



## TOWN OF TAOS 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 challenge, and subsequently approved in writing by the Procurement Officer. The foregoing is a requirement under NMSA 13-1-126 – 13-1-126.1 as amended by Laws 2013, ch. 40 § 6 effective June 14, 2013.

- I. Name of Entity: TOWN OF TAOS
- Procurement Agent: Sharon Voigt  
[svoigt@taosgov.com](mailto:svoigt@taosgov.com)  
 Telephone Number: 575-751-2025
- II. Name of prospective Contractor: Community Builders
- Address of prospective Contractor: 817 Colorado Avenue #200  
 Glenwood Springs, CO 81601
- Amount of prospective contract: Approximately \$10,000
- Term of prospective contract: To mature June 30, 2018
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract: **Engage Taos's diverse community to build capacity, strengthen relationships and develop a shared vision for downtown Taos; and, identify strategies to facilitate implementation of the community's vision.**
- IV. Provide an explanation of: the criteria developed and specified by the department.
- **Build knowledge and awareness about different ways that downtown Taos has, and is, changing, and help the community engage in discussion about the type of downtown it hopes to have in the future.**
  - **Educate the community about best practices for land use/development and transportation in downtown settings.**
  - **Identify a vision, based on clear community goals, for downtown Taos.**
  - **Identify land use/development strategies that work to achieve the community's vision and goals.**

- **Identify transportation strategies that work to achieve the community’s vision and goals.**
  - **Identify implementation strategies.**
  - **An action plan that encompasses the vision, values and strategies identified.**
- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, 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.”)  
**Community Builders is dedicated in assisting local leaders in creating strong and prosperous communities. The selection of projects are awarded through a competitive process based on the likelihood of success and impact. Community Builders selected the Town’s application for technical assistance in January of 2017. As a contribution to the project the Town of Taos will provide the necessary provisions for the community outreach meetings.**
- VI. Provide a detailed, sufficient explanation of how the professional service, 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*.  
**Community Builders is collaborating with the Town in establishing a close partnership in creating a scope of work that meets the community’s specific needs and establishing achievable goals through community outreach to ensure meaningful discussions with the public.**
- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.  
**Other similar professional services has not established a partnership with the Town of Taos or has engaged in meaningful dialog with the community of Taos in establishing a shared vision for the downtown area and strategies to facilitate implementation of the community’s vision.**
- VIII. 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; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. 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.

**Pursuant to the awards letter dated January 23, 2017 from Community Builders the application submitted by the Town of Taos was selected for technical assistance. Community Builders will organize community meetings throughout the Town to**

**encourage public input and participation. The Town of Taos will reimburse Community Builders for the necessary provisions needed to conduct and promote these community meetings. Reimbursable expenses to include the rental of venues, project supplies, advertising, prizes, food and beverages.**

Guidelines procedures  
Certified by:

Department Approval by:

Date: 10-2-17

King J. B. , Town Manager  
Department Head

***If this sole source relates to a procurement of general services:***

- 1) Signature of the Town Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.
- 2) Sole source is granted as of the date of signature by the Procurement Officer.
- 3) Signature of the Procurement Officer on this form is the final signature required for this sole source procurement.

***If this sole source relates to a procurement of professional services:***

- 1) Signature of the Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s).
- 2) Signature of the Procurement Officer (below) is required; and
- 3) Sole source is granted as of the date of signature by the Procurement Officer.

APPROVED:

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

\_\_\_\_\_

Town of Taos Procurement Officer

Challenges

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\_\_\_\_\_  
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