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 regulations 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.

The Ellucian Payment Center and TouchNet Bill and Payment service is an integrated payment collection, gateway and bill and payment plan for the Ellucian Banner system. The payment gateway tightly integrates with the Student Information System (SIS) module which is used by NM Highlands to register and manage the university’s student records. The service seamlessly integrates with the Banner SIS module and electronically transfers the student to the TouchNet website which is PCI Compliant, to process payment collection and/or set up a payment plan. The student is then electronically transferred back to complete the registration process on Highlands premise based Banner system. The whole transaction process is transparent and seamless to the student.

Provide the following:

Vendor Name: Ellucian
Address: 2003 Edmund Halley Drive
          Reston, VA 20191, USA

Name of Company Representative: Alexander Johnson
Company Contact Information
   Email: Alexander.Johnson@ellucian.com
   Telephone 703.449.6969
   Fax
Amount of Proposed Sole Source $39,400 recurring $23,100 implementation
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 software is sold exclusively by Ellucian for the purpose of bill payment and payment processing for use with the Ellucian Student Information System.

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.

Other vendors were considered however, because of the software integration and the single source for support related issues of the Ellucian products in consort with the mission critical nature of payment processing, the Ellucian product line is the only choice.

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.

Blackboard, Dave Carlen, 801.244.0482, david.carlen@blackboard.com

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

Interviews were conducted with other Higher Ed. Institutions in the state, the support provided by Ellucian as well as the product integration were important information in our process.

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.

Gian V. Gieri  
Requestor Name and Title  
Signature  
4/24/17  
Date

APPROVALS:

Department Head or Dean  
Signature  
Date

(if different from above)  
Name and Title

Purchasing Department  
Signature  
Date

Name and Title

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