

## **"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 \$15,600
2. Name of product manufacturer: Baca's Funeral Chapel
3. Name of "sole" product supplier or service provider: Baca's Funeral Chapel
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 Chapel for indigent residents of Dona 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 Chapel has been the provider of indigent cremation services for residents of Dona Ana County for the previous ten plus years. Baca's has been the only Funeral Service in Dona Ana County that has responded to a request for quotes in compliance with the 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 Dona 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 Chapel on May 30, 2018 and a second attempt was made on June 14, 2018. We did not receive any kind of response from Getz Funeral Home or Graham

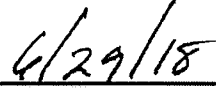
Mortuary which has been consistent with previous years. DAC HHS received a response from Baca's Funeral Chapel on June 26, 2018.

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 to satisfy this requirement for the past several years.



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:** 6/27/2018  
**Re:** Requisition with Baca's Funeral Home

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Dofia 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	5/30/18,6/14/18	No response
La Paz-Graham's Funeral Home	5/30/18,6/14/18	No response
Baca's Funeral Chapels	5/30/18,6/14/18	Quote received 6/26/18

HHS is requesting approval to place a requisition in the amount of \$15,600 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, INC.  
AND SUNSET CREMATORY

June 26, 2018

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

Agency	E-mail Address	Date E-mail Sent	Called	Response	Date Received
Getz Funeral Home	ggetzfuneralhome@zianet.com	5/30/18,6/14/18		no response	
La Paz-Graham's Funeral Home	graham_mortuary@yahoo.com>	5/30/18,6/14/18		no response	
Baca's Funeral Chapels	bbacasnhp@qwestoffice.net	5/30/18,6/14/18		e- mail	6/26/2018
Memorial Pines Cemetery					

## Ruth Parra

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**From:** Ruth Parra  
**Sent:** Wednesday, May 30, 2018 2:57 PM  
**To:** 'getzfuneralhome@zianet.com'; 'La Paz - Graham's Funeral Home';  
'bacaschapel@qwestoffice.net'; 'angelanso@memorialpinescemetery.com'  
**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 2018-2019.

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 2018-19 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.

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:** Thursday, June 14, 2018 2:25 PM  
**To:** 'getzfuneralhome@zianet.com'; 'La Paz - Graham's Funeral Home';  
'bacaschapel@qwestoffice.net'; 'angelanso@memorialpinescemetery.com'  
**Cc:** Norberto Godina  
**Subject:** 2nd Request f/ 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 2018-2019.

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."***

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Thank you,

***Ruth Parra***

*Program Contract Assistant*

*Doña Ana County*

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