



Sole Source Application and Determination Form

A sole source determination is not effective until the sole source application for determination has been posted on the Purchasing website for thirty (30) calendar days without protest and is subsequently approved in writing by the Vice President of Administration and Finance.

1. **Name of Department:** NMT Marketing and Communications
Contact Name: Cindy Haley
Phone: 575-835-5539
Email: sindy.haley@nmt.edu

2. **Name of Prospective Vendor:** Modern Campus USA Inc.
Contact Name: Michael Monina
Phone: 805-322-0007
Email: michael@moderncampus.com
Estimated Cost: \$75,600.00
Duration (for Services or Professional Services – limited to four years): 12/01/2025-11/30/2026

3. **Purpose/need for purchase and detailed list of items of tangible property, services, or professional services:**

New Mexico Tech (NMT) utilizes Modern Campus Omni CMS as its primary content management system (CMS) for managing and maintaining the institution's official website. The purpose of this purchase is to extend the existing service contract for an additional year to ensure continuity in web operations, content editing, publishing, accessibility compliance, and security updates without disruption.

Modern Campus Omni CMS is integral to NMT's digital presence, supporting a wide range of administrative and academic departments in delivering timely and accurate information to students, faculty, staff, prospective applicants, and the public. Due to the proprietary nature of the CMS and the specialized hosting, training, and customer support services Modern Campus provides, it is essential to maintain the existing agreement under a sole source procurement.

This procurement seeks to extend the existing service contract for Modern Campus Omni CMS for an additional year. This extension is absolutely essential to guarantee uninterrupted web services and maintain current functionalities and provide a stable, secure, and accessible online environment for our students, faculty, staff, and external stakeholders. Any disruption to these services would severely impact NMT's ability to communicate vital information, conduct online business, and maintain its public-facing image.

- **Modern Campus Omni CMS - Software as a Service (SaaS) with Unlimited Users:** This core service provides the foundational cloud-based platform for all website content management, including content creation, editing, workflow management, and publishing for an unlimited number of NMT users.
- **Modern Campus Maps License:** An integrated module essential for creating and managing interactive campus maps, providing critical way-finding information for visitors, students, and staff.
- **Modern Campus Omni CMS Integrated Calendar:** A fully integrated calendaring solution that allows for seamless publishing and management of institutional events directly within the CMS environment.
- **Modern Campus Omni CMS Emergency Alerts License:** A critical module enabling the immediate dissemination of urgent and emergency notifications directly to the website, ensuring timely communication during critical incidents.
- **Modern Campus Hosting:** Exclusive hosting services provided by Modern Campus, optimized specifically for the Omni CMS platform, ensuring optimal performance, reliability, and security of NMT's website.
- **Modern Campus Omni CMS - Support Plus (SaaS):** Comprehensive technical support services from Modern Campus, including priority support, product updates, and access to resources, vital for troubleshooting, maintaining system health, and maximizing platform utilization.

4. Detailed explanation of criteria developed for this purchase:

The criteria for selecting a content management system (CMS) for New Mexico Tech were developed based on the institution's unique operational, technical, and strategic needs. The CMS must support a large, decentralized team of content editors across departments while maintaining consistency in branding, accessibility, security, and ease of use.

5. Provide a detailed, sufficient explanation of the reasons, qualifications, or unique capabilities of the prospective vendor that make that prospective vendor the one source for providing the items of tangible property, services, or professional services:

Modern Campus is the sole provider of Omni CMS, a proprietary content management system specifically designed to meet the unique needs of higher education institutions. The platform and its associated services cannot be accessed, licensed, or supported through any third-party vendors, making

Modern Campus is the only source capable of providing the necessary renewal, hosting, and technical support services for New Mexico Tech's existing CMS environment.

New Mexico Tech has an established working relationship with Modern Campus, which has ensured consistent platform performance, timely support, and seamless integration with campus systems. Disruption of this relationship would pose operational risks and unnecessary costs.

6. Provide a detailed, sufficient explanation of how the items of tangible property, services, or professional services are unique and how this uniqueness is substantially related to the intended purpose of the department/grant:

Modern Campus Omni CMS is a unique, proprietary content management system designed specifically for the higher education sector. Its features, structure, and service model are tailored to support institutional goals such as student recruitment, academic program visibility, accessibility compliance, and public communication.

The NMT website is the university's primary digital touchpoint for prospective students, current students, and families. A stable, user-friendly CMS like Omni CMS allows the Marketing and Communications Department to update and optimize content quickly, supporting real-time communication, event promotion, and brand visibility. This directly contributes to enrollment, engagement, and student satisfaction.

7. Please provide a narrative description of the department's due diligence in determining a basis for the procurement. Include:
 - a. method used to research and review other available sources (i.e., list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives)
 - b. list of vendors contacted, the date and method of contact (i.e., email, phone call)
 - c. documentation explaining why:
 - i. those vendors cannot provide the required items of tangible property, services, or professional services
 - ii. Other similar items of tangible property, services, or professional services cannot meet the intended purpose of the department/grant:

New Mexico Tech's Marketing and Communications Department is currently undergoing a full website redesign and content migration project. The selected future platform is Drupal; however, due to the scale and complexity of this migration, the process is expected to take approximately 13 months. During this transition, it is critical to maintain our current web presence, operations, and services without disruption. As such, we are requesting a sole-source extension of our existing agreement with Modern Campus to continue use of the Omni CMS platform throughout the redesign.

a. Method Used to Research and Review Other Available Sources:

- Reviewed CMS platforms suitable for higher education, including Drupal, WordPress, Cascade CMS, and Terminal Four.

- As part of the migration planning, a formal CMS comparison and vendor evaluation process was conducted, resulting in the selection of Drupal as the future platform.

b. List of Vendors Contacted, Date, and Method of Contact:

- **Drupal** – Selected as the new CMS platform following evaluation in spring 2025.
- **Modern Campus** – Current vendor; sole provider of Omni CMS. Contacted via account representative for continuation of service.
- **Other Vendors (e.g., WordPress, Cascade)** – Evaluated during the selection phase; not contacted for this extension as they cannot support or license the existing Omni CMS environment.

Note: Because this request is for an extension of a proprietary system already in use (Omni CMS), no other vendor is able to host or maintain the current environment during the migration.

c. Documentation Explaining Why:

i. Those Vendors Cannot Provide the Required Services:

- Only Modern Campus can legally host, support, and license the Omni CMS platform currently running NMT's public-facing website.
- While Drupal has been selected for the new website, it is not yet implemented and will not be operational for over a year.

ii. Other Similar Services Cannot Meet the Intended Purpose:

- The purpose of this procurement is to ensure uninterrupted website operations, security updates, and accessibility compliance while NMT transitions to Drupal.
- No other vendor can support the current Omni CMS system, and switching platforms mid-migration would be duplicative, inefficient, and pose a high risk to campus communications and compliance.
- Extending Modern Campus during this critical overlap period allows NMT to maintain business continuity and avoid service disruptions until the Drupal site is fully launched.

I certify I have performed thorough and diligent research and analysis to determine that Modern Campus USA Inc. is the only source capable of providing the required extended CMS website service. I understand that violations of the New Mexico Procurement Code (Chapter 13, Article 1 NMSA 1978) can carry severe penalties. I affirm that the information provided in this Sole Source Determination is true and accurate to the best of my knowledge and belief.

Name, Title: Vanessa Grain, Chief Executive Assistant to the President/Interim Director for Marketing and Communications

Signature 18-Jul-2025

Review: Purchasing Services (Name, Title): Neudetr Montoya AdobeSign/Date 7/18/25
Assistant Director

Website Posting Date: ~~7/18/25~~ 7/21/25
Posting Expiration Date: ~~8/18/25~~ 8/21/25 mm

Contested (Yes/No):

Approval: Delilah A. Walsh Signature
Vice President of Administration and Finance

AdobeSign/Date 21-Jul-2025

Version: July 2025