

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: 7/14/2022

Prepared by: Misty Ortiz

Vendor/Contractor

Name: Syracuse University's D'Aniello Institute for Veterans
Address: and Military Families (IVMF)
City, State, Zip: National Veterans Resource Center at the Daniel and 

Cost: \$100,000

Term of Contract: 1 year

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

IVMF will conduct a landscape assessment of the State of New Mexico that maps the current veteran landscape, with a focus on existing collaborative care models and rural and Indigenous communities. IVMF will develop a sampling strategy to identify stakeholders and conduct field interviews and focus groups to best understand the needs and gaps in the veteran serving landscape. Upon analyzing this information, the IVMF will provide a report including recommendations and next steps for New Mexico to work towards implementing a coordinated care model for the state's veterans and military families.

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

Since 2015, IVMF has unique and extensive 'boots on the ground' experience, working alongside 18+ communities to assess, build, operate, and monitor networks of coordinated care for veterans and their families. In that time over 1,000 providers addressed more than 106k requests of 43k+ military-connected clients.

IVMF's Community Services meets communities where they are located and tailors solutions that leverage preexisting resources to collectively enhance their impact. IVMF approaches the work through four main work streams individually or as a whole, tailored to meet the community's needs: landscape assessments, strategy, analytics, and operations.

IVMF also has experience working in New Mexico. They partnered with the Albuquerque Hispano Chamber of Commerce to establish the ABQ Vet Connect Employer Coalition in 2019 to bring together local employers to discuss best practices in recruiting, hiring, and retaining military-connected talent.

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.

IVMF meets the expressed intent of the New Mexico State Legislature by assessing the state's ability to establish an AmericaServes coordinated care network.

AmericaServes, a program of the IVMF, is the country's first coordinated system of public, private, and non-profit organizations working together to serve veterans, service members, and their families.

IVMF's past experience working in New Mexico with the military-connected population will accelerate and enrich the project.

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

IVMF's prices are fair and reasonable for the services to be performed, and comparable to other similar projects considering time and scale of the effort in other regions of the country. IVMF has extensive experience across a portfolio of services, which all approach pricing fairly and reasonably and are able to adequately assess what is necessary for the project. IVMF has also established budget parameters and offers an extensive review of proposed staffing, budget, and programmatic costs in advance of and during the project.

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).

Over the past 18 months, several discussions were held with necessary parties regarding the desired scope and project outcomes. Key stakeholders agreed the settled sum was the lowest amount sufficient to effectively support the effort required to achieve objectives of the 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

Christine Duncan

 Print Dean/Chairman/Director Name

Associate Comptroller

 Title and date:

Comptroller

 Title and date:

Misty Ortiz Digitally signed by Misty Ortiz
 Date: 2022.07.14 20:49:46 -06'00'

Christine Duncan Digitally signed by Christine Duncan
 Date: 2022.07.14 14:57:17 -06'00'

Requester Signature

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.

7/14/2022

Purchasing Buyer **Date**

Purchasing Director **Date**

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

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

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, District 2 Mr. James A. Chavez, 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. Robert P. Schoenfelder.

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: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

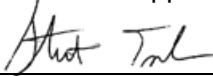
(Signature)

(Printed name and title)

Date: _____

--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)

Stuart Taub, Director, Sponsored Programs

(Printed name and title)

Date: 07/05/2022

(Attach extra pages if necessary)