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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<tbody>
<tr>
<td>11JULY2019</td>
<td>120514292</td>
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<tr>
<th>Department</th>
<th>Proposed Vendor</th>
<th>Email</th>
<th>Phone</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Janelle Nolan &amp; Associates</td>
<td></td>
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<td>106,039.00</td>
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Buyer Team - See Commodity list at [http://purchase.unm.edu/staff--commodities.html](http://purchase.unm.edu/staff--commodities.html)

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

NEPA and CEQA compliance for planned prescribed burn of approximately 500 acres.

Why is this purchase needed?

This compliance is required by federal law (National Environmental Protection Act) in order to execute the experiment. The contractor provided this cost estimate for the funded proposal. The funder (CALFIRE) requires that this work be completed within the first year of the project and is required by both state (CA) and federal law (NEPA) in order to implement the experimental burn.

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)

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

X Other Basis for Sole Source: Please describe below:

Janelle Nolan & Associates is a California-based woman-owned small business. They have expertise with compliance work under the California Environmental Quality Act (CEQA) and NEPA. They have previously completed projects on the Sierra National Forest that were approved by the Forest Supervisor. This is the location of our experiment. Ensuring that we have signed compliance documentation within the first 12 months of the grant is a requirement of the funder. Further, selecting a California small business was preferable given that the research grant is from the State of California.

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.

Janelle Nolan and Associates have completed NEPA and CEQA work on the Sierra National Forest specific to forest management activities, including prescribed burning. NEPA and CEQA compliance cover a broad range of project types, each with their own specific requirements. A prescribed burn of this size is larger than is typical for management activities in the southern Sierra Nevada. Given Janelle Nolan and Associates prior experience in preparing NEPA and CEQA documentation for forest management activities, this firm is best positioned to help us meet the requirement of having a signed decision within the first year of the project.
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.

A web search for environmental compliance consulting firms was conducted. Web pages were reviewed to determine if the organization had conducted work on US Forest Service lands. If that criteria was met, an inquiry was made to determine prior experience with environmental compliance for prescribed burning in particular and to determine forest management compliance work had been conducted on the Sierra National Forest.

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

Janelle Nolan and Associates was the only firm that had previously conducted environmental compliance for forest management projects on the Sierra National Forest. Other firms contacted include: Sacramento EHS and Sustainability Consulting, BERC, and ICF.