**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-Roswell Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid Limit on the ENMU- Roswell Sunshine Portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

# GENERAL INFORMATION.

**Date of request: 01/14/2021**

**Name of Requester:** ChrisAnne Bell

**Title:** Administrative Assistant

**Department:** Health Science

**Contact Information (phone/email)**: 575-624-7235/ChrisAnne.Bell@roswell.enmu.edu

**Proposed Vendor:** Pocket Nurse

**Estimated Dollar Amount:** $24,554.05

**Term of Contract:**

# Description of goods/services to be acquired:

# Demo Dose Med Dispense Medication Dispensing System

# Reason for Purchase:

Students are able to learn how to streamline the disbursement of the medications to the patient in a controlled environment using the demo medication. This system secures both your medications and supplies.  It will capture the dispenses, usage and billing information.

# BASIS FOR SOLE SOURCE PURCHASE (Choose applicable box(es) and provide additional information).

* 1. Proprietary item, technology, service, only available from the proposed vendor (describe propriety component).

letter attached from the manufacturer, Touchpoint, and the distributor, Pocket Nurse, stating Pocket Nurse is the only distributor of the unit’s programmable simulation meds. If we purchased the unit from Touchpoint, it would have to be sent to Pocket Nurse for programming and would cost more than just purchasing direct from Pocket Nurse.

# SUPPLEMENTAL DETAILS (Provide additional information as requested below)

* 1. 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.

Pocket Nurse is the only vendor that can sell the equipment programmed for the simulation elements. Justin Pratt from Pocket Nurse states “The manufacturer sells a version of this cabinet.  However, the one that we sell has been designed specifically for simulation.  The cabinet that Pocket Nurse distributes is supplied with custom software that was designed specifically for Pocket Nurse and is exclusive to Pocket Nurse.” Please see the sole source letter provided by Touchpoint.

* 1. 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.

Contacted the manufacturer, Touchpoint, directly and confirmed Pocket Nurse is the only distributor of the equipment requested. Brian Baltzell representing Touchpoint the manufacturer sent this in his email response regarding a quote and other distributors, “Please note that this unit does not include any simulations meds.  You would have to get those separately.  We do not provide those.  Let me know if you have any other questions. The only other company that sells our stuff is Pocket Nurse.”

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

Touchpoint is the manufacturer and they can sell the unit but cannot provide the simulation components. Touch point confirmed Pocket Nurse is the only vendor that can sell the equipment designed for the simulation elements. Brian Baltzell representing Touchpoint the manufacturer sent this in his email response regarding a quote and other distributors, “Please note that this unit does not include any simulations meds.  You would have to get those separately.  We do not provide those.  Let me know if you have any other questions. The only other company that sells our stuff is Pocket Nurse.”

Requester Signature Date