



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: The Library Corporation

Address of prospective Contractor: PO Box 1610, Inwood, WV 2548

Amount of prospective contract: \$18,211.00

Term of prospective contract: Nov 2019-Oct 2020

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

TLC provides the library with proprietary software, support, enhancements and updates. They also offer unlimited technical support for our integrated library system on both the administrative portal and our public access catalog.

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

The proprietary software has been developed from The Library Corporation to support out public library’s unique needs. If we were to change programs we would have to purchase new software, licensing, upgrades and expensive program changes. We would also have to retrain staff, and update all computer systems.

V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor

Certified by:

Department Approval by:

Date: 7/24/19


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

THE LIBRARY CORPORATION

P.O.Box 1610
 Inwood, WV 25428
 800-624-0559 • FAX 304-229-0295

INVOICE

INVOICE # 2019100030

Fed Tax # 52-1043428

DATE OF INVOICE
 7/15/2019

TO: Kate Alderete
 Taos Public Library
 402 Camino De La Placita
 Taos, NM 87571

SHIP TO:
 Taos Public Library
 402 Camino De La Placita
 Taos, NM 87571

ACCOUNT NO.	DATE SHIPPED	SHIPPED VIA	TERMS	YOUR ORDER NUMBER	
009030			NET	RENEWAL	
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	173 SIP COMMUNICATIONS SOFTWARE Nov 2019-Oct 2020			\$300.00	\$300.
1	039 ENHANCED CONTENT RENEWAL Nov 2019-Oct 2020			\$1,543.00	\$1,543.
1	900 HOSTED SYSTEM Nov 2019-Oct 2020			\$2,511.00	\$2,511.
1	147 LIBRARY.SOLUTION SOFTWARE SPT Nov 2019-Oct 2020 Software support and enhancements, plus unlimited technical support.			\$13,857.00	\$13,857.
				TOTAL	\$18,211.00 US\$

RECEIVED

(Signature) 7/24/19



Thank You

ORIGINAL