

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: 11/04/2019

Prepared by: Lily Rosas

Vendor/Contractor

Name: Sutin, Thayer & Browne, APC
Address: 6100 Uptown Blvd NE #400
City, State, Zip: Albuquerque, NM 87110

Cost: TBD

Term of Contract: Yearly

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

Sutin, Thayer & Browne, APC is a law firm that will defend Central NM Community College against claims and lawsuits that are covered by our insurance company.

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.

Sutin, Thayer & Browne, APC is the law firm picked by the insurance company to represent the college in legal matters.

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United Educators

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.

Vendor has been chosen by insurance company that represents Central NM Community College

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

N/A

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).

N/A

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.

Leland Frische

Print Requester Name

Sr. Risk Officer 11/04/19

Title and date:

Tracy Hartzler

Print Dean/Chairman/Director Name

VP of Finance & Operations 11/04/19

Title and date:



Dean/Chairman/Director Signature

Requester 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.

11/04/2019

Purchasing Buyer

Date

Purchasing Director

Date

Required Attachments:

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