

**Eddy County  
Board of Commissioners**

Ernie Carlson  
Jonathan A. Henry  
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**Eddy County  
Finance Department**

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Carlsbad, NM 88220  
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**SOLE SOURCE JUSTIFICATION REQUEST FORM  
PURSUANT TO NMSA 1978 SECTION 13-1-126.1 (2013)**

Eddy County hereby declares and notifies of its intent to procure and determines the following via sole source procurement:

**Posting Date:** 9/21/2020

**Product/Services:** PowerDMS

**Description:** Provides a cloud-based software as a service ("SaaS") platform available in the State of New Mexico that combines document management, training management and accreditation management, and electronically links that content to alert users whenever a change may impact compliance

**Vendor:** PowerDMS Inc

**Amount/Term:** 3 years  
\$21,000

**Justification:** Power DMS is the only cloud based software that combines document management, training management and accreditation management, as well as links content to alert users whenever a change may impact compliance

**Contact:** Kristen Novotny  
(575)887-9511 EXT 2501  
knovotny@co.eddy.nm.us

Any party wishing to protest the award of this sole source procurement shall submit such in writing to the contact above within fifteen (15) days of this posting.

**APPROVALS:**

Based on the above facts, the Purchasing Department has made the determination the justification for the Sole Source procurement is in accordance with NMSA 1978 Section 13-1-126 and will be posted for a 30-day period prior to award.

  
Chief Procurement Officer

9/21/2020

Date