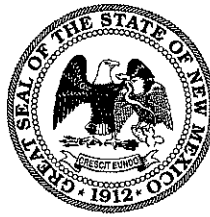


Susana Martinez
New Mexico Governor

Ed Burckle
Cabinet Secretary

Lawrence O. Maxwell
State Purchasing Agent



STATE OF NEW MEXICO
GENERAL SERVICES DEPARTMENT
PURCHASING DIVISION

Administrative Services Division
(505) 827-2000

Building Services Division
(505) 476-2425

Property Control Division
(505) 827-2141

Purchasing Division
(505) 827-0472

Risk Management Division
(505) 827-2036

State Printing & Graphic Services Bureau
(505) 476-1950

Transportation Services Division
(505) 827-1958

June 10, 2013

SPD POLICY MEMO #FY13-004

Sole Source and Emergency Procurements Posting

Laws of New Mexico 2013, Chapter 40 was passed in the most recent legislative session and becomes effective as of June 14, 2013. This law requires that, prior to the award of a sole source procurement contract, the State Purchasing Agent or central purchasing office shall provide certain information as listed in the form available on the General Services Department/State Purchasing Division ("GSD/SPD"), such information to be posted on the Department of Information Technology's ("DoIT") "sunshine portal" as well as being forwarded to the Legislative Finance Committee ("LFC"). This posting must be for **thirty (30) days** and is required for all sole source procurement requests **without exception**, including subscriptions, dues, etc. that an agency wishes to procure via a sole source.

In order to facilitate this process for state agencies, GSD/SPD is providing an on-line database for sole sources. Use of this database allows all state agencies to efficiently and effectively meet the statutory requirements of this new law at one time. Once GSD/SPD has reviewed and accepted the sole source for posting, the information will not only appear on the GSD/SPD database but will also be automatically sent to LFC and DoIT to be posted on the sunshine portal.

In the same manner, this database will allow state agencies to meet the requirements for posting emergency procurements as well. Such procurements must be posted by the agency making the procurement within three (3) days of the award of the contract. Once an emergency procurement is entered into the database, GSD/SPD personnel will immediately accept it for publication on the website and it will be forwarded to LFC and DoIT to be posted on the sunshine portal. Again, using this method, agencies will be able to take care of their statutory obligations by entering the required information only one time and in only one place.

Beginning June 14, 2013, the Sole Source/Emergency Posting database can be found, with easy instructions, via the following link:

http://www.generalservices.state.nm.us/statepurchasing/Sole_Source_Emergency_View.aspx

A handwritten signature in black ink, appearing to read "Lawrence O. Maxwell".

Lawrence O. Maxwell
State Purchasing Agent