



# City of Santa Fe, New Mexico



V2 2023

## SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be submitted to the City of Santa Fe, Purchasing Division for authorization, determination, and processing by the Chief Procurement Officer (CPO).

9/27/23  
~~6/21/23~~

*Please ensure to complete this form in its entirety.*

Date:

Prepared By: Jacqueline Baca

Title: Dep. Court Finance Administrator

Vendor Name: Finvi dba Justice Systems Inc.

Address: 4600 McLeod NE

City: Albuquerque

State: New Mexico

Zip Code: 87109

### Short Description of Goods/Services to be procured:

Maintenance of court software along with on line payment receipts

Estimated Extended Cost: 24,338.07

Term of Contract: 9 months

Tax is subject to change.

One (1) to Four (4) years from date of award

### Sole Source Request Justification Questions 1-3:

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services (the SOW cannot differ on the resultant contract/purchase documents), construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

Justice Systems Inc. provides a court based software (Full Court) that tracks defendant cases. This includes CitePay (internet based payment), which works in conjunction with Full Court. The maintenance includes licensing of the software, import/export maintenance, integrated imaging, module maintenance, public access maintenance, citation import maintenance, financial interface maintenance, application server maintenance and batch imaging maintenance. The financial maintenance exports to the Finance software for import. With the ability for the software to function, updates need to be completed to make the software up to date with compliances with the court.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) 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.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

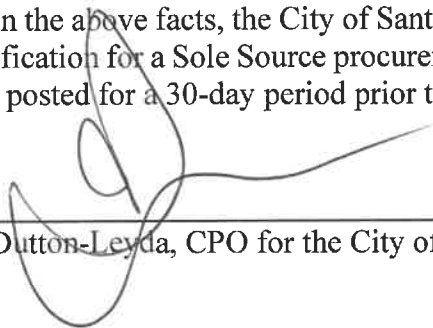
See attached letter from vendor.

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

As was mentioned by the vendor, the software is proprietary. They are the only company that can license, install and support Full Court Enterprise software.

**Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with NMSA 1978, § 13-1-126 and shall be posted for a 30-day period prior to award.

  
\_\_\_\_\_  
Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: 9/27/23

Department Approval by:

Judge Virginia Vigil   
\_\_\_\_\_  
Department Director/Entity Head or Designee

Date: 9/25/23

**Pursuant to NMSA 1978, § 13-1-126 Sole Source Procurement, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for the term stated on the first page of this document.***

\_\_\_\_\_  
**Travis Dutton-Leyda, CPO for the City of Santa Fe**

Date: \_\_\_\_\_

***Required Attachments:***

- \*Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),***
- \*Quote from sole source Contractor***
- \*Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services***

## **BACA, JACQUELINE**

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**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>  
**Sent:** Wednesday, August 23, 2023 2:55 PM  
**To:** BACA, JACQUELINE Y.  
**Subject:** Re: Sole Source for Justice Systems/Full Court Maintenance agreement

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

**Matt Loehman**  
**Executive Director**

Horizons of New Mexico  
6121 Indian School Rd. NE, Suite 102  
Albuquerque, NM 87110

office phone: (505) 345-1540  
email: [mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)  
web: [www.horizonsofnewmexico.org](http://www.horizonsofnewmexico.org)

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Wed, Aug 23, 2023 at 1:50 PM BACA, JACQUELINE Y. <[jyBaca@santafenm.gov](mailto:jyBaca@santafenm.gov)> wrote:

Please see attached as instructed by our Procurement office with the City of Santa Fe.

Thank you,

Jacqueline Baca

City of Santa Fe

Municipal Court

Deputy Court Finance Administrator

505-955-5054 Office

[jvbaca@santafenm.gov](mailto:jvbaca@santafenm.gov)

**Please visit <https://Courts.SantaFenm.gov> for online case lookup.**

**Please visit <https://CitePayUSA.com> for online payments (must have case or citation number and date of birth for processing.)**

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**ONTARIO  
SYSTEMS**

July 5, 2023

City of Sante Fe  
Purchasing Office  
PO Box 909  
Sante Fe, NM 87504-0909

This letter is to verify that Justice Systems, Inc. and its parent organization Ontario Systems, LLC dba Finvi are the only companies that currently license, install and support the FullCourt Enterprise software platform.

We appreciate your continued confidence in our revenue recovery solutions and your continued use of our software. Please contact us if you need additional information.

