

FEB 23 2018

Office

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.

Digital Cable TV Services for University

Provide the following:

Vendor Name: Comcast Holdings Corporation

**Address 2530 Hot Springs Blvd
Las Vegas, NM 87701**

Name of Company Representative: Jennifer Gustafson

Company Contact Information:

Email: Jennifer_gustafson@cable.comcast.com

Telephone:

Fax:

Amount of Proposed Sole Source \$ 75000.00

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. Comcast installed and supports the current infrastructure to provide these services.

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.

We have looked at other providers, but it proves costly to change equipment. Once we have enough funding to support a change we may look at other providers or options to provide cable tv services.

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. Comcast is the only TV service provider in the area that will not require installation of new hardware and cabling.

Did you rely on information from other individuals to make your determination, if so by who and what information did they provide? No, Comcast is the only company with infrastructure in place to support cable on campus.

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.

Yvette D. Wilkes Yvette D. Wilkes 2-22-18
Requestor Name and Title Signature Date

APPROVALS:

KIMBERLY J. BLEA, DEAN OF STUDENTS [Signature] 3/20/2018
Department Head or Dean Signature Date
(if different from above)
Name and Title

Adam Bustos, Director [Signature] _____
Purchasing Department Signature Date
Name and Title

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