



Central Consolidated School District # 22

Administration Complex

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office • 505-598-5834/598-9684 • Fax 598-6626

Personnel • 505-598-1018/368-4963 • Fax 598-1019

Administration • 505-368-4984 • Fax 505-368-5232

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Director of Finance, Central Purchasing Office of CCSD. The foregoing requirement is regardless of whether the **sole source request for determination** has been signed by the Agency and/or the Contractor.

I. Name of Agency: Central Consolidated School District
Agency Director of Finance: Cheryl Thompson
Telephone Number: 505-368-4984

II. Name of prospective Contractor: **Open Text**
Address of prospective Contractor: **24685 Network Place Chicago, IL 60673-1246**
Amount of prospective contract: **\$29,034.24**
Term of prospective contract: **October 1, 2018 to September 30, 2019**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

24 FirstClass Voice/Fax Ports Maintenance
1250 FirstClass Voice/Fax (formerly Unified Communication) Maintenance
1250 FirstClass for Education Maintenance
1250 FirstClass Archiving Services Maintenance
1 FirstClass High Capacity Server (Formerly MP Opt) Maintenance
2 TTS (Text to Speech) Engines Lic. Maintenance

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Provides maintenance, support and software upgrades for First Class Unified Messaging services. This provides all voicemail, email and archive services for the District. The First Class server also provides web sites for all our employees and most of our schools.

V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities 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.”)

Maintenance and Support for the products developed or acquired by Open Text is offered exclusively by Open Text. Open Text is the sole/exclusive owner of all intellectual property required to deliver Maintenance and Support for its products as described in the Open Text Software Maintenance Program Handbook.

VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are unique and how this uniqueness is substantially related to the intended purpose of the contract.

First Class Unified Messaging provides all voicemail, email and archive services for the District. Advanced System Design is the sole source for receiving support from Open Text. Currently the District has over 1000 active voicemail and email accounts .

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

Replacement of the voicemail and email service would require a large investment of funds. Requested State of New Mexico Pricing for Cisco Unified messaging services was over \$100,000.00.

VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent's vendor list. Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

We have received a Sole Source letter from Open Text verifying that they are the only source for maintenance, support and software upgrades for all First Class Products.

Submitted By:

Date: **June 4, 2018**

Rick Nussbaum Technical Support Coordinator

Name of Employee, Title / Department

If this sole source relates to a procurement of general services:

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the CCSD CPO; and
- 3) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

If this sole source relates to a procurement of professional services:

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

Certified by:

Date: _____

Chief Procurement Officer /or Designee
CCSD Central Purchasing Office

Verified By:

Date: _____

Cheryl Thompson, Director of Finance
CCSD Central Purchasing Office

APPROVED:

Date: _____

CCSD Superintendent of Schools