Application for Determination of Sole Source Procurement

This form, with one or more categories completed, must accompany a purchase requisition for equipment, supplies or services exceeding $20,000. Select the category or categories appropriate for this procurement. Attach all documentation necessary to support the application. Procurements of $20,000 and greater shall be posted to the NM Tech Purchasing website for the mandatory thirty (30) day period per NMSA 13-1-126.1.

Requesting Department: EMRTC  
Proposed Contractor: Electronic Arts Co.  
Product Description: Cable coax RG58U solder

End User’s Name: Edmund Chavez  
Estimated Cost: $25,000.00  
Date: 5/27/22

I am requesting a sole source procurement based on the following reasons:

☐ Compatibility of existing equipment or supplies; provide details in Explanation. Include manufacturer, model number and NMT PCN of existing equipment.

☐ Item specifically required for use in conjunction with grant or contract. Attach applicable grant or contract page and provide justification of why it is required for grant / contract and why other substitutes are not acceptable.

☐ Requirement is of a proprietary / copyright / licensing nature which is explained below.

☐ The requested product has unique design / performance specifications or quality requirements which are essential to my work, research protocol or teaching needs, and are not available in comparable products. Please discuss this uniqueness / performance below.

☐ NMT Staff has specialized training and / or extensive experience. Retraining would incur substantial cost in money / time as explained below.

☐ I have contacted other suppliers or service providers identified below and have considered their product, however, their products / services are not acceptable because they are lacking one or more technical capabilities as discussed below.

☐ The requested product is essential in maintaining / continuing experiments. Other investigators have used this product in similar research and for comparability of results, I require it.

☐ Contractor is the sole manufacturer and sole distributor and has unique features / characteristics not available from other sources (provide explanation and attach applicable documents).

☐ Product is a prototype; contractor offers a trade-in allowance; availability of service, parts or maintenance as discussed below.

Explanation: Can not mix and match items.

By signing below, requestor certifies that the information provided is accurate to the best of their knowledge.

End User Signature (actual signature required):  
Printed Name: Edmund Chavez  
Date: 5/27/22

Chief Procurement Officer (signature required):  
Date:

For use by Purchasing:

Date application received in purchasing:  
NMT Web Posting date:  
Expiration date: