

February 10, 2016

Cassandra Prieto, Administrative Coordinator
Enrollment Services
Central New Mexico Community College
525 Buena Vista Dr. SE
Albuquerque, NM 87106

Re: Sole Source Justification

Dear Cassandra Prieto:

The College Board's mission is to connect students to college success and opportunity. We are a not-for-profit membership organization committed to excellence and equity in education.

This letter is to affirm that the College Board is the sole source owner of the following programs, examinations, publications and software, which include tangible and intangible related services and materials collectively referred to as "Official College Board Offerings." Such Official College Board Offerings include without limitation the following: Advanced Placement Program®, AP®, AP® Insight, AP Potential™, Pre-AP®, ACCUPLACER®, CLEP®, PSAT™ 8/9, PSAT™ 10, PSAT/NMSQT®, SAT®, The Official SAT Online Course™, SAT Subject Tests™, CollegeEd®, SpringBoard®, and MyRoad™.

Feel free to contact the undersigned if you should have any questions or concerns. We thank you for the opportunity to utilize College Board offerings to help your students connect to college success.

Regards,

Cyndie Schmeiser

Cyndie Schmeiser
Chief, Assessments

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: 02/16/16

Prepared by: Cassandra Prieto

Vendor/Contractor Name: College Board

Address: PO BOX 4699

City: Mount Vernon

State: Illinois

Zip: 62864

Cost: \$70,000.00

Term of Contract: 2 years

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

ACCUPLACER tests knowledge in math, reading, and writing. ACCUPLACER tests are administered as part of the enrollment process. These tests help identify students strengths and needs in each subject area used to place students in the necessary classes.

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.

College Board is the sole source owner of the following examination: ACCUPLACER.

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.

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

Each testing unit is at most \$2.20, and has been in this price ranger over the last 2 years.

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 department receives a discounted rate when we purchase 50,000 units or more. We then pay \$2.05 per testing unit vs. the \$2.20 per unit.

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.

Michelle Gutierrez

Print Requester Name

Assessment Supervisor 02/16/16

Title and date:

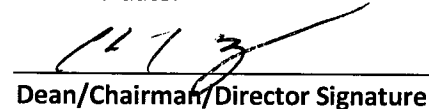

Requester Signature

Chris Cavazos

Print Dean/Chairman/Director Name

Director of Assessment Services 02/16/16

Title and date:


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 a period of one (1) year from the date of award.

Purchasing Buyer

Date

Purchasing Director

Date

Required Attachments:

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