



# City of Santa Fe, New Mexico



## SOLE SOURCE REQUEST AND DETERMINATION FORM

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

*Please ensure to complete this form in its entirety - (\*) must be completed.*

\*Date: January 19, 2021

\*Prepared By: Alexandra Ladd

\*Title: Director, Office of Affordable Housing

\*Vendor Name: Envision Sustainability Tools/MetroQuest

\*Address: 510 – 1111 Melville St

\*City: Vancouver

\*State: British Columbia

\*Zip Code: V6E 3V6

### \*Description of Goods/Service to be procured:

\*Estimated Cost: \$24,000  
award)

Term of Contract: 4 year  
One (1) to Four (4) year from 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, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

The MetroQuest public survey platform is designed to elicit public comments in an interactive, graphically-based format. Questions can be asked using a variety of templates: priority rankings, budget allocations, visual preferences, scenario preferences, markers on maps, etc. Participants can see the impact of their choices and priorities, learn about the alternatives and tradeoffs, visualize options. This means that the survey result is more thoughtful and meaningful than simple multiple choice or text input. More importantly, the platform is easy to use, doesn't require registration, and can be accessed on a variety of devices from smart phone, table to computer. Content can be easily translated in multiple languages to also ensure broader public participation. And social media links are built into the interface to facilitate sharing among peer networks and other groups. Additionally, MetroQuest provides ongoing support and technical assistance to its customers for the duration of the contract.



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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.***

Past experience with the MetroQuest survey tool (Office of Affordable Housing and Office of Economic Development both used it) showed that it increased public engagement in a productive manner. It goes beyond a standard survey. The survey tool is graphically-oriented and allows the respondent to physically manipulate the information and rate it in a way that a standard survey doesn't. The Office of Affordable Housing received over 200 responses during a public outreach effort to gather comment about its Annual Action Plan, when most years, fewer than 10 responses are gathered.

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 a result of a former contract with MetroQuest, city staff began in-depth design of a survey to request public input on the disposition of city-owned land to support affordable housing. Multiple documents were uploaded and images were crafted to support the subject. However, the contract lapsed after the particular staff person working on the project resigned. Using a different survey platform would require starting from the beginning of the process, both inefficient and not as likely to result in as high quality of a product. Time would be wasted assembling the material again and learning a new platform. Continuing to work with MetroQuest ensures that the work can be resumed where it was left off, representing both a cost savings for the City but more importantly, providing information to the public as quickly as possible.



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**\*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 the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

  
Fran Dunaway (Jan 21, 2021 15:02 MST)

Jan 21, 2021

Fran Dunaway, CPO  
Purchasing Officer for the  
City of Santa Fe

Date

**Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, 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 a period of one (1) year from the date of the award.***

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Fran Dunaway, CPO  
Purchasing Officer for the  
City of Santa Fe

