



**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: **CollegeBoard**

Address of prospective Contractor: **250 Vesey Street, New York, NY 10281**

Amount of prospective contract: **\$15,200**

Term of prospective contract: **09-01-2020 – 8-31-2021**

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

**Maintenance and Support of PowerFAIDS software.**

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.)

*The maintenance and support allows for the continued function/capabilities needed for processing student aid at LCC.*

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.")

**PowerFaidS automates the financial aid process and assists the LCC Financial Aid Office in managing student eligibility, verification, Federal Grant Management, award packaging, loan originating, and reporting. Also, the CollegeBoard provides user support and online software trainings.**

- 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*.

**LCC has used the PowerFAIDS software as a component to the current Student Information System (Jenzabar) to communicate integral information. In addition, PowerFAIDS has assisted in the proper management of Federal and State student aid. The Financial Aid staff is fully trained and extensively uses the software on a daily basis.**

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

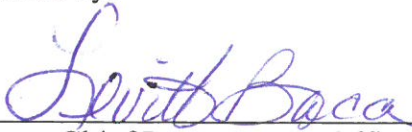
**The PowerFAIDS software allows the LCC Financial Aid Office to communicate directly with Federal Government software in order to exchange student data and allows for the continued processing of student financial aid.**

- 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.

**I have researched other software companies and no information is displayed online. PowerFAIDS allows the Financial Aid office to continue processing student aid, while remaining in compliance with Title IV regulations set forth by the US Department of Education.**

Certified by:

Date: 9-2-20

  
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 Agency Chief Procurement Officer