



STATE OF NEW MEXICO 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 State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: City of Moriarty

Agency Chief Procurement Officer: Sheila Larrañaga-Murphy

Telephone Number: 505-832-4406

II. Name of prospective Contractor: Moriarty Historical Society

Address of prospective Contractor: P.O. Box 1366 – Moriarty, NM 87035

Amount of prospective contract: \$1000 and Use of Facility (fair Market value at \$.56 sq.ft.)

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: Exhibition of the extensive collection of historic artifacts specific to the City of Moriarty and the area surrounding Moriarty and the Estancia Valley, and programming to the general public, relating the history of the Moriarty area in a physical location central to the region.

- 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.)

The City of Moriarty desires to have a Museum that reflects the local history of Moriarty and the surrounding communities. The Moriarty Historical Society has been in operation since 1972, collecting, preserving, and providing public access to artifacts and archival materials that reflect the history of Torrance County and the greater Estancia Valley.

- 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.”)

The Moriarty Historical Society’s regional collection of historic objects is representative of The period beginning in the mid-19th century and extending into the 1960s. Other holdings include archaeological material identifying and preserving unique records of long-term and permanent value – audio and video, photographs, maps, microfiche of historic newspapers, memorabilia, and paper and digitized records of different peoples who occupied the area over time.

- 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.*

The Moriarty Historical Society has strong ties to the regions early settlers and provides an oral history program, which collects the life stories of the community elders, also, the collection of the Estancia Valley newspapers and microfiche (1883-1950) is the most comprehensively housed in one place.

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

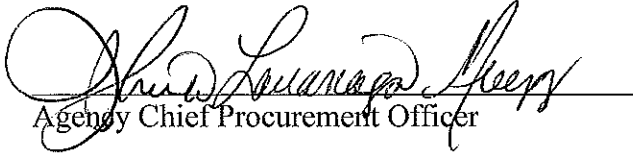
There are other museums in Moriarty, however their collections are not tailored to our needs as the Soaring Museum is specific to aviation, and the Lewis Antique Auto Museum showcases automobiles. The Torrance County Historical Society is no longer in operation, and the East Mountain Historical Society does not have a collection, other than a video/audio collection which is held at the University of New Mexico.

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 Agent's 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.

The City of Moriarty has researched, as stated in the above, and found that other agencies in the surrounding area do not offer the unique collection of memorabilia and artifacts the Moriarty Historical Society has to offer. The Moriarty Community Library has been a partner with the Moriarty Historical Society in the past and their efforts to collect these local materials has been through donations from local families or through programming that has produced these collected works. Any outreach to obtain these compilations has been ongoing through the Moriarty Community Library and their industry contacts to obtain relevant material.

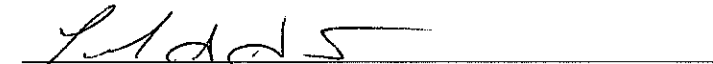
Certified by:

Date: 10/27/2014


Agency Chief Procurement Officer

Agency Approval by:

Date: 10/27/2014


Cabinet Secretary/Agency or Entity Head or Designee

APPROVED:

Date: _____

N/A

State Purchasing Agent

If this sole source relates to a procurement of general services:

- 1) the signature of the State Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the State Purchasing Agent; and
- 3) the signature of the State Purchasing Agent on this form is the final signature required for this sole source procurement.

If this sole source relates to a procurement of professional services:

- 1) the signature of the State Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Cabinet Secretary of the Department of Finance and Administration (below) is required; and
- 3) this sole source is granted as of the date of signature by the Cabinet Secretary of the Department of Finance and Administration.

APPROVED:

Date: _____

N/A

Cabinet Secretary Department of Finance and Administration

If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent or the Department of Finance and Administration, neither the State Purchasing Agent's nor the Department of Finance and Administration Secretary's signature are required. Those signature lines may be removed from this form or marked as N/A.