

## “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 Conty Sheriff's Office

1. Name of product or service: On-site Leadership Development Program
2. Name of product manufacturer: FBI LEEDA Executive 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.
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-size 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 this FBI LEEDA course.  
**\*FBI Law Enforcement Executive Development Association (LEEDA)**

  
\_\_\_\_\_  
Signature of Department Head

8-5-24  
\_\_\_\_\_  
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 CLI (Command Leadership Institute) to Dona Ana County Sheriff's Department, to occur the week of December 16 – 20, 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 \_\_\_\_\_, 2024.

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**

5 Great Valley Pkwy., Suite 125, Malvern, PA 19355 | Tel: 877-772-7712 | Fax: 610-644-3193  
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

Advancing the Science and Art of Law Enforcement Leadership

February 5, 2024

RE: Sole Source Letter

FBI-LEEDA, Inc.  
5 Great Valley Parkway  
Suite 359  
Malvern, PA 19355

To Whom It May Concern:

FBI-LEEDA, Inc. is the sole source provider of the FBI Supervisor Leadership (SLI), Command Leadership Institute (CLI), Executive Leadership Institute (ELI), Media and Public Relations (MPR) course, Master Public Information Officer (MPIO) course, Internal Affairs (IA) course, Leadership Integrity (LI) course, and Cultural and Diversity Institute (CDI) course.

The content, materials, and instruction provided during FBI-LEEDA, Inc. courses are **only** available through courses taught by FBI-LEEDA, Inc.

Respectfully,

Jacques S. Battiste  
Executive Director  
FBI-LEEDA, Inc.  
(877) 772-7712

FBI Law Enforcement Executive Development Association  
5 Great Valley Pkwy., Suite 359, Malvern, PA 19355 | Tel: 877.772.7712 | Fax: 610.644.3193 | [www.fbileeda.org](http://www.fbileeda.org)

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**Thank you for your submission.**

**The procurement will be reviewed by one of our buyers.**

In the future, any amendment to a sole source contract that adds to or changes or impacts in any way any of the terms and conditions listed below (which are set forth in statute, see Section 13-1-126.1. NMSA 1978), the sole source must be reposted for a new, additional 30 day period.

- if the parties to the proposed contract change;
- if the nature and quantity of the service, construction or item of tangible personal property being contracted for, changes; and
- if the contract amount changes.

Print

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**Agency :** C0009 - DONA ANA COUNTY  
**Procurement Number :** 50-C0009-24-CP377  
**Next Step :** REVIEW  
**Uploaded Files :** Sole Source Determination: FBI LEEDA\_Sole Source\_Request\_Command Leadership.pdf  
**Completed date :** Monday, September 9, 2024 11:00 AM  
**Completed by :** Michael Perez

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**From:** [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us)  
**To:** [Michael Perez](#)  
**Subject:** State of New Mexico :: Sole Source / Emergency Submission  
**Date:** Monday, September 9, 2024 11:00:53 AM

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Greetings,

Your Sole Source/Emergency Procurement request has been SUCCESSFULLY SUBMITTED and is pending State Purchasing Division approval for posting to the GSD Website. Once approved, you will receive an email notification advising that your request has been posted. Please keep the document number referenced below in a convenient place. You will need this number to search the Sole Source/Emergency website for status updates to your request.

Document Number ID: 50-C0009-24-CP377

For Sole Sources:

In the future, any amendment to a sole source contract that adds to or changes or impacts in any way any of the terms and conditions listed below (which are set forth in statute, see Section 13-1-126.1. NMSA 1978), the sole source must be reposted for a new, additional 30 day period.

- (1) If the parties to the proposed contract change;
- (2) if the nature and quantity of the service, construction or item of tangible personal property being contracted for, changes; and
- (3) if the contract amount changes.

Please email all inquiries to:[GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us).

Sincerely,

General Services Department

State Purchasing Division