

Section 13-1-128 NMSA 1978 (being Laws 1984, Chapter 65, Section 101, as amended)  
Subsection E required by NM to post on local public body web site.

## 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:** 05-16-2016

**Prepared by:** Evelyn Dow

**Vendor/Contractor Name:** Augusoft, Inc. (763) 331-8300

**Address:** 8441 Wayzata Blvd., Suite 200

**City:**

**State:** Minneapolis, MN 55426-1360

**Zip:**

**Cost:** \$22,000 annual

**Term of Contract:** Fiscal Year period with 4% cost increase per year. *up to 8 years*

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

User-friendly non-credit enrollment management system to include online registration, streamlined business processes, data analysis, reporting, course management and 24/7 access with easy to navigate features.

**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.**

This product, Lumens Pro, has been in use by CNM since 2009 and is the sole documented record for non-credit enrollment, student transcripts and daily financial transaction activity. It contains years of data as reported to the State of New Mexico in accordance with the Workforce Allocation Act. The product is manually integrated into Banner and is financially reconciled monthly; financial transactional journal, and 3rd party and company invoicing are utilized daily.

**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.

-Approximately 27,000 CNM non-credit students user accounts are maintained within the system.

-Clients, customers and staff are familiar and well trained in using the system.

-The company maintains a 96% customer satisfaction rate, 65% online self registrations annually, and averages 3,540 hours of saved staff time per year.

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

The return on investment is considerable, and includes unlimited technical support saving tremendous IT resources within CNM. Users are able to enroll and pay online, download receipts, transcripts, course information, directions and more. The price is extremely cost competitive in the marketplace.

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).

Most products in the marketplace do not satisfy the need for open enrollment and contract training transactions and users. Many are limited to open enrollment or credit classes only. Also, because we are long time customers, the vendor is willing to maintain original pricing with modest annual increase and has a demonstrated track record for customer responsiveness and product improvement. CNM staff have assisted on various Lumens Product Advisory Boards to improve functionality and customization without cost increase.

3rd party online education is also maintained on the system and is facilitated by Augusoft generating approximately \$12,000 annually and growing. Includes World Education, Pearson Education and ed2go (Cengage).

**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.

**Evelyn Dow**

Print Requester Name

Associate Director, WTC 05/17/16

Title and date:

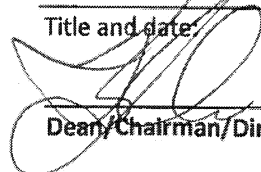
 5/16/2016  
Requester Signature

**Kyle Lee**

Print Dean/Chairman/Director Name

Executive Director, CNM Ingenuity, 05/17/16

Title and date:

 5/16/2016  
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.

**Greg VanWart**

05-16-2016

Purchasing Buyer

Date



**Wanda Helms**

Purchasing Director

Date

Required Attachments:

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