

# 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.**

**College entrance examination board testing materials needed as part of the required testing for the College Entrance Exam that is administered throughout the state and taken by High school students. This is an agreement between NMHU/AP New Mexico and PED to administer AP exams throughout the state. There is not a set amount and the volume and cost vary.**

**Provide the following:**

**Vendor Name: College Entrance Examination Board**

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

**Name of Company Representative: Mike Barry**

**Company Contact Information**

**Email: [mbarry@collegeboard.org](mailto:mbarry@collegeboard.org)  
T 212.373.8726 |Fax 646.607.3618**

**Amount of Proposed Sole Source \$500,000.00**

**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.

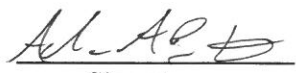
Attach to this department quotes, technical specifications or other data that describes the tangible item(s), service(s) and/or construction.

*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.*

<u>FRANCIS T. ORTEGA, Director</u>	<u></u>	<u>28 March 2018</u>
Requestor Name and Title	Signature	Date

**APPROVALS:**

<u>Virginia Paolitta Vito</u>	<u></u>	<u>3-28-18</u>
Department Head or Dean (if different from above) Name and Title	Signature	Date

<u>Adam Bustos Purchasing Director</u>	<u></u>	<u>3-28-18</u>
Purchasing Department Name and Title	Signature	Date

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