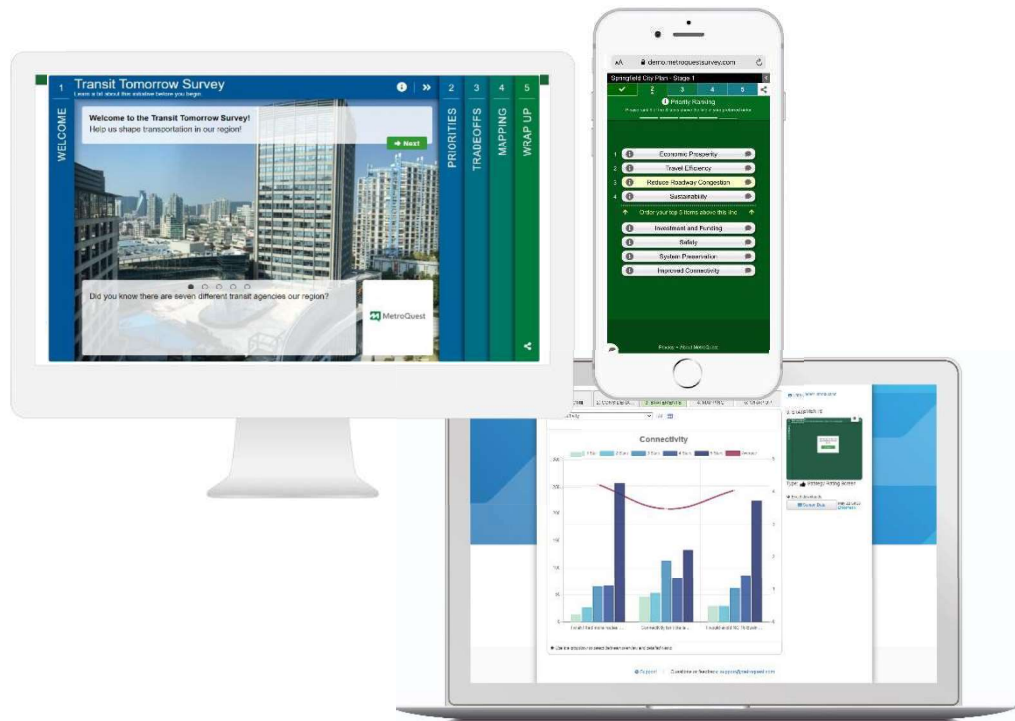
Date

**\*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*



## MetroQuest Subscription Quotation for City of Santa Fe



Prepared by:

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## Quotation

Quotation #: 37543601

Date: 19-January-2021

For: City of Santa Fe



## Introduction

MetroQuest is online survey software. It provides organizations with a powerful, flexible, cost effective enhancement to their existing public participation capabilities. It does this by complementing traditional techniques with online survey software delivered across multiple channels including web-connected home computers, smartphones and tablets to reach a broader, more diverse audience. MetroQuest enables the public to provide quantifiable informed input to planning projects.

MetroQuest is provided via the internet and runs in a browser based on a software-as-a-service (SAAS) subscription model. Setting up MetroQuest to collect stakeholder input for a particular project, accessible via a unique web address (URL) such as <https://metroquestsurvey.com/xxxxxx>, is referred to as a MetroQuest Survey.

MetroQuest is developed, owned and sold by **Envision Sustainability Tools Inc. (“Envision”)**.

Envision is pleased to provide this quotation for to purchase an annual subscription for the use of MetroQuest to enhance community engagement for multiple projects throughout the period of the agreed to subscription period.

## Engagement Objectives

A key component of the work is to engage citizens in a meaningful way in the process.

In particular, the engagement objectives include:

- Engage a large number of participants that reflect the demographics of the project area;
- Provide multiple mechanisms and opportunities for citizens to participate in the process;
- Allow citizens to learn about the project as well as provide their feedback; and
- To gain insight into public opinion about the project.

## The Recommended MetroQuest Solution

In order to meet the engagement objectives, Envision is pleased to offer MetroQuest, which includes the following:

- a. Access to and remote training on the MetroQuest survey platform, MetroQuest Studio, the system that enables clients to setup a MetroQuest Survey;
- b. Access to and remote training on the use of the MetroQuest Data Center, allowing access to integrated data from all Survey respondents;
- c. The ability to create Surveys that respondents can access online via computer, smart phone and tablet as needed; and
- d. Ability to adhere to the relevant jurisdiction’s privacy legislation for the collection and storage of Survey respondent input, including private information.

## Quotation

Quotation #: 37543601

Date: 19-January-2021

For: City of Santa Fe



Quote Number: 37543601

Item	Description	Subscription Fee
<b>1-Year MetroQuest Unlimited Subscription</b>	Use of MetroQuest for 1-year to create an <b>unlimited</b> number of surveys in up to 2 languages (includes support for an unlimited period of public access for each MetroQuest Survey via computer web browser, mobile and peer to peer tablet; hardware not included)	\$23,000/Year (Prepaid)

All figures shown are in USA Dollars. Any applicable taxes are not included and will be borne by the Client.

Additional Languages: The process to create and launch a survey in an additional language requires the client to first complete a survey in English. MetroQuest will provide client with a Translation Table of all words/phrases for the client to translate. MetroQuest will utilize the translation to create the additional language survey.







# City of Santa fe Annual Unlimited Subscription Quote 1

Final Audit Report

2021-01-21

Created:	2021-01-20
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAADmwig9pimTMTmFdPTd4WLRp65hX59zaQ

## "City of Santa fe Annual Unlimited Subscription Quote 1" History

-  Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)  
2021-01-20 - 8:52:39 PM GMT- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature  
2021-01-20 - 8:54:22 PM GMT
-  Email viewed by Fran Dunaway (fadunaway@santafenm.gov)  
2021-01-20 - 9:07:59 PM GMT- IP address: 104.47.65.254
-  Email viewed by Fran Dunaway (fadunaway@santafenm.gov)  
2021-01-21 - 10:01:56 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)  
Signature Date: 2021-01-21 - 10:02:33 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2021-01-21 - 10:02:33 PM GMT