

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.

Advocate Software Package for Residence Halls. Manages Student Conduct.

Provide the following:

Vendor Name: Symplicity Corporation
Address 3003 Washington Blvd Suite 900
Arlington, VA 22201

Name of Company Representative: John Morrall

Company Contact Information:

Email:

Telephone: 703-351-0200 ext 7141

Amount of Proposed Sole Source \$ 11000.00

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.

Advocate Software can only be purchased through Symplicity Corporation and is proprietary.

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.

Symplicity is the only company that provides the Advocate Software Package.

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. Symplicity is the only provider of the Advocate Software Package.

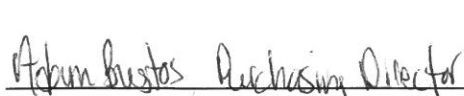
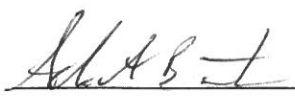
Did you rely on information from other individuals to make your determination, if so by who and what information did they provide? No

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.

Requestor Name and Title	Signature	Date

APPROVALS:

		9-12-18
Department Head or Dean (if different from above) Name and Title	Signature	Date

		9-12-18
Purchasing Department Name and Title	Signature	Date

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