Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

May 31, 2016

TO: Procurement File

FR: Bill Taylor, Procurement Manager BT

VIA: Gus Martinez, County Assessor
Casey Lengacher, Assessors Systems Programmer

RE: Sole Source Determination to Purchase Software and Maintenance Support of Manatron, Inc. Products to Provide Software Support and Maintenance in the County Assessor's Office.

Background:

In September 2012, the Santa Fe County Assessor's Office procured the current CAMA System from Manatron, Inc. and all software support and maintenance items for the following products:

- Manatron ProVal Plus
- Ascend Assessment Administration
- Ascend Personal Property
- Manatron Parcel Builder

The original Agreement No. 2012.001.01 was amended each year. The expiration date of the Agreement is August 10, 2016, at which time the Agreement will have met the maximum four (4) year term.

Issue:

The Assessor has determined it would be in the best interest to begin the procurement process for the purchase of a new CAMA System for the County. The procurement method for the new system will require the issuance of a Request for Proposal (RFP) and will require a minimum of 90 days to complete before contract award.

Additionally, pursuant to County Purchasing Regulations and Policies, Ordinance 2012-5, Section Two. Periodic Rebidding, the current Agreement may not exceed four (4) years and therefore cannot be amended for an additional year.

Therefore, the Assessor's Office is requesting a sole source determination be made to continue software and maintenance support services with Manatron, Inc. until a contract is awarded and the new CAMA System is in place resulting from the RFP procurement that will be initiated in Fiscal Year 2017.

Determination

The technical and non-technical support required for Ascend, ProVal, and Parcel Builder Administrator can only be provided by Manatron Inc. Support provided by any other vendor will result in voiding any warranty coverage and will violate the standing license agreement with Manatron, Inc.

Pursuant to 13-1-126, NMSA 1978 this Purchasing Department after conducting due diligence has made the determination that this is a sole source procurement pursuant to the NMSA 1978 13-1-126 that "*a contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that other similar services, construction or items of tangible personal property cannot meet the intended purpose of the contract.*"

Therefore, it is the determination of Santa Fe County Purchasing Office that the following services may be procured from Manatron without competitive sealed bids or competitive sealed proposals:

Contractor will provide the following products and services:

Manatron, Inc. –A Thomson Reuters Business
510 E. Milham Avenue
Portage, Michigan 49002

Product/Services:

ProVal Plus	$ 33,218.58
Ascend Assessment Administration	$ 41,550.43
Ascend Parcel Builder	$ 8,260.79
Escrow Fee	$ 1,575.20
TOTAL	$ 84,605.00