

## Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition.

Additionally, pursuant to New Mexico Procurement Law, the ENMU-Roswell Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid Limit on the ENMU-Roswell Sunshine Portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

### 1. GENERAL INFORMATION.

**Date of request:** March 8, 2017

**Name of Requester:** Susan Golden

**Title:** Nursing Program Director

**Department:** Nursing

**Contact Information (phone/email):** 575-624-7234 susan.golden@roswell.enmu.edu

**Proposed Vendor:** ATI

**Estimated Dollar Amount:** \$25,000.00

Varies on the number of students enrolled in the program. 1<sup>st</sup> semester \$172/student 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> \$133/student. These fees will increase yearly. Each fall we have a 1<sup>st</sup> semester and 3<sup>rd</sup> semester students and in the spring we have a 2<sup>nd</sup> and 4<sup>th</sup> semester students. This year's total was \$172 plus \$133 equals \$305.00 time the number of students registered and in the spring \$266.00 times the number of students registered. Estimated number of students is 60-70.

**Description of goods/services to be acquired:**

High stakes testing. 7 books per student. On-line courses/testing.

**Reason for Purchase:**

High stakes testing for nursing program with academic enhancement.

### 2. BASIS FOR SOLE SOURCE PURCHASE (Choose applicable box(es) and provide additional information).

A. Proprietary item, technology, service, only available from the proposed vendor (describe propriety component).

ATI provides both ADN and BSN education. Books, high-stakes testing, on-line programs, support, case studies. We have used this company for over 10 years.

B. Compatibility requirement with existing item, technology, service (describe propriety component).

C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description)

D. Other basis for Sole Source (provide description).

**3. SUPPLEMENTAL DETAILS (Provide additional information as requested below)**

A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

Meet with faculty and Program Director frequently. Provides dedicated service, coordinated specific student needs with program. Strong faculty support.

B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

Web searches. Majority of programs with ADN use ATI

C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

HESI-is above the level of our students. It is generally used in BSN programs.



Requester Signature

14 March 17

Date