

## SOLE SOURCE JUSTIFICATION REQUEST FORM

**Instructions:** Briefly describe the items or service requested and list in detail the reason for requesting the Sole Source designation. Include substantiating data such as; companies contacted and the reason for elimination, technical data, etc. Since this is a request to depart from the mandated procedure for competition, request without support cannot be considered. The CNM Buyer may require additional information and remains the final authority in the determination of a Sole Source acquisition.

**Date:** 10/1/2020

**Prepared by:** Teresa Maynard

### Vendor/Contractor

**Name:** Carpenters Educational Program  
**Address:** 1021 Cardenas NE  
**City, State, Zip:** Albuquerque, NM 87110

**Cost:** \$288,456.00

**Term of Contract:** 8 Years

**Description of Item/Service to be procured:** (listing of the services, construction or items of tangible personal property procured under the contract)

CNM will partner with Southwest Carpenters Training Fund (SWCTF) to provide training and credentials for Carpentry Apprentices. The curriculum is proprietary and restricted to students accepted in the SWCTF apprenticeship program.

1. Courses are to be primarily held at the Vendors place of business.
2. CNM will provide lab and classroom space at the main campus periodically. Arrangement of lab space will be coordinated with the AT Dean.
3. Vendor will be exclusively responsible for the delivery of instruction, determination of curriculum and production of course materials and supplies.
4. Course instructors will be employees of the Vendor and contracted to CNM for delivery of instruction. Except as otherwise provide Vendor will hire, evaluate and terminate instructors.
5. CNM will contract with Vendor to provide a mutually agreed number of instructors. The contract rate for each instructor will be equivalent to the CNM entry level pay rate for baccalaureate or below level part-time faculty and determined by credit and contact hours per course. Fringe benefits will not be included.
6. The contact rate for each instructor will be adjusted as the entry level part-time pay rate at CNM is periodically adjusted.
7. CNM will issue a purchase order to Vendor for contract instructor services. Vendor will submit invoices to CNM referencing the purchase order number. CNM will make payment to Vendor at the conclusion of each term that courses are offered, in accordance with CNM's standard procurement terms and conditions (see attached) and accounts payable review and approval process. In the event of any conflict between CNM's standard procurement terms and conditions and the terms and conditions as contained in this Memorandum of Agreement, the terms and condition of the Memorandum of Agreement shall take precedence.
8. While teaching for CNM, the contract instructors must comply with all CNM rules and regulations and will appropriately discipline any instructor, to the satisfaction of CNM, who fails to comply with CNM rules and regulations.
9. The courses will be listed in the CNM course catalog and will be open exclusively to student whom the apprenticeship agency qualifies.
10. Students will be admitted as regular CNM students with all responsibilities and privileges of regular CNM students.

Below is the summary of information regarding the justification for your request for the Sole Source Procurement.

**1. Explain why this is the only available source that can meet the needs of your department.**

The objective of this apprenticeship agreement is to provide a quality instructional program eligible for academic credit.

**2. Explain why this vendor is the only available source from which to obtain this product or service.**

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved futile; OR

Other reason, please explain in full. Attach additional sheets if necessary.

The curriculum and instruction methodology is proprietary to the Southwest Carpenters Education Fund Program developed to teach and train individuals through the Carpenters Apprenticeship Program.

**3. Explain why the price is considered fair and reasonable.**

6. The contact rate for each instructor will be adjusted as the entry level part-time pay rate at CNM is periodically adjusted.

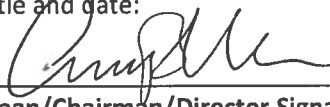
4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets if necessary).

The pricing is fair as it is based on what CNM currently pays part-time faculty to teach a class. The price may fluctuate as pay scales adjust over the term of the agreement.

**APPROVALS:**

Based on the above stated facts, the Purchasing Department has made the determination the justification for the Sole Source procurement is in accordance with §13-1-126 and will be posted for a 30-day period prior to award.

Teresa Maynard  
Print Requester Name  
Administrative Technical Assistant 9/29/20  
Title and date:  
Teresa Maynard Digitally signed by Teresa Maynard  
Date: 2020.09.02 10:05:31 -06'00'  
Requester Signature

Amy Ballard  
Print Dean/Chairman/Director Name  
Interim AT Dean 9-29-20  
Title and date:  
 11/16/2020  
Dean/Chairman/Director Signature

Pursuant to §13-1-126, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no objections to award to the above referenced contractor were received. This Sole Source determination will be valid for the term indicated on page one (1) of this form.

