



STATE OF NEW MEXICO 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 State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: Luna Community College

Agency Chief Procurement Officer: Levitt Baca

Telephone Number: (505)454-5393

II. Name of prospective Contractor: Laerdal

Address of prospective Contractor: 167 Myers Corners Road, Wappingers Falls, NY 12590

Amount of prospective contract: \$70,000

Term of prospective contract: 5 years

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

The services to be provided are maintenance and repair of mannequins from Laerdal Medical Corporation, training on Laerdal equipment and the purchase parts and new equipment from Laerdal that will be incorporated into the current software and other simulation mannequins in the simulation lab. No other company can provide this service as they are proprietary to the Laerdal Medical Corporation. All Mannequins run from a single computer software license called LLEAP.

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use "technical jargon;" use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

- 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.")

These products are manufactured by this company and the technician is trained to repair and maintain this product.

The training for the products needs to be provided by the company that manufactures the product and are experts on their product. No other company can perform these repair and maintenance services effectively.

- 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.***

Laerdal is the leading designer and manufacturer of high fidelity simulation products. Their products are proprietary.

- 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 companies will not have the tools equipment or knowledge to provide the products and repair and maintenance we require in the current simulation lab.

- 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.

The internet was used to search for other companies that could possibly provide the repair and maintenance to the existing mannequins, Emails were sent to Pocket Nurse and DiaMedical and no other companies would be able to provide the services, training ot products that are compatible with the Laerdal products.

Certified by:

Date: 6-18-19



Agency Chief Procurement Officer