Sincerely,

*Brian Schneider* |

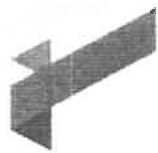
Brian Schneider  
Paralegal

## 2023 Fee Schedule

Customer ID: 200200

Customer Name: Santa Fe NM Municipal Court

<u>Resource</u>	<u>CUram1</u>	<u>Increase</u>	<u>New Amount</u>
FullCourt Enterprise Licenses   Premise   Maintenance	\$21,820.00	\$1,745.60	\$23,565.60
Import Export Maintenance   Premise   Maintenance	\$1,102.00	\$88.16	\$1,190.16
Integrated Imaging   Premise   Maintenance	\$3,260.00	\$260.80	\$3,520.80
Other Modules   Premise   Maintenance	\$563.00	\$45.04	\$608.04
Public Access   Premise   Maintenance	\$653.00	\$52.24	\$705.24
Citation Import   Premise   Maintenance	\$1,128.00	\$90.24	\$1,218.24
Financial Interface   Premise   Maintenance	\$563.00	\$45.04	\$608.04
Application Server   Premise   Maintenance	\$326.00	\$26.08	\$352.08
Batch Imaging   Premise   Maintenance	\$632.00	\$50.56	\$682.56
<b>Total</b>	<b>\$30,047.00</b>	<b>\$2,403.76</b>	<b>\$32,450.76</b>



**Justice Systems, Inc.**  
 A Finvi Company  
 1150 W. Kilgore Ave.  
 Muncie, IN 47305-1588

# Invoice

#INV175515A

6/16/2023

**Bill To**

Santa Fe NM Municipal Court  
 2511 Camino Entrada  
 Santa Fe NM 87504-0909  
 United States

**Ship To**

Santa Fe NM Municipal Court  
 2511 Camino Entrada  
 Santa Fe NM 87504-0909  
 United States

**Amount Due**

**\$24,338.07**

**Due Date: 7/16/2023**

<b>Terms</b>	<b>Due Date</b>	<b>PO#</b>	<b>CUSTOMER ID</b>
Net 30	7/16/2023		200200

Item	Period of Performance	Quantity	Rate	Amount
FullCourt Enterprise Licenses   Premise   Maintenance	10/1/2023 6/30/2024	20	\$883.71	\$17,674.20
Import Export Maintenance   Premise   Maintenance	10/1/2023 6/30/2024	2	\$446.31	\$892.62
Integrated Imaging   Premise   Maintenance	10/1/2023 6/30/2024	20	\$132.03	\$2,640.60
Other Modules   Premise   Maintenance Maintenance & Support for Hearings Call List File Export	10/1/2023 6/30/2024		\$156.03	\$156.03
Public Access   Premise   Maintenance	10/1/2023 6/30/2024		\$528.93	\$528.93
Citation Import   Premise   Maintenance	10/1/2023 6/30/2024	2	\$156.84	\$912.68
Financial Interface   Premise   Maintenance	10/1/2023 6/30/2024		\$456.03	\$456.03
Application Server   Premise   Maintenance	10/1/2023 6/30/2024		\$261.06	\$261.116
Batch Imaging   Premise   Maintenance	10/1/2023 6/30/2024	2	\$255.96	\$511.92

<b>Subtotal</b>	\$21,118.07
<b>Tax Total</b>	\$0.00
<b>Total</b>	\$24,338.07

Remit To: Justice Systems, Inc	For Electronic Funds Payments: ABA/Routing # 121140399 Account # 5303446327 Account Name: Ontario Systems, LLC	For Check Payments: Dept CH 18062 Palatine, IL 60055-8062
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# Estimate #28923



1567 Center Drive Ste A  
Santa Fe, NM 87507

PO Box 28245  
Santa Fe, NM 87592

Santa Fe Office: 505-473-0508  
Taos Office: 575-758-1171

201 B Cmt: Alta Road  
Taos, NM 87571

**MUNICIPAL COURT**  
2511 CAMINO ENTRADA  
SANTA FE, NM 87507

jybaca@ci.santa-fe.nm.us  
505-955-5714

**ATI Security, Inc., D/B/A Security  
Systems of NM**  
P.O. BOX 28245  
Santa Fe, New Mexico 87507  
United States

SF: 505-473-0508 TAOS: 575-758-1171

<b>Estimate</b>	28923
<b>Date</b>	
<b>Total</b>	\$3,270.23
<b>Payments</b>	\$0.00
<b>Balance Remaining</b>	\$3,270.23

## Charges

Item	Price	Quantity	Total
LABOR - ALARM SYSTEM	\$105.00	18.0	\$1,890.00
Seco-larm 2-Ch RF Receiver. 11-24 VAC/VDC	\$95.98	2.0	\$191.96
Seco-Larm 315MHz Pendant RF Transmitter 1-Button (NO-Logo)	\$31.98	9.0	\$287.82
Seco-Larm 1000 ft Extended Range Antenna	\$26.48	2.0	\$52.96
Miscellaneous Parts-TIMED RELAY FOR STROBE UNIT, CONDUIT, MOLDING, J-BOXES, AND COVER PLATES.	\$250.00	1.0	\$250.00
16/4 STR/19 WHIT PLENUM	\$0.70	500.0	\$350.00
Subtotal			\$3,022.74
Tax			\$247.49
<b>Total</b>			<b>\$3,270.23</b>

Customer Signature

Date