

FY19-003

New Mexico Highlands University
Purchasing Department

MAY 25 2018

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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.

OCLC is a non-profit national library services organization which provides library services such as cataloging, interlibrary loan and database subscriptions.

Provide the following:

Vendor Name OCLC Inc.
Address PO Box 203254
Dallas, TX 75320-3524

Name of Company Representative
Company Contact Information
Email maiers@oclc.org
Telephone 1-800-848-5878 ext. 4058
Fax 253-212-0552

Amount of Proposed Sole Source \$ 37,864.28

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.

Libraries have been contributing records to this international bibliographic database since 1974, creating a database with several million records. Since thousands of libraries share the workload of creating records, there is an efficiency of cataloging. Other systems do not have this capacity. OCLC is the only provider of automated interlibrary loan 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.

While there are other such services, none are available as a package, nor do their bibliographic databases contain as many records as OCLC. NMHU has been contributing records for many years. It is not cost effective or viable for a library to change from one system to another on a short term basis.

Cataloging and Interlibrary Loan process could also be done manually, but that would require a substantial increase of library personnel.

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

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.

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.

Leslie Broughton ^{Head Collections & Instruction Librarian} Leslie Broughton 5/22/18
Requestor Name and Title Signature Date

APPROVALS:

[Signature] Ruben F. Aragon 5/22/18
Department Head or Dean Signature Date
(if different from above)
Name and Title

Adam Bustos ^{Purchasing Director} [Signature] 5.25.18
Purchasing Department Signature Date
Name and Title

[END OF DOCUMENT]



INVOICE

Invoice Number: **NMH1805CUSMCAT**

Invoice Date: 05/24/2018
Due Date: (45 days)

NEW MEXICO HIGHLANDS UNIV
PO BOX 9000
LAS VEGAS, NM 87701-9000

PRODUCT CODE	DESCRIPTION	AMOUNT
	FY2019 CATALOGING AND METADATA SUBSCRIPTION	\$22104.90
	FY2019 WORLDSHARE ILL SUBSCRIPTION	\$15759.38
	Subscription Period - FY2019	
	TOTAL AMOUNT DUE	\$37864.28
<p>We appreciate your business. Thank you for supporting the OCLC Cooperative.</p>		
<p>Remit Address: OCLC, Inc. PO Box 5405 Denver, CO 80217-5405</p>		

This invoice supports encumbering and submitting funds for your OCLC products and services.
If you have additional questions about your Account No. 01OCLC00000884 NMH, div 2500 please contact Sylvia Maier at 800.848.5878 ext 4058. Or, you can send an email to maiers@OCLC.ORG.