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>
<th>Request Submitted by</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/20/19</td>
<td>New for FY20</td>
<td>Richard Towne</td>
<td>KUNM General Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUNM Radio</td>
<td><a href="mailto:htowne@unm.edu">htowne@unm.edu</a></td>
<td>277-8009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Specialties Inc</td>
<td>$42,000 annually</td>
</tr>
</tbody>
</table>

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

Provide FCC-approved level engineering service for KUNM’s eight licensed transmitters and to KUNM’s studios on the UNM main campus. This is an on-call service, billed hourly based on KUNM’s need for engineering services.

Why is this purchase needed?

KUNM relies on listener donations for more than half of our operating cash revenue. These donors contribute to a reliable, high quality radio service. If service is off in Taos, Soccoro, Las Vegas, or Albuquerque we will lose listenership and donations. KUNM’s broadcast licenses are issued by the FCC to the Regents. Regents policy 8.7 requires KUNM to demonstrate a high level of technical excellence. On the equipment side of thing, a good field and studio engineer helps KUNM maintain its commitment to listeners and to Regents policy.

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)
  
  N/A

- [ ] Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)
  
  N/A
☐ Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

N/A

☐ Other Basis for Sole Source: Please describe below:

This is an informal sole source request to establish a purchase order with Electronic Specialties Inc. for on-call radio engineering services for transmitters in the field and at our main studios at UNM. The period will be for FY20 beginning July 1, 2019. KUNM has worked with ESI over the years, and their principal engineer and owner John Chidester has keys for all of our facilities. His company has a solid working knowledge of our broadcast sites-many of which are shared with other broadcasters. We are filing this informal request to stay within UNM rules for on-going contract services.

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.

Vendor must be local to Albuquerque because if KUNM has a technical issue that stops our broadcasting, we need immediate technical help. KUNM operates 24-hours a day, 365 days a year; often with students or community volunteers handling the overnight and weekend broadcasts.
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.

KUNM has previously requested cost proposals from local vendors. Only one other company responded and they were twice the price. The company is a tower construction company, not a radio engineering company.

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

Advanced Tower Services in Albuquerque. We also posted the request for cost proposals on the NM Broadcasters Association website but had no responses. The broadcast industry is not "growing" engineers much anymore.