3000E and Thor Ethernet TCP/IP Fingerprint Terminal), the mobile app for InfiniTime, and increase number of licenses to 300 for InfiniTime.

Provide the following:

Vendor Name Inception Technologies

Address 6097 N. 57th Drive
 Glendale, AZ 85301
 Main: 623-824-1140 Ext 203

Name of Company Representative +

Company Contact Information

Email Francesca Schmitthammer, +
Telephone (623) 824-1140
Fax (623) 930-0012

Amount of Proposed Sole Source \$ 25,110.00

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, Inception Technologies is the sole provider of time clocks, mobile apps, and license upgrades for InfiniTime time clock systems. The time clocks have custom BIOS to work with the InitiTime time clock systems. There are no other providers of time clocks with this BIOS. They are the only provider of add-ons for the InfiniTime time clock systems.

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 University could purchase another time clock system, but the University would lose it's investment that it currently has in InfiniTime.

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.

If you do a search on the web for InfiniTime you will only find Inception Technologies offering the products.

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.

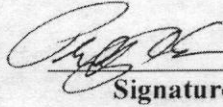
The University needs to implement the time clock system very fast. Finding another new vendor would delay the project. Also the University would lose it's investment that it currently has in InfiniTime time clock system.

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

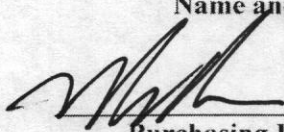
10/15/16
Date

APPROVALS:

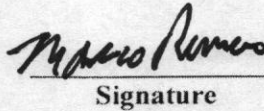
Department Head or Dean
(if different from above)
Name and Title

Signature

Date



Purchasing Department
Name and Title


Signature

10/24/16
Date

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