Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than $20,000.00, 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: 06 Mar 2014

Name of Requester: Jessica L. Jones-Bell Title: Supervisor, CWCD/Customized Training

Department: CWCD/Customized Training Contact information (Phone/email): 575-624-7321 / Jessica.bell@roswell.enmu.edu

Proposed Vendor: C-Tech Associates

Estimated Dollar Amount: $27,187.50 (Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:
Workstations (ACT w. DAVE Copper Activity and Fiber Instructor & Student Termination); Interactive Technology Board; and Telecommunications/Copper/Fiber Student Certification Kits.

Reason for Purchase:
To support the instruction and certify students attending the C-Tech training through the NM Department of Corrections.

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).
C-Tech developed, manufactured and is the sole provider for the Certified Communications Networking job training programs. C-Tech holds the patent to the ACT w. DAVE and other job training aids in supporting the programs being conducted.

B. Compatibility requirement with existing item, technology, service (describe proprietary component).
The equipment and training aids currently in use was acquired from C-Tech and only the required C-Tech equipment is fully compatible with the existing equipment.

C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description).
D. Other basis for Sole Source (provide description).
Acquiring equipment from another vendor would unnecessarily duplicate the cost of the program and delay the training and certification of students; additionally, as stated previously, C-Tech not only has patents for its training aids, but holds the copyright to the curriculum which has been approved for use by the NM Department of Corrections.

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.

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.

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

None, based upon the existence of patents and the copyrighted curriculum.

[Signature]
Requester Signature 3-5-14
[Date]