



CITY OF RATON SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the General Services Department. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: [City of Raton - Fire Department](#)

Agency Chief Procurement Officer: [Michael Anne Antonucci](#)

Telephone Number: [575.445.9551](#)

Agency Contact for this request: [Raton Fire Department – Dusty Russell](#)

Telephone Number & Email Address: [575.445.2708 – drussell@cityofraton.com](#)

II. Name of prospective Contractor: [BoundTree Medical](#)

Address of prospective Contractor: [5000 Tuttle Crossing Blvd. Dublin, OHIO 43016](#)

Contact Name, Telephone Number and Email Address: [Kevin Henson – 575.776.4950 – kevin.henson@boundtree.com](#)

Amount of prospective contract before tax: [\\$27,799.88](#)

Estimated Tax amount (tax is subject to change): [n/a \(tax-exempt purchase\)](#)

Term of prospective contract:

III. Agency is required to state purpose/need of purchase and thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract (if this is an amendment request to an existing contract, include current contract number issued by SPD):

[For the purchase of Controlled Access Pharmaceutical Dispenser for narcotic drug storage, tracking, control and with lockers for inventory of expensive items.](#)

- IV. Provide a detailed explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Raton Fire Department desires to have a secure method of receiving, storing and distributing medical products and pharmaceuticals for our ambulance service. We need a product that can keep our inventory management current and remind us when inventory of a certain item/items is getting critically low and needs to be re-ordered.

The device must meet NM Board of Pharmacy as well as DEA requirements for the storage and distribution of pharmaceuticals for our EMS needs.

We further want a system that can be tied together into lockers that can also keep a solid inventory of expensive items such as handheld radios.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

The UCAPIT system is the only product on the market that can be directly connected to a medical supplier to allow for the seamless integration of placing orders, tracking inventory, sending out automatic reminder emails to identified staff, and if desired, even placing an order automatically based on inventory levels.

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are *unique and how this uniqueness is substantially related to the intended purpose of the contract.*

The UCAPIT system includes a constant internet connected system to our medical distributor to allow us to have 100% real time access to our ordering needs, as well as our current inventory. We can design the service to be general or as specific as we need based on our intended goals of overall inventory management.

- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Bound Tree Medical is the sole provider of the UCAPIT system. There are no other systems that can do the same thing available.

- VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet;; contacting similar service providers; and reviewing the State Purchasing Divisions' Statewide Price Agreements. Include a list of businesses contacted (*do not state that no other businesses were contacted*), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

We sought out other potential product lines at the New Mexico EMS Region 3 conference and learned that only Bound Tree Medical can sell the UCAPIT system.

We reached out to current fire department users to validate the performance and expectations of their UCAPIT system at Rio Rancho Fire Department, Hobbs Fire Department, Los Lunas Fire Department and Clovis Fire Department.

Submitted by:



Department Head/Supervisor

Date: 5.6.2021

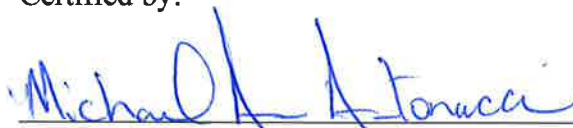
Approved by:



City Manager

Date: 5-7-2021

Certified by:



Chief Procurement Officer

Date: 5-7-2021



January 27, 2021

To Whom it May Concern:

This letter is to confirm that the UCapIt program, as well as all of its associated components are a single source product, manufactured and sold by the U-Select-It Corporation, in Des Moines, Iowa and solely distributed by Bound Tree Medical, in Dublin, OH. No other division of U-Select-It Corporation or Bound Tree Medical, or any other company makes a similar or competing product. This program must be purchased solely from Bound Tree Medical if an agency or company has an existing contract with Bound Tree Medical.

This program represents a package of materials including custom designed hardware, software, tracking programs, and security measures. There are certain features that are specific to UCapIt that no other hardware software integrator and/or manufacturer can provide. This includes the following items: Integration to Operative IQ, ability to track expiration dates and lot numbers, set-up and maintain an unlimited number of supply rooms to track inventory received and then stocked to the UCapIt machines. Our solution meets the DEA standards for narcotic drug storage, tracking and control as well as the standards defined by the FDA for tracking chain of custody. We also provide temperature monitoring and reporting on all machines whether or not there is temperature control.

If you desire additional information, do not hesitate to contact me, Patti Day (361-550-0491) or pday@wittern.com at any time. Thank you for your interest in the UCapIt program.

Best Regards,
Patti Day
National Sales Manager