



APR 21 PM 2:49

## 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: TIMECENTRE, INC
- Address of prospective Contractor: 7094 PEACHTREE INDUSTRIAL BLVD  
 NORCROSS, GA 30071
- Amount of prospective contract: \$2,778.30 Annual Hardware  
 \$1,398.00 Software Support
- Total: \$4,176.30
- Term of prospective contract: July 16, 2017 to July 15, 2018
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:  
**Supplies - Annual Hardware Support for 9 Hand Punch 2000**  
**Software Support**  
**Remote Training Services**
- IV. Provide an explanation of: the criteria developed and specified by the department.  
**Refer to item V.**
- 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.")

**TimeCentre Inc. is proprietary and the only authorized reseller for their support.**

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*  
**TimeCentre Inc. is proprietary and the only authorized reseller for their support.**

VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.  
**TimeCentre INC, will not authorize other companies to provide support on their proprietary software.**

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.  
**Town of Taos currently utilizes TimeCentre software to track classified employees' time (hours worked) at their place of employment and for recordkeeping requirements per the Fair Labor Standards Act (FLSA). There are currently no other companies authorized to perform maintenance service on the TimeCentre system.**

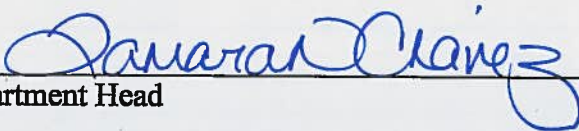
**There are numerous time and attendance systems, however to implement a new system and train staff it would make it cost prohibitive for the town. Also, in May 2010 the town spent \$19,999.80 upgrading TimeCentre to version 7.2-250 which also included purchasing 9 biometric hand punch time clocks. It is in the best interest of the town to continue with TimeCentre and pay the annual cost of \$2,778.30 for hardware support, Software Support \$1398.00 and \$1,320.00 for remote training vs. purchasing a new system.**

Certified by:

Department Approval by:

Date:

4/21/2017



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

\_\_\_\_\_

Town Purchasing Agent

Challenges

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