



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 General Services Department. 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 Las Vegas Senior Center**

Agency Chief Procurement Officer: **Helen Vigil**

Telephone Number: **505-454-1401**

Agency Contact for this request:

Telephone Number & Email Address

II. Name of prospective Contractor: **Comcast Business**

SHARE Vendor Number (must be active):

Address of prospective Contractor: **2530 Hotsprings Blvd, Las Vegas, NM 87701**

Contact Name, Telephone Number and Email Address: **Benny Chavez 505-217-5020**

Amount of prospective contract before tax: **Initial \$ 100 charge. \$77.75 monthly**

Estimated tax amount (tax is subject to change): **\$6.53**

Term of prospective contract: **1 Year**

Note: For terms longer than one year, Request for Policy Exemption from DFA MUST be included.

III. Agency is required to state purpose/need of purchase and thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract (if this is an amendment request to an existing contract, include current contract number issued by SPD): **The request is to continue cable services from Comcast for the Senior Center Program in Las Vegas NM**

IV. Provide a detailed 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.) **Comcast Business is the only vendor that provides cable in Las Vegas NM. The service the Senior Center needs is basic cable that shows the local channels to include Channels 4, 7 and 13**

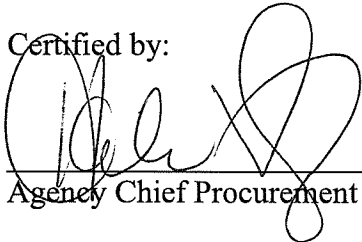
- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of 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.”) **Comcast Business is the only vendor providing cable services in Las Vegas NM.**
- 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.*** **Comcast Business is the only vendor that provides cable services in Las Vegas NM. Seniors need television services at the Senior Center.**

Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract. **Other similar service providers are Plateau and Desertgate, but they only do WIFI services. They do not provide local cable services.**

- VII. 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;; contacting similar service providers; and reviewing the State Purchasing Divisions’ Statewide Price Agreements. 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 Las Vegas Senior Center has had cable/television services, at no cost, for years. About 4 months ago, Comcast Business decided to upgrade their network causing the Senior Center program to be disconnected. Since then, the seniors have been without their TV. This is problematic. Many regulars are no longer attending because they do not have TV. Discussions have been ongoing about the options of the Senior Center to get TV services. The only option to get cable for the seniors is to get services with Comcast Business at a monthly fee because Comcast Business is the only vendor that provides cable services in Las Vegas, NM. Please help us to re install this service.

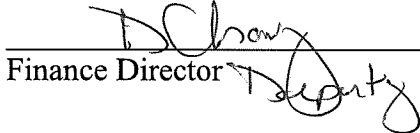
Certified by:



Agency Chief Procurement Officer

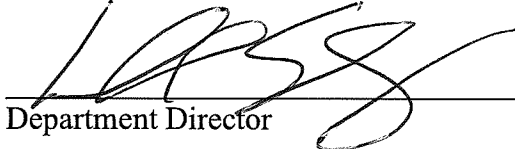
Date: 6/7/2023

Agency Approval by:


Finance Director Deputy

Date: 6/8/23

APPROVED:


Department Director

Date: 6/7/23

If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent, the State Purchasing Agent's signature is not required. The signature line may be removed from this form or marked as N/A. Hard Copy Documentation for Courtesy Postings do not need to be submitted to SPD for approval.