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: APRIL 7, 2014

Name of Requester: NADINE MONTOYA Title: MANAGER, ADMINISTRATIVE SYSTEMS

Department: BUSINESS AFFAIRS Contact Information (Phone/email): 575-624-7488 nadine.montoya@roswell.enmu.edu

Proposed Vendor: BLACKBOARD INC.

Estimated Dollar Amount: $114,321 (Attach vendor quote/proposal, if available)

Description of goods/services to be acquired:

The Blackboard Transaction System (BbTS) allows central management of merchants, customer, and transactions

Reason for Purchase:

Enhance business efficiencies across campus and improved customer service and security to the students, staff and faculty in dining, commerce and access through robust transaction processing applications. Facilitate data integration between the BbTS and existing Ellucian Banner Enterprise system. Data integration will serve to increase business efficiencies by eliminating manual, duplicate data entry. Allow the campus to move to a ‘one Card’ environment where one ID card will be used. Allow cardholders to initiate transactions with campus merchants by using their ID card at a reader or register, all of which is configured and managed in BbTS.

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).

Blackboard is the sole manufacturer and distributor of Blackboard TRANSACT Software, the card readers and peripheral equipment and is the sole provider of Blackboard software which fully interfaces with the required BbTS. This software and equipment allows system access and transaction initiation, and is
interfaced with the ID Works Card System and the Ellucian Banner system to import campus faculty, staff, and student IDs. Additionally, cards and equipment supplies are also provided by BbTS.

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

Blackboard is the only vendor which manufactures and can provide the required software system and equipment which is compatible with the existing equipment.

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

BbTS has been in effect for at least 6 years. The software provided by BbTS fully meets the needs of the Cafeteria and Lab to efficiently manage all resources and transactions. Cafeteria and Lab staff have been trained and are familiar with the existing software and equipment. To date there have been no software or technological issues on part of the vendor; Blackboard support has been more than acceptable and customers and staff are enthusiastic regarding use of the services. Award of the required services to any other vendor would require ENMU-R to expend time and funding in an effort to duplicate the current services with no guarantee they could fully match the services provided by BbTS.

**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.**

BbTS provides software licenses and services customized to meet the needs of ENMU-R. The software licenses and equipment are proprietary and no other company can provide support or maintenance for these products. Key capabilities include: meal plan administration, advanced reporting, point of sale devices, IP card readers, Point of Sale integration and support, debit/credit account administration, vending and laundry administration, status monitoring, event/activity access, facilities/door access, video imaging/card production, bookstore/library integration and standards compliance.

**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.**

Web searches were conducted and only BbTS provided the most comprehensive solution.

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

No other vendors were contacted.

[Requester Signature]  [4-3-13]  

[ENMU-R Proposed Sole Source Form (08 July 2013)]