

## “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: Legal/Risk and Human Resources Departments

1. Name of product or service: (1) Labor & Employment Law Resource Center with Labor Plus Web and Arbitration Award Navigator; and (2) HR Resource Center with HR Support Network and Attorney Resources
2. Name of product manufacturer: Bloomberg BNA
3. Name of “sole” product supplier or service provider: Bloomberg BNA
4. Describe in general terms the product/service you are requesting and the intended application. The Labor & Employment Law Resource Center merges BNA’s authoritative labor and employment law reporting and expert analysis with an extensive collection of primary-source material. The Arbitration Award Navigator allows access to 25,000 arbitration awards. The HR Resource Center provides a complete HR solution. It provides access to all of BNA’s HR, Payroll, Compensation & Benefits, and International HR products in one place.
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services. The Labor & Employment Law Resource Center is a comprehensive tool that brings together news, legal analysis, case law, statutes and regulations, agency guidance, practice tools and more in a single interface. The HR Resource Center provides HR news, strategic white papers, custom research answers, webinars on the hottest HR topics, survey and research reports, tools for strategic planning, and a subscription to Bloomberg BNA’s HR Library. These resources are all inclusive.
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). A thorough internet search was completed and only one other similar, yet limited, source was found: BLR – Business & Legal Resources (www.HR.BLR.com), located at 100 Winners Circle, 3<sup>rd</sup> Floor Brentwood, TN, 37027. Sherry Cobb, BLR Representative, provided me the attached documentation. Deb Weir, Human Resources Department advised that “BLR is not as comprehensive as BNA.” Don Bullard, Purchasing Manager suggested I complete this Sole Source Procurement Justification form.

7. What product supplier or service provider has your Department used until now to satisfy similar requirements? We have not had a provider for the past two (2) years: we used to have the Labor & Employment Law Resource Center for Fiscal Year 12/13; however, due to budget limitations, we did not renew this service for Fiscal Years 13/14 and 14/15.

*Al S. Hurd*

*7-7-2015*

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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.

# **SOLE SOURCE PROCUREMENT**

# **STANDARD OPERATING PROCEDURE**

## **Purpose**

To establish and clarify a procedure for sole source procurement.

## **Definition**

“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.

## **Application**

Applies to the procurement of materials or services made under sole source conditions that are only available from one source.

## **Procedures**

In accordance with the procurement code section 13-1-126 NMSA, the central purchasing office shall make a determination, after conducting a good-faith review of available sources that there is only one source for the required service, construction or item of tangible personal property. The Purchasing Manager or his/her designee shall approve the sole source purchase PRIOR to using department initiating purchase.

Below are the steps to be followed for sole source procurement situations as defined above:

- (1) The Requesting Department shall complete and provide to the Purchasing Department a sole source justification form. The sole source justification form is available on the County share drive in the “forms for universal use” file.
- (2) The Requesting Department shall obtain and provide to the Purchasing Department a detailed letter from vendor stating that they are the only authorized source for product or service. The letter shall also include a current price quote.
- (3) The Purchasing Manager or his/her designee shall review justification form, vendor letter, and will conduct a good faith review of available sources and will make a determination if there is only one source for the required service, construction or item of tangible personal property.
- (4) Once the determination has been made, the Purchasing Manager or his/her designee will contact the Requesting Department of determination. If sole source procurement is approved the Requesting Department shall enter requisition and reference “sole source” in the requisition (item text).



## **ABOUT BLOOMBERG BNA**

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Bloomberg BNA, a wholly owned subsidiary of Bloomberg, is a leading source of legal, regulatory, and business information for professionals. Our network of more than 2,500 reporters, correspondents, and leading practitioners delivers expert analysis, news, practice tools, and guidance — the information that matters most to professionals. Bloomberg BNA's authoritative coverage spans the full range of legal practice areas, including tax & accounting, labor & employment, intellectual property, banking & securities, employee benefits, health care, privacy & data security, human resources, and environment, health & safety.

### **Unequaled Editorial Quality**

More than 600 reporters, attorneys, and editors working from the Washington, D.C., metropolitan area, along with a network of national and international correspondents, deliver the highest editorial quality in the industry, providing timely, comprehensive, focused coverage that allows Bloomberg BNA customers to spend less time on reading and research.

