



**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
Telephone Number: 575-751-2025

- II. Name of prospective Contractor: Harris Global Software dba Sleuth Systems
Address of prospective Contractor: 825 North Broadway, Suite 400
Oklahoma City, Ok 73102
Amount of prospective contract: As per Quote No. QTE0008, dated
7/9/2016 \$5,103.00
Term of prospective contract: January 1, 2016 - December 31, 2016

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

CAD server and user support.

- IV. Provide an explanation of: the criteria developed and specified by the department.

The Communications department for the last sixteen years has been using the CAD Operating systems of Sleuth. This systems requires support for the server and the users. We are seeking that support.

- 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.”)

The support we are seeking is primarily for software and this company has the proprietary rights to the software.

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.*

No other company has the information necessary to support this operating system.

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

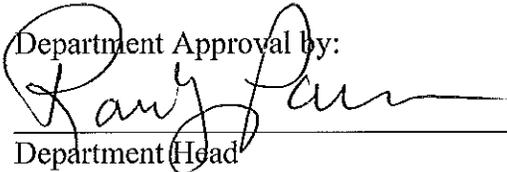
Other technical support firms do not have access to the proprietary information that is used by Sleuth to make the operating system function on a day to day basis..

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.

Software - Proprietary

Certified by:

Department Approval by:


Department Head

Date: 6/12/2016

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
