

“SOLE SOURCE” PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name: Dona Ana County Sheriff's Department

1. Name of product or service: On-site Leadership Development Program
2. Name of product manufacturer: FBI-LEEDA Supervisor Leadership Institute
3. Name of “sole” product supplier or service provider: FBI - LEEDA
4. Describe in general terms the product/service you are requesting and the intended application. To advance the science and art of law enforcement leadership and promote the exchange of information to improve law enforcement management practices through training and education among police professionals across the United States and beyond.
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.

Premier executive law enforcement continuing education provider for Law Enforcement Leaders, in small to mid-sized Departments across the United States. This curriculum is in lieu of sending our Leaders to the ten (10) week National FBI Academy.

6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation).

This is the only FBI on-site course, in which DASO is able to host at our location.

7. What product supplier or service provider has your Department used until now to satisfy similar requirements?

No other company or Agency has the authority to instruct a FBI course.



Signature of Department Head

DA
10-19-23

Date

(Attach Quote and Use Additional Sheets As Necessary)

**This form is used by Purchasing Department to determine if a “Sole Source” procurement criterion is met.
Completing this form does not guarantee approval of this type of procurement.



FBI-LEEDA

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is executed in lieu of a contract and constitutes the sole agreement between FBI-LEEDA, Inc. (hereinafter referred to as "FBI-LEEDA") and Dona Ana County Sheriff's Department.

FBI-LEEDA agrees to provide one (1) session of the FBI-LEEDA SLI (Supervisor Leadership Institute) to Dona Ana County Sheriff's Department, to occur the week of April 8 – 12, 2024. Dona Ana County Sheriff's Department agrees to send 40 students at a cost of \$700 per student for a total of \$28,000. Maximum attendance per class is 40 students and minimum attendance per class is 25 students. The site within the state of New Mexico will be determined by Dona Ana County Sheriff's Department.

FBI-LEEDA will provide handout material and certificates of completion for attendees and cover all costs associated with instructor attendance. Dona Ana County Sheriff's Department will be responsible for registration and coordination of attendees and securing and covering costs of training sites, refreshments, class technology and all other requirements stipulated in the FBI-LEEDA "Host Agency Responsibilities" addendum.

FBI-LEEDA will invoice Dona Ana County Sheriff's Department after the class, and payment is required within 30 days of receipt by Dona Ana County Sheriff's Department.

Agreed to this _____ day of _____, 2023.

For FBI-LEEDA Inc.

For Dona Ana County Sheriff's Department

Jacques S. Battiste
Executive Director

Signature

Print Name

Title



FBI Law Enforcement Executive Development Association

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www.fbileeda.org | twitter: #FBILEEDA | facebook: Law Enforcement Executive Development Association

FBI-LEEDA Inc. is a private 501(c)(3) non-profit organization and is not part of the Federal Bureau of Investigation or acting on behalf of the FBI.

FBI-LEEDA Trilogy & IA

Contract Class Expectations

EXPECTED ATTENDEES

Please email training@fbileeda.org **6-8 weeks prior to the start of the class** with a list of your expected attendees and their email addresses. Please keep us updated if your list of expected attendees changes.

REGISTRATION

The class will not be listed publicly on our website. Students will need a registration link to register for the class. **Once we receive your list of expected attendees, we will email your expected attendees with a registration link and information about the class.**

If students do not already have accounts with us, they will need to create FBI-LEEDA accounts prior to using the registration link.

We will monitor registrations and continue to email students who still need to register. Please reach out to training@fbileeda.org whenever you'd like to see a current registration list.

NUMBER OF STUDENTS

For SLI, CLI, ELI, and IA contract classes, we have a minimum of 40 students and a maximum of 50 students.

PRICE PER STUDENT

SLI, CLI, ELI, and IA contract classes cost \$700 per student. You will pay for the total number of students specified in your MOU regardless of how many students attend the class. **You will not receive host seats for contract classes.**

INVOICING

Our finance team will send you an invoice the week of the class. Please communicate with your expected attendees that they will not be responsible for making payment.

PREPARING FOR THE CLASS

On the Thursday before the class, we will send you an email with an updated registration list, information about the class, and some forms that will need to be printed out for the class. We will include the instructors on this email as well.





FBI-LEEDA

Advancing the Science and Art of Law Enforcement Leadership

FBI-LEEDA Trilogy & IA Class Host Agency Responsibilities

CLASSES

Classes run 4 ½ days each and are open to all sworn and civilian law enforcement, corrections, and government employees.

POINT OF CONTACT

Designate an individual at your agency to liaise with FBI-LEEDA staff and field inquiries about the class.

**It is very important to inform FBI-LEEDA of any change in venue, host agency or point of contact.*

STUDENT WORKBOOK

FBI-LEEDA will provide workbooks and class materials for all students.

TRAINING FACILITY

The training room should accommodate up to 50 attendees comfortably. It should be conveniently located with free parking for attendees. The facility must be able to accommodate physical/social distancing requirements per local regulations.

ON-SITE COORDINATION AND EQUIPMENT

The host agency is required to provide refreshments for attendees each day.

During the training program the host agency will ensure the POC is available as needed to assist students and FBI-LEEDA faculty through the week.

You are required to provide the following AV equipment: multimedia projector and screen, speakers, Internet/Wi-Fi connection (Wi-Fi must be available for all students to complete course evaluations), flip charts or white board (with markers).

MITIGATION PROTOCOLS

FBI-LEEDA is committed to offering in-person classes in a safe and socially responsible environment for students and instructors. The host agency is responsible for conveying and adhering to all local and state health protocols to limit student and instructor exposure to coronavirus/COVID-19.

We appreciate your partnership with, and support of FBI-LEEDA. For more information, please contact:
lpavoni@fbileeda.org

The host agency agrees to terms and conditions set forth above.

Host agency representative: _____ Date: _____