



## 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 Officer: Sharon Voigt  
[svoigt@taosgov.com](mailto:svoigt@taosgov.com)
- Telephone Number: 575-751-2025
- II. Name of prospective Contractor: OCLC
- Address of prospective Contractor: OCLC Headquarters  
6565 Kilgour Place  
Dublin, OH 43017-3395
- Amount of prospective contract: \$2,604.38
- Term of prospective contract: One year Annual Subscription  
July 1, 2016 to June 30, 2017
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

**OCLC, a non-profit organization, provides a host of services to libraries located throughout the world. OCLC is governed in part by its member libraries. The Taos Public Library has been a member alongside the NM State Library. There are several software components and services related to our membership that library staff use on a daily basis to perform routine maintenance on our collections and share our holdings with other WorldCat, which is an electronic catalog of the holdings in all OCLC member libraries. OCLC also provides services that enable the library to support its digitization programs, Inter-library loan activities, digital archiving, and First Search databases.**

IV. Provide an explanation of: the criteria developed and specified by the department.  
**OCLC's WorldCat database is the largest bibliographic database in the world. It is based on the work of libraries around the world. The Taos Public Library uses this tool to catalog its collections. There are no other databases that reflect ownership and cataloging of library materials throughout the world that contain this information.**

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.")

**Founded in 1967, it is the only worldwide source for book borrowing and lending by over 72,000 libraries, archives, and museums in 170 countries. There are over no other providers because they comprehensive, complete and the only source all libraries use.**

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.*

**The vendor is the owner of the code for this software. Its functions and features are a proprietary. This vendor is the only source for updates and maintenance for the software. All updates, patches, etc. for ILL, the Connexioin client, used for WorldCat.**

VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

**There are no similar or equal facilitators. All libraries belong to OCLC, small lending and borrowing projects within the states or universities cannot begin to compete with the thoroughness and comprehension, professional, time tested services of OCLC.**

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.

**No other vendor can provide maintenance and updates for this proprietary software and related services. No businesses were contacted since none exist that can perform under the conditions of the contract. OCLC's services are unique. No other company provides the software or services. There is no one to contact.**

Certified by:

Department Approval by:

Date: 5-27-16

  
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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