



Sole Source Justification

Subject: Justification for Sole Source Procurement

From: Michael J Smith

Recipient: Kimela Miller, Chief Procurement Officer

Date: 02/17/2024

Project Title: Data Integration & Sharing

Vendor: Maez Consulting

Summary:

This justification outlines the necessity for a sole source procurement with Maez Consulting based on the exceptional qualifications and unique expertise demonstrated by the individual.

Justification:

1. Expertise in Strategic Planning and Stakeholder Engagement:

- The individual's experience in strategic planning, board engagement, and partnership development, as highlighted in their role at Maez Consulting, directly corresponds to the need for developing the Data Integration Workgroup's draft charter in collaboration with ICASA's internal team and key external stakeholders. Their ability to facilitate collaboration and align stakeholders' interests is crucial for establishing the workgroup and building trust among participants.

2. Leadership in Facilitating Workgroups and Developing Work Plans:

- The individual's tenure as Executive Director of the Outdoor Foundation involved convening and leading strategic planning processes, developing annual operating plans, and overseeing staff to ensure alignment with organizational goals. This experience directly translates to their role in leading outreach efforts, convening, and facilitating the Data Integration Workgroup, as well as co-creating the group's work plan with members and stakeholders.

3. Communication and Advocacy Skills:

- The individual's demonstrated ability to develop and implement advocacy, communications, and community organizing campaigns, as evidenced by



their roles at Maez Consulting and ProgressNow New Mexico, aligns with the need for effective project management and external liaison. Their skills in distilling complex information into compelling messages will be invaluable for communicating project goals, objectives, and outcomes to internal and external stakeholders, including ICASA leadership and project champions.

4. Understanding of Nonprofit Operations and Financial Management:

- The individual's experience in managing nonprofit organizations with substantial budgets, outlined in their roles at Maez Consulting and various nonprofit organizations, provides assurance of their ability to establish internal systems and processes for the project, as well as manage financial aspects effectively. This expertise is essential for ensuring the successful execution of the project within the proposed consulting fee and timeframe.

Conclusion

By engaging Maez Consulting, ICASA can benefit from their extensive experience, leadership skills, and strategic vision, ensuring the successful implementation of the Data Integration and Sharing Project outlined in the RFP. The proposed consulting fee and terms align with the value proposition offered by Maez Consulting, making a sole source procurement justified for the project's success.