

## 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:** 5/12/2021

**Prepared by:** Jason Gomez

### Vendor/Contractor

**Name:** Collaborative for Higher Education Shared Services  
**Address:** (CHESS) President's Office SFCC  
**City, State, Zip:** 6401 Richards Ave; SF, NM 87508

**Cost:** \$685,306

**Term of Contract:** 4 years

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

CHESS is a non-for-profit that is contracting for services and support of the future Shared Services ERP Project. The five participating colleges have a MOU in place where they have agreed to share the cost of these services and support. This includes a contract for the COO Greg Saunders and ongoing support from Campus Works. This does not include cost of the actual ERP/SIS product or implementation which an RFP was developed for.

**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.**

Because CHESS is the contracting entity and no one college has entered into any contract; however, the five participating colleges are sharing the cost. CHESS is the only provider of these services.

**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.**

Because CHESS is the contracting entity and no one college has entered into any contract; however, the five participating colleges are sharing the cost. CHESS, through Campus Works, is the only provider of these services.

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

The price was negotiated by CHESS and agreed upon by the CHESS Board and the attached MOU states the shared % by each college of the total cost for services.

**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).**

CNM President Tracy Hartzler as a member of the CHESS Board reviewed and approved all negotiations, approvals and cost associated with this purchase.

**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.**

**Jason Gomez**

Print Requester Name

Executive Assistant to the Vice President

Title and date:

**Jason J. Gomez** Digitally signed by Jason J. Gomez  
Date: 2021.05.17 10:15:15 -06'00'

**Requester Signature**

**Olivia Padilla-Jackson**

Print Dean/Chairman/Director Name

Vice President, Finance & Operations

Title and date:

**Olivia Padilla-Jackson** Digitally signed by Olivia Padilla-Jackson  
Date: 2021.05.17 21:17:05 -06'00'

**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.

5/12/2021

**Purchasing Buyer**

**Date**

**Purchasing Director**

**Date**

Required Attachments:

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