Across Bloomberg BNA's publishing groups, expert legal and business practitioners in a wide range of fields offer readers insight and analysis. Bloomberg BNA's Resource Centers integrate up-to-date news, thought leadership from respected practitioners, Bloomberg BNA's expert analysis, case law, and other primary sources — conveniently organized by practice area all in one place. *BNA Insights* feature outside experts helping customers understand the implications of key legal developments, legislative activity, and trends.

# LABOR & EMPLOYMENT LAW RESOURCE CENTER

## Labor Package

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### OVERVIEW

Bloomberg BNA's *Labor & Employment Law Resource Center*<sup>™</sup> merges our authoritative labor- and employment-law reporting and expert analysis with an extensive collection of primary-source material. This comprehensive tool brings together news, legal analysis, case law, statutes and regulations, agency guidance, practice tools, and more in a single interface.

### NEWS & COMMENTARY

Use the *Labor & Employment Law Resource Center* to stay on top of the latest industry-leading news. Our extensive network of reporters and correspondents helps you understand the implications of today's developments in labor and employment law.

- *Labor Relations Week*<sup>™</sup>

### EXPERT ANALYSIS

Find unique solutions to your challenging research problems with in-depth, results-oriented guidance from Bloomberg BNA's experienced team of legal editors, and *BNA Insights* from renowned experts in the field.

- Labor Relations Expediter
- U.S. Code Annotations
- *BNA Insights*

### PRACTICE TOOLS

Increase your efficiency and productivity by using proven, exclusively developed templates and tools. Save time with our proprietary suite of practitioner-developed sample client letters, checklists, and forms.

- Arbitration Decisions by Contract Term
- Checklists & HR Policy Handbook
- Compare Tool
- Contract Clauses by Union/Topic/Classification Outline Number
- Directory of Arbitrators
- Indexes and Finding Aids
- Wage Settlement Search Tool



Your complete labor and employment law solution.

### Format & Frequency

Updated daily online.

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### PRIMARY SOURCES

Access full-text decisions of the most significant labor and employment cases. You can find a case by citation, keyword, or by using our Headnote Finder. You'll also be able to search or browse federal and state statutes, regulations, and agency documents.

- Labor and employment U.S. Code provisions
- Labor and employment Code of Federal Regulations provisions
- Labor and employment state laws
- Labor arbitration decisions
- Labor-related federal and state primary-source materials
- Labor cases and NLRB decisions
- State Law Chart Builder

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# ARBITRATION AWARD NAVIGATOR

## OVERVIEW

The *Arbitration Award Navigator*<sup>SM</sup> on the *Labor & Employment Law Resource Center*<sup>TM</sup> allows you to access 25,000 arbitration awards and locate specific awards with 12 custom filters, including case name, arbitrator, state, and more. Locate awards from a specific arbitrator for a particular employer, topic, or union, and use the visual analytics, including pie charts and bar graphs, to quickly assess your search results. Export the graphics to client memos or other documents for easy communication.

## SPECIAL FEATURES

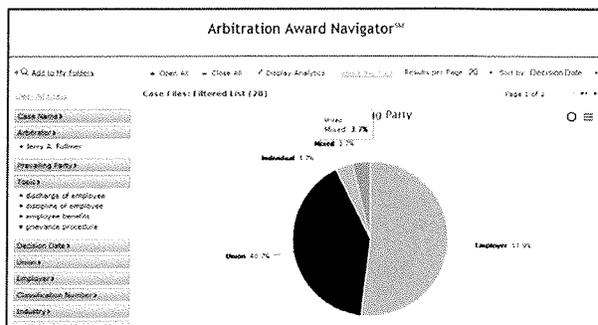
Save searches to quickly access new awards within your search criteria. Get a quick at-a-glance understanding of your search results by exporting to a chart or graph output so you can analyze the data in this authoritative collection in seconds.

## FILTER AWARDS BY

- Case name
- Arbitrator
- Prevailing party
- Topic
- Decision date
- Union
- Employer
- Classification number
- Industry
- Administering agency
- State
- Advocate

## SORT RESULTS BY

- Decision date
- Arbitrator
- Topic
- Prevailing party



Access and filter thousands of arbitration awards in seconds.

## Format & Frequency

Continually updated online.

