



STATE OF NEW MEXICO 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 Protest and subsequently approved in writing by the State Purchasing Agent. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency.

I. Name of Agency: **Aging & Long-Term Services Department**
 Agency Chief Procurement Officer: **Marlene Acosta**
 Telephone Number: **505-629-3687**
 Agency Contact for this request: **Marlene Acosta and Denise King**
 Email Address: marlene.acosta1@altsd.nm.gov denise.king@altsd.nm.gov

II. Name of prospective Contractor: **NEW MEXICO SENIOR OLYMPICS**
 SHARE Vendor Number (must be active): **47444**
 Address of prospective Contractor: **PO Box 2690, Roswell, NM 88202**

Contact Name, Telephone Number and Email Address: **Cecilia (Ceci) L. Acosta, Executive Director, New Mexico Senior Olympics**
1-888-623-6676 (Toll Free), 575-623-5777 (Office), 575-642-6048 (Mobile)
cacosta@nmseniorolympics.org
 Amount of prospective contract before tax: **\$887,000.00**
 Estimated tax amount (tax is subject to change): **INCLUDES TAX**

III. Term of prospective contract: **July 1, 2026 – June 30, 2027**
 Note: Please refer to §13-1-150 for contract term limits.

If this is an amendment request to an existing contract, include current sole source posting number issued by SPD: **N/A**

IV. If this is a Sole Source for new or existing IT software licensing subscription(s), Agency is required to upload the Contractor’s draft Service Level Agreement (SLA) with the Sole Source online submission.
N/A

V. Agency is required to provide the detailed scope of work (or amendment) for this sole source. Scope of work must match the scope included in the services determination and Horizons declination.

Scope of Work

A. SCOPE OF WORK

1. PURPOSE

The New Mexico Aging and Long-Term Services Department (Department) promotes the physical fitness and mental well-being of eligible older adults (Participants) through year-round opportunities to participate in local, state, and national senior games and other health promotion activities. The purpose of the Scope of Work is to define the responsibilities of New Mexico Senior Olympics, Inc. (Contractor) in providing services, including state and local senior games (Senior Games).

The intent of this Contract is to provide well-organized, inclusive and high-quality services designed to improve the health and activity levels of Participants across the state of New Mexico. The Contractor is responsible for planning and implementing annual state senior games, including securing the venues, providing necessary equipment, and supplying appropriate personnel. Formal state and local senior games shall be implemented in line with rules promulgated by the National Senior Games Association.

Evidence-based health promotion classes and activities shall be coordinated and implemented throughout the year in a manner which maximizes participation throughout the state. In order to achieve the desired outcomes, the Contractor must maintain the fidelity of selected evidence-based program(s) as determined by the program developer. The Contractor shall administer and complete services pursuant to the terms of this Scope of Work. The Contractor shall provide supervision to all volunteers associated with the provision of Services.

2. POPULATIONS TO BE SERVED

Adults age 50 years and older.

3. RESPONSIBILITIES OF THE CONTRACTOR

- a. SERVICE PROVISION The Contractor shall provide a detailed, annual program plan and budget for review and approval by the Department, and should perform the following:
 - i. **Plan and implement TWO annual state senior games.** The Contractor is responsible for the management of a comprehensive set of activities which make up the state senior games in two areas of the state, North and South. The Contractor must ensure that all activities necessary for the delivery of safe, well-organized and

engaging games occur each year of the contract in line with National Senior Games Association rules and guidelines. This includes, but is not limited to, securing financial sponsorships, recruiting and supervising volunteers, selecting sites, updating and distributing competition rules, developing schedules, providing for emergency medical response, results and awards, securing insurance, securing and maintaining equipment, and promoting and conducting two (2) state senior games.

For each of the two (2) state senior games in New Mexico, the Contractor shall:

- a) implement two (2) state games event(s), offering at least twenty (20) individual sports, and serving at least one thousand (1,000) athletes;
 - b) provide a minimum of ten (10) scholarships to athletes to assist with participation in state games;
 - c) plan and organize three (3) team tournaments for basketball, volleyball, and softball, serving at least seven hundred (700) athletes;
 - d) recruit Sport Coordinators for all sports and train them on all applicable rules and regulations;
 - e) recruit, orient, oversee, train and recognize at least two hundred (200) volunteers to assist with state games activities; and,
 - f) recruit, hire, and train seasonal temporary event staff members to assist with the total event management planning of implementation of state games.
- ii. **Support and provide technical assistance to local communities to plan and implement local senior games and to coordinate health promotion and physical fitness activities.** This includes, but is not limited to: developing and administering policies that define the roles and responsibilities of those conducting local games; establishing contracts or agreements with those entities conducting local games; and, training and supporting volunteer boards in local game sites to develop their capacity to support local games in line with National Senior Games Association rules and guidelines.

