

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.

Annual subscription to 10 EBSCO e-journal databases.

New Mexico Highlands University
Purchasing Department

MAY 22 2019

RECEIVED

Provide the following:

Vendor Name: Ebsco
Address 10 Estes Street
PO Box 682
Ipswich, MA 01938

Name of Company Representative: Erik Kurth
Company Contact Information:

Email: ekurth@ebSCO.com
Telephone: 800-633-2726
Fax: 978-356-5640

Amount of Proposed Sole Source **\$69,746.00**

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, Ebsco is the sole publisher of the databases.

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.

The databases allow full-text access to hundreds of online journals that we would not be able to purchase any other way, or else we would have to subscribe to each individual journal at an exorbitant cost.

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?

Some of the databases within the package were specifically requested by departments, and the majority are standard databases we have subscribed to for many years. Their validity and use by students is confirmed by our annual usage statistics.

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.

Cheryl Zebrowski
Librarian, Interim Head of
Collecting and Instruction

Requestor Name and Title

Cheryl K. Zebrowski
Signature

5-15-19
Date

APPROVALS:

Ruben F. Aragon
Library Director
Department Head or Dean
(if different from above)
Name and Title

[Signature]
Signature

5/21/19
Date

Adam Busto, Purchasing Director
Purchasing Department
Name and Title

[Signature]
Signature

5/30/19
Date

[END OF DOCUMENT]



10 Estes Street
 P O Box 682
 Ipswich, MA 01938
 USA
 www.ebsco.com

(978) 356-6500
 (800) 653-2726
 Fax: (978) 356-5640
 information@epnet.com

Product Order Form

CustID: s8998935
 OrderID: WSR407888
 Date: 01/23/2019

Purchasing Customer

NEW MEXICO HIGHLANDS UNIV
 THOMAS C DONNELLY LIBRARY
 BOX 9000
 LAS VEGAS, NM, 87701-4072
 USA

Billing Address

NEW MEXICO HIGHLANDS UNIV
 THOMAS C DONNELLY LIBRARY
 9TH AND NATIONAL AVE
 LAS VEGAS, NM, 87701
 USA

Contact:

Patricia Lopez
 505 454-3400
 palopez@nmhu.edu

Your invoice will be sent to:

Patricia Lopez
 palopez@nmhu.edu

Product Name	Begin Date	Expire Date	Price
PrepSTEP for Colleges and Universities	07/01/2019	06/30/2020	\$4,720.00
SPORTDiscus with Full Text	07/01/2019	06/30/2020	\$9,692.00
Business Source Premier : HOST	07/01/2019	06/30/2020	\$10,245.00
PsycARTICLES	07/01/2019	06/30/2020	\$13,545.00
AGRICOLA	07/01/2019	06/30/2020	\$325.00
SocINDEX with Full Text	07/01/2019	06/30/2020	\$10,056.00
M.L.A International Bibliography	07/01/2019	06/30/2020	\$8,119.00
Mental Measurements Yearbook with Tests in Print	07/01/2019	06/30/2020	\$4,370.00
OmniFile Full Text Select (H.W.Wilson)	07/01/2019	06/30/2020	\$4,180.00
PsycTESTS	07/01/2019	06/30/2020	\$4,494.00

Total: \$69,746.00
 The above excludes all applicable tax
 Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

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Customer agrees to terms and conditions of the appropriate EBSCO License Agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering ebooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Please sign, scan and email this form to: ERIK KURTH at ekurth@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978 356-5640