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>May 11, 2018</th>
<th>Requisition Number (If Applicable)</th>
<th>Create New P.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Submitted by</td>
<td>Loree Nalin</td>
<td>Title</td>
<td>Program Supervisor</td>
</tr>
<tr>
<td>Department</td>
<td>Continuing Education</td>
<td>Email</td>
<td><a href="mailto:lnalin@unm.edu">lnalin@unm.edu</a></td>
</tr>
<tr>
<td>Proposed Vendor</td>
<td>NM Healthcare Consulting Services</td>
<td>Amount</td>
<td>65,000.00</td>
</tr>
<tr>
<td>Buyer Team - See Commodity list at</td>
<td><a href="http://www.unm.edu/~purch/commcodes.pdf">http://www.unm.edu/~purch/commcodes.pdf</a></td>
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</tbody>
</table>

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

New Mexico HealthCare Consulting Services, LLC (NMHCCS) delivers very specialized courses in the Health and Human Services Program. NMHCCS develops the curriculum and delivers the instruction in the Health Care Careers courses.

Why is this purchase needed?

NM Healthcare Consulting Services has provided workforce training to prepare those entering the in-demand field of medical coding and billing. The certification exam required for employment is rigorous and is updated annually. Keeping current of federal and state mandates and regulatory requirements is essential for student success and to become gainfully employed.

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)

| None |

☐ Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)

| None |
Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

Industry used software UB-04 and CMS-1500 are used and provided for in-class training.

Other Basis for Sole Source: Please describe below:

The New Mexico HealthCare Consulting Services, LLC and UNM Continuing Education partnership has proven to be successful. This is evidenced by class enrollments, student success, and class evaluations. UNM Continuing Education students register for classes sponsored by UNMCE Health and Wellness Professions. NMHCCS is the vendor providing the instruction for these classes. NMHCCS assists with the development of this curriculum in addition to providing instruction for the students enrolled in these classes. This field is very specialized. It is necessary to have the instructional services of a professional in the field in program development and requires instructors certified in these areas.

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.

This is a continuation of instructional services in the area of medical coding and billing. The organization has been delivering curriculum and instruction in collaboration with UNM Continuing Education since 2006. NMHCCS staff have multiple industry recognized certifications and over 20 years working in the field of insurance reimbursement. The complex nature of the subject matter requires a skilled instructor with 10 or more years of teaching the adult learner.
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.

UNMCE sustain certificate program has consistently delivered curriculum and materials that have successfully prepared those entering the medical coding field to become certified by exam. Other programs at vocational and community colleges have not been able to maintain faculty and program quality from year to year. The in-class option for medical coding for many adult learner is provided to balance the program other online training courses.

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

Career Step, Ed2Go and CondensedCurriculum International also offer the online format of professional training in medical coding. Non of these vendors provide the in-class option needed.