

## “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 April 29, 2019 and a second attempt was made on May 8, 2019, and a third attempt was made on May 28, 2019. We

# Memo

**To:** Don Bullard  
**From:** Norberto Godina  
**Date:** 5/31/2019  
**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:

<b>Agency</b>	<b>Emailed</b>	<b>Response</b>
Getz Funeral Home	4/29/19,5/8/19, 5/28/19	No response
La Paz-Graham's Funeral Home	4/29/19,5/8/19, 5/28/19	No response
Baca's Funeral Chapels	4/29/19,5/8/19, 5/28/19	Quote received 5/30/19

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.

**Baca's**  
FUNERAL CHAPELS  
AND SUNSET CREMATORY

May 23, 2019

DAC/HHS  
ATTN: Ruth Parra  
845 W. Motel Boulevard  
Las Cruces, NM 88007

RE: Indigent Direct Cremation and transportation from Albuquerque – (OMI)

Direct Cremation	\$ 600.00
Transportation from Albuquerque (OMI)	\$ 300.00

## Ruth Parra

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**From:** Elva Delgado <bacaschapel@qwestoffice.net>  
**Sent:** Thursday, May 30, 2019 3:59 PM  
**To:** Ruth Parra  
**Subject:** Indigent Cases  
**Attachments:** DOC002.pdf

Elva S. Delgado  
Funeral Service Intern  
Baca's Funeral Chapels  
300 E. Boutz Road  
Las Cruces, NM 88005  
575-527-2222

## Ruth Parra

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**From:** Ruth Parra  
**Sent:** Monday, April 29, 2019 2:10 PM  
**To:** 'angelanso@memorialpinescemetery.com'; Bacas Funeral Home; 'getzfuneralhome@zianet.com'; 'La Paz - Graham's Funeral Home'  
**Cc:** Norberto Godina  
**Subject:** Doña Ana County Indigent Burial Quote - Request

Good Afternoon,

Doña Ana County is in the process of seeking qualified quotes for Indigent Burial services for Fiscal Year 2019-2020.

Indigent Burial services is a vital community service that is required per county as part of New Mexico state statute-pursuant to § 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."*

Please provide a quote with cost per cremain for fiscal year 2019-2020 for services of cremation for indigent bodies. This quote will include transport and travel to Albuquerque if there is a need to pick up a body at New Mexico Office of Medical Investigations (OMI). Bodies to be cremated are under the possession of Doña Ana County, Health & Human Services.

Should you have any questions please contact either your Norberto Godina, Program Operations Division Manager at 575 525-5872 or myself.

Thank you,

*Ruth Parra*

*Program Contract Assistant*

*Doña Ana County*

*Health & Human Services Department*

*P (575) 525-5848*

*F (575) 525-5922*

## Ruth Parra

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**From:** Ruth Parra  
**Sent:** Wednesday, May 8, 2019 2:21 PM  
**To:** 'angelanso@memorialpinescemetery.com'; Bacas Funeral Home;  
'getzfuneralhome@zianet.com'; 'La Paz - Graham's Funeral Home'  
**Cc:** Norberto Godina  
**Subject:** 2nd Request - Doña Ana County Indigent Burial Quote

Good Afternoon,

Doña Ana County is in the process of seeking qualified quotes for Indigent Burial services for Fiscal Year 2019-2020.

Indigent Burial services is a vital community service that is required per county as part of New Mexico state statute- pursuant to § 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."*

Please provide a quote with cost per cremain for fiscal year 2019-2020 for services of cremation for indigent bodies. This quote will include transport and travel to Albuquerque if there is a need to pick up a body at New Mexico Office of Medical Investigations (OMI). Bodies to be cremated are under the possession of Doña Ana County, Health & Human Services.

Should you have any questions please contact either your Norberto Godina, Program Operations Division Manager at 575 525-5872 or myself.

Thank you,

*Ruth Parra*

*Program Contract Assistant*

*Doña Ana County*

*Health & Human Services Department*

*P (575) 525-5848*

*F (575) 525-5922*

## Ruth Parra

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**From:** Ruth Parra  
**Sent:** Tuesday, May 28, 2019 1:10 PM  
**To:** Bacas Funeral Home; 'getzfuneralhome@zianet.com'; 'La Paz - Graham's Funeral Home'  
**Cc:** Norberto Godina  
**Subject:** RE: 3rd Request - Doña Ana County Indigent Burial Quote

Good Afternoon,

Doña Ana County is in the process of seeking qualified quotes for Indigent Burial services for Fiscal Year 2019-2020.

Indigent Burial services is a vital community service that is required per county as part of New Mexico state statute-pursuant to § 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."*

Please provide a quote with cost per cremain for fiscal year 2019-2020 for services of cremation for indigent bodies. This quote will include transport and travel to Albuquerque if there is a need to pick up a body at New Mexico Office of Medical Investigations (OMI). Bodies to be cremated are under the possession of Doña Ana County, Health & Human Services.

Should you have any questions please contact either your Norberto Godina, Program Operations Division Manager at 575 525-5872 or myself.

Thank you,

*Ruth Parra*

*Program Contract Assistant  
Doña Ana County  
Health & Human Services Department  
P (575) 525-5848  
F (575) 525-5922*

Agency	E-mail Address	Date E-mail Sent	Called	Response	Date Received
Getz Funeral Home	getzfuneralhome@zianet.com	4/29/19,5/8/19,5/28/19		no response	
La Paz-Graham's Funeral Home	graham_mortuary@yahoo.com>	4/29/19,5/8/19,5/28/19		no response	
Baca's Funeral Chapels	bacaschapel@qwestoffice.net	4/29/19,5/8/19,5/28/19		e- mail	5/30/2019