**Proposed Sole Source Purchase Form**

*Pursuant to New Mexico Procurement law, the UNM Purchasing Department will post your completed form on the UNM Sunshine Portal for 30 days prior to purchase of the goods/services.*

I. **GENERAL INFORMATION. PLEASE PROVIDE THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Requisition Number (If Applicable)</th>
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<td>5/11/18</td>
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**Request Submitted by:**
- **Kevin Stevenson**
- **Title:** Director, HR Business Services

**Department:** Human Resources

**Email:** Kevings@unm.edu

**Phone:** 7-5804

**Proposed Vendor:** Everfi

**Amount:** $75,000 annually

*Buyer Team - See Commodity list at [http://www.unm.edu/~purch/commcodes.pdf](http://www.unm.edu/~purch/commcodes.pdf)*

**Provide a basic description of goods/services to be provided:**

Everfi is the vendor that provides UNM's mandatory discrimination and harassment training.

**Why is this purchase needed?**

This purchase is required to provide UNM's annual mandatory training, in compliance with UNM policy and the UNM agreement with the US Department of Justice.

II. **BASIS FOR SOLE SOURCE PROCUREMENT. CHOOSE APPLICABLE BOX(ES) AND PROVIDE ADDITIONAL INFORMATION, AS REQUESTED:**

- **Proprietary item, technology or service only available from the proposed vendor.**
  - **(Check box and describe proprietary component)**
  - The Intersections course that is approved by the DOJ as part of UNM’s agreement is only offered by Everfi.

- **Compatibility requirement with existing item, technology or service.**
  - **(Check box and describe compatibility requirement)**
  - The Everfi system and Intersections course is integrated with UNM's Learning Central system. Moving to another vendor would require building an entirely new system integration for tracking of course taking, reporting, etc.
☐ **Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)**

UNM's current agreement with this vendor expires this year and a renewal is required to continue providing the training to UNM students and employees.

☐ **Other Basis for Sole Source: Please describe below:**

III. **SUPPLEMENTAL DETAILS. PLEASE PROVIDE ADDITIONAL INFORMATION AS REQUESTED BELOW:**

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

The Everfi suite of trainings is required and approved as part of UNM’s agreement with the US Dept of Justice. The Everfi system and Intersections course is integrated with UNM’s Learning Central system. Our agreement with Everfi expires this calendar year, so keeping this service in place is critical to ensure that employees have access to this training throughout the entire 2018 mandatory training cycle.
**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.**


**List the other vendors who were contacted. Please describe the specs/qualifications/criteria that the other vendors were unable to satisfy.**


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UNM Proposed Sole Source Form – Rev 6/14/13