Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

SOLE SOURCE MEMORANDUM

April 7, 2017

TO: Procurement File

FR: Bill Taylor, Procurement Manager BT

VIA: Rachel O'Connor, CSD Director
Teresa Casados, Senior Services Administrative Manager
Anna Bransford, Senior Services Program Manager

RE: Sole Source Determination Regarding United Way of Santa Fe as Fiscal Agent and "Local Champion" to Provide the Dolly Parton Imagination Library Program for Santa Fe County, in the Amount of $75,000.00

Background:

In December 2015 Santa Fe County Community Services Department with the assistance of Santa Fe County Purchasing Division issued an RFP to partner with a "Local Champion" to continue the Dolly Parton Imagination Library for Santa Fe County Residence. United Way of Santa Fe County was the single respondent to the RFP and was found to be the only qualified "Local Champion" to provide the program to the County. Both parties entered into an agreement to provide funding for the program on February 2, 2016.

Issue:

On February 2, 2017 the Agreement terminated. The Department wishes to continue the program and is requesting a sole source determination with United Way to continue the program for another year.

Determination:

In searching sources on the internet for the Dolly Parton Imagination Library Program, it was found that the United Way of Santa Fe was the only organization that has the capability and capacity to meet the requirements that are specific to this program and the administration of the program.

In addition, the County publicly solicited these services via an RFP and Letter of Interest. As a result, United Way was the only organization who provided a responsive proposal.

Pursuant to 13-1-126, NMSA 1978 the Purchasing Department and User Agency conducted a due diligence and good faith effort for this sole source request and finds 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 determined that United Way of Santa Fe is deemed a Sole Source Contractor with the following services being procured as a Sole Source Procurement.

Vendor Information: United Way of Santa Fe County
400 Cerrillos Rd, Ste A
Santa Fe, New Mexico 87501

The Contractor shall:

Serve in partnership with Santa Fe County to expand the Dolly Parton Imagination Library Program in Santa Fe County. The Program's purpose is to provide books to children (ages 0-5 yrs) in support of early childhood education for both English and Spanish speaking families.

TOTAL COMPENSATION AMOUNT: **$75,000.00**