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

December 29, 2015

TO: Procurement File

FR: Bill Taylor, Procurement Manager BT

RE: Sole Source Determination for Santa Fe Business Incubator

---

Issue

Santa Fe County desires to contract with the Santa Fe Business Incubator (SFBI) in order to receive select and unique services for business creation and development, as well as assist with workforce development, outreach, tracking, and training to Santa Fe County businesses located outside of the incorporated areas. SFBI is located at 3900 Paseo Del Sol, Santa Fe, NM 87505 (505) 424-1140, and is the only business incubator in SF County and northern NM (except Farmington) that can offer the unique business opportunities. SFBI offers several unique and distinct services available for free to the County businesses, including:

A. Business Development: The Contractor shall provide spaces, laboratory spaces, and light manufacturing spaces to qualified new business applicants
B. Contractor shall provide business services and technical assistance to tenants of the Business Incubator.
C. Business Expansion: Work to assist companies in the region to expand their businesses.
D. Workforce Development: The Contractor shall develop programs and initiatives to link incubator operations, facilities, and tenants with workforce development efforts in the SF region.

Determination

It is the determination of the Santa Fe County Purchasing Division that due to the uniqueness of the services that can be provided by Santa Fe Business Incubator specific to Santa Fe County and this uniqueness is substantially related the intended purpose of the contract. It is in the best interest of the County to contract for these services with Santa Fe Business Incubator.

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."

Vendor Information:

Vendor- Santa Fe Business Incubator
3900 Paseo del Sol
Santa Fe, NM 87505
(505) 424-1140

Deliverables: Business Development Programs & Services (listed above)
Business outreach services, workshops and forums to SF County businesses outside the incorporated areas.

Contractor shall provide the following set of deliverables to Santa Fe County:

a. Final Report, due on Dec. 31, 2016, that details:
   i. # of new client startups, including tenants and affiliates, that signed leases with the SF Business Incubator in 2016, with information on NAICS code type of business, # of employees, name of startup
   ii. # of businesses that graduated from SF Business Incubator in 2016, with information on NAICS code type of business, # of employees, name of business
   iii. # of other businesses assisted in retention/expansion efforts in 2016, with information on NAICS code type of business, # of employees, name of business
   iv. Updated and detailed economic impact analysis for 2016 as well as cumulative for years leading up to 2016, which will include:
      1. Aggregated data for new job creation, client revenue, taxes generated, capital attracted
   v. Details on outreach efforts and/or partnerships accomplishments with economic development groups
   vi. Details on outreach efforts to post-secondary schools and colleges
b. Oral presentation of final report to Board of County Commissioners in that latter part of calendar year 2016

Amount of Purchase: $ 25,000.00