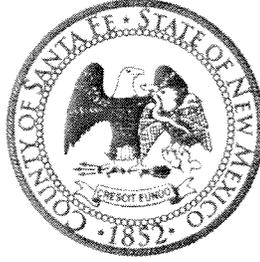


Daniel "Danny" Mayfield
Commissioner, District 1

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

April 15, 2014

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 SF Business Incubator (SFBI) in order to receive select and unique services for outreach, tracking, and training to SF 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). SFBI offers several unique and distinct services available to businesses, which Santa Fe County wants to make available for free to the County businesses, including:

- Inctrack: SFBI licenses and operates the program, and is a client business management system. Provides:
 - Aggregate data collection system
 - Originates survey instruments to track and create business assistance programs
 - Database creation and analysis
 - Online or in person data collection abilities
 - Santa Fe County Specific data collection and information retrieval
- RunWay: Created by the SFBI to assist idea stage businesses decide if their idea is viable. Provides:
 - Assistance and road maps for individuals to legally form a business in the County
 - Creates partnerships and bridges divides amongst the business assistance organizations in the County
 - Is operated by the SFBI's Program Manager, and originating in Santa Fe County, the program is being used across the country from Vermont to Alaska.
 - Monitored and operated by the Santa Fe Business Incubator.
- GrowthWheel: an economic development tool that helps start-ups and growth companies focus on 4 key areas of business development: Business Concept, Organization, Client Relations, Operations. S
 - SFBI is the only incubator in NM that has certified/trained GrowthWheel professionals.

Additionally, SFBI will provide 2 business forums uniquely tailored to SF County-registered businesses, as well as 2 GrowthWheel workshops.

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.

Amount of Purchase: \$ 25,000.00