## KEY BENEFITS

- Filter decisions using specific search criteria.
- Analyze the data in seconds with graphical representations of your search results.
- Gain an in-depth understanding of the expertise and outcomes for specific arbitrators.
- Pinpoint labor and employment awards administered by the American Arbitration Association.
- Sort an arbitrator's awards according to prevailing party.
- Hone legal arguments for arbitration, and understand trends in arbitration remedies.

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# HR DECISION SUPPORT NETWORK

## OVERVIEW

*HR Decision Support Network*<sup>®</sup> is the most comprehensive resource available for human resources professionals. This service provides HR news, strategic white papers, custom research answers, webinars on the hottest HR topics, survey and research reports, tools for strategic planning, and a subscription to Bloomberg BNA's *HR Library*<sup>™</sup>.

## FEATURES

- *HR Library* gives you regular updates on federal and state policies, laws, and regulations, as well as expert analysis and guidance, time-saving practice tools, and regular email alerts.
- HR Policy Handbook: provides sample policy language and forms that you can easily adapt for your organization.
- Custom Job Descriptions software, State and Federal posters and notices, and Model HR forms.
- State Quick Reference Charts, in-depth State Law Summaries you won't find anywhere else, customizable State Compliance Alerts, and the State Chart Builder.
- Custom Research: Within five business days you can expect a report including your answer, a short summary of articles reviewed, and an annotated bibliography of internal and external sources. You'll also learn from others' questions through our shared network of Q&As.
- Webinars: Receive unlimited access to past and present Bloomberg BNA HR webinars. Every event includes dynamic presentations from top speakers, helpful live Q&A sessions, and digital downloads. HRCI Credits included.
- Research Surveys & Reports: Get trusted metrics and benchmarking data for assessing the HR function. Reports include *HR Department Benchmarks & Analysis Report*<sup>™</sup>, *Job Absence & Turnover*, *Employer Bargaining Objectives*, and more.
- Strategic White Papers: Designed to provide you with the kind of in-depth, single-issue focus you need to become an expert in the subject areas that matter most.



**HR Decision Support Network gives you vital support, training, and answers relevant to your entire department.**

### Format & Frequency

Updated continually online. Email updates sent weekly.

## NEWS & UPDATES

Rely on HR Highlights, Library Updates, Email Update: *HR Library*, State Compliance Alert, and *Bulletin to Management*<sup>™</sup> to keep informed of compliance requirements, trends, and developments.

## BENEFITS

- 12 Custom Research Answers
- 24 live HR Webinars – HRCI Credits included
- Monthly Strategic White Papers
- Annual surveys and reports
- Access to *HR Library* and HR Strategic Plan Builder

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# Bloomberg BNA

Quote Number: 2015-62764  
 Date: 3/2/2015  
 Quote Expire Date: 7/23/2015  
 Total Subscription Cost: \$16,990.00

## Ship To Information

Attention Rebecca Velasquez  
 Title  
 Organization COUNTY OF DONA ANA  
 Dept/Division  
 Street 845 N MOTEL BLVD  
 City/State/Zip LAS CRUCES, NM 88007-8100  
 Phone (575) 525-5916  
 Email rebeccav@donaanacounty.org

## Bill To Information

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 Phone (575) 525-5916  
 Email rebeccav@donaanacounty.org

Product	Line Item Description	License Type	Quantity	Subscription Term	Price
LERC11	LABOR & EMPLOYMENT LAW RESOURCE CENTER CORE PLUS  LABOR PLUS WEB - LELAWB ARBITRATION AWARD NAVIGATOR - LELAAN	Designated User	# Users: 16	1 Yr.	\$9,165.00
HRRC02	HR AND PAYROLL RESOURCE CENTER  HR DECISION SUPPORT NETWORK - HRDSN1 ATTORNEY RESOURCES - ATYRES	Designated User	# Users: 16	1 Yr.	\$7,825.00
HSBT02	HR STRATEGIC PLAN BUILDER Included with HR Decision Support Network	Designated User	# Users: 1	1 Yr.	\$0.00

Bill Term: Annual

Total Subscription Cost:

\$16,990.00

# Bloomberg BNA

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Date: 3/2/2015  
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Total Subscription Cost: \$16,990.00

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SIGNATURE

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DATE

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PRINT CUSTOMER NAME

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TITLE

All payments are due to Bloomberg BNA within thirty (30) days of the invoice date.