STATE OF NEW MEXICO

SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source ***determination*** is not effective until the ***sole source request for determination*** has been posted for thirty (30) calendar days without Protest, and subsequently approved in writing by the State Purchasing Agent of the General Services Department. The foregoing requirement is regardless of whether the ***sole source request for determination*** has been signed by the Agency.

## Name of Agency:

Agency Chief Procurement Officer:

Telephone Number:

Agency Contact for this request:

Email Address

1. Name of prospective Contractor:

SHARE Vendor Number (must be active):

Address of prospective Contractor:

Contact Name, Telephone Number and Email Address:

Amount of prospective contract before tax:

Estimated tax amount (tax is subject to change):

1. Term of prospective contract:

Note: Please refer to §13-1-150 for contract term limits.

If this is an amendment request to an existing contract, include current sole source posting number issued by SPD:

1. Agency is required to provide the detailed scope of work (or amendment) for this sole source. Scope if work must match the scope included in the services determination and Horizons declination.
2. Provide a detailed explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)
3. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes their company ***the only source*** capable of providing the required professional service, general service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)
4. Provide a detailed, sufficient explanation of how the professional service, general service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract***.
5. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet;; contacting similar service providers; and reviewing the State Purchasing Divisions’ Statewide Price Agreements. Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Certified by: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Agency Chief Procurement Officer

Agency Approval by: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cabinet Secretary/Agency or Entity Head or Designee

APPROVED: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State Purchasing Agent

***If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent, the State Purchasing Agent’s signature is not required. The signature line may be removed from this form or marked as N/A. Hard Copy Documentation for Courtesy Postings do not need to be submitted to SPD for approval.***