

FY19-007

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 laws 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.

CBORD is the University's POS and card system. To not keep it maintained would mean the University would lose its investment. Since it would be a loss of over a hundred and fifty thousand dollars, it is recommended that we continue the agreement.

Provide the following:

Vendor Name CBORD GROUP

Address

1696 San Simeon Way
St Louis, Missouri 63026

Name of Company Representative

Company Contact Information

Email Frank C. Casso III fcc@cbord.com

Telephone 636-326-1001 (Office) 314-941-2727 (Cell)

Fax 636-216-0177

Amount of Proposed Sole Source \$ 37,000

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. The University uses the CBORD's Point of Sale (POS), Campus Card system, C-Store, and Get-Funds for its POS and ID card system (see P.O.s P0131784 of 01/08/13 and P0131970 of 01/31/13) which were awarded by a RFP. In order to keep the systems up to date for the POS and card system, the software & hardware must be maintained. This is a renewal of the services agreement and only CBORD offers services agreement for their software.

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.

As stated, CBORD is the University's POS and card system. To not keep it maintained would mean the University would lose its' investment. Since it would be a loss of over a hundred and fifty thousand dollars, it is recommended that we continue the agreement.

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 product(s) are owned by Cbord and they are the sole provider for maintenance of their products.

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

Please contact Frank C. Casso III at 636-326-1001 for further information.

Provide any additional information that may be useful in making a determination.

The University uses Cbord for their Point of Sales and ID card system. It would cost the University more money to go with a new POS and ID card system than if we renew our maintenance agreement.

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.

Shay Bassett

Requestor Name and Title


Signature

May 23rd 2018
Date

APPROVALS:

Gian Gieri

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


Signature

5/23/18
Date

Adam Busto, Purchasing Director
Purchasing Department
Name and Title


Signature

5.25.18
Date

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