

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: 6/3/2022

Prepared by: Misty Ortiz

Vendor/Contractor

Name: Explora Science Center & Children's Museum
Address: 1701 Mountain Road NW
City, State, Zip: Albuquerque, NM 87104

Cost: \$385,000

Term of Contract: 6/30/2023

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

This project will provide hands on science, technology, engineering, art and mathematics (STEAM) programs to young children and educators at a science center and children's museum in Albuquerque, New Mexico.

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 Explora Science Center and Children's museum currently has staff that can provide the STEM programs at a science center and children's museum in Albuquerque as required by the project funding source.

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.

Albuquerque has only one science center and children's museum and the project funding source requires that the services be provided in that specific city.

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

The pricing is fair and is less than what the vendor charges on their website for similar programs.

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 staff and the vendor worked together to finalize the number of hours, costs and services to be provided over the term of this project.

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.

Misty Ortiz

Print Requester Name

Associate Comptroller

Title and date:

Misty Ortiz

Digitally signed by Misty Ortiz
Date: 2022.06.03 15:34:08 -06'00'

Requester Signature

Christine Duncan

Print Dean/Chairman/Director Name

Comptroller

Title and date:

Christine Duncan

Digitally signed by Christine Duncan
DN: cn=Christine Duncan, o=CNM, ou=CNM
Business Office, email=cduncan@cnm.edu, c=US
Date: 2022.06.07 08:09:35 -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.

6/3/2022

Purchasing Buyer

Date

Purchasing Director

Date

Required Attachments:

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

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 Mr. Charles N. Ofelt