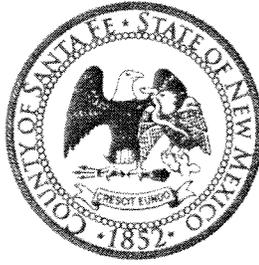


Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner District 5

Katherine Miller
County Manager

December 8, 2014

TO: Procurement File

FR: Bill Taylor, Procurement Manager *BT*

VIA: David Griscom, Economic Development Manager

RE: Sole Source Determination Regarding Economic Development Funding for Regional Development Corporation in the Amount of \$20,000.

Background:

The Santa Fe County Economic Development Division (EDD) of the Growth Management Department is responsible for economic growth by assisting in business startup in unincorporated areas within Santa Fe County.

Venture Acceleration Fund (VAF) was established in 2006 as part of the economic development investment to stimulate the economy of northern New Mexico by supporting growth oriented companies. The VAF Program is administered by the Regional Development Corporation (RDC) on behalf of Los Alamos National Security and is the only organization that can currently administer the program.

Issue:

The County EDD is seeking to participate in the VAF grant program as part of the pooled funds program to access the available technology to startup businesses in the unincorporated areas of Santa Fe County. There are no other grant programs available for the County other than through the RDC.

In partnering with RDC for the VAF program, the Contractor will provide the technology related to businesses by investing in a competitive award that provides funding for startup businesses. (see scope of work below).

Determination

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."

In researching various sources for economic development business startup programs it was found that no other company or organization can provide the pooled funding program. It was also determined that participation within a competitive process for award of startup funding will be in the best interest of the County.

Therefore it is determined that Regional Development Corporation is deemed a Sole Source Contractor with the following services may be procured as a Sole Source Procurement.

Vendor Information: Regional Development Corporation
706 Bond St. Espanola, New Mexico 87532
Kathy Keith, Exec Director, (505) 820-1226.

Deliverables:

- Supporting technology related businesses by investing in the Northern NM Venture Acceleration Fund.
- Provide for a competitive award that provides funding for technology startup businesses to develop a product or services.
- Include Santa Fe County staff in the team of judges that review VAF applications and presentations.
- Identifying businesses in the unincorporated areas of Santa Fe County that meet the criteria for funding.
- Distribute funds received through this contract to selected companies approved by Santa Fe County.
- Managing performance benchmarks for allocated funds and payment disbursement to selected companies.

Amount of Purchase: \$ 20,000



SANTA FE COUNTY 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 County Purchasing Agent. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

- I. Department/Division: GM/Planning
Director: David Griscom, Economic Development Manager
Telephone Number: 2728
- II. Name of prospective Contractor: Regional Development Corporation
Address of prospective Contractor: 706 Bond St. Espanola, NM 87532
Amount of prospective purchase: 20,000
Term of prospective contract: 1 year
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

The contractor shall provide coordination and granting services to Santa Fe County to administer Santa Fe County's investment in a grant program entitled Venture Acceleration Fund (VAF). As part of the pooled funds program, the contractor will allocate funds from SF County to technology startup businesses in the unincorporated area of the County. Specific services the contractor will provide to Santa Fe County shall include:

1. Supporting technology related businesses by investing in the Northern NM Venture Acceleration Fund, a competitive award that provides funding for technology startup businesses to develop a product or service
2. Including Santa Fe County staff in the team of judges that review VAF applications and presentations
3. Identifying businesses in the unincorporated area of Santa Fe County that meet the criteria for funding to receive VAF funds

4. Distributing funds received through this contract to selected companies approved by Santa Fe County
5. Managing performance benchmarks for allocated funds and payment disbursement to selected companies

Deliverable:

1. Report to Santa Fe County's Economic Development Manager on the funded companies in the unincorporated area of the County, which will include:
 - a. Names of businesses awarded in Santa Fe County and contact info for businesses
 - b. Description of businesses and 2-digit NAICS code
 - c. Total number of jobs created
 - d. Contract terms with awardees
 - e. Award amounts

- 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.)
 - Must have deep knowledge of the business community throughout SF County in general and specifically the technology startup community in SF County, and be able to compile slate of business startup candidates within SF County that fit the criteria of the Venture Acceleration Fund
 - Must be able to administer a grant program, track metrics and data, provide reports

- 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.")

Venture Acceleration Fund (VAF) is a grant program that is designed to assist technology startups in Northern NM with grants to assist in the startup phase of their operation. Regional Development Corporation (RDC) is the only non profit economic development organization that is contractually obligated, through an Institutional Agreement (IA) to administer the Venture Acceleration Fund.

- 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.*

As stated above, RDC is the only organization that is contractually obligated to administer

the VAF program.

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

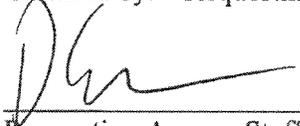
No other organization is contractually obligated to administer the VAF program.

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 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.

On Nov. 18, I spoke with Chandra Clow, the contact person at Los Alamos National Laboratory who is the liaison for the VAF program and there is no other organization that can administer the program, per the IA.

Certified by: Requesting Agency Staff

Date: 11.18.14



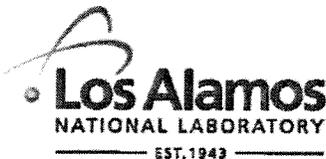
David Griscom, Economic Development Manager

Requesting Agency Staff

Requesting Agency Approval by:

Date: _____

Dept. Director/Manager



*Community Programs Office and
Richard P. Feynman Center for Innovation*

PO Box 1663 MS A117/C334
Los Alamos, New Mexico 87545
505-667-1519/Fax 505-665-3125

Date: December 3, 2014
Symbol: CPO-14-038

David Griscom
Economic Development Manager
Santa Fe County, New Mexico
102 Grant Ave.
Santa Fe, NM 87504

Dear Mr. Griscom:

The Venture Acceleration Fund (VAF) was established in 2006 as part of the economic development investment by Los Alamos National Security, LLC (LANS) the company that manages Los Alamos National Laboratory to stimulate the economy of northern New Mexico by supporting growth oriented companies.

The VAF program is administered by the Regional Development Corporation (RDC) on behalf of LANS. RDC has been the administrator of the program since 2006 and is the only organization that can currently administer the program thru an Institution Agreement #0088.

Please let us know if you need any other further information about the VAF program.

Sincerely,



Dr. Kurt Steinhaus
Community Programs Director



Micheline Devaurs
Program Manager for FCI

Cy: IRM-RMS, A150
CPO-14-038