The Contractor shall:

- a) provide support to organizations which conduct local level senior games in at minimum sixteen (16) counties statewide to include regional convening;
- b) develop and maintain a memorandum of agreement, or similar instrument, with local organizations which defines roles and responsibilities of both parties;

- c) provide training and technical assistance to local organizations including, but not limited to: game promotion, rules, first aid; registration systems; volunteer recruitment; board development; working with event managers; posting game results; policies and procedures; and, general conduct;
 - d) provide individual orientation to all new local game coordinators;
 - e) provide a toll-free telephone number for local games coordinators to contact the Contractor's office;
 - f) loan sporting equipment to local organizations for demonstration or introduction of sports;
 - g) work in coordination with at least eight (8) sites to plan and conduct health promotion events targeting older adults in each community. The events will include workshops on health and wellness, as well as hands-on activities demonstrating sports which are part of senior games; and,
 - h) promote virtual health promotion events targeting older adults in each community. The virtual events will include workshops on health and wellness, as well as on demonstrating sports which are part of senior games.
- iii. **Coordinate attendance and sponsorship of qualified Participants at the National Senior Games** by ensuring compliance with national regulations for qualifying Participants and maintaining a state and national senior games scholarship plan to assist low- and middle-income participants with travel and registration costs. The Contractor shall conduct activities necessary to secure additional funds to expand the number of scholarships each year.

The Contractor shall:

- a) qualify at least nine hundred (900) participant athletes for national senior games and provide information and guidance to athletes in support of their participation in the national games;
- b) comply with all rules and reporting requirements of the National Senior Games Association;
- c) ensure attendance by the state coordinator (or designee) at the annual National Senior Games Association meeting;
- d) provide a minimum of ten (10) scholarships to athletes to assist with participation in the national games;

- e) coordinate media releases regarding New Mexico participants’ activity in the National Senior Games;
 - f) facilitate the selection of two flag bearers for the national senior games and coordinate athlete participation in the *Celebration of Athletes*; and,
 - g) plan a state reception for state athletes attending the national games.
- iv. **Plan and implement year-round programming designed to promote healthy lifestyles, encourage increased activity, and improve the overall health of individuals age 50 and older in New Mexico.** This includes, but is not limited to: providing training on physical fitness and wellness to Aging Network providers; participating in health fairs, outreach events, multi-media advertising, and other community-based events to promote senior games and educate the public regarding senior wellness; and, providing evidence-based health promotion programs to groups and communities.

The Contractor shall:

- a) conduct *Enhance Fitness* classes in at least twenty-five (25) sites, statewide, to serve a minimum of four hundred (400) individuals;
 - b) implement Healthy Aging Day at ExpoNM during the NM State Fair in September 2026;
 - c) participate in a minimum of six (6) health fairs to provide information regarding health and wellness; and,
 - d) present health promotion information at a minimum of three (3) workshops and conferences, including the NM Conference on Aging, targeting older adults and caregivers.
- v. **Develop and implement an evaluation plan for all services and conduct quality improvement processes based upon results of evaluation activities included within the plan in order to achieve targeted outcomes, as set forth in Section 3(b), below.** This includes, but is not limited to: collecting demographic and other data; conducting Participant surveys; and, utilizing other measurement tools related to contracted activities as required by the Department.

b. OUTCOME MEASURES

The Contractor shall achieve the following outcomes based upon evaluation plan data:

- i. Each year increase the number of Participants in the state senior games. A qualifying year should be compared to the previous qualifying year. A non-qualifying year should be compared to the previous non-qualifying year;
- ii. Increase the number of Participants who self-report increased physical activity over the previous twelve (12) months;
- iii. Increase Participant satisfaction compared to the previous year;
- iv. Increase the number of Participants completing evidence-based programming as defined in the curriculum/model selected for implementation; and,
- v. Continue formal efforts to raise funds in support of senior games and other health promotion activities.