Robert Ortega 11/20/20  
Purchasing Buyer Date

Gerrie J. Becker Digitally signed by Gerrie J. Becker  
DN: cn=Gerrie J. Becker, o=Central NM Community College,  
ou=Purchasing, email=gbecker1@cnm.edu, c=US  
Date: 2020.11.12 08:39:46 -0700  
Purchasing Director Date

- Required Attachments:
- Letter from Contractor, if applicable.
  - Campaign Contribution Form (Buyer)
  - Other supporting documentation.



## Southwest Carpenters Training Fund Educational Services

7111 Firestone Blvd. Suite 221  
Buena Park, CA 90621  
fundoffice@swctf.org  
www.swctf.org

Phone (714) 367-7159

October 6, 2020

Amy Ballard  
Interim Dean, CNM School of Applied Technologies  
Central New Mexico Community College  
Via Email: [Aballard1@cnm.edu](mailto:Aballard1@cnm.edu)

Dean Ballard,

This letter is to affirm that the Southwest Carpenters' Training Fund (SWCTF) develops and delivers courses that are supportive of the skill and professional standards required to ensure that our apprentices have the best opportunity to be successful in the construction industry.

Our proprietary training is the culmination of collaboration with the United Brotherhood of Carpenters and Joiners of America (UBC) to provide training that specifically upholds the high standards for skill, quality, and productivity internationally recognized by the construction industry. Many of our instructors serve as subject matter experts (SME) and participate in the publishing of our training materials and manuals.

SWCTF's courses and training are customized to meet our area contractors' need for a skilled workforce. We hire and utilize instructors that are highly recommended for their skill and experience in the trades so that our apprentices will benefit from the knowledge and industry expertise these field-tested craftworkers provide.

Should you need more information on the proprietary curriculum used in our programs, please feel free to contact me.

Respectfully,

Jamie Robison  
Educational Services Coordinator  
Southwest Carpenters' Training Fund  
[jamier@swctf.org](mailto:jamier@swctf.org)

CC Thomas Rodriguez  
Kathy Swartz

## Part-time faculty Pay rates

Effective Spring 2020 Per Credit Hour (PCH) Pay Scale	Tier One PCH	Tier Two PCH
Lecture: Bachelor's Educated or Less	\$857	\$1,018
Lecture: Master's Educated	\$964	\$1,125
Lecture: Doctorate or other Terminal Degree Level	\$1,071	\$1,232
Lab  Includes all Laboratory, Practicum, Cooperative/ Internship/ Externship, Field Experience, Clinical, and Clinical Intensive Coursework	\$2,839	\$3,213
Studio	\$1,553	\$1,768

## FULL-TIME FACULTY - Overload Rates

<b>BACHELOR'S</b>	<b>G1</b>	<b>\$670.00</b>
<b>MASTER'S</b>	<b>G2</b>	<b>\$670.00</b>
<b>PHD or TERMINAL</b>	<b>G3</b>	<b>\$670.00</b>
<b>LAB HOURS</b> (Lab, Practicum, Internship, Externship, Clinical, other - 3:1 & 4:1)		<b>\$2,010.00</b>
<b>STUDIO HOURS</b> (ARTS, ARCH, MUS, etc. - 2:1)		<b>\$1,000.00</b>

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**"Prospective contractor"** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Name(s) of Applicable Public Official(s):**

CNM's Governing Board including, District 1 Ms. Pauline J. Garcia, District 2 Mr. Michael Canfield, District 3 Mr. Tom Swisstack, District 4 Ms. Annette Chavez y De La Cruz, District 5 Ms. Nancy Baca, District 6 Ms. Virginia M. Trujillo, and District 7 Mr. Michael J. Glennon.

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR/OFFEROR TO THE APPLICABLE CNM PUBLIC OFFICIALS LISTED ABOVE:**

If no contributions were made, enter N/A for not applicable in Item Numbers 1-6 below. Attach extra pages if necessary. DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By:	_____	↑ Not Applicable ↓	_____
Relation to Prospective Contractor:	_____		_____
Date Contribution(s) Made:	_____		_____
Amount(s) of Contribution(s)	_____		_____
Nature of Contribution(s)	_____		_____
Purpose of Contribution(s)	_____		_____



\_\_\_\_\_  
(Signature)  
Louis Ontiveros  
\_\_\_\_\_  
(Printed name and title)  
Date: 11/20/20  
\_\_\_\_\_

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed name and title)  
Date: \_\_\_\_\_

(Attach extra pages if necessary)