

## “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: \_\_\_\_\_Health and Human Services\_\_\_\_\_

1. Name of product or service: \_\_\_Indigent Cremation Services\_\_\_ \$17,000\_\_
2. Name of product manufacturer: \_Baca’s Funeral Chapels and Sunset Crematory LLC
3. Name of “sole” product supplier or service provider: \_Baca’s Funeral Chapels and Sunset Crematory LLC\_\_
4. Describe in general terms the product/service you are requesting and the intended application.

DAC-HHS would like to procure Indigent Cremation Services from Baca’s Funeral Chapels and Sunset Crematory for indigent residents of Doña Ana County. Pursuant to the provisions of Chapter 24, Article 13 NMSA 1978, the body of an unclaimed decedent or an indigent person, may be cremated upon the order of the county official responsible for ensuring the disposition of the body.

5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.

Baca’s Funeral Chapels and Sunset Crematory has been the provider of indigent cremation services for residents of Doña Ana County for the previous ten plus years. Baca’s has been the only funeral service in Doña Ana County that has responded to request for quotes in compliance with State Statute. Pursuant to the provisions of Chapter 24, Article 13 Section 3 NMSA 1978, the burial or cremation expensed may be paid by the county out of the general fund in an amount up to six hundred dollars (\$600) for the burial or cremation of any adult or minor.

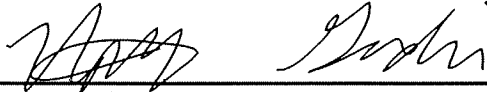
6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation).

DAC HHS has determined that Baca’s is the only funeral chapel in Doña Ana County that is willing to provide these services based on emails and calls to local funeral services. DAC HHS has either emailed or called Getz Funeral Home, Graham Mortuary and Baca’s Funeral Chapels and Sunset Crematory on May 21, 2020 and a second attempt was made on May 29, 2020, and a third attempt was made on June 9, 2020. We

did not receive any kind of response from Getz Funeral Home or Graham Mortuary which has been consistent with previous years. DAC HHS received a response from Baca's Funeral Chapels and Sunset Crematory on May 28, 2020.

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

DAC HHS has been using Baca's Funeral Chapel and Sunset Crematory to satisfy this requirement for the past several years.



7/2/2020

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Signature of Department Head

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.

# Memo

**To:** Don Bullard  
**From:** Norberto Godina  
**Date:** 7/6/2020  
**Re:** Requisition with Baca's Funeral Home

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Doña Ana County needs to procure services for indigent burials pursuant to New Mexico state statute section 24-13-3: *"To the extent that the deceased person is indigent, the burial or cremation expenses shall be borne by the county of residence of the deceased person."*

In order to procure these services Ruth Parra with the Health and Human Services Department (HHS) contacted the following agencies by email for quotes:

Agency	Emailed	Response
Getz Funeral Home	5/21/2020, 5/29/2020, 6/9/2020	No response
La Paz-Graham's Funeral Home	5/21/2020, 5/29/2020, 6/9/2020	No response
Baca's Funeral Chapels	5/21/2020, 5/29/2020,	Quote received 5/28/2020

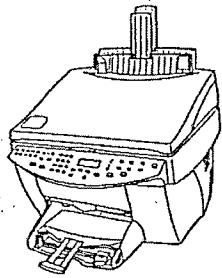
HHS is requesting approval to place a requisition in the amount of \$17,000 to procure direct-cremation services for \$600 per cremation. HHS understands that this requisition has exceeded the small purchase limit of \$10,000 and HHS has performed due diligence to obtain 3 written quotes.

Attached is a copy of the quote received from Baca's Funeral Home and emails to agencies requesting quotes for services.

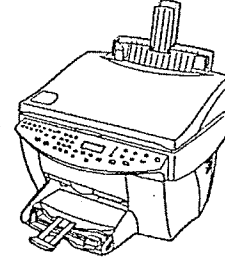
Agency	E-mail Address	Date E-mail Sent	Called	Response	Date Received
Getz Funeral Home	getzfuneralhome@zianet.com	5/21/2020,5/29/2020,6/9/2020		no response	
La Paz-Graham's Funeral Home	graham_mortuary@yahoo.com>	5/21/2020,5/29/2020,6/9/2020		no response	
Baca's Funeral Chapels	bacaschapel@qwestoffice.net	5/21/2020		fax	5/28/2020

**Baca's**  
**FUNERAL CHAPELS**

P.O. BOX 6  
 300 E. BOUTZ ROAD  
 LAS CRUCES, NEW MEXICO 88005  
 TELE: (575) 527-2222  
 FAX : (575) 527-9876



**FAX**



Total # of pages including this transmittal page: 2  
 Date: May 28, 2020

SENT TO : Ruth Parra

DAE-HIS 575-525-5922

FROM : [Signature]

MESSAGE/SPECIAL INSTRUCTIONS :

Indigent Care Service - OMI



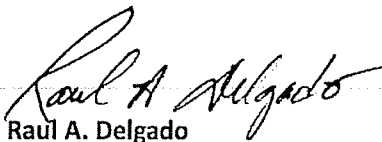
May 28, 2020

DAC/HHS  
 ATTN: Ruth Parra  
 845 W. Blvd.  
 Las Cruces, NM 88005

**RE: Direct Indigent Cremation Service  
 And Transfer from Albuquerque**

DIRECT CREMATION	\$600.00
TRANSPORTATION FROM ALBUQUERQUE (OMI)	300.00

Baca's Funeral Chapels and Sunset Crematory will continue to provide the above services,  
 as we have for over twenty-five years.

  
 Raul A. Delgado

Funeral Director