c. FISCAL REQUIREMENTS

- i. The Contractor shall submit an annual budget and justification for each service to coincide with awarded amounts within fifteen (15) calendar days of the receipt of the awarded contract, and as requested by the Department for future years within fifteen (15) calendar days of the Department's request.
- ii. The Contractor shall provide matching funds as agreed upon in the negotiated and approved annual plan and budget. Matching of any state award may be through cash or in-kind contributions from sources other than the Department.
- iii. The Contractor shall only expend contract funds as allowed in accordance with the Department-approved scope of work, the contract, the approved budget and budget justification.
- iv. The Contractor shall submit to the Department on a monthly basis requests for reimbursement utilizing form(s) provided by the Department. Requests for reimbursement shall be due on the 12th day of the month, for the prior month's expenditures, until all funds are spent, and a final report shall be due as requested by the Department each year.

- v. The Contractor shall submit to the Department, as necessary, any budget adjustment request(s) (BARs) for review and approval prior to March 31st of each year.

d. PROGRAM REPORTING REQUIREMENTS

- i. The Contractor shall submit semi-annual program reports for the contract year utilizing the reporting template provided by the Department. The report shall include progress towards targeted outcomes as required by the Department. Due dates for program reports are as follows:

January 15th: for activities (July 1–December 31)

June 30th: for activities (January 1 – June 30)

- ii. The Contractor shall enter all data related to evidence-based health promotion activities into the WellSky database on a monthly basis.

- VI. 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.)

Individual State Senior Olympic entities (or State Senior Games) are independently operated organizations sanctioned by the National Senior Games Association (NSGA) to host qualifying events. These state organizations are chosen based on their ability to manage a games event, meet NSGA regulations, and promote participation in their region, often working directly with state sports commissions or non-profit boards.

NM Senior Olympics was chosen by the Nation Senior Games Assoc. to operate in NM based on the following criteria.

- 1. NSGA Membership:** The NSGA is composed of 51 members and one associate member (covering all 50 states + DC). These members operate the sanctioned state games.
- 2. Independently Managed:** While they must adhere to national regulations to be a "Qualifying State Senior Game," these entities are independently organized in each state rather than being directly run by a single federal body.
- 3. Qualification Function:** The primary role of these chosen state entities is to host annual or biennial competitions where athletes age 50+ can qualify for the National Senior Games.

- VII. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes their company *the only*

source capable of providing the required professional service, general 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.”)

New Mexico Senior Olympics, Inc., is a unique and unduplicated NM 501c3 organization that is dedicated to promoting healthy lifestyles for all seniors age 50 years and older through education, fitness and sporting events. Through Senior Olympic programs, NMSO assists local games organizers in achieving greater value and quality in the lives of local senior adults.

- VIII. Provide a detailed, sufficient explanation of how the professional service, general 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*.

New Mexico Senior Olympics, Inc., is a unique and unduplicated NM 501c3 organization that is dedicated to promoting healthy lifestyles for all seniors aged 50 years and older through education, fitness and sporting events. NM Senior Olympics sole focus creating healthy lifestyle, fitness, and socialization opportunities for New Mexico’s 50+ older adult populations.

- IX. 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.

The agency has historically entered into contract for this service utilizing the RFP process on several occasions. Over the years, there has not been another entity responding to the RFP other than the NM Senior Olympics, Inc. Nor has there been another entity that has shown an interest, willingness, or ability to carry out the service functions as stated herein through agency contact.

Agency certifies this sole source submission complies with NMSA 1978, Sections 13-1-28 through 13-1-199, the New Mexico Administrative Code (NMAC) and Governmental Conduct Act, NMSA 1978, Sections 10-16-1 through 10-16-18.

Certified by: _____ Date: 4/22/2026

Signed by:

Marlene Acosta

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Agency Chief Procurement Officer

Certifying Legal Sufficiency by: _____ Date: 4/22/2026

Signed by:

Craig Hay

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Agency Legal/General Counsel

Agency Approval by: _____ Date: 4/22/2026

Signed by:

Emily Kaltenbach

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Cabinet Secretary/Agency or Entity Head or Designee

APPROVED: _____ Date: _____

State Purchasing Agent

If this sole source is being submitted by a governmental agency or governmental entity not under the authority of the State Purchasing Agent, the State Purchasing Agent's signature is not required. The signature line may be removed from this form or marked as N/A. Hard Copy Documentation for Courtesy Postings do not need to be submitted to SPD for approval.