

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:** 10/17/22

**Prepared By:** Christine Chavez

**Title:** Water Conservation Manager

**Vendor Name:** Next Generation Water Summit

**Address:** 850 W. San Mateo

**City:** Santa Fe

**State:** NM

**Zip Code:** 87505

### Description of Good/Service to be Procured:

**Estimated Cost:**

\$40,000/year

**Term of Contract:**

4 years

### 1. Explain why this is the only available source that can meet the needs of your department.

The Water Conservation Office (WCO) has been a sponsor of the annual Next Generation Water Summit for 5 years to pilot the approach of supporting existing efforts that are aligned with City goals. For Fiscal Year (FY)2018-FY 2022, the summit was supported through a PO for \$20,000 to fund the virtual platform, VFairs and in FY 22, \$19,000 was also given to support the planning process. No quotes were obtained from other vendors because the event is proprietary and cannot be put on by any other vendor.

The Next Generation Water Summit will be held June 15-17, 2023. The event has met several goals on the WCO scorecard including adult and K-12 outreach. The event also has met the goal of City and County collaboration to build water conservation programming jointly by allowing all City and County residents to attend free of charge. The event is a platform to discuss important water issues that concern City and County residents and allows City staff to participate in the delivery of that information by using the Summit to encourage discussion and solution building. The Next Generation Water Summit is a proprietary 2-day event produced by the Next Generation Water Summit 501(c)3. It features local, regional, and national speakers. It also includes a one-day educational event which is focused on K-12 participation or the "Next Generation".

The Next Generation Water Summit 501(c)3 was established by the three co-founders of the Next Generation Water Summit to provide for the effective management of the event. Having successfully produced the event since its inception in 2017, the event organizers have leveraged their unique relationships with water efficiency experts and policymakers, both regionally and nationally.

This sole source will allow for the continuation of this event as outlined in the WCO scorecard and will cover planning costs, venue costs and limited marketing outside of the WCO's advertising budget.

2. **Explain why this vendor is the only available source from which to obtain this product of service.**

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**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

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**Other reason, please explain in full. Attach additional sheets, if necessary.**

The Next Generation Water Summit 501(c)3 was established by the three co-founders of the Next Generation Water Summit to provide for the effective management of the event. Having successfully produced the event since its inception in 2017, the event organizers have leveraged their unique relationships with water efficiency experts and policymakers, both regionally and nationally. This organization is best situated to meet the City's goals for this event. This event cannot be facilitated by any other entity.

3. **Explain why the price is considered fair and reasonable.**

The contract would consist of \$40,000 for FY23, FY24, FY25 and FY26 for a total amount of \$160,000. The contract amount is based on historical expenditures of the past 5 events.

4. **Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

The WCO worked closely with the NGWS nonprofit throughout the planning of the 2022 event, and can attest that the event organizers diligently make efforts to reduce their costs wherever possible. The request is based on historical expenditures of the past 5 events.

**Approvals:**

**Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.**



10/18/2022

**Fran Dunaway, القائم  
Purchasing Officer**

**Date**

**Pursuant to Section 13-1-126, 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,  
Purchasing Director  
City of Santa Fe**

**Date**

**Required Attachments:**

**\*Letter from Contractor, if applicable**

**\*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**