

Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$10,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition.

Additionally, pursuant to New Mexico Procurement law, the ENMU-R Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid limit on the ENMU-R Sunshine portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

1. GENERAL INFORMATION.

Date of Request: 10/31/13

Name of Requester: Eric Gomez Title: Automotive Instructor

Department: CTE Contact Information (Phone/email): 575-624-7115

Proposed Vendor: Snap-on Diagnostics

Estimated Dollar Amount: \$18,451.74(Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:

The ENMU-R Customized Training Department/Automotive Training Program prepares and certifies students for positions in the automotive industry. To successfully accomplish this the department needs the latest diagnostic equipment available on which to train the students.

Reason for Purchase:

ENMU-R currently has a partnership with Snap-on and utilizes the Snap-on diagnostic products with which to train and certify the automotive students. Due to advances in the automotive industry requires ENMUR to acquire the most advanced equipment for student hands-on training in order to have the opportunity to become certified technicians.

2. Basis for Sole Source Purchase. Choose applicable box(es) and provide additional information.

A. Proprietary item, technology, service, only available from the proposed vendor (describe proprietary component).

Snap-on designed and developed the diagnostic equipment required and they are the sole distributor of that equipment.

B. Compatibility requirement with existing item, technology, service (describe proprietary component).

The automotive training program currently uses Snap-on diagnostic equipment, while this equipment is still functional, the advances in the automotive industry mandate upgrading to the new equipment. The new equipment will not necessarily replace the existing equipment but will be compatible with it and enhance the training curriculum for the students.

- C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description).

By continuing to partner with Snap-on, ENMU-R will be provided free lifetime software updates, free curriculum and support and successful students will be Snap-on certified.

- D. Other basis for Sole Source (provide description).

3. Supplemental details; provide additional information as requested below:

- A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the **only** source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

Only Snap-on can provide the diagnostic equipment compatible with existing equipment as they designed and developed the products and are the sole distributors. Additionally, based upon the partnership with ENMU-R, Snap-on offers pricing significantly lower than their best GSA Schedule prices, and provides free software upgrades, curriculum and support.

- B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

Other sources were not sought as ENMU-R currently has a partnership with Snap-on and uses Snap-on diagnostic equipment. No other source would have equipment fully compatible with the existing equipment and software; ENMU-R would have to establish a partnership with any other vendor which would require time and resources not available given the current budgetary climate. Also, the pricing and support is considered to be among the best available for our program and students. The certification program offered by Snap-on is recognized by the automotive industry as among the best available.

- C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.



Requester Signature

10/31/13

Date