

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM

DATE: March 20, 2026

TO: File

FROM: Bill Taylor, Procurement Manager, CPO *BT*

SUBJECT: **Sole Source Determination, Purchase of Target Solutions Learning, LLC Pursuant to NMSA 1978, 13-1-126. Sole Source Procurement, for a Total Annual Cost of \$43,161.62 Yr 1; \$46,108.06 Yr 2; and \$47,479.46 Yr 3, Exclusive of NM GRT**

ISSUE:

The Santa Fe County Fire Department has utilized the Target Solutions Training platform in previous years pursuant 13-1-125, small purchase. The Department is requesting to continue utilizing the training platform provided by Target Solutions Learning, LLC and have requested that a sole source determination be made based on the unique aspects of the program that is all inclusive for training and certifications required by industry standards among Fire Departments across the country.

The unique capability of the Target Solutions Training platform to promote the exchange of data between various Agencies and Counties is a critical ability within the realm of Fire and Public Safety. The sharing of information can result in vastly improving the effectiveness of this important public service. Within the State of New Mexico, tracking and monitoring of required trainings and daily activities are reported to the New Mexico State Fire Marshal's Office, as well as the Insurance Service Organization (ISO), of which both Offices review performance by the Department for future funding opportunities for the Department.

DETERMINATION:

Target Solutions provides a comprehensive suite of proprietary web-based solutions for Fire and EMS Departments. The online training management system features exclusive fire department software applications and best-in-class training courses. The system delivers these tools through one, integrated web-based platform that is used by multiple Counties and Fire Departments across the State, using the same uniform training to the crews and volunteers.

These unique training features provide for managing fire department training, recordkeeping, and compliance tasks including activities builder, credentials manager, ISO training tracker, community resources, file center, test builder, generate reports and events manager. These features are all inclusive and standard, that no other training platform offers. The Department made a due diligent effort in determining the basis for the procurement including procedures used by the Department through researching trade publications, industry newsletters and internet and found that comparable programs provide only individual services and do not include the entire suite of trainings and tracking as the Target Solutions Learning program.

It is therefore the determination of the central purchasing office of Santa Fe County that the purchase of Target Solutions Learning, LLC platform be made pursuant to NMSA 1978, 13-1.126, as a sole source procurement, due to the uniqueness that is substantially related to the intended purpose of the scope of services.

Attachment A – Scope of Services, Compensation and Term



Contact Name
Macey Stretch

TargetSolutions Learning, LLC Order Form Schedule A

Date: Thursday, March 12, 2026

Client Information

Client Name: Santa Fe County Fire Department (NM)	
Address: 35 Camino Justicia Santa Fe, NM 87508	
Primary Contact Name:	Primary Contact Phone:

Agreement Term

Effective Date: 05/01/2026	Initial Term: 36 months
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Invoicing Contact Information (Please fill in missing information)

Billing Contact Name: Santa Fe Admin		
Billing Address: 35 Camino Justicia Santa Fe, New Mexico 87508		Billing Phone: (505) 986-6373
		Billing Email: fireap@santafecountynm.gov
PO#:	Billing Frequency: Annual	Payment Terms: Net 30

Prorated Fee(s) – Effective 05/01/2026

Product Code	Product	Description	Minimum Annual Commitment	Price	Sub Total
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Volunteer Firefighters	198	\$117.94	\$23,352.12
TSCHECKIT-BL	Vector Check It - Blended Per Person Assigned PPE/Equipment and Vehicles, Storage and/or DrugBox's	PPE and/or Equipment assigned to individuals	110	\$61.74	\$6,791.40
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Admin	10	\$74.55	\$745.50
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Regional Staff	119	\$113.40	\$13,494.60
TSMINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$395.00	\$395.00

Prorated Total: \$44,778.62

One-Time Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
CTU	Contract True-Up Adjustment	Credit applied for overlap 5/1/26–7/30/26 due to contract merge/co-term	1	(\$1,617.00)	(\$1,617.00)

One-Time Total: (\$1,617.00)

Total (including Prorated and One-Time): \$43,161.62

Annual Fee(s) – Effective 05/01/2027

Product Code	Product	Description	Minimum Annual Commitment	Annual Price	Annual Sub Total
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Volunteer Firefighters	198	\$121.47	\$24,051.06
TSCHECKIT-	Vector Check It -	PPE and/or Equipment	110	\$63.59	\$6,994.90

BL	Blended Per Person Assigned PPE/Equipment and Vehicles, Storage and/or DrugBox's	assigned to individuals			
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Admin	10	\$76.79	\$767.90
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Regional Staff	119	\$116.80	\$13,899.20
TSMMAINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$395.00	\$395.00

Annual Total: \$46,108.06

This is not an invoice.

Order Form Terms and Conditions.

1. Additional Named Users added after the Effective Date (e.g., Named Users above the Minimum Annual Commitment) will be invoiced at the per Named User rate stated in the Order Form, on a prorated basis determined by the date such Users are added during the contract year. Such Additional Named Users shall be invoiced at the contracted per Named User fee for subsequent contract years during the Term.
2. Fees during the Initial Term shall be increased by 3.0% per contract year.
3. All undisputed invoices are due and payable Net 30 days after invoice date ("Due Date"). Any fees unpaid for more than 10 days past the Due Date shall bear interest at 1.5% per month or the highest applicable rate permitted by law.
4. **AUTOMATIC RENEWAL. UNLESS OTHERWISE AGREED OR WHERE PROHIBITED BY APPLICABLE LAW OR REGULATION, UPON EXPIRATION OF THE ABOVE INITIAL TERM, THIS AGREEMENT WILL RENEW FOR A RENEWAL TERM EQUAL TO THE INITIAL TERM AT VECTOR SOLUTIONS' THEN CURRENT FEES, UNLESS NOTICE IS GIVEN BY EITHER PARTY OF ITS INTENT TO TERMINATE THE AGREEMENT AT LEAST SIXTY (60) DAYS PRIOR TO THE SCHEDULED TERMINATION DATE.**

Additional Terms and Conditions

1. This Order Form is governed by the Master Software as a Service Agreement at <https://www.vectorsolutions.com/master-software-as-a-service-agreement/> (the "Governing Contract"). Capitalized terms not otherwise defined in this Order Form have the meanings assigned to them in the Governing Contract.
2. To the extent any term(s) of the Governing Contract and this Order Form conflict, the term(s) of this Order Form will supercede the conflicting term(s) of the Governing Contract.
3. This Order Form will become effective when signed by both Parties. Unless both Parties sign this Order Form, the pricing and terms offered in this Order Form expire on the Offer Expiration Date stated above.
4. This Order Form and the pricing terms herein are specific to You and shall be considered Our Confidential Information. To the extent shared with any permitted third parties pursuant to the confidentiality terms between the Parties, such third party shall be bound by terms that prohibit their use of the information for any purpose beyond providing services to You, including restricting their use of the information in any aggregated or anonymized format.
5. IF YOU ARE LOCATED OUTSIDE THE UNITED STATES, Your data, including Your and Your End Users' personally-identifiable data, will be exported to the United States to enable us to administer, operate and